



Digitization 101 Resource Links

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Copyright

Well-intentioned practice for putting digitized collections online (OCLC):

<http://www.oclc.org/resources/research/activities/rights/practice.pdf>

Overview of library digitization projects and copyright (Law and Technology Resources):

<http://www.llrx.com/features/digitization.htm>

Copyright Term and the Public Domain in the U.S. (Cornell University Copyright Info Center):

<http://copyright.cornell.edu/resources/publicdomain.cfm>

Selecting materials for digitization

Preservation and Selection for Digitization (Northeast Document Conservation Center):

<http://www.nedcc.org/resources/leaflets/6Reformatting/06PreservationAndSelection.php>

Selecting Materials for Digitization (North Carolina Digital Heritage Center):

<http://digitalnc.org/about/participate/select>

General Collection Criteria Guidelines (Hudson River Valley Heritage):

<http://www.hrvh.org/about/selectioncriteria.htm>

Best practices and standards

Digital Imaging Tutorial (Cornell University Library):

<http://www.library.cornell.edu/preservation/tutorial/contents.html>

Digital formats for content reproduction from American Memory (Library of Congress):

<http://memory.loc.gov/ammem/formats.html>

Digitizing and metadata standards and best practices (Minnesota Digital Library):

<http://www.mndigital.org/digitizing/standards/>



General resources:

Ohio Memory: <http://www.ohiomemory.org/>

The Image Permanence Institute: <https://www.imagepermanenceinstitute.org/>

Northeast Document Conservation Center: <http://nedcc.org/home.php>

Library of Congress Digital Preservation: <http://www.digitalpreservation.gov/>

Basics of Digital Projects (Wisconsin Heritage Online):

<http://www.slideshare.net/wiheritage/basics-of-digital-projects-12962038>

Quick Reference: Best Practices in Digital Preservation	
Scanning/Editing Philosophy	<ul style="list-style-type: none"> • When scanning historical items, the digital version should not appear significantly different than the actual document • Do not "fix" what some may consider imperfections
Resolution	<ul style="list-style-type: none"> • 600 dpi as a general rule • Larger items without fine detail can occasionally be scanned at 300 dpi • Smaller items (slides, negatives, etc.,) may need scanned at 1200 dpi or greater
Color and Bit Depth	<ul style="list-style-type: none"> • Text, manuscript and photographic materials should be scanned in 24-bit color depth
File Format and Compression	<ul style="list-style-type: none"> • All materials should be scanned at 100% of their original size and saved as TIFF (Tagged Image File Format) files. • Master files should never be compressed
File Naming	<ul style="list-style-type: none"> • Try to give files names that relate in some way to your collection numbering • By looking at the file name, you should be able to locate the physical item