APPENDICES

A. BIBLIOGRAPHY

This bibliography includes all the references appended to the various sections of the Guidelines above together with some additional references relating to digitization in general.

A. 1 Some standard general sources

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Discussion lists and other sources of current information

CoOL (Conservation OnLine) Digital imaging links
http://palimpsest.stanford.edu/bytopic/imaging

Digital Preservation Commons. http://www.oclc.org/digitalpreservation (Site hosted by OCLC to record "best practices" activities by libraries, archives and museums)

Digital-preservation@jiscmail.ac.uk (Discussion list carrying information on digital activities among libraries and archives in the U.K.)

D-Lib Magazine (Digital Library Magazine)   URL: http://www.dlib.org

ERPANET (Electronic Resource Preservation and Access Network). A project funded by the European Commission, hosted by Research Libraries Group (RLG) and based upon collaboration between the University of Glasgow (U.K.), the Schweizerisches Bundesarchiv (Switzerland), the Rijksarchiefdienst (Netherlands) and the University of Urbino (Italy) to "provide a virtual clearinghouse and knowledge base on state of the art developments in digital preservation, the transfer of expertise among individuals and institutions, and the development of an online and physical community focused on preservation". Funded for three years from November 2001. http://www.rlg.ac.uk/longterm

PADI (Preserving Access to Digital Information) http://www.nla.gov.au/padi (Site maintained by the National Library of Australia with a broad range of information on digital activities)

RLG (Research Libraries Group) DigiNews. http://www.rlg.org/preserv/diginews (Updated 6x p.a.)

B. SOME SIGNIFICANT ORGANZATIONS CONCERNED WITH STANDARDS AND BEST PRACTICE

Association for the Preservation of the Audiovisual Heritage of Switzerland. http://www.memoriav.ch

Colorado Digital Alliance. http://coloradodigital.coalliance.orgl "A major part of the project involves establishing minimum recommended standards as well as guidelines for application of those standards. These standards have been made available on the website for widespread access".

Consultative Committee for Space Data Systems (CCSDS) http://ccsds.org/

Council on Library & Information Resources (CLIR) Washington, DC, USA http://www.clir.org

Digital Library Federation (DLF) http://www.diglib.org/ "A consortium of libraries and related agencies that are pioneering in the use of electronic-information technologies to extend their collections and services. Through its members, the DLF provides leadership for libraries broadly by identifying standards and "best practices" for digital collections and network access" Operates under the administrative umbrella of the Council of Library and Information Resources (CLIR), Washington DC.

European Committee for Standardization. http://www.cenorm.be

European Council on Preservation and Access (ECPA) Amsterdam, Netherlands http://www.library.knaw.nl/ecpa

Getty Standards Program, Getty Research Institute, Malibu, CA., USA http://www.getty.edu/research/institute/standards/index.html

International Colour Consortium (ICC) http://www.color.org/

International Council on Archives (ICA) http://www.ica.org

International Engineering Task Force (IETF) http://www.ietf.org/

International Federation of Library Associations and Institutions (IFLA) http://www.ifla.org/

> IFLANET: Digital Libraries
> http://ifla.inist.fr/II/diglib.htm#
>
> IFLA Core Activity for Preservation & Conservation (PAC)
> http://www.ifla.org/VI/4/pac.htm

International Organization for Standardization (ISO) http://www.iso.ch/iso/en

> Technical Committee 46 Photography
> http://www.iso.ch/iso/en/stdsdevelopment/techprog/workprog/TechnicalProgrammeTCDetailPage.TechnicalProgrammeTCDetail?COMMID=1603

International Telecommunications Union (ITU) http://www.itu.ch

National Initiative for a Networked Cultural Heritage (NINCH), U.S. http://www.ninch.org

National Preservation Office (NPO), London, U.K. http://www.bl.uk/npo

Research Libraries Group (RLG), U.S. http://www.rlg.org

Safeguarding European Photographic Images for Access (SEPIA) Project focusing on preservation of photographic materials. http://www.knaw.nl/ecpa/sepia/home.html

Technical Advisory Service for Images (TASI) University of Bristol, U.K. "To share and promote technical expertise and standards, and to enable the academic community to create high quality archives of digital images by providing information and advice" http://www.tasi.ac.uk

UNESCO http://www.unesco.org/

> UNESCO Library Portal http://www.unesco.org/webworld/portal_bib/ Includes section providing links to "Preservation and Access initiatives"
>
> UNESCO Archives Portal. http://www.unesco.org/webworld/portal_archives/pages/index.shtml Includes sections providing links to "Primary sources online" and for "Preservation and conservation: digital preservation"
>
> UNESCO Memory of the World http://www.unesco.org/webworld/mdm/index_2.html
>
> UNESCO Virtual Memory of the World http://www.unesco.org/webworld/en/memoire.html

World Wide Web Consortium (W3C) http://www.w3.org/

C. EXAMPLES OF EXISTING DIGITAL PROJECTS

Directories of projects

Association of Research Libraries Digital Initiatives Database. http://www.arl.org/did/

RLG DigiNews, December 2000, contains an inventory of directories of Web-accessible collections
http://www.rlg.org/preserv/diginews/diginews4-6.html#faq

UNESCO/IFLA Directory of Digitized Collection. Directory constructed to offer a listing of major digitized heritage collections and on-going digitization programmes worldwide. A development based upon the IFLA PAC. *Survey on digitisation and preservation*. The Hague, International Federation of Library Associations and Institutions (IFLA), 1999 (*see above*)
http://www.unesco.org/webworld/digicol/

See also relevant sections of websites for UNESCO Libraries and Archives Portals and IFLANET: Digital Libraries (*noted above*)

International

INTERPARES (International Research on Permanent Authentic Records in Electronic Systems). http://www.interpares.org/ Three year collaborative project founded in 1999, based at University of British Columbia and involving Australia, Canada, China, Hong Kong, Ireland, Italy, Japan, the Netherlands, Sweden, U.K. & U.S.A. "To develop the theoretical and methodological knowledge essential to the permanent preservation of electronically generated records. On the basis of this knowledge it will formulate model strategies, policies and standards capable of ensuring their preservation"

Digital South Asia Library (DSAL) http://dsal.uchicago.edu/ . Center for Research Libraries (CRL) Project directed by the University of Chicago. "a global collaborative effort to make important and rare resources available to the international community. DSAL includes resources from many disciplines as well as a variety of data types. The component parts of the project include maps, statistics, bibliographies, union lists, indexes, photographs, books and journals, as well as a reference collection that is strong in pedagogical tools for South Asian language learning".

Australia

Australian Co-operative Digitisation Project 1840-1845. http://www.nla.gov.au/ferg/ "Will create a unique research infrastructure in Australian studies through the digital conversion of Australian serials and fiction of the seminal period 1840-45. It will ensure access to and preservation of this material by a process of microfilming, scanning and networking. The first project of its kind in Australia, it will introduce international best practice, act as a technical benchmark, and provide a new level of resource sharing".

Australian digitisation projects are listed at
http://www.nla.gov.au/libraries/digitisation/projects.html

Canada

Canadian digitization projects are listed at "Inventory of Canadian digital initiatives"
http://www.nlc-bnc.ca/initiatives/erella.htm

Europe

NEDLIB (Networked European Deposit Library). http://www.kb.nl/coop/nedlib/ Launched on 1st January 1998 with funding from the European Commission' s Telematics Application Programme. Directed by Koninklijke Bibliothek, the Netherlands, with partner libraries in Finland, France, Germany, Italy, Norway, Portugal, Switzerland, "Aims to construct the basic infrastructure upon which a networked European deposit library can be built. The objectives of NEDLIB concur with the mission of national deposit libraries to ensure that electronic publications of the present can be used now and in the future"

South Africa

DISA: Digital Imaging Project of South Africa. http://disa.nu.ac.za Aims "to investigate and implement digital technologies to enable scholars and researchers from around the world to access South African material of high socio-political interest that would otherwise be difficult to locate and use. In addition, DISA aims to provide South African archivists and librarians with knowledge of, and expertise in, digital imaging".

Spain

GONZALEZ, P. (1999) *Computerization of the Archivo General de Indias: strategies and results*. Washington, DC, Council on Library & Information Resources. (Publication No 76) http://www.clir.org/pubs/reports/gonzalez/contents.html . Project which computerized more than eleven million pages of documents relating to Spanish history in the New World in order to offer digfital surrogates to its users and reduce the handling of originals and which has been providing access to the digital documents since 1996. "The Archives has thus had to deal with the day-to-day practical problems of operation and longer term issues such as obsolescence of hardware, software and storage media … this report will be a useful case study for planners facing the technical, organizational and managerial challenges presented by their own digitizing projects"

United Kingdom

CEDARS (CURL Exemplars in Digital ARchiveS). http:///www.leeds.ac.uk/cedars
U.K. project April 1998 to March 2002, organized by CURL (Consortium of University Research Libraries) funded by JISC (Joint Information Services Committee). Investigated "issues surrounding digital preservation and responsibilities that research libraries would have to assume to ensure continued accessbility to digital materials". Included creation of a propttype or "demonstrator" archive based on the Open Archival Information Systems (OAIS) model.

The Digital Preservation Coalition. http://www.jisc.ac.uk/dner/preservation/prescoalition
U.K. project established 2001 "to secure the preservation of digital resources in the U.K. and to work with others internationally to secure our global digital memory and knowledge base"

U.S.A.

Cornell University. Project Prism: information integrity in distributed digital libraries http://prism.cornell.edu/main.htm. " An effort to investigate and develop the policies and mechanisms needed for information integrity in digital libraries. The project focuses on the following areas: *preservation* - long term survivability of information in digital form; *reliability* - predictable availability of information resources and service; *interoperability* - open standards

that allow widest sharing of information among providers and users; *security* - attention to both the privacy rights of users of information and the intellectual property rights of content creators; *metadata* -structured information that makes it possible to ensure information integrity in digital libraries".

Library of Congress National Digital Library Program.
http://memory.loc.gov/ammem/dli2/html/lcndlp.html "Begun in 1995 after a five year pilot project, the NDLP is assembling a digital library of reproductions of primary source materials to support the study of the history and culture of the United States". The American Memory Project is "a gateway to rich primary source materials relating to the history and culture of the United States. The site offers more than 7 million digital items from more than 100 historical collections".

Library of Congress. Preservation Digital Reformatting Program.
http://lcweb.loc.gov/preserv/prd/presdig/presintro.html

D. GLOSSARY OF TERMS AND ABBREVIATIONS

This list only covers terms actually used in the text of the guidelines. For coverage of other relevant terms and additional explanation and information see also:

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BESSER, H. & TRANT, J. (1995). *Introduction to imaging: issues in constructing an image database:glossary.* Malibu, CA, Getty Information Institute.
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Colorado Digitization Project: Glossary.
http://coloradodigital.coalliance.org/glossary.html;

Glossary of Internet Terms, by Matisse Enzer.
http://www.matisse.net/files/glossary.html

TASI Glossaries http://www.tasi.ac.uk/gloss/glossaries.html

See also PADI (Preserving access to digital information) Glossaries http://www.nla.gov.au/padi/format/gloss.html (Provides links to 11 on-line glossaries)

A/D (Analogue to Digital) **Conversion**   Process of representing a continuously varying signal by a set of digital values

ASCII (American Standard Code for Information Interchange) The defacto world-wide standard for the code numbers used by computers to represent all the upper and lower-case Latin letters, numbers, punctuation, etc.

bit (Binary DigIT)   The smallest unit of computerized data.

bit depth   The bit depth of an image refers to the number of bits used to describe the colour of each pixel.

byte   Unit of digital information. 1 byte equals 8 bits. A megabyte equals 1 million bytes

CCD (Charge Coupled Device)   Light sensitive diodes used in scanners and digital cameras that sweep across an image during capture and, when exposed to light, generate a series of digital signals that are converted into pixel values.

CMYK (cyan, magenta, yellow, black) The four ink colours of the subtractive colour system used in printing. Colour model for defining properties of the colour spectrum

compression   The reduction of image file size for processing, storage, and transmission. Compression can be either Lossy or Lossless.

CRT Cathode ray tube.   Standard computer monitor using RGB for display

CSS Cascading Style Sheets. A mechanism for adding style (e.g. fonts, colours, spacing) to Web documents. http://www.w3.org/Style/CSS/

dpi dots per inch.   A measure of the spatial resolution of images

DTD Document Type Definition.   Formal definition of the elements, structures and rules for marking up a given type of SGML document

Dublin Core   A widely used metadata element set intended to facilitate discovery of electronic resources. http://dublincore.org. The Dublin Core Metadada Element Set was approved by the American National Standards Institute (ANSI) in 2001 as Z39.85-2001 and is available at http://www.techstreet.com/cgi-bin/detail?product_id+926135

EAD Encoded Archival Description.   An SGML (Standard Generalized Markup Language) DTD (Document Type Definition) intended to assist in the creation of electronic finding aids. http://www.loc.gov/ead/

firewall   System that can be implemented in both hardware and software to prevent unauthorised access to or from a network

flatbed scanner   A digitisation device delivering scanned image data to a computer, the glass face on which the original is placed being flat.

GIF Graphics Interchange Format.   A common format for image files, especially suitable for images containing large areas of the same colour.

GNU   Project to develop a complete Unix-like operating system, the GNU ssytem, providing access to free software at   http://www.gnu.org/

grey scale   A number of greys ranging from black to white. An eight bit greyscale image could have 254 greys between black and white.

histogram Bar chart graphically representing a digital image's grey or colour tones

HTML HyperText Markup Language.   Coding language used to create Hypertext documents for use on the World Wide Web http://www.w3.org/MarkUp

image Capture.   Process of obtaining a digital representation of an original made up of a set of picture elements or "pixels" through scanning or digital photography

ISAD(G) International Standard Archival Description (General) 2nd ed. 1999. http://www.ica.org/eng/mb/com/cds/descriptivestandards.html

ISP Internet Service Provider. Organization that provides access to the Internet in some form, usually for money.

JBIG Joint Bi-level Image experts Group. Experts nominated by national standards bodies and major companies to work to produce standards for the lossless compression of a bi-level image. Details can be found on the JPEG website http://www.jpeg.org/

JPEG Joint Photographic Experts Group. Standard for photographic quality image compression on the World Wide Web. JPEG format is preferred to the GIF format for photographic images as opposed to lines. http://www.jpeg.org/

LCD Liquid crystal display. Design of a compact changing display for letters numbers or symbols

lossless   A process of compression that reduces the storage space needed for an image file without loss of data. If an image has undergone lossless compression, it will be identical to the image before it was compressed. Primarily used with bitonal images.

lossy   A process of compression that reduces the storage space needed for an mage file by actually removing data from the image. If an image that has undergone lossy compression is decompressed, it will differ form the image before it was compressed, even though the difference may be difficult for the human eye to detect.

lppi line pair per inch

LZW Lempel-Ziv Welch. Type of digital file compression system widely used with TIFF and GIF formats to reduce file size without loss of data

MARC Machine Readable Cataloguing. MARC formats are standards for the representation and communication of bibliographic and related information in machine readable form. http://lcweb.loc.gov/marc/umb/um01to06.html

markup language Language used to specify document fonts on the World Wide Web by embedding tags with the document

metadata Data about data, or information known about the image in order to provide access to the image. Usually includes information about the intellectual content of the image, digital representation data, and security or rights management information.

migration Preserving the integrity of digital images by transferring them across hardware and software configurations and across subsequent generations of computer technology

NGO Non Government Organization

noise Unwanted electronic signals or disturbances in a system which reduce the amount of information being recorded or transmitted

OCR Optical Character Recognition. Ability of a computer input device or other machine to optically read individual text characters from a page and convert the information into an electronically stored text file

OECF Opto-Electronic Conversion Function. Conversion from light to electronic data

OAIS Open Archival Information System.   For draft OAIS Reference Model see at http://www.ccsds.org/documents/pdf/CCSDS-650.0-R-2.pdf

pixel Short for "picture element". An electronic photograph scanned from an original document is made up of a set of "pixels". Each pixel is assigned a tonal value (black, white, a shade of grey, or colour) and is represented digitally in binary code (zeros and ones).

ppi pixels per inch

raster image Image that is composed of pixels

RDF Resource Description Framework. A framework for metadata which provides interoperability betweeen applications that exchange machine-readabel information on the World Wide Web http://www.w3.org/RDF

resolution The number of pixels (in both height and width) making up an image, normally expressed as the number of pixels per linear unit e.g. 300ppi (pixels per inch) or sometimes as dpi (dots per inch). The more pixels in an image, the higher the resolution, and the higher the resolution of an image, the greater its clarity and definition (and the larger the file size). For colour resolution see Bit Depth.

RGB Red, Green & Blue. The three colours of light which can be mixed to make all other colours. Colour model used for scanners and monitors

scanner A digitisation device delivering scanned image data to a computer

SFR Spatial Frequency Responses.

SGML Standard Generalized Markup Language. International standard for formatting an electronic text.

TEI Text Encoding Initiative.   An international project to develop guidelines for the preparation and exchange of electronic texts for scholarly research. The TEI has created a set of SGML DTDs. http://etext.virginia.edu/TEI.html

thumb nail files   Digital files which represent images as small, low-resolution versions

TIFF Tagged Image File Format   File format for storing bit-0mapped images. Can be any resolution, black & white, greyscale or colour

UPS Uninterruptible Power Supply. Electrical device designed to step in immediately and supply power for a short time to electronic devices such as computers when the normal mains supply fails

URL Uniform Resource Locator. Standard method of giving the address of any resource on the Internet that is part of the World Wide Web (WWW)

XML EXtensible Mark-up Language. A form of SGML that allows the user to customize tags to give functionality that is not available in HTML.Widely used system for defining data formats, especially complex documents and data structures http://www.w3.org/TR/REC-xml

watermark In digital terms a visible or invisible watermark that is created by inserting a pattern of bits into a digital image to identify ownership of the image is known.

QUERIES?

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