

C1: DIGITIZATION RESOURCES

COMPREHENSIVE

[Best Practice Guidelines for Digital Collections at University of Maryland Libraries, Second Edition, May 2007 \(Office of Digital Collections and Research, University of Maryland, College Park\)](#)

URL: http://www.lib.umd.edu/dcr/publications/best_practice.pdf Last access: February 13, 2012.

This guide is to highlight the opportunities and challenges of creating digital collections by addressing current standards across media, application of metadata, and issues of project management.

[Digitization and Archives, October 2002 \(Preservation Committee, Canadian Council of Archives\)](#)

URL: <http://www.cdncouncilarchives.ca/digitarc.html> Last access: February 13, 2012.

This guide contains a listing of principles specific to digitization in archives and a decision tree for digitization projects.

[Digitization Activities: Project Planning and Management Outline, November 2009 \(Federal Agencies Digitization Guidelines Initiative\)](#)

URL: <http://www.digitizationguidelines.gov/guidelines/DigActivities-FADGI-v1-20091104.pdf> Last access: February 13, 2012.

This document is intended to provide basic guidelines for creating new digital archival masters.

[Digitization Best Practices, Version 1.0, August 2009 \(University of Colorado Digital Library\)](#)

URL: <https://www.cu.edu/digitallibrary/cudldigitizationbp.pdf> Last access: February 13, 2012.

This document offers an introduction to digitization, provides links to resources containing more information, and describes the recommended digitization parameters for collections in the CU Digital Library.

[Digitization Guidelines \(University of Virginia Library\)](#)

URL: <http://guides.lib.virginia.edu/content.php?pid=40437> Last access: February 13, 2012.

These guidelines were developed to increase interoperability and accessibility, ensure a consistent, high level of quality, and decrease the likelihood of rescanning and promote long-term preservation of digital resources.

[Digitization Guidelines \(U.S. Federal Agencies\)](#)

URL: <http://www.digitizationguidelines.gov/> Last access: February 13, 2012.

The materials and information appearing on this site have been formulated collaboratively by a group of federal agencies to articulate a common set of guidelines, methods, and practices for the digitization of historical content in a sustainable manner.

[Framework of Guidance for Building Good Digital Collections, 2007 \(National Information Standards Organization\)](#)

URL: <http://framework.niso.org/> Last access: February 13, 2012.

This framework provides an overview of some of the major components and activities involved in the creation of good digital collections as well as a framework for identifying, organizing, and applying existing knowledge and resources to support the development of sound local practices for managing good digital collections.

[Guide to Digital Projects, Winter 2004 \(MINITEX/LSD Joint Standards Review Task Force\)](#)

URL: <http://www.minitex.umn.edu/Communications/Standards/Digitization/Guide.pdf> Last access: February 13, 2012.

This guide provides guidance to Minnesota Digital Library participants and to all Minnesota cultural heritage institutions that undertake digitization projects.

[Guidelines for Digitization Projects for collections and holdings in the public domain, particularly those held by libraries and archives, March 2002 \(International Federation of Library Associations and Institutions\)](#)

URL: <http://archive.ifla.org/VII/s19/pubs/digit-guide.pdf> Last access: February 13, 2012.

These guidelines are aimed at digitization programs for collections and holdings in the public domain; particularly to institutions in countries in the developing world.

[JISC Digital Media](#)

URL: <http://www.jiscdigitalmedia.ac.uk/> Last access: February 13, 2012.

By adopting community shared good practice, project designers can ensure the broadest use of their materials, today and in the future, by audiences they may not even have imagined and by future applications that will dynamically recombine “digital objects” into new resources.

[Putting Content Online: A Practical Guide for Libraries, 2006 \(Mark Jordan\)](#)

URL: <https://www.elsevier.com/books/putting-content-online/jordan/978-1-84334-176-5>

This book focuses on practical, standards-based approaches to planning, executing and managing projects in which libraries and other cultural institutions digitize material and make it available on the web.

AUDIO

Audio Archives

URL: <http://www.theaudioarchive.com/index.htm> Last access: February 23, 2012.

The resources section of this website provides helpful advice on audio metadata, file size calculators, standards and best practices.

[Digital Audio Best Practices, Version 2.1, October 2006 \(CDP Digital Audio Working Group\)](#)

URL: <http://www.mndigital.org/digitizing/standards/audio.pdf> Last access: February 13, 2012.

This document provides guidelines and a set of practices for cultural heritage institutions interested in converting analog audio recordings to digital formats. Recording audio directly into digital formats is also addressed.

[Sound Directions: Best Practices for Audio Preservation \(Mike Casey, Indiana University and Bruce Gordon, Harvard University\)](#)

URL: <http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/index.shtml> Last access: February 13, 2012.

This publication presents the results of research and development carried out by the Sound Directions project with funding from the National Endowment for the Humanities in the U.S.

[Audio Advice \(JISC Digital Media\)](#)

URL: <http://www.jiscdigitalmedia.ac.uk/audio/> Last access: February 13, 2012.

This guide outlines in detail best practices for audio digitization including how to manage an audio digitization project. Information regarding how to record audio is also provided.

[Audio Tape Digitisation Workflow \(Training for Audiovisual Preservation in Europe\)](#)

URL: <http://www.jazzpoparkisto.net/audio/> Last access: February 13, 2012.

This guide provides step-by-step instructions on how to digitize open reel tapes. Much of the workflow can also be applied to cassette tapes, particularly when looking at the A/D conversion section.

[Capturing Analog Sound for Digital Preservation, March 2006 \(Council on Library and Information Resources and Library of Congress\)](#)

URL: <http://www.clir.org/pubs/abstract/reports/pub137> Last access: February 13, 2012.

This report documents a roundtable discussion regarding best practices for the digital preservation of analog audio. It also briefly discusses how to inspect for and what to do in the case of deterioration of analog carriers.

[Digitizing Speech Recordings for Archival Purposes \(Plichta, B. & Kornbluh, M.\)](#)

URL: http://www.historicalvoices.org/papers/audio_digitization.pdf Last access: February 13, 2012.

This paper details best practices for digitizing speech recordings including rationale for why these practices work best and how to choose what works best for your collection.

EBU Technical Standards

URL: <http://tech.ebu.ch/publications/tech3285> Last access: February 23, 2012.

Provides the technical specifications for metadata for the WAVE and Broadcast Wave (BWF) formats.

Open Language Archive Community

URL: <http://www.language-archives.org/> Last access: February 23, 2012.

This website is a central location for accessing current practice for the digital archiving of language resources, and for information on the developing network of interoperating repositories and services for housing and accessing such resources. The metadata standards used by the Open Language Archives community is found at <http://www.language-archives.org/OLAC/metadata.html>

[Guidelines on the Production and Preservation of Digital Audio Objects. Second Ed., 2009 \(IASA Technical Committee\)](#)

URL: <http://www.iasa-web.org/tc04/audio-preservation> Last access: February 13, 2012.

This manual details best practices of audio digitization from various analog formats into digital formats. The manual also highlights storage procedures and addresses smaller scale approaches to audio digitization for smaller archives.

[The State of Recorded Sound Preservation in the United States: A National Legacy at Risk in the Digital Age, August 2010 \(Council on Library and Information Resources and The Library of Congress\)](#)

URL: <http://www.clir.org/pubs/reports/pub148/pub148.pdf> Last access: February 13, 2012.

This report outlines the history and current state of sound preservation in the United States. It includes a very informative chapter with a basic overview of audio digitization and some of the technical issues that need to be taken into consideration

IMAGES

[CDP Digital Imaging Best Practices, Version 2.0, June 2008 \(Bibliographical Center for Research\)](#)

URL: http://mwdl.org/docs/digital-imaging-bp_2.0.pdf Last access: February 13, 2012.

This document is intended to serve as a guide for practitioners in cultural heritage institutions that seek to create images from physical objects.

[Image Digitisation Manual 2007 \(Picture Queensland\)](#)

URL: http://www.slq.qld.gov.au/_data/assets/pdf_file/0006/63879/SLQ_PQ_image_digitisation_manual_-_complete.pdf Last access: February 13, 2012.

This document is intended to provide a basis to learn those skills needed for digital imaging, as well as to express the requirements in equipment and resources to commit to such projects.

[Guides to Quality in Visual Resource Imaging, \(Digital Library Federation\)](#)

URL: <http://old.diglib.org/pubs/dlf091/dlf091.htm> Last access: February 13, 2012.

These guides were written for those who have already decided what they will digitize and what purposes the digital images will serve and cover project planning, scanner selection, imaging system set-up, and the resulting digital masters.

[Preservation issues in digitizing historical photographs \(SEPIA\)](#)

URL: <http://www.ica.org/?lid=5668&bid=744> Last access: February 13, 2012.

This document discusses the process of digitization of historical photographs from the perspective of preservation and also briefly lists some preservation issues relating to digital images.

[Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files – Raster Images, June 2004 \(National Archives and Records Administration\)](#)

URL: <http://www.archives.gov/preservation/technical/guidelines.html> Last access: February 13, 2012.

These guidelines define approaches for creating digital surrogates for facilitating access and reproduction.

[Technical Guidelines for Digitizing Culture Heritage Materials: Creation of Raster Image Master Files, August 2010 \(Federal Agencies Digitization Initiative FADGI – Still Image Working Group\)](#)

URL: http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf Last access: February 13, 2012.

This document represents shared best practices followed by agencies participating in the Federal Agencies Digitization Guidelines Initiative (FADGI) Still Image Working Group for digitizing cultural heritage materials.