# Getting Started –Exercise #2 Create Your Own Digital Asset Register

1. Choose the categories of information you want to know about your digital assets (collections and other content), e.g. name of collection, owner or person of responsibility, etc. Consider the nature of your assets and what you will need to use your register for. For instance, will you use it to negotiate with management? They may want to know about value and costs. Refer to the templates in your workshop pack for ideas.
2. Consider how you will collect this information. If you choose to survey or interview your staff, what kinds of questions do you need to ask to get the information you need for your register? If you are going to analyse shared drives or finding aids, what kinds of questions will you need to ask yourself? Refer to the templates in your workshop pack for ideas.

1. Digital Asset Register for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Create a list of questions to help you collect the information you need for your register.

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