

# { Digitization: }

## Where Do You Begin?

Founded in 1998, Hurst Associates works with organizations to help them understand and plan all aspects of a successful digitization project/program, including project management, copyright and legal restrictions, metadata creation, integration into existing systems and services, hardware/software concerns, marketing, and digital asset preservation. Hurst Associates provides digitization workshops, develops digitization plans, works with your staff to implement digitization programs, and evaluates software, hardware and vendors for specific digitization efforts.

Recent Clients Include:

- Chautauqua-Cattaraugus Library System, [www.cclslib.org](http://www.cclslib.org) – digitization plan, workshops
- Western New York Library Resources Council, [www.wnylrc.org](http://www.wnylrc.org) – digitization plan & implementation
- South Central Regional Library Council, [www.lakenet.org](http://www.lakenet.org) – digitization plan, workshops
- Manhattanville College Library, [www.mville.edu/library/](http://www.mville.edu/library/) – outsourcing info. for grant applications

For information on additional clients, contact Hurst Associates, Ltd.

Recent Relevant Presentations: & Workshops:

- Creating, Managing & Preserving Digital Assets (graduate class). Syracuse Univ., 2004 – present, Syracuse, NY.
- Digitization Essentials Workshop. Special Libraries Assoc. Annual Conf., 2006 (Baltimore) & 2008 (Seattle).
- Digitization 101 (workshop). Computers in Libraries 2007 & 2008, Crystal City, VA.
- Promotion & Use of Digital Projects (workshop). SCRLC & CLRC, 2008, Cortland, NY.
- Introduction to & Development of a Digital Project (workshop). SCRLC & CLRC, 2007, Cortland, NY.
- Federated Searching Feedback (presentation), Internet Librarian 2007, Monterey, CA.
- Gearing Up! Digitization 101 (workshop), SLA Florida & Caribbean Chapter, 2007, Tallahassee, FL.
- Digitization Discussion Series (workshops). Western NY Library Resources Council, 2005 - 2007. Buffalo, NY.
- Digitization Project Management Essentials (workshop). Computers in Libraries 2006, Wash., DC.

Complete list available at: [www.hurstassociates.com/Presentations.htm](http://www.hurstassociates.com/Presentations.htm)

Recent Relevant Publications:

- "Guest Editorial" (on the paperless office) FreePint, February 1, 2007, n. 223.
- "Digitizing 101." netConnect (supplement to Library Journal), Winter 2007 with K.M. Dames.
- "Digital Preservation Management: Implementing Short-term Strategies for Long-term Problems" (Review). FreePint, Dec. 7, 2006, n. 219.

Complete list available at: [www.hurstassociates.com/Publications.htm](http://www.hurstassociates.com/Publications.htm)

Web site: [www.HurstAssociates.com](http://www.HurstAssociates.com)

Digitization 101 blog: [www.Digitization101.com](http://www.Digitization101.com)

In January 2006, Hurst Associates became NYS certified as a Minority & Woman-Owned Business Enterprise (MWBE).

North American Industry Classification System (NAICS):

519190 Information Services  
541611 Administrative Management and General  
Management Consulting Services  
541990 Professional, Scientific, and Technical Services

Product Service Codes (PSC):

R612 Information Retrieval  
T099 Other Photo Mapping Printing Services  
U001 Lectures for Training

Standard Industrial Classification (SIC):

7389 Business Services, NEC

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Information for Intelligent Decisions

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