

Introduction to Digitization

October 21, 2:00pm

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RESOURCES

Prioritization

IFLA Rare Book and Special Collections Section, "Guidelines for Planning the Digitization of Rare Book and Manuscript Collections, September 2014.

<https://www.ifla.org/files/assets/rare-books-and-manuscripts/rbms-guidelines/guidelines-for-planning-digitization.pdf>

Minnesota Historical Society Local History Services, "Digital Imaging for the Small Organization, Version 1.4," 2016.

http://discussions.mnhs.org/mnlocalhistory/wp-content/uploads/2011/05/guidelines_digital_for_small_organizations.pdf

Dartmouth College Library - Selection Policy for Digitization

<https://www.dartmouth.edu/~library/digital/about/policies/selection.html>

Georgetown University Library - Digital Collections Development Policy

<https://www.library.georgetown.edu/digital-project-policy>

Amherst College – Digital Collection Development Policy

<https://www.amherst.edu/library/services/digital/digitalcolldev>

Copyright

Charlesworth, Andrew. "Intellectual Property Rights for Digital Preservation." DPC Technology Watch Report 12-02. Digital Preservation Coalition. 2012.

<https://www.dpconline.org/docs/technology-watch-reports/796-dpctw12-02/file>

Cornell University Library Copyright Information Center. "Copyright Term and the Public Domain in the United States."

<https://copyright.cornell.edu/publicdomain>

Hirtle, Peter B., Emily Hudson, and Andrew T. Kenyon. Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives, and Museums. Cornell University Library, Ithica, NY, 2009.

https://ecommons.cornell.edu/bitstream/handle/1813/14142/Hirtle-Copyright_final_RGB_lowres-cover1.pdf?sequence=2&isAllowed=y

Rights Statements. <https://rightsstatements.org/en/>

Stanford University Libraries. "Copyright and Fair Use." <https://fairuse.stanford.edu/>

File Specifications

Color Tutorial: Understanding Color Spaces
<https://www.youtube.com/watch?v=KKX08oOTMkk>

American Library Association (ALA): Minimum Digitization Capture Recommendations
<http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>

National Archives and Records Administration (NARA): Technical Guidelines for Digitizing Archival Materials
<https://www.archives.gov/preservation/technical/guidelines.html>

Federal Agencies Digitization Guidelines Initiative (FADGI): Technical Guidelines for Digitizing Cultural Heritage Materials
http://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final_rev1.pdf

Digital North Carolina: Digitization Guidelines
<http://www.digitalnc.org/policies/digitization-guidelines/>

Columbia University Libraries Imaging Standards & Procedures
<https://library.columbia.edu/bts/imaging.html>

FADGI Audio Visual Working Group Resources
<http://www.digitizationguidelines.gov/audio-visual/>

CARLI Guidelines for the Creation of Digital Collections: Digitization Best Practices for Three-Dimensional Objects
https://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_3D.pdf

Digitization Standards for the Canadian Museum of Civilization Corporation, 2006.
<https://www.historymuseum.ca/wp-content/uploads/2016/04/numerisation-digitization-2006-e.pdf>

Metadata

University of Texas Libraries: Metadata Basics
<https://guides.lib.utexas.edu/metadata-basics/intro>

New York Heritage Data Dictionary, 2019
<https://nyheritage.org/sites/default/files/pages/NYH-MetadataDictionary-V5.pdf>

“How to Create a Descriptive Metadata Plan.” Sustainable Heritage Network. March 16, 2018.
[http://sustainableheritagenetwork.org/system/files/atoms/file/How to Create a Descriptive Metadata Plan.pdf](http://sustainableheritagenetwork.org/system/files/atoms/file/How_to_Create_a_Descriptive_Metadata_Plan.pdf)

American Association for State and Local History (AASLH) Technical Leaflet on Choosing a Collection Management Software
https://d221a1e908576484595f-1f424f9e28cc684c8a6264aa2ad33a9d.ssl.cf2.rackcdn.com/aaslh_a28f1bb1d5ab7592af01b9bbac64dc95.pdf

Ashley Blewer’s “Collection Management System Collection”
<https://bits.ashleyblewer.com/blog/2017/08/09/collection-management-system-collection/>

Riley, Jenn. “Understanding Metadata: What is Metadata, and What is it For?” National Information Standards Organization, 2017.
https://groups.niso.org/apps/group_public/download.php/17446/Understanding%20Metadata.pdf

File Storage and Preservation

Digital Preservation Coalition
<https://www.dpconline.org/>

Digital POWRR
<https://digitalpowrr.niu.edu/>

Digital Preservation Coalition Handbook section on Fixity and Checksums
<https://www.dpconline.org/handbook/technical-solutions-and-tools/fixity-and-checksums>

DHPSNY Webinar on Managing Your Digital Collection
<https://www.youtube.com/watch?v=PHD92p2cUjo&feature=youtu.be>

O’Meara, Erin and Kate Stratton. “Module 13 Digital Preservation Storage.” Society of American Archivists. 2016. https://www2.archivists.org/sites/all/files/Module_13_CaseStudies_OMeara-Stratton.pdf

Equipment and Software Selection

Discounted software rates for non-profits through TechSoup:
<https://www.techsoup.org/>

Library of Congress Tip Sheet: What to Look for in a Scanner
<https://www.loc.gov/rr/print/tp/LookForAScanner.pdf>

Providing Access

Omeka Guide

<https://guides.library.illinois.edu/omeka/intro>

Funding

CCAHA Webinar: Fundraising for Digitization

[Fundraising for Digitization](#)

CLIR Digitizing Hidden Special Collections & Archives

<https://www.clir.org/hiddencollections/>

NEH Humanities Collections and Reference Resources (HCRR)

<https://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources>

IMLS Inspire! Grants for Small Museums

www.ims.gov/grants/available/inspire-grants-small-museums

IMLS Museums for America

<https://www.ims.gov/grants/available/museums-america>