

## STEP-BY-STEP GUIDES TO DIGITISATION PROJECTS

Not sure where to start? Try these links.

Managing the Digitisation of Library, Archive and Museum Materials

<http://www.bl.uk/npo/pdf/digitisation.pdf>

Created by the UK's National Preservation Office, this is a brilliant step-by-step guide to digitization projects, written in non-technical language. In 24 pages, it can't answer all of your questions, but it is the perfect place to start.

HANDBOOK FOR DIGITAL PROJECTS: A Management Tool for Preservation and Access (PDF)

<http://www.nedcc.org/resources/digitalhandbook/dman.pdf>

A much more in-depth guide, great for answering the questions the above link didn't cover.

Creating and Managing Digital Content

[http://www.chin.gc.ca/English/Digital\\_Content/index.html](http://www.chin.gc.ca/English/Digital_Content/index.html)

From CHIN; aimed at museums but an excellent starting place for archival digitization projects as well. "Develop the skills needed to create and manage digital content. Web site development, digitization project planning, best practices, and more..."

Également disponible en français :

[http://www.rcip.gc.ca/Francais/Contenu\\_Numerique/index.html](http://www.rcip.gc.ca/Francais/Contenu_Numerique/index.html)

Capture Your Collections - Planning and Implementing Digitization Projects

[http://www.chin.gc.ca/English/Digital\\_Content/Capture\\_Collections/index.html](http://www.chin.gc.ca/English/Digital_Content/Capture_Collections/index.html)

"This online training course has been developed to address the needs of those working in or with museums embarking on a project to digitize images from their collections." Also applicable to archival projects.

Également disponible en français :

[http://www.rcip.gc.ca/Francais/Contenu\\_Numerique/Petits\\_Musees/index.html](http://www.rcip.gc.ca/Francais/Contenu_Numerique/Petits_Musees/index.html)

Moving Theory into Practice: Digital Imaging Tutorial, Cornell University Library

<http://www.library.cornell.edu/preservation/tutorial/>

A visual tutorial explaining how to turn an image on paper into a digital document with the proper standards. Does not assume prior knowledge of digitization concepts.

Également disponible en français :

<http://www.library.cornell.edu/preservation/tutorial-french/contents.html>

TASI – Still Images, Moving Images and Sound Advice

<http://www.tasi.ac.uk/>

While aimed at UK institutes of higher learning, the advice is free and comprehensive.

Model Plan for an Archival Authority Implementing Digital Recordkeeping and Archiving (Australasian Digital Recordkeeping Initiative)

<http://www.adri.gov.au/model-plan.doc>

This plan is a detailed guide to a particular project, with information applicable to any project.

Numérisation et archives. Conseil canadien des archives.

<http://www.cdncouncilarchives.ca/public.html>

Disponible en français :

<http://www.cdncouncilarchives.ca/f-public.html>

Ce petit guide renferme une déclaration de principes concernant la relation entre la numérisation et la préservation des archives ainsi qu'un arbre de décision pour des projets de numérisation qui aide les archivistes à identifier les unités de descriptions à numériser en leur rappelant certaines données fondamentales. Quiconque désire débiter un projet de numérisation devrait se référer à ce document.

## BOOKS

Ready for a more in-depth look at digitization? These books could be helpful.

Moving Theory into Practice: Digital Imaging for Libraries and Archives

<http://www.oclc.org/programs/publications/reports.htm>

An in-depth book, scanned and freely available at the link above.

Society of American Archivists Publications Catalog

<http://www.archivists.org/catalog/index.asp?keywordID=42>

Books to order (no free downloads) with lots of advice for various aspects of digitization projects.

## TECHNICALITIES & PRACTICALITIES

Looking for answers on equipment, standards, digitizing specific types of materials, and copyright issues? These links can help.

Federal Agencies Digitization Guidelines Initiative

<http://www.digitizationguidelines.gov/>

“This site is a collaborative effort by federal agencies formed as a group in 2007 to define common guidelines, methods, and practices to digitize historical content in a sustainable manner.”

What to Look for in a Scanner: Tip Sheet for Digitizing Pictorial Materials in Cultural Institutions (PDF)

<http://www.loc.gov/rr/print/tp/LookForAScanner.pdf>

An excellent guide to buying a scanner for your project.

Inside CDL: Digital Library Building Blocks

<http://www.cdlib.org/inside/diglib/>

Best practices and standards for digital objects. Aimed at libraries, but applicable to all digitization projects.

Digitisation Guidelines for Creating Digital Still Images

<http://www.natlib.govt.nz/catalogues/library-documents/creating-digital-still-images>

“These guidelines have been developed as practices for the Alexander Turnbull Library and National Library of New Zealand. They have been developed to ensure that: digitisation of collection items meets international standards; a consistent high level of quality for the digital images is achieved; the digital images are created for the long term and re-scanning is reduced.”

Technical Guidelines for Digitizing Archival Materials for Electronic Access:

Creation of Production Master Files – Raster Images

<http://www.archives.gov/preservation/technical/guidelines.pdf>

“Textual, Graphic Illustrations/Artwork/Originals, Maps, Plans, Oversized Photographs, Aerial Photographs, and Objects/Artifacts”

Note that these guidelines are for access only, not for preservation scanning.

PrestoSpace

<http://www.prestospace.org/>

“The project's objective is to provide technical solutions and integrated systems for digital preservation of all types of audiovisual collections.” The site hosts many good publications relating to A/V digitization.

Canadian Public Domain Flowchart (PDF)

[http://www.creativecommons.ca/blog/wp-content/uploads/2008/04/pdregistryca-pd\\_flowchart.pdf](http://www.creativecommons.ca/blog/wp-content/uploads/2008/04/pdregistryca-pd_flowchart.pdf)

Creative Commons guideline to tell you which items are in the public domain and which are still under copyright.

Audiotape Digitisation Workflow

<http://www.jazzpoparkisto.net/audio/>

“This workflow is mainly aimed to address newcomers in the world of audio tape digitisation.”

The Archivist's Toolkit – Automation and Digitization

[http://aabc.bc.ca/aabc/toolkit\\_automation\\_digitization.html](http://aabc.bc.ca/aabc/toolkit_automation_digitization.html)

Maintained by the Archives Association of British Columbia, this site provides a short list of useful links.

## FILE FORMATS

Trying to decide which file format(s) to use? This is a vexed question, but there is information out there to help you.

TIFF Developer Resources

<http://partners.adobe.com/public/developer/tiff/index.html>

Official site for TIFF, the usual archival digitization file format.

JPEG 2000

<http://www.jpeg.org/jpeg2000/>

The official site for an increasingly popular file format.

JPEG 2000 in Archives and Libraries

<http://j2karclib.info/>

Should you use JPEG 2000 in your digitization project? Is it appropriate for archival purposes? What is JPEG 2000, anyway? Look here for some answers.

Digital Project Staff Survey of JPEG 2000 Implementation in Libraries

[http://digitalcommons.uconn.edu/libr\\_pubs/16/](http://digitalcommons.uconn.edu/libr_pubs/16/)

The University of Connecticut has completed a study on the use of JPEG 2000 in digitization projects. If you're interested in why other organizations have (and haven't) chosen to use JPEG 2000, this might offer some answers. The survey results are difficult to navigate but potentially helpful.

## DIGITAL PRESERVATION

Once you have digitized your materials, how can you ensure that the digital versions will be preserved?

InterPARES 2 Project - Preserver Guidelines - Preserving Digital Materials: Guidelines for Organizations (PDF)

[http://www.interpares.org/public\\_documents/ip2\(pub\)preserver\\_guidelines\\_booklet.pdf](http://www.interpares.org/public_documents/ip2(pub)preserver_guidelines_booklet.pdf)

This is an invaluable resource for the confusing, ever-changing world of digital preservation. It is aimed at "born-digital" documents (those that were created on a computer and never had a paper version), but the preservation advice applies equally to digitized copies of paper documents.

Electronic Media Collections Care for Small Museums and Archives | Canadian Conservation Institute (CCI)

[http://www.cci-icc.gc.ca/headlines/elecmediacare/index\\_e.aspx](http://www.cci-icc.gc.ca/headlines/elecmediacare/index_e.aspx)

Where should you store your digital files? Are CDs or hard drives a better choice? What storage conditions do they need? How often should you reformat? What documentation do you need to create? This site answers all of these questions.

Également disponible en français :

[http://www.cci-icc.gc.ca/headlines/elecmediacare/index\\_f.aspx](http://www.cci-icc.gc.ca/headlines/elecmediacare/index_f.aspx)

PREMIS Data Dictionary for Preservation Metadata (PDF)

<http://www.loc.gov/standards/premis/v2/premis-2-0.pdf>

What metadata should you apply to your digital files? This detailed resource will tell you everything you need to know.

Understanding PREMIS (PDF)

<http://www.loc.gov/standards/premis/understanding-premis.pdf>

If you're new to the PREMIS dictionary, confused by it, or not sure you need the whole thing, this guide can help.

## **HELP!**

Has something gone drastically wrong? Can't access your files anymore? Here's some help.

Canadian Conservation Institute

<http://www.cci-icc.gc.ca/services/index-eng.aspx>

In addition to conservation of documents and artifacts, CCI also deals with electronic media.

Également disponible en français :

<http://www.cci-icc.gc.ca/services/index-fra.aspx>

## **MORE INFORMATION**

Do you want a quick, easy way to keep up with the swirl of ideas and innovations around digitization? Try these links.

Digitization 101

<http://hurstassociates.blogspot.com/>

This is a blog run by Jill Hurst-Wahl, who teaches digitization at Syracuse University. She discusses many aspects of digitization and digital preservation.

arch.i.vi.us

<http://archivius.blogspot.com/>

"arch.i.vi.us is a Web 2.0 experiment to aggregate news, blogs, and Twitter tweets that discuss digitization and digital preservation from an archivist perspective." In other words, this is an automatically updated list of things said online about digitization and digital preservation. Not everything on it is necessarily useful, but it is always up-to-date.

Sources disponibles en français seulement :

Groupe de travail Minerva. **Guide des bonnes pratiques**, [en ligne], Ministère de la Culture et de la communication, France, 2004, 65 p.

[http://www.culture.gouv.fr/culture/mrt/numerisation/fr/eeurope/documents/bonnes\\_pratiques.pdf](http://www.culture.gouv.fr/culture/mrt/numerisation/fr/eeurope/documents/bonnes_pratiques.pdf)

Ce document est un guide pratique pour l'élaboration, l'exécution et la direction de projets de numérisation, en particulier dans le domaine culturel (bibliothèques, musées, archives). Il s'adresse aux institutions prévoyant lancer des projets de numérisation. Le guide propose des directives pratiques réparties selon ces étapes : planification du projet de numérisation, sélection des sources pour la numérisation, préparation pour la numérisation, maniement des originaux, processus de numérisation, préservation d'originaux numérisés, métadonnées, publication, propriété intellectuelle et droit de copie et direction de projets de numérisation. Il est à noter que certaines questions techniques pointues ont été délibérément laissées de côté, dans un souci de brièveté et de concision.

Boudry, C. **En savoir plus sur les images numériques**. Unité Régionale de Formation à l'Information scientifique et technique, Paris, École Nationale des Chartes, [en ligne], 2006.

Cette formation est disponible à l'adresse suivante :

[http://urfist.enc.sorbonne.fr/image\\_numerique/Image\\_numerique1.htm](http://urfist.enc.sorbonne.fr/image_numerique/Image_numerique1.htm)

Permettant l'autoformation aux images numériques, ce support de cours traite des aspects théoriques concernant l'image numérique (couleur, résolution, impression, formats d'images...), de la numérisation, du traitement et de l'analyse des images, des outils et méthodes de recherche d'images sur internet, de la localisation des ressources spécifiquement dédiées aux images et de la gestion des bases de données d'images. Il est conçu pour apporter des réponses théoriques et surtout pratiques à toutes les personnes qui ont besoin de trouver, numériser, manipuler, traiter et analyser des images numériques.

Le Coffre à outils – Numérisation

<http://raq.gc.ca/index.php?id=123>

Ce site, conçu par le Réseau des services d'archives du Québec, offre quelques liens utiles et francophones concernant la pratique de la numérisation des archives. Pour y accéder, vous n'avez qu'à cliquer sur Numérisation dans le menu de gauche.