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/blpac/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.

Digital Photography and Digitization of Museum Collections
http://www.pro.rcip-chin.gc.ca/sommaire-summary/photographie_numerisation-photography_digitization-eng.jsp
"The course, which targets museum professionals, provides highly detailed information about every stage of digital photography and scanning of cultural artefacts. Sections include the importance of photography in the museum, requirements for a proper studio, care and handling of cultural objects, selection of digital photography equipment, preparing for a photo shoot, image processing, standardizing and managing image files, and contributing images to the Artefacts Canada Database."
Also applicable for archival projects.
Also available in French.
 http://www.pro.rcip-chin.gc.ca/sommaire-summary/photographie_numerisation-photography_digitization-fra.jsp

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.
Also available in French :
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/products.aspx
This plan is a detailed guide to a particular project, with information applicable to any project.

Digitization and Archives. Canadian Council of Archives.
http://www.cdncouncilarchives.ca/digitization_en.pdf
Also available in French :
http://www.cdncouncilarchives.ca/digitization_fr.pdf
This small guide contains a declaration of principles concerning the relationship of digitization to the preservation of archival records. It also has a decision tree for the planning of digitization projects which will help the archivists to identify fundmental issues.   Anyone who plans a digitization project should refer to this document.

BOOKS

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

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/services/dsc/contribute/docs/GDO.pdf
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
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 digitization."

The Archivist's Toolkit – Automation and Digitization
http://aabc.ca/TK_07_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.

Digital Project Staff Survey of JPEG 2000 Implementation in Libraries
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
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/crc/articles/elecmediacare/index-eng.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.
Also available in French :
http://www.cci-icc.gc.ca/crc/articles/elecmediacare/index-fra.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.
Also available in French :
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.

Digitization 101 Resource List (PDF)
http://www.hurstassociates.com/pdf/D101_rs2009.pdf
Created by Jill Hurst-Wahl, this is a list of useful links on almost every conceivable digitization-related topic. It's a US-centric list (so the links on copyright, for instance, won't be useful for Canadians), but most of the links are applicable to any project.

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 available in French only :

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
This document is a practical guide for the planning and undertaking of digitization projects, especially in the heritage sector (libraries, museums, archives).

Le Coffre à outils – Numérisation
http://raq.qc.ca/index.php?id=123
This is the site of the toolkit developed that the archives council of Quebec, the Réseau des services d'archives du Québec (RAQ). It offers useful links for French language resources on digitization under the heading « Numérisation » on the menu at the left handside.

Bibliothèque et Archives nationales du Québec. **La numérisation des documents administratifs : méthodes et recommandations.** Juin 2010 [PDF - 308 ko].
http://www.banq.qc.ca/documents/services/archivistique_ged/Numerisation_des_documents_administratifs_Methodes_et_recommandations_v2.pdf

Denis Frenette. **Supports optiques, emploi et technologie.** Service de la Médiathèque et archives ou de l'Exploitation radio de Radio-Canada. 2009.
http://ville.montreal.qc.ca/pls/portal/docs/PAGE/ARCHIVES_FR/MEDIA/DOCUMENTS/GARM2010_FRENETTE_2.PDF