

Handbook on Good Practice in Digitisation

Version Draft

Responsible Partner:

Karl-Magnus Drake, Borje Justrell – Riksarkivet, Sweden

Anna Maria Tammaro – University of Parma

A first harvest from the work carried out to date in the Minerva project.

It allows third parties to benefit as soon as possible from the work of the Minerva project.

It includes the results of an survey of best practice examples conducted in connection to a NRG meeting in Alicante in May 2002.

State of the Art

Examples of good practice collected in connection to the NRG meeting in Alicante indicate that:

- The target audience for digitisation projects differs widely
- Areas like accessibility, copyright issues, preservation, and quality aspects are in focus for today's projects
- Areas like management, work flow are not that popular
- Many digitisation projects have multi-focusing objectives

Objectives of the Handbook

Aim: It should be an output containing a concrete, pragmatic set of guidelines. It should also be a living document to be updated periodically

Target audience: Teams within and across cultural institutions contemplating or already executing digitisation projects

Focus: The cultural area (archives, libraries, museums) in Europe

Approach: "Keep it simple"

Structure of the Handbook

- *Background*
- *Practical Guidelines*
- *Standards*
- *Digitisation Guidelines: a selected list*

Background

The aim is to give the reader a clear picture of the context in which the handbook should be considered.

Practical Guidelines

- The most important practical lessons learnt and information collected by Minerva WP6
- Focusing on a number of "rules of thumb"
- Divided into areas reflecting the stages in the life-cycle of a digitisation project
- **Guidelines areas**
 - Digitisation Project Planning
 - Selection
 - Preparation for Digitisation
 - Handling of Originals
 - The Digitisation process
 - Preservation of the Digital Master Material
 - Meta-data
 - Preparation for Publication
 - Online Publication

- IPR and Copyright
- Project Management
- Each guideline description is made up of the following elements:
 - A Guideline Title
 - An Issue Definition (sets the scene and introduces the problem addressed)
 - The Guideline Text (a set of pragmatic suggestions on relevant aspects)
 - Notes/Commentary (additional information when needed)
 - References broken into two parts:
 - Online references
 - References nominated by Minerva partners

Standards

- Overview of relevant technical standards covering only the most important ones
- Including standards in the following areas:
 - Imaging
 - Audio
 - Digital Video
 - 3D
 - Meta-data
 - Taxonomy and Naming

Digitisation Guidelines: a selected list

- The aim is to give an overview of the most important guidelines published by different institutions, projects etc.
- The list is limited to guidelines for digitisation of paperbased material (manuscripts/records, printed books, photographs etc)
- Each guideline is examined and described in a standardised way:
 - Author
 - Contributor
 - Title
 - Description
 - Date
 - Format
 - URL

Next step

- Dissemination
 - A discussion forum about the handbook was opened this spring on the Minerva website (www.minervaeurope.org).
 - The dissemination continued during summer and early autumn based on a revised version of the text.
 - The discussion forum will close next week
- A final version (1.0) will be presented at a NRG meeting in Parma in November.