

# DIGITIZATION GUIDES, STANDARDS, AND BEST PRACTICES

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## **ASSOCIATION FOR LIBRARY COLLECTIONS & TECHNICAL SERVICES (ALCTS). (2013): MINIMUM DIGITIZATION CAPTURE RECOMMENDATIONS (<http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>)**

*Creator:* The Association for Library Collections & Technical Services Preservation and Reformatting Section

*Date released:* June 2013

Intended for libraries, these digitization recommendations focus on technical specifications for both static and time-based media. Although preservation is not addressed, it is suggested that following these guidelines will prevent the need for re-digitization. File naming, metadata, and storage are also covered.

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## **FEDERAL AGENCIES DIGITIZATION GUIDELINES INITIATIVE (FADGI). (2010): THE TECHNICAL GUIDELINES FOR DIGITIZING CULTURAL HERITAGE MATERIALS: CREATION OF RASTER IMAGE MASTER FILES ([http://www.digitizationguidelines.gov/guidelines/FADGI\\_Still\\_Image-Tech\\_Guidelines\\_2010-08-24.pdf](http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf))**

*Creator:* Federal Agencies Digitization Initiative (FADGI) – Still Image Working Group

*Date released:* 2009, Revised August 2010

Meant for those working with still images, these guidelines outline best practices for digitization of cultural heritage materials. The document focuses on the creation of digital raster (master) files to allow for online access and hard copy reproduction and may not be appropriate for preservation efforts. Image capture, color encoding, digital image performance, workflows, metadata, file formats, file naming, storage, and quality management are addressed.

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## **A FRAMEWORK OF GUIDANCE FOR BUILDING GOOD DIGITAL COLLECTIONS. 3RD EDITION (2007): NISO FRAMEWORK ADVISORY GROUP (<http://www.niso.org/publications/rp/framework3.pdf>)**

*Creator:* National Information Standards Organization (NISO) Framework Working Group

*Date released:* December 2007 (3rd edition)

Meant for cultural heritage and funding organizations, this framework reviews the creation of digital collections, identifies resources that support the creation of local digitization practices, and encourages community involvement in the development of digitization best practices. Principles and resources related to collections, objects, metadata, and initiatives are addressed.

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**THE NINCH GUIDE TO GOOD PRACTICE IN THE DIGITAL REPRESENTATION AND MANAGEMENT OF CULTURAL HERITAGE MATERIALS. (2002): THE NATIONAL INITIATIVE FOR A NETWORKED CULTURAL HERITAGE (NINCH) (<http://www.nyu.edu/its/humanities/ninchguide/>)**

*Creators:* Humanities Advanced Technology and Information Institute (HATII), University of Glasgow, National Initiative for a Networked Cultural Heritage (NINCH)

*Date released:* October 2002

With the aim of illustrating the importance of adopting good practice, this guide presents recommendations for digital representation and management of cultural heritage materials. Meant for a variety of audiences, it covers project planning, selection of materials, rights management, digitization, text encoding, image capture and management, audio/video capture and management, quality control and assurance, distribution, sustainability, assessment, digital asset management, preservation, equipment, metadata, and sampling. Includes helpful checklists and other resources.

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**INSTITUTIONAL GUIDELINES**

**BCR: BIBLIOGRAPHICAL CENTER FOR RESEARCH (2008). BCR'S CDP DIGITAL IMAGING BEST PRACTICES. (2008): UPDATED VERSION OF WESTERN STATES DIGITAL IMAGING BEST PRACTICES ([http://mwdl.org/docs/digital-imaging-bp\\_2.0.pdf](http://mwdl.org/docs/digital-imaging-bp_2.0.pdf))**

*Creator:* Bibliographical Center for Research's Collaborative Digitization Program Digital Imaging Best Practices Working Group

*Date released:* June 2008 (2nd version)

Intended for libraries and cultural heritage organizations in the western United States, this document presents best practices for digital imaging of text, photographs, maps, and graphic materials. General principles, digitization, hardware, software, workspace, quality control, description/metadata, and storage are addressed. This document is not meant for those working with audio, video, moving images, oversized materials, bound materials, or materials with nonstandard formats or sizes.

**CALIFORNIA DIGITAL LIBRARY (CDL). (2011): CDL GUIDELINES FOR DIGITAL IMAGES. VERSION 2.0 ([http://www.cdlib.org/services/access\\_publishing/dsc/contribute/docs/cdl\\_gdi\\_v2.pdf](http://www.cdlib.org/services/access_publishing/dsc/contribute/docs/cdl_gdi_v2.pdf))**

*Creator:* California Digital Library (CDL) Digital Object Working Group

*Date released:* January 2011 (2nd version)

Meant for institutions working with CDL, these guidelines address the preparation of digital master image files for reprocessing. File formats, compression, watermarking, cameras, and thumbnails are outlined, though the document does not cover resolution, pixel array, bit depth, workflow, or quality control. Preservation is not explicitly addressed.

**CARLI: CONSORTIUM OF ACADEMIC AND RESEARCH LIBRARIES IN ILLINOIS. (2009; 2013): CARLI GUIDELINES FOR THE CREATION OF DIGITAL COLLECTIONS: DIGITIZATION BEST PRACTICES FOR IMAGES ([http://www.carli.illinois.edu/sites/files/digital\\_collections/documentation/guidelines\\_for\\_images.pdf](http://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_images.pdf))**

*Creator:* Consortium of Academic and Research Libraries in Illinois (CARLI) Digital Collection Users' Group (DCUG)

*Date released:* March 2013

This document describes best practices for the digitization of images, or two-dimensional, non-textual materials such as photographs, maps, and paintings. Recommendations for image quality, file formats, storage, access, monitor calibration, and technical metadata are included.

**CARLI: CONSORTIUM OF ACADEMIC AND RESEARCH LIBRARIES IN ILLINOIS. (2009; 2013): CARLI GUIDELINES FOR THE CREATION OF DIGITAL COLLECTIONS: DIGITIZATION BEST PRACTICES FOR TEXT ([http://www.carli.illinois.edu/sites/files/digital\\_collections/documentation/guidelines\\_for\\_text.pdf](http://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_text.pdf))**

*Creator:* Consortium of Academic and Research Libraries in Illinois (CARLI) Digital Collection Users' Group (DCUG)

*Date released:* March 2013

These guidelines address best practices for digitizing text, including image quality, file formats, OCR, text encoding, storage, and access. Intended for libraries, it outlines digital imaging, scanning, derivative and access images, file naming, machine-readable text, software, transcription, digital object creation, and more.

**CARLI: CONSORTIUM OF ACADEMIC AND RESEARCH LIBRARIES IN ILLINOIS. (2009; REVISED 2013): CARLI GUIDELINES FOR THE CREATION OF DIGITAL COLLECTIONS: DIGITIZATION BEST PRACTICES FOR AUDIO ([http://www.carli.illinois.edu/sites/files/digital\\_collections/documentation/guidelines\\_for\\_audio.pdf](http://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_audio.pdf))**

*Creator:* Consortium of Academic and Research Libraries in Illinois (CARLI) Digital Collection Users' Group (DCUG)

*Date released:* March 2013

Meant for those working with CARLI digital collections, this document provides recommendations for digitizing audio such as oral history and natural sounds. Sample rates, bit depths, file formats, software, hardware, and workflow are addressed. Background information on digital audio is also included.

**CARLI: CONSORTIUM OF ACADEMIC AND RESEARCH LIBRARIES IN ILLINOIS. (2010; REVISED 2013): CARLI GUIDELINES FOR THE CREATION OF DIGITAL COLLECTIONS: DIGITIZATION BEST PRACTICES FOR MOVING IMAGES ([http://www.carli.illinois.edu/sites/files/digital\\_collections/documentation/guidelines\\_for\\_video.pdf](http://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_video.pdf))**

*Creator:* Consortium of Academic and Research Libraries in Illinois (CARLI) Digital Collection Users' Group (DCUG) Digital Collections Users' Group, Standards Subcommittee.

*Date released:* March 2013

A lengthier CARLI document, these recommendations review best practices for digitizing analog and born digital moving images for both preservation and web access. Suggestions for technical specifications, metadata, file formats, web delivery, workflow, hardware, and software are outlined. A primer on digital video is also included.

**YALE UNIVERSITY. (2010): DIGITIZATION SHARED PRACTICES—STILL IMAGES VERSION 1.0 ([http://www.yale.edu/digitalcoffee/downloads/DigitalCoffee\\_SharedPractices\\_%5Bv1.0%5D.pdf](http://www.yale.edu/digitalcoffee/downloads/DigitalCoffee_SharedPractices_%5Bv1.0%5D.pdf))**

*Creator:* Yale Digital Coffee Group

*Date released:* August 2010

Meant for institutions that are involved with in-house digitization, this document provides a variety of recommendations for image capture, storage, and preservation. Specifically, suggestions for working with text, photographs, maps, 3D objects, and graphic materials are presented, including hardware, software, metadata, quality control, file naming, storage, recording, and verification. Recommendations for audio, video, 3D modeling, born digital materials, prepress matters, staffing, workflow, selection, and system/network architecture are not addressed.