

## 2008 Resources for Digitization

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### Overview/Introduction

“Moving Theory into Practice: Digital Imaging Tutorial” Cornell University Library

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

The grand-daddy of digital imaging tutorials, a classic introduction to managing projects.

### Digital Asset Management Systems

CONTENTdm

<http://www.contentdm.com>

“CONTENTdm is used by libraries, universities, government agencies, museums, corporations, historical societies, and a host of other organization to support hundreds of diverse digital collections.”

DSpace

<http://www.dspace.org>

DSpace is an open source platform that “captures, stores, indexes, preserves and redistributes an organization’s research material in digital formats. Research institutions worldwide use DSpace for a variety of digital archiving needs -- from institutional repositories (IRs) to learning object repositories or electronic records management, and more.”

Fedora

<http://www.fedora.info/>

“Fedora open source software gives organizations a flexible service-oriented architecture for managing and delivering their digital content.”

Greenstone Digital Library Software

<http://www.greenstone.org/cgi-bin/library>

“Greenstone is a suite of software for building and distributing digital library collections.”

Keystone DLS

<http://www.indexdata.dk/keystone>

“The Keystone Digital Library Suite is a family of open source digital content management, portal management and information discovery software packaged together to provide libraries, museums and archives with state-of-the-art digital library services.”

## **Metadata**

“Introduction to Metadata”

[http://www.getty.edu/research/conducting\\_research/standards/intrometadata/](http://www.getty.edu/research/conducting_research/standards/intrometadata/)

“An online publication devoted to metadata, its types and uses, and how it can improve access to digital resources.”

“Standards at the Library of Congress”

<http://www.loc.gov/standards/>

Resource description formats (MARC21, MARC XML, MODS, MADS, EADS); digital library standards (METS, MIX, PREMIS); information resource retrieval protocols (Z39.50, SRU/SRW, Networked Reference, CQL).

UNT Libraries Metadata

<http://www.library.unt.edu/digitalprojects/metadata>

Documentation of the metadata used at the UNT Libraries. Includes a thorough description of each element with examples, as well as crosswalks to Dublin Core, MARC, and MODS.

Dublin Core Metadata Initiative

<http://dublincore.org/>

The website for Dublin Core, includes an overview, ready reference, resources, tools and more.

Using Dublin Core, Diane Hillman

<http://dublincore.org/documents/usageguide/>

From the Dublin Core Metadata Initiative, a good article about getting started with Dublin Core, presented in a straightforward, easy-to-understand way.

## **Preservation**

“Attribution of a Trusted Digital Repository: Attributes and Responsibilities” RLG-OCLC

<http://www.oclc.org/programs/ourwork/past/trustedrep/repositories.pdf>

“In this report the working group has articulated a framework of attributes and responsibilities for trusted, reliable, sustainable digital repositories capable of handling the range of materials held by large and small research institutions.”

“The Open Archival Information System Reference Model: Introductory Guide” Brian Lavoie, OCLC

[http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)

An introduction to the OAIS reference model.

## **Rights Management**

“Copyright Term and the Public Domain in the United States, January 1, 2006” by Peter Hirtle.

[http://www.copyright.cornell.edu/training/Hirtle\\_Public\\_Domain.htm](http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm)

Updated regularly, this chart clearly specifies what works have risen into the public domain for unpublished works, works published in the U.S., and works published outside the U.S.

“Crash Course in Copyright” University of Texas

<http://www.utsystem.edu/ogc/intellectualproperty/copyrighthome.htm>

Developed for faculty designating distance learning coursework, this tutorial touches on fair use, multimedia, copyright in digital libraries, licensing resources, etc.

“Library Digitization Projects and Copyright” by Mary Minnow, J.D., A.M.L.S.

<http://www.llrx.com/features/digitization.htm>

“Overview of Legal Issues for Digitization” in Section 5 of Handbook for Digital Projects, NEDCC

<http://www.nedcc.org/oldnedccsite/digital/v.htm>

## **Selection**

“Selection” in Chapter 2 of Moving Theory into Practice: Cornell Digital Imaging Tutorial

<http://www.library.cornell.edu/preservation/tutorial/selection/selection-01.html>

“Selection Criteria for Preservation Digital Reformatting” Library of Congress

<http://www.loc.gov/preserv/presdig/presselection.html>

“Selection Criteria for Digital Imaging Projects” Columbia University

<http://www.columbia.edu/cu/libraries/digital/criteria.html>

North Carolina ECHO’s Selection Criteria

<http://www.ncecho.org/Guide/selection.htm>

“How do we choose to take from our past certain things to remember? How do we decide which of life’s many stories we wish to tell?”

## Standards and Best Practices

Texas Heritage Digitization Initiative

<http://www.tsl.state.tx.us/thdi/documents/Standards-proposal.2006-03-15.pdf>

Draft proposal of Standards and Best Practices for Texas's Digital Gateway. "The THDI Standards Work Group has developed proposed standards and best practices relating to digitization, metadata, controlled vocabulary, interoperability, and preservation of digital objects."

Standards, Digital Projects Unit, University of North Texas Libraries

<http://www.library.unt.edu/digitalprojects/standards>

This site specifies minimum scanning standards for materials processed for the UNT Libraries Digital Collections, including the Portal to Texas History.

Digital Audio Best Practices, Version 2.0, CDP Digital Audio Working Group

[http://www.cdpheritage.org/digital/audio/documents/cdpdabp\\_1-2.pdf](http://www.cdpheritage.org/digital/audio/documents/cdpdabp_1-2.pdf)

"The purpose of this document is to provide guidelines and a set of best practices for cultural heritage institutions interested in converting analog audio recordings."

Collaborative Digitization Program's Digital Toolkit

<http://www.cdpheritage.org/digital/>

"The cdp community, through working groups, actively monitors national trends in digitization and has developed key strategies to help digitization projects of all scopes and sizes."

File Naming, Technical Advisory Service for Images Advice Paper

<http://www.tasi.ac.uk/advice/creating/pdf/filenaming.pdf>

Addresses filing naming strategies, and how to create one. "A useful file naming strategy will not only ensure consistency, but can also form an integral part of the retrieval process."

North Carolina ECHO's Guidelines for Digitization

<http://www.ncecho.org/Guide/toc.htm>

Covers project planning, legal considerations, digital production, metadata, preservation, presentation, and project management.

Western States Digital Imaging Best Practices

[http://www.cdpheritage.org/digital/scanning/documents/wsdibp\\_v1.pdf](http://www.cdpheritage.org/digital/scanning/documents/wsdibp_v1.pdf)

Scanning standards for the Western states group.

Project Planning Checklist, Library of Congress, National Digital Library Program

<http://lcweb2.loc.gov/ammem/prjplan.html>

A checklist for planning digitization projects.

Submitted By:

Jennifer Lee, Head, Preservation Services, University of Texas Libraries  
Dreanna Belden, University of North Texas

Digital Libraries Round Table, Texas Library Association  
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