Creating and Preserving Digital Collections: Selected Bibliography

Following are some of the key resources available in this rapidly expanding area of the library and preservation literature. Both online and print resources are listed, and are chosen to provide a broad introduction to digital imaging technology for libraries and archives.

**General Sources**

This document was developed to help identify digital repositories that could reliably store, migrate, and provide access to digital collections. The criteria and checklist are useful for understanding key concepts related to digital repositories, and will be useful to institutions that are involved with repository planning, planning and developing a certified repository, periodic internal assessment of a repository, analysis of services that hold critical digital content on which institutions rely, and objective third-party evaluation of any repository or archiving service.

**Clearinghouse of Image Databases:**
This database allows the user to search digital projects by specifications (type of equipment, location, file format, media digitized, metadata, subject, etc.). Also features searchable archives of the Imagelib listserv, which is a listserv for individuals engaged in digital imaging projects.

Cornell University Library. [Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Problems](#).
This online tutorial examines the organizational and technological infrastructure as well as the resources required to establish a digital preservation program.

Cornell University Library. [Moving Theory into Practice: Digital Imaging Tutorial](#).
This online tutorial covers selection, conversion, quality control, metadata, technical infrastructure, presentation, digital preservation, and management of digital imaging.

A summary of U.S. digital preservation efforts in a variety of arenas, including digital periodicals, e-books, archiving the world wide web, recorded sound, digital television, and video archives.

The proceedings from a conference held in Washington, DC, that reported on digital preservation efforts around the world.

Digital reformatting is considered an acceptable form of preservation for audio materials. This report examines the present state of standards and best practices for capturing sound from analog discs and tapes.
A good summary of the issues and challenges associated with preserving information in digital form. Describes major research efforts and case studies from institutions leading the way in setting standards for best practices in digital preservation. Discusses the preservation of text and image files, electronic mail, web pages, and information systems.

Developed to outline good practice in creating and managing digital collections and to provide a range of practical suggestions for managing the process. Includes useful decision trees and checklists that outline the process.

This work covers disaster preparedness and long-term preservation for digital works.

This report examines digital preservation concerns at the institutional level.

While many publications on digital topics focus on theory, Kenney and Reiger also provide practical advice on selection, digitization, quality control, metadata creation, image processing, systems building, access, preservation, and management. It provides a methodology of decision-making, so that institutions can responsibly set guidelines, taking into consideration their own criteria and resources, and basing these guidelines on standards and best practice. The notion of regarding digital files as institutional assets and not merely surrogates is emphasized throughout the text.

This article examines what requirements are necessary for long-term preservation and access of digital materials. Acknowledging that not all digital materials will be accessible over the long-term, it outlines the levels of service available based upon how well digital objects meet the requirements for long-term access.

Based on NEDCC's School for Scanning conference, this handbook presents a practical resource about digital project management whether the work is done in-house or outsourced to a vendor.

**Metadata, Standards, and Software**

New metadata standards and digital preservation software are being developed everyday depending upon the audience, format, and needs of institutions. These are a select few of the emerging methods that have received widespread interest and adoption among libraries and archives.


LOCKSS. Lots of Copies Keep Stuff Safe.

Open Archives Initiative.
PDF/A: PDF for Long-Term Preservation.
Portico: An Electronic Archiving Service.
TEI: Text Encoding Initiative.

Serial Publications

**Council on Library and Information Resources** (formerly Commission on Preservation and Access)
Full-text version of many of the commission reports.

**CLIR News**.
Includes a section on preservation and access-related articles; focus is on digital initiatives.

**Digital Libraries**. Monthly web-based journal.
New edition posted on the 15th of each month. Consists of articles, briefs, resources, links, and ready reference dealing with research and the development of digital libraries.

**Microform and Imaging Review**. Quarterly.
Provides articles on topics related to microform materials and new digital imaging technology.

**RLG DigiNews**. Bimonthly.
This online newsletter was produced from 1997-2007 and provided reports on evolving practices and technology for digitizing materials and digital preservation research collections, as well as in-depth coverage of notable projects in the field.

Samples of Best Practices from Leading Digital Programs

**American Memory: A Technical Overview**.
**California Digital Library: Inside the CDL**.