

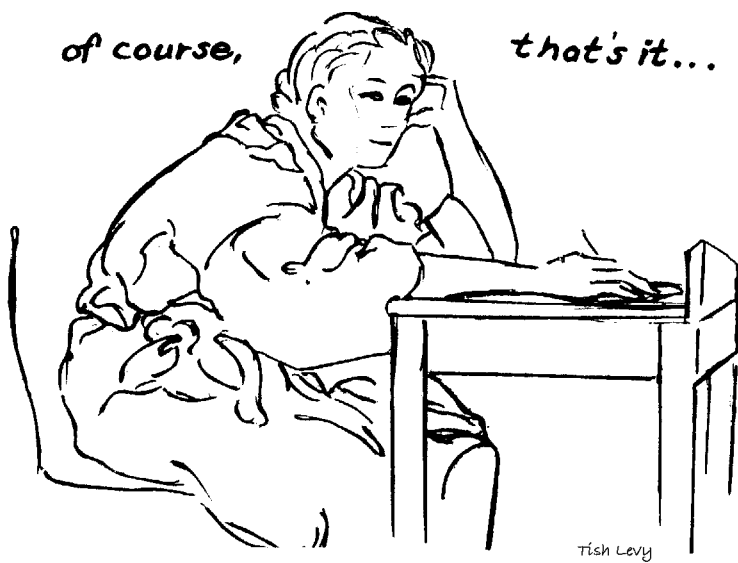
Managing a Digitization Project

Visual Resource Association

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First Session – Planning, Standards and Procedures

Planning, Standards and Procedures

Importance of defining and setting goals

SPAM Statements - Specific, Positive Attainable Measurable Goals

Use Statement - critical to defining project standards

Standards apply to three components:

Creation

Retrieval

Access

Selection Standards - Getting the Best Source

Scanning Standards - Defining Master Images

Preservation Standards - No Originality please!

Planning, Standards and Procedures - Resources

Bookmarks for Scanning Standards

Standard Setting Bodies

Western State Digital Image Best Practices

http://www.cdpheritage.org/westerntrails/wt_bpsscanning.html

California Digital Library's Digital Image Format Standards

<http://www.cdlib.org/about/publications/CDLImageStd-2001.pdf>

NARA Guidelines for Digitizing Archival Materials for Electronic Access January 1998 - http://www.archives.gov/research_room/arc/arc_info/guidelines_for_digitizing_archival_materials.pdf

The NARA- National Archives and Records Administration- guide may be a little old, but it is still quite good and clear.

National Information Standards Organization Technical Metadata for Digital Still Images - http://www.niso.org/standards/resources/Z39_87_trial_use.pdf

This is still a draft document and is not an easy read, but it will introduce to you to the best thinking on this subject.

The following two publications cover more than just good scanning standards and will be useful throughout the life of the your digitization project.

Handbooks

NINCH Guide to Good Practice in the Digital Representation and Management of Cultural Heritage Materials - <http://www.ninch.org/guide.pdf>

NINCH - National Initiative for a Networked Cultural Heritage Handbook for Digital Projects - <http://www.nedcc.org/digital/dighome.htm>

This is produced by the Northeast Document Conservation Center, the original authority on digitizing in the Library sector. The handbook is also available in paper -Library of Congress Cataloging Number ISBN No. 0-9634685-4-5

Planning, Standards and Procedures - Resources

Other Good Sources for Expert Opinions and Advice:

Research Library Group Guides to Quality in Visual Resource Imaging -
<http://www.rlg.org/visguides>

These are a series of articles all of which you will find most helpful.
A few scanning tips - <http://www.scantips.com/>
Wayne Fulton presents a little bit lighter and easier read. Many people with a great deal of digital experience use it. Especially read "Evaluating Scanner Features and Performance"

Technical Advisory Service for Images, TASI - <http://www.tasi.ac.uk/>
From Great Britain. They provide this great resource their academic community about the digital creation, storage and delivery of image-related material.

Digital Image Guide - <http://www.dig-mar.com>
Image Integration's Resource on the web