

DIGITAL STANDARDS BIBLIOGRAPHY
VERSION 2.0: EXPOSURE DRAFT

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Digital Standards Bibliography, Version 2.0 – Exposure Draft

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INTRODUCTION

The Bibliography of Digital Standards is a preliminary list of standards and guidelines that inform and assist the creation and management of digital collections.

The Bibliography was initially published as part of the Collection Council of Australia's *Summit on Digital Collections: Working Papers* in August 2007. It is currently undergoing revision and re-release as a separate publication to update the information provided and improve access to the document.

A number of new resources have been added to the revised version of the Bibliography, Version 2.0, and a number of resources have been removed, as they were no longer available or considered current or significant. Version 2.0 is currently an Exposure Draft and will be circulated to identified experts in digital collections for comment, to ensure the standards and guidelines appropriately reflect the key resources available.

This Bibliography does not represent a comprehensive list of standards or guidelines relating to digital collections, but offers a selection of national and international standards and guidelines currently in use by (or of potential relevance to) the Australian collections sector.

For the purpose of this Bibliography, the resources are grouped according to their applicability to one of these four categories¹:

- Collections
- Objects
- Metadata
- Projects

Within these groupings, the resources are also arranged by subject. The groupings and subject headings broadly identify the key focus of the standard or guidelines and are not intended to be exclusive categories.

A number of resources bridge the four categories, as they provide a holistic approach and offer information and assistance on the broad range of issues involved in managing digital collections. These resources are listed alphabetically in the first section of the Bibliography.

¹ These categories were developed by the National Information Standards Organisation Framework Advisory Group, *A Framework for Building Good Digital Collections*, NISO Press, Bethesda, 2004.

1 COMPREHENSIVE GUIDELINES AND MANUALS

The following resources offer information and assistance across a broad range of issues involved in managing digital collections:

Title: **A Framework of Guidance for Building Good Digital Collections, Third Edition**

Author: National Information Standards Organisation (NISO)

Date: December 2007

URL: <http://www.niso.org/publications/rp/>

Title: DCC Digital Curation Manual

Author: Digital Curation Centre

Date: 2002

URL: <http://www.dpconline.org/graphics/handbook/>

Title: **Digital Recordkeeping: Guidelines for Creating, Managing and Preserving Digital Records**

Author: National Archives of Australia

Date: May 2004

URL: <http://www.naa.gov.au/records-management/publications/Digital-recordkeeping-guidelines.aspx>

Title: **Guidelines for Digitization Projects for collections and holdings in the public domain, particularly those held in libraries and archives**

Author: International Federation of Library Associations and Institutions (IFLA)

Date: March 2002

URL: <http://www.ifla.org/VII/s19/pubs/digit-guide.pdf>

Title: **Guidelines for the Preservation of Digital Heritage**

Author: United Nations Educational, Scientific and Cultural Organisation (UNESCO) (Prepared by National Library of Australia)

Date: March 2003

URL: <http://unesdoc.unesco.org/ulis/index.shtml>

Title: **The NINCH Guide to Good Practice in the Digital Representation and Management of Cultural Heritage Materials**

Author: National Institute for a Networked Cultural Heritage (NINCH)

Date: October 2002

URL: <http://www.nyu.edu/its/humanities/ninchguide/>

Title: **The Preservation Management of Digital Materials: A Handbook**

Author: Digital Preservation Coalition

Date: 2002

URL: <http://www.dpconline.org/graphics/handbook/>

2 COLLECTIONS

2.1 Access and accessibility

The following resources provide guidance on how to make digital collections accessible, particularly in an online environment:

Title: **Developing Organizational Policies on Web Accessibility**

Author: World Wide Web Consortium (W3C)

Date: October 2002

URL: <http://www.w3.org/WAI/impl/pol>

Title: **IFLA Digital Reference Guidelines**

Author: International Federation of Library Associations and Institutions (IFLA)

Date: March 2008

URL: <http://www.ifla.org/VII/s36/pubs/drg03.htm>

Title: **World Wide Web Access: Disability Discrimination Act Advisory Notes, Version 3.2**

Author: Human Rights and Equal Opportunity Commission (HREOC),

Date: August 2002

URL: http://www.hreoc.gov.au/disability_rights/standards/www_3/www_3.html

Title: **Web Content Accessibility Guidelines, Version 1.3**

Author: World Wide Web Consortium (W3C)

Date: January 2008

URL: <http://www.w3.org/WAI/intro/wcag.php>

2.2 Copyright

The following resource offers information about managing copyright for digital collections in Australia:

Title: **Copyright and Cultural Institutions: Guidelines for Digitisation**

Author: Emily Hudson and Andrew T Kenyon

Date: August 2005

URL: http://papers.ssrn.com/sol3/papers.cfm?abstract_id=881699

2.3 Digital Repository

The following resource provides guidance on establishing a digital repository:

Title: **Trustworthy Repositories Audit and Certification: Criteria and Checklist**
Author: Online Computer Library Center (OCLC) and Center for Research Libraries (CRL)
Date: February 2007
URL: <http://www.crl.edu/content.asp?l1=13&l2=58&l3=162&l4=91>

2.4 Special collections

The following resources provide advice and guidance relating to specific collection types, ie audio material, web resources and images:

Title: **Digital Practice: Guidelines for digitising images in NSW public libraries**
Author: State Library of New South Wales
Date: July 2005
URL: http://www.sl.nsw.gov.au/services/public_libraries/docs/digital.pdf

Title: **Guidelines on the Production and Preservation of Digital Audio Objects**
Author: International Association of Sound and Audiovisual Archives
Date: August 2004
URL: http://www.iasa-web.org/special_publications.asp

Title: **Safeguarding Australia's Web Resources: Guidelines for Creators and Publishers**
Author: National Library of Australia
Date: June 2002
URL: <http://www.nla.gov.au/guidelines/webresources.html>

Title: **The Safeguarding of Audio Heritage: Ethics, Principles and Preservation Strategy, Version 3**
Author: International Association of Sound and Audiovisual Archives
Date: December 2005
URL: http://www.iasa-web.org/special_publications.asp

3 OBJECTS

3.1 Preservation

The following resources offer guidance on how to preserve a digital object, including software tools developed to assist this process:

Title: **Digital Record Export Standard: ADRI Submission Information Package (ASIP), Version 1.0 (ADRI-2007-01-v1.0)**

Author: Australian Digital Recordkeeping Initiative (ADRI)

Date: July 2007

URL: <http://www.adri.gov.au/ADRI-2007-01-v1-0.pdf>

Title: **DPR - Digital Preservation Recorder**

Author: National Archives of Australia (NAA)

Date: 2006

URL: <http://sourceforge.net/projects/dpr>

Title: **Preservation Handbooks series**

Author: Arts and Humanities Data Service (UK)

Date: Unknown

URL: <http://ahds.ac.uk/preservation/ahds-preservation-documents.htm>

Title: **XENA - XML Electronic Normalising of Archives**

Author: National Archives of Australia (NAA)

Date: June 2008

URL: <http://xena.sourceforge.net/>

3.2 Format

The following resources provide information about digital object formats.

Title: **AS ISO 19005.1-2006/Amdt 1-2007: Document management - Electronic document file format for long-term preservation - Use of PDF 1.4 (PDF/A-1), 2007.**

Author: Standards Australia

Date: 2007

URL: www.saiglobal.com

Title: **Global Digital Format Registry**
Author: Harvard University Library, National Archives and Records Administration (NARA) and Online Computer Library Center (OCLC)
Date: 2008
URL: <http://www.gdfr.info/>

Title: **PRONOM: The Technical Registry**
Author: National Archives (UK)
Date: December 2006
URL: <http://www.nationalarchives.gov.uk/pronom/>

3.3 Media and Technology

The following resource offers information on selecting the appropriate media and technology to preserve digital objects.

Title: **Selecting Technologies Tool**
Author: Electronic Resource Preservation and Access Network (ERPANET)
Date: September 2003
URL: http://www.erpanet.org/guidance/docs/ERPANETSelect_Techno.pdf

3.4 Transfer

The following resource provides standardised specifications for exchanging digital objects:

Title: **Business Requirements Specification: Record Exchange Standard, Version 1.0**
Author: Australian Digital Recordkeeping Initiative (ADRI) and United Nations Centre for Trade Facilitation and Electronic Business (UM/CEFACT)
Date: June 2008
URL: <http://adri.gov.au/content.asp?cID=3>

3.5 Security

The following resources offer information on how to appropriately protect digital objects in accordance with Australian Government legislation:

Title: **Australian Government Protective Security Manual**
Author: Attorney-General's Department
Date: 2005
URL: [http://www.ag.gov.au/www/agd/agd.nsf/Page/Nationalsecurity_ProtectiveSecurityManual\(PSM2005\)](http://www.ag.gov.au/www/agd/agd.nsf/Page/Nationalsecurity_ProtectiveSecurityManual(PSM2005))

Title: **Australian Government Information Technology Security Manual: ASCI 33**
Author: Defence Signals Directorate
Date: September 2007
URL: <http://www.dsd.gov.au/library/infosec/acsi33.html>

4 METADATA

4.1 Element Set

The following resources provide standardised definitions for the metadata elements required to describe digital collections:

Title: **AGLS Metadata Element Set Part 1: Reference Description, Version 1.3**

Author: National Archives of Australia

Date: 2002

URL: <http://www.naa.gov.au/records-management/publications/AGLS-Element.aspx>

Title: **AS ISO 23081.1-2006 Information and documentation–Records management processes–Metadata for records Part 1: Principles**

Author: Standards Australia (Committee IT-021)

Date: 2006

URL: <http://www.saiglobal.com/>

Title: **Australian Recordkeeping Metadata Schema (RKMS) Version 1.0**

Author: Records Continuum Research Group

Date: 1998-1999

URL: <http://www.sims.monash.edu.au/research/rcrg/research/spirt/deliver/index.html>

Title: **Australian Government Recordkeeping Metadata Standard**

Author: National Archives of Australia

Date: 2008

URL: <http://www.naa.gov.au/records-management/publications/AGRkMS.aspx>

Title: **Dublin Core Metadata Element Set, Version 1.1: Reference Description**

Author: Dublin Core Metadata Initiative

Date: October 2007

URL: <http://dublincore.org/documents/dces/>

- Title: **Encoded Archival Description Document Type Definition**
Author: Society of American Archivists Encoded Archival Description Working Group
Date: 2002
URL: <http://www.loc.gov/ead/>
- Title: **MARC 21 Formats**
Author: Library of Congress
Date: January 2008
URL: <http://www.loc.gov/marc/status.html>
- Title: **NSW Recordkeeping Metadata Standard (NRKMS)**
Author: State Records New South Wales
Date: 2001
URL: http://www.records.nsw.gov.au/recordkeeping/nsw_recordkeeping_metadata_standard_4614.asp
- Title: **PREMIS Data Dictionary, Version 2.0**
Author: Preservation Metadata Implementation Strategies (PREMIS) Working Group
Date: March 2008
URL: <http://www.loc.gov/standards/premis/>
- Title: **South Australian Recordkeeping Metadata**
Author: State Records of South Australia
Date: 2006-2007
URL: www.archives.sa.gov.au/files/management_standard_metadata.pdf

4.2 Machine-readable Schema

The following resources represent selected metadata standards as a machine-readable schema to assist with implementation:

- Title: **DCMI Schemas**
Author: Dublin Core Metadata Initiative
Date: 2001-2008
URL: <http://dublincore.org/schemas/>

Title: **PREMIS XML Schema Version 2.0, Draft**
Author: Preservation Metadata Implementation Strategies (PREMIS) Working Group
Date: April 2008
URL: <http://www.loc.gov/standards/premis/schemas.html>

4.3 Implementation

The following resources provide guidance on how to implement certain metadata standards:

Title: **AGLS Metadata Element Set Part 2: Usage Guide Version 1.3**
Author: National Archives of Australia
Date: 2002
URL: <http://www.naa.gov.au/records-management/publications/AGLS-Element.aspx>

Title: **AS/NZS ISO 23081.2:2007 Information and documentation - Records management processes - Metadata for records - Part 2: Conceptual and implementation issues**
Author: Standards Australia (Committee IT-021)
Date: 2007
URL: <http://www.saiglobal.com/>

Title: **Australian Government Implementation Manual: AGLS Metadata Version 2.0**
Author: National Archives of Australia
Date: May 2006
URL: <http://www.naa.gov.au/records-management/publications/AGLS-Element.aspx>

Title: **Encoding Guidelines**
Author: Dublin Core Metadata Initiative
Date: 2003-2008
URL: <http://dublincore.org/resources/expressions/>

Title: **Cataloguing Electronic Resources: OCLC-MARC Coding Guidelines**
Author: Online Computer Library Center (OCLC)
Date: 2006
URL: <http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/>

4.4 Registry

The following resource provides information about the management and use of metadata:

Title: **AS ISO/IEC 11179-2005: Information technology - Metadata Registries (MDR) (set of six)**
Author: International Organization for Standardisation (ISO)
Date: 2005
URL: <http://www.saiglobal.com>

4.5 Controlled Vocabulary

The following resources provide terminology for use within metadata descriptions:

Title: **Australian Governments' Interactive Functions Thesaurus (AGIFT), Version 2**
Author: National Archives of Australia
Date: September 2005
URL: <http://www.naa.gov.au/records-management/publications/AGIFT.aspx>

Title: **DCMI Metadata Terms**
Author: Dublin Core Metadata Initiative
Date: January 2008
URL: <http://dublincore.org/documents/dcmi-terms/>

5 PROJECTS

5.1 Principles

The following resources identify high-level principles guiding digital collections projects:

Title: **Principles for creating and managing digital heritage collection**
Author: Collections Council of Australia
Date: November 2007
URL: <http://www.collectionscouncil.com.au/digital+heritage+collections.aspx>

Title: **UNESCO Charter on the Preservation of the Digital Heritage**
Author: United Nations Educational, Scientific and Cultural Organisation (UNESCO)
Date: October 2003
URL: http://portal.unesco.org/ci/en/ev.php-URL_ID=13366&URL_DO=DO_TOPIC&URL_SECTION=201.html

5.2 Strategy

The following resources outline specific strategies and approaches to managing digital preservation:

Title: **An Approach to the Preservation of Digital Records**
Author: National Archives of Australia
Date: December 2002
URL: <http://www.naa.gov.au/records-management/publications/Approach-to-digital-preservation.aspx>

Title: **Calimera Guidelines: Digital Preservation**
Author: Cultural Applications: Local Institutions Mediating Electronic Resources (CALIMERA)
Date: 2005
URL: http://www.calimera.org/Lists/Guidelines/Digital_preservation.htm

Title: **Management of Electronic Records PROS 99/007 (Version 2) (VERS Standard)**
Author: Public Record Office Victoria
Date: July 2003
URL: <http://www.prov.vic.gov.au/vers/standard/version2.htm>

Title: **Reference Model for an Open Archival Information System (OAIS), Blue Book**

Author: Consultative Committee for Space Data Systems

Date: January 2002

URL: <http://public.ccsds.org/publications/archive/650x0b1.pdf>

The OAIS Model has been formally recognised as an international standard: ISO 721:2003.

5.3 Planning

The following resources provide guidance on how to plan and manage the different aspects of a digital preservation project:

Title: **Contracting Out for Digital Preservation Services: Information Leaflet and Checklist**

Author: Digital Preservation Coalition

Date: October 2004

URL: <http://www.dpconline.org/docs/guides/outsourcing.pdf>

Title: **Cost Orientation Tool**

Author: Electronic Resource Preservation And Access Network (ERPANET)

Date: September 2003

URL: <http://www.erpanet.org/guidance/index.php>

Title: **Ingest Strategy**

Author: Electronic Resource Preservation and Access Network (ERPANET)

Date: September 2004

URL: <http://www.erpanet.org/guidance/docs/ERPANETIngestTool.pdf>

Title: **Model Plan for an Archival Authority Implementing Digital Recordkeeping and Archiving (ADRI-2007-01-V0.2)**

Author: Australian Digital Recordkeeping Initiative (ADRI)

Date: June 2008

URL: <http://adri.gov.au/content.asp?cID=3>

Title: **Risk Communication Tool**

Author: Electronic Resource Preservation And Access Network (ERPANET)

Date: September 2003

URL: <http://www.erpanet.org/guidance/docs/ERPANETRiskTool.pdf>

5.4 Policy

The following resource offers assistance on how to develop policy to govern digital preservation:

Title: **Digital Preservation Policy Tool**
Author: Electronic Resource Preservation and Access Network (ERPANET)
Date: September 2003
URL: <http://www.erpanet.org/guidance/docs/ERPANETPolicyTool.pdf>

5.5 Training

The following resources provide tools for training courses related to digital preservation:

Title: **Capture Your Collections: A digitisation course for remote and regional museums and galleries**
Author: Canadian Heritage Information Network (CHIN) and Australian Museums and Galleries Online (AMOL) with support from the Heritage Collections Council
Date: August 2001
URL: <http://archive.amol.org.au/capture/>

Title: **Digitisation of Heritage Materials**
Author: National Library of Australia
Date: 2008
URL: <http://www.nla.gov.au/preserve/dohm/>

5.6 Case study

The following resource identifies digitisation projects in Australia:

Title: **Australian Digitisation Projects**
Author: National Library of Australia
Date: March 2005
URL: <http://www.nla.gov.au/libraries/digitisation/projects.html>