

Digitization 101: Resources

Prioritizing Collections

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

Digital Public Library of America (DPLA) Hub Network: <https://pro.dp.la/hubs/our-hubs>

Google Arts and Culture: <https://artsandculture.google.com/>

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>

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, Ithaca, 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 Storage for Digitization

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

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%20Digitization%20Guidelines%20Initiative-2016%20Final_rev1.pdf

Digital North Carolina: Digitization Guidelines
<http://www.digitalinc.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/>

There are no universal technical standards for digitization of three-dimensional objects. The two resources below were developed by two different institutions to guide their photography workflows. Each have general guidelines for artifact photography, and can be used as reference points for developing your own artifact collection digitization plans.

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

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

Information on Checksums:

Digitization 101: File Storage for Digitization includes a discussion on checksums:

<https://www.youtube.com/watch?v=i3nSB3xLRt4>

Additional information on checksums:

Digital Preservation Coalition Handbook section on Fixity and Checksums

<https://www.dpconline.org/handbook/technical-solutions-and-tools/fixity-and-checksums>

Equipment Selection

TechSoup for discounted software for non-profit organizations: <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>

Open DICE <http://www.digitizationguidelines.gov/guidelines/digitize-OpenDice.html>

Image Science Associates: Vendors for DICE targets and Golden Thread

<http://www.imagescienceassociates.com/>

Image Access resource on Quality Controlled Scanning

https://support.imageaccess.de/downloads/product_manuals/FAQ/FAQ-Quality-Controlled-Scanning.pdf

GIMP Open Source image editing software

<https://www.gimp.org/>