

# HURST ASSOCIATES, LTD.

Connecting You & Your Content with the World  
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## Digitization 101 Resource List<sup>1</sup> November 2009

### BLOGS:<sup>2</sup>

- Archivalia (ed. Wolf Thomas, et al.), <http://archiv.twoday.net/> (German and English)
- affordance.info (ed. Olivier Ertzscheid)- <http://affordance.info> (French)
- Blog de Libros y bitios ( ed. José Antonio Millán), <http://jamillan.com/librosybitios/blog/index.htm> (Spanish)
- ©ollectanea (ed. Peter Jaszi), <http://chaucer.umuc.edu/blogcip/collectanea/>
- CopyCense (ed. K. Matthew Dames), <http://www.copycense.com>
- The DCC Blawg: The Legal Blog of the UK's Digital Curation Centre, <http://dccblawg.blogspot.com/>
- Digital Curation Blog (ed. Chris Rusbridge, et al), <http://digitalcuration.blogspot.com>
- Digitization 101 (ed. Jill Hurst-Wahl), <http://www.digitization101.com/>
- Digitizationblog (ed. Mark Jordan), <http://digitizationblog.interoperating.info/>
- DigitalKoans (ed. Charles W. Bailey Jr.), <http://www.escholarlypub.com/digitalkoans/>
- Disruptive Library Technology Jester (ed. Peter E. Murray), <http://dltj.org>
- Encore un Biblioblog, <http://bibliothèques.wordpress.com/> (French)
- Figo Blog (ed. Emmanuelle Bermès), <http://figoblog.org> (French)
- File Formats Blog (ed. Gary McGath), <http://fileformats.blogspot.com>
- JISC Digitisation, <http://digitisation.jiscinvolve.org>
- LibraryLaw Blog (ed. Mary Minow, et al), <http://blog.librarylaw.com>
- Neil Beagrie's Blog, <http://blog.beagrie.com>
- netbib weblog (ed. Markus Becker, et al.), - <http://log.netbib.de/> (German)
- pintiniblog, <http://pintiniblog.wordpress.com/> (French)
- Restoration Tips & Notes (audio digitization, ed. Richard Hess), <http://www.richardhess.com/notes/>
- The Ten Thousand Year Blog (ed. David Mattison), <http://davidmattison.ca/>

### OVERVIEW / PLANNING:

- Dan Hazen, et al. *Selecting Research Collections for Digitization*. Council on Library and Information Resources. August 1998. <http://www.clir.org/pubs/reports/hazen/pub74.html>
- NINCH. *The NINCH Guide to Good Practice in the Digital Representation and Management of Cultural Heritage Materials*. 2002. <http://www.nyu.edu/its/humanities/ninchguide/index.html>
- NISO Framework Advisory Group. *A Framework of Guidance for Building Good Digital Collections*, 3rd Edition (2007). <http://framework.niso.org/>
- Lorna Hughes. *Digitizing Collections: Strategic Issues for the Information Manager*. New York: Neal Schuman, 2004. (book)
- Maxine K. Sitts (editor). *Handbook for Digital Projects: A Management Tool for Preservation and Access*. Andover, MA: Northeast Document Conservation Center, 2000. (ebook)  
<http://www.nedcc.org/resources/digitalhandbook/dman.pdf>
- Abby Smith. *Why Digitize?* Council on Library and Information Resources. 1999.  
<http://www.clir.org/pubs/reports/pub80-smith/pub80.html>
- University of Maryland, College Park. *Best Practice Guidelines for Digital Collections*.  
[http://www.lib.umd.edu/dcr/publications/best\\_practice.pdf](http://www.lib.umd.edu/dcr/publications/best_practice.pdf)
- DCC Digital Curation Manual, <http://www.dcc.ac.uk/resource/curation-manual/chapters/>
- Rebecca L. Mugridge. *SPEC Kit 294: Managing Digitization Activities - Executive Summary*. Association of Research Libraries, Sept. 2006. <http://www.arl.org/bm~doc/spec294web.pdf>

<sup>1</sup> This resources list is intended to be a starting place on these topics, but it is not meant to be all inclusive. Following the blogs mentioned will be a good way of staying abreast of new information and resources as they become available.

<sup>2</sup> These blogs include information on copyright, digitization and digital preservation.

## **WORKSHEETS & SAMPLES:**

- RLG-OCLC. *RLG Worksheet for Estimating Digital Reformatting Costs*. 1997. <http://www.oclc.org/programs/ourwork/past/digimgtools/RLGWorksheet.pdf>
- RLG-OCLC. *RLG Guidelines for Creating a Request for Proposals*. 1997. <http://www.oclc.org/programs/ourwork/past/digimgtools/RFPGuidelines.pdf>
- RLG-OCLC. *RLG Model Request for Information*. 1997. <http://www.oclc.org/programs/ourwork/past/digimgtools/RLGrfi.pdf>
- RLG-OCLC. *RLG Model Request for Proposals*. 1997. <http://www.oclc.org/programs/ourwork/past/digimgtools/RLGModelRFP.pdf>

## **COPYRIGHT & OTHER RIGHTS:**

- ALA Copyright Slider (digital version). <http://librarycopyright.net/digitalslider/>
- June M. Besek. *Copyright Issues Relevant to the Creation of a Digital Archive: A Preliminary Assessment*. Council on Library and Information Resources. June 2003. <http://www.clir.org/pubs/reports/pub112/contents.html>
- Copyright Advisory Network. <http://librarycopyright.net/>
- Cornell University. Copyright Information Center. <http://www.copyright.cornell.edu/>
- K. Matthew Dames. Demystifying Fair Use. *CopyCense*. March 2, 2006. [http://www.copycense.com/2006/03/demystifying\\_fa.html](http://www.copycense.com/2006/03/demystifying_fa.html)
- K. Matthew Dames. Library Copying in the Digital Age. *CopyCense*. Jan. 31, 2006. [http://www.copycense.com/2006/01/library\\_copying.html](http://www.copycense.com/2006/01/library_copying.html)
- Peter B. Hirtle. Copyright Term and the Public Domain in the United States. *Cornell Copyright Information Center*. Jan. 1, 2009. [http://www.copyright.cornell.edu/public\\_domain/](http://www.copyright.cornell.edu/public_domain/)
- Peter B. Hirtle. Digital Preservation and Copyright. *Copyright & Fair Use/Stanford University Libraries*. Nov. 2003. [http://fairuse.stanford.edu/commentary\\_and\\_analysis/2003\\_11\\_hirtle.html](http://fairuse.stanford.edu/commentary_and_analysis/2003_11_hirtle.html)
- Jill Hurst-Wahl. Brief overview of copyright law (Article). *Digitization 101*. Oct. 23, 2006. <http://hurstassociates.blogspot.com/2006/10/copyright-first-of-two-articles.html>
- Jill Hurst-Wahl. The copyright clearance process (Article). *Digitization 101*. Oct. 24, 2006. <http://hurstassociates.blogspot.com/2006/10/copyright-second-of-two-articles.html>
- Jill Hurst-Wahl. More on the Google settlement: Is it all good? *Digitization 101*. Oct. 31, 2008. <http://hurstassociates.blogspot.com/2008/10/more-on-google-settlement-is-it-all.html>
- Melissa Smith Levine. Overview of Legal Issues for Digitization. *Handbook for Digital Projects: A Management Tool for Preservation and Access* (Chapter 5). Andover, MA: Northeast Document Conservation Center, 2000. <http://www.nedcc.org/resources/digitalhandbook/dman.pdf>
- Mary Minow. Library Digitization Projects and Copyright. *LLRX.com*. June 28, 2002. <http://www.llrx.com/features/digitization.htm>
- Lynn Pritcher. Ad\*Access: Seeking Copyright Permissions for a Digital Age. *D-Lib*. Feb. 2000. <http://www.dlib.org/dlib/february00/pritcher/02pritcher.html>
- U.S. Copyright Office, <http://www.copyright.gov>
- Copyright and Neighbouring Rights, European Commission, [http://ec.europa.eu/internal\\_market/copyright/index\\_en.htm](http://ec.europa.eu/internal_market/copyright/index_en.htm)
- University of Texas Libraries. *Copyright Crash Course*. <http://copyright.lib.utexas.edu/>
- *Moral Rights: The Future of Copyright Law?-Bibliography*, [http://law.case.edu/lectures/files/2009-2010/20090820\\_Sundara\\_Rajan\\_Bib.pdf](http://law.case.edu/lectures/files/2009-2010/20090820_Sundara_Rajan_Bib.pdf)
- Jill Hurst-Wahl. Privacy & Publicity (Article). *Digitization 101*. Jan. 23, 2007. <http://hurstassociates.blogspot.com/2007/01/privacy-publicity.html>
- Jill Hurst-Wahl. The right to be left alone. ). *Digitization 101*. Jan. 29, 2008. <http://hurstassociates.blogspot.com/2008/01/right-to-be-left-alone.html>
- Library of Congress. *Privacy and Publicity Rights*. <http://lcweb4.loc.gov/ammem/copothr.html>

### **CONVERSION (IMAGING):**

- Digitization (definition). *Digitization 101*. Dec. 31, 2007. <http://hurstassociates.blogspot.com/2007/12/digitization-definition.html>
- *Digital Conversion – Documents and Guidelines: A Bibliographic Reference*, <http://www.digitizationguidelines.gov/stillimages/digconv.html> – Includes links to guidelines written in the U.S., Canada, UK, Australia, New Zealand, Netherlands and more.
- Bibliographical Center for Research. *BCR's CDP Digital Imaging Best Practices*, v. 2.0. 2008. <http://www.bcr.org/cdp/best/digital-imaging-bp.pdf>
- Linda Serenson Colet, et al. *Guides to Quality in Visual Resource Imaging*. Council on Library and Information Resources. 2000. <http://www.diglib.org/pubs/dlf091/>
- Canadian Digital Cultural Content Initiative (CDCCI). *Standards and Guidelines for Digitization Projects*. 2001. <http://belle.netera.ca/docs/cdcci.pdf>
- Cornell University Library. *Moving Theory into Practice: Digital Imaging Tutorial*. <http://www.library.cornell.edu/preservation/tutorial/>
- Library of Congress. *Building Digital Collections: A Technical Overview*. (Resources) <http://memory.loc.gov/ammem/about/techIn.html>
- New York State Archives. *Imaging Production Guidelines*. 2006. [http://www.archives.nysed.gov/a/records/mr\\_erecords\\_imgguides.shtml](http://www.archives.nysed.gov/a/records/mr_erecords_imgguides.shtml)
- *Public Exhibition of Automated Book Scanners Hosted at the Bayerische Staatsbibliothek– Munich 18th - 20th June 2008*. JISC Commissioned Report. September 2008. <http://digitisation.jiscinvolve.org/files/2008/10/automated-book-scanners-munich-2008-final.pdf>
- TASI. *Advice*. (Overview, Managing Digitisation Projects, Creating Digital Images, Delivering Digital Images, Finding & Using Digital Images, or Vector & Animated Graphics) <http://www.tasi.ac.uk/advice/advice.html>
- Microfilm Selection for Digitization, [http://www.loc.gov/ndnp/pdf/NEH\\_MicrofilmSelectionNDNP.pdf](http://www.loc.gov/ndnp/pdf/NEH_MicrofilmSelectionNDNP.pdf)
- Digitizing Microfilm and Optical Character Recognition (OCR) Links, <http://www.loc.gov/ndnp/digitizingmfocrlinks.html>
- FAQ: Microfilm Scanning, <http://www.worldcat.org/arcviewer/1/OCC/2007/08/08/0000070513/viewer/file2118.html#faq>

### **AUDIO CONVERSION:**

- Collaborative Digitization Program. *Digital Audio Best Practices*, v.2.1. 2006. <http://www.bcr.org/cdp/best/digital-audio-bp.pdf>
- Library of Congress. *Sustainability of Digital Formats: Planning for Library of Congress Collections: Sound*, <http://www.digitalpreservation.gov/formats/content/sound.shtml>
- Juha Henriksson and Nadja Wallaszkovits. *Audio Tape Digitisation Workflow: Digitisation workflow for analogue open reel tapes*. 2008. <http://www.jazzpoparkisto.net/audio/>
- NINCH. *The NINCH Guide to Good Practice....* Chapter 7. Audio / Video Capture & Management. <http://www.nyu.edu/its/humanities/ninchguide/VII/>
- Safe Sound Archive. *Planning An Audio Preservation Transfer Project*. 2005. <http://www.safesoundarchive.com/PDF/AudioPreservProjectPlanning.pdf>
- Sound Directions. *Best Practices for Audio Preservation*. 2007. <http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/index.shtml>
- Syracuse University. *Reports, Guidelines and Standards* (resource list). <http://libwww.syr.edu/information/belfer/reports.html>
- Tape Transcription Center. *Digital Recording: Here to Stay*. <http://www.ttctranscriptions.com/Digitalvsanalog.html>

### **MOVING IMAGE CONVERSION:**

- Library of Congress. *Sustainability of Digital Formats: Planning for Library of Congress Collections: Moving Images*, <http://www.digitalpreservation.gov/formats/content/video.shtml>
- Jerome McDonough. "Preservation Worthy Digital Video; or, How to Drive Your Library into Chapter 11." Paper presented at the AIC Electronic Media Group 2004 Meeting in Portland, Oregon. <http://aic.stanford.edu/sg/emg/library/pdf/mcdonough/McDonough-EMG2004.pdf>
- Preservation Department of Stanford University Libraries. *Conservation Online (COOL): Video Preservation Page* <http://palimpsest.stanford.edu/bytopic/video/>
- RUCore Media Standards Working Group. *Recommended minimum standards for preservation sampling of moving image objects*. [http://rucore.libraries.rutgers.edu/collab/ref/dos\\_avwg\\_video\\_obj\\_standard.pdf](http://rucore.libraries.rutgers.edu/collab/ref/dos_avwg_video_obj_standard.pdf)

### **METADATA:**

- Metadata (definition), *Digitization 101*. Jan. 10, 2008. <http://hurstassociates.blogspot.com/2008/01/metadata-definition.html>
- Dublin Core, <http://www.dublincore.org/>
- Encoded Archival Description, <http://www.loc.gov/rr/ead/>
- The Getty. *Introduction to Metadata*, v.3.0. 2008. [http://www.getty.edu/research/conducting\\_research/standards/intrometadata/](http://www.getty.edu/research/conducting_research/standards/intrometadata/)
- National Information Standards Organization. *Understanding Metadata*. 2004. <http://www.niso.org/standards/resources/UnderstandingMetadata.pdf>
- RLG Cultural Materials Alliance. *Descriptive Metadata Guidelines for RLG Cultural Materials*. January 2005. <http://worldcat.org/arcviewer/1/OCC/2007/08/08/0000070511/viewer/file2951.html>
- TASI. *Metadata Overview*. Nov. 2006. <http://www.jiscdigitalmedia.ac.uk/stillimages/advice/metadata-and-digital-images/>
- Muriel Foulonneau and Jenn Riley. *Metadata for Digital Resources: Implementation, Systems Design and Interoperability*. Oxford: Chandos Publishing, Ltd., 2008. (book)

### **DIGITAL ASSET MANAGEMENT:**

- Tony Byrne. CM vs DM vs KM vs DAM vs SCM vs DRM – Which One is Right for You? *CMS Watch*. Nov. 17, 2001. <http://www.cmswatch.com/Feature/53>
- Susan Chun and Michael Jenkins. Why Digital Asset Management? A Case Study. *RLG DigiNews*. Dec. 15, 2006. <http://worldcat.org/arcviewer/1/OCC/2007/08/08/0000070513/viewer/file3720.html#article1>
- Alan Newman and Peter Dueker. Digital Image Asset Management at the National Gallery of Art (US). *RLG DigiNews*. Dec. 15, 2006. <http://worldcat.org/arcviewer/1/OCC/2007/08/08/0000070513/viewer/file3720.html#article2>
- NINCH. *Guide to Good Practice*. Chapter 13. Digital Asset Management. <http://www.nyu.edu/its/humanities/ninchguide/XIII/>

### **DIGITAL PRESERVATION (LONG TERM ACCESSIBILITY):**

- Neil Beagrie, et al. *Digital Preservation Policies Study*. JISC. Oct. 2008. <http://www.jisc.ac.uk/publications/publications/jiscpolicyfinalreport.aspx>
- CLIR. *Building a National Strategy for Preservation: Issues in Digital Media Archiving*. April 2002. <http://www.clir.org/pubs/reports/pub106/contents.html>
- Cornell University Library. *Digital Preservation Management: Implementing Short-term Strategies for Long-term Problems*. [http://www.library.cornell.edu/iris/tutorial/dpm/eng\\_index.html](http://www.library.cornell.edu/iris/tutorial/dpm/eng_index.html)
- Digital Curation Centre. *The Draft DCC Curation Lifecycle Model*. 2007. [http://www.dcc.ac.uk/events/dcc-2007/posters/DCC\\_Curation\\_Lifecycle\\_Model.pdf](http://www.dcc.ac.uk/events/dcc-2007/posters/DCC_Curation_Lifecycle_Model.pdf)
- Digital Preservation Coalition. *Decision Tree for Selection of Digital Materials for Long-Term Retention*. 2006. <http://www.dpconline.org/graphics/handbook/dec-tree.html>
- Digital Preservation Europe. <http://www.digitalpreservationeurope.eu/>
- Library of Congress. Digital Preservation. <http://www.digitalpreservation.gov>
- LOCKSS. <http://www.lockss.org/lockss/Home>

- MLA East of England and East of England Regional Archive Council. *Report of the East of England Digital Preservation Regional Pilot Project*. 2006.  
<http://www.data-archive.ac.uk/news/publications/darp2006.pdf>
- Brian Lavoie. "Meeting the Challenges of Digital Preservation: The OAIS Reference Model." *OCLC Newsletter*. Jan./Feb. 2000. pp. 26 - 30.  
[http://cdm267701.cdmhost.com/cdm4/item\\_viewer.php?CISOROOT=p267701coll28&CISOPTR=527](http://cdm267701.cdmhost.com/cdm4/item_viewer.php?CISOROOT=p267701coll28&CISOPTR=527)
- Vivek Navale. Predicting the Life Expectancy of Modern Tape and Optical Media. *RLG DigiNews*. Aug. 15, 2005.  
<http://worldcat.org/arcviewer/1/OCC/2007/08/08/0000070511/viewer/file3612.html#article3>
- Brad Reagan. The Digital Ice Age. *Popular Mechanics*. Dec. 2006.  
<http://www.popularmechanics.com/technology/industry/4201645.html>
- Oya Rieger. *Preservation in the Age of Large-Scale Digitization*. Feb. 2008.  
<http://www.clir.org/pubs/reports/pub141/pub141.pdf>
- Blue Ribbon Task Force on Sustainable Digital Preservation and Access. *Sustaining the Digital Investment: Issues and Challenges of Economically Sustainable Digital Preservation*, December 2008.  
[http://brtf.sdsc.edu/biblio/BRTF\\_Interim\\_Report.pdf](http://brtf.sdsc.edu/biblio/BRTF_Interim_Report.pdf)
- Lorraine Eakin, et al. *A Selective Literature Review on Digital Preservation Sustainability*, December 2008.  
[http://brtf.sdsc.edu/biblio/Cost\\_Literature\\_Review.pdf](http://brtf.sdsc.edu/biblio/Cost_Literature_Review.pdf)
- iPres 2009 presentations, <http://www.cdlib.org/iPres/confsched.html> - Contains links to previous iPres conferences.

**OTHER:**

- i2010: Digital Libraries Initiative, [http://ec.europa.eu/information\\_society/activities/digital\\_libraries/index\\_en.htm](http://ec.europa.eu/information_society/activities/digital_libraries/index_en.htm)
- Helen Clegg & Susan Montgomery. How to write an RFP for information products. *Information Outlook*. June 2006.
- D-Lib Alliance. *D-Lib Magazine*, <http://www.dlib.org>
- Society of American Archivists. *A Guide to Deeds of Gift*. Undated.  
[http://www.archivists.org/publications/deed\\_of\\_gift.asp](http://www.archivists.org/publications/deed_of_gift.asp)
- State Library of Queensland. *Digitisation resources*. <http://pictureqld.slq.qld.gov.au/home/resources>
- Ricky Erway and Jennifer Schaffner. *Shifting Gears: Gearing Up to Get into the Flow*. OCLC Programs and Research. 2007. <http://www.oclc.org/programs/publications/reports/2007-02.pdf>