

DIGITAL STANDARDS BIBLIOGRAPHY

VERSION 3.0

Collections Council of Australia Ltd

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Digital Standards Bibliography, Version 3.0

Compiled by Claire McClelland for the Collections Council of Australia Ltd

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INTRODUCTION

Background

The Bibliography of Digital Standards is a list of standards and guidelines that inform and assist the management of digital collections. The Bibliography was initially published in the Collection Council of Australia's *Summit on Digital Collections: Working Papers* in August 2007. An exposure draft of the Bibliography was separated from the working papers (Version 2.0) and circulated to collections professionals in November 2008, with further revisions made following consultation and released as Version 3.0 in April 2009.

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.

The Collections Council would like to acknowledge and thank the organisations and people who contributed to the development of the Digital Standards Bibliography Version 3.0.

How to use the Bibliography

The standards and guidelines within the Bibliography 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 standards and guidelines 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.

Where possible, the date of publication has been identified for each resource, in addition to title, author and website. However, in some instances no date of publication could be found within the resource or the resource encompasses a range of

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.

separate publications with different dates of publication, the dates for these resources are identified as 'Unknown' or 'Various' respectively.

Further resources

Due to the rapid pace of change within digital collections, standards and guidelines in this area are subject to constant revision. Standards within this bibliography also appear in Collection Council's Standards And Guidelines: E-directory (SAGE), an online resource to collections sector standards and guidelines. While the Bibliography is current at the time of publication, SAGE aims to reflect changes to these standards over time and provides an opportunity for collections professionals to access and contribute to up-to-date information.

The following websites also provide useful entry points for identifying new and updated resources:

DCC DIFFUSE Standards Frameworks published by the Digital Curation Centre at <http://www.dcc.ac.uk/diffuse/>

Digital Collections and Services published by Library of Congress at <http://www.loc.gov/library/libarch-digital.html>

Digitisation Guidelines published by the Minerva Project at <http://www.minervaeurope.org/interoperability/digitisationguidelines.htm>

JISC Standards Catalogue published by UKOLN for JISC standards activity at http://standards-catalogue.ukoln.ac.uk/index/JISC_Standards_Catalogue

List of Standards and Standard Organisation published by National Library of Australia at <http://www.nla.gov.au/services/stdndard3.html>

Preserving Access to Digital Information (PADI) published by the National Library of Australia at <http://www.nla.gov.au/padi/>

The following organisations also provide useful information on a digital collections:

Digital Library Federation at <http://www.diglib.org/>

International Federation of Library Associations and Institutions at <http://www.ifla.org/>

Australian Digital Alliance at <http://www.digital.org.au/>

1 COMPREHENSIVE GUIDELINES AND MANUALS

The following resources offer information and assistance across a broad range of issues related to 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: **Cascading Style Sheets (CSS)**

Author: World Wide Web Consortium (W3C)

Date: Various

URL: <http://www.w3.org/Style/CSS/>

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: **Extensible HyperText Markup Language (XHTML)**

Author: World Wide Web Consortium (W3C)

Date: Various

URL: <http://www.w3.org/MarkUp/>

Title: **Extensible Markup Language (XML) and XML Accessibility Guidelines**

Author: World Wide Web Consortium (W3C)

Date: October 2002

URL: <http://www.w3.org/TR/xag>

Title: **HyperText Markup Language (HTML)**

Author: World Wide Web Consortium (W3C)

Date: Various

URL: <http://www.w3.org/html/>

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: **Scalable Vector Graphics (SVG) and Accessibility Features of SVG**

Author: World Wide Web Consortium (W3C)

Date: August 2000

URL: <http://www.w3.org/TR/SVG-access/>

Title: **Synchronized Multimedia Integration Language (SMIL) and Accessibility Features of SMIL**

Author: World Wide Web Consortium (W3C)

Date: September 1999

URL: <http://www.w3.org/TR/SMIL-access/>

Title: **World Wide Web Access: Disability Discrimination Act Advisory Notes, Version 3.3.1**

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

Date: March 2009

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

Title: **Web Content Accessibility Guidelines (WCAG), Version 2.0**

Author: World Wide Web Consortium (W3C)

Date: December 2008

URL: <http://www.w3.org/TR/WCAG20/>

2.2 Copyright

The following resources provide information and tools for managing copyright of digital collections:

Title: **A User's Guide to the Flexible Dealing Provision for Libraries, Education Institutions and Cultural Institutions: Section 200AB of the *Copyright Act 1968* (Cth)**

Author : Australian Libraries Copyright Committee and the Australian Digital Alliance

Date: 2008

URL: <http://www.digital.org.au/alcc/resources/documents/FlexibleDealingHandbookfinal.pdf>

Title: **Copyright Act 1968 (Cth)**
Author: Australian Government
Date: 1968 (with amendments)
URL: http://www.austlii.edu.au/au/legis/cth/consol_act/ca1968133/

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

Title: **Creative Commons: Licences**
Author: Creative Commons
Date: Unknown
URL: <http://creativecommons.org/about/licenses/>

Title: **Special Case Exception: Education, Libraries, Collections**
Author: Australian Copyright Council
Date: December 2006
URL: <http://www.copyright.org.au/publications/books/b130.htm/?searchterm=200AB>

2.3 Description and Cataloguing Standards, Requirements and Rules

The following resources provide information on the requirements or standards governing the description of collections:

Title: **Anglo American Cataloguing Rules (AACR2)**
Author: American Library Association, Canadian Library Association, and the Chartered Institute of Library and Information Professionals
Date: 2002
URL: <http://www.aacr2.org/>

Title: **CIDOC Conceptual Reference Model (CRM)**
Author: CIDOC Documentation Standards Working Group and CIDOC Conceptual Reference Model Special Interest Group
Date: 2006
URL: <http://cidoc.ics.forth.gr/index.html>
The CIDOC CRM Model has been formally recognised as an international standard: ISO 21127:2006.

Title: **Functional Requirements for Authority Data**
Author: International Federation of Library Associations and Institutions
Date: Draft released in March 2009
URL: <http://www.ifla.org/VII/d4/wg-franar.htm#Authority>

Title: **Functional Requirements for Bibliographic Records**
Author: IFLA Study Group on the Functional Requirements for Bibliographic Records
Date: 1998
URL: <http://www.ifla.org/VII/s13/frbr/frbr.pdf>

Title: **ISAAR(CPF): International Standard Archival Authority Record for Corporate Bodies, Persons, and Families, Second edition**
Author: International Council on Archives
Date: 2004
URL: <http://www.ica.org/en/node/30230>

Title: **ISAD(G): General International Standard Archival Description, Second edition**
Author: International Council on Archives
Date: September 1999
URL: <http://www.ica.org/en/node/30000>

Title: **ICA-ISDF, International Standard for Describing Functions**
Author: International Council on Archives
Date: 2008
URL: <http://www.ica.org/en/node/38665>

Title: **ICA-ISDIAH, International Standard for Describing Institutions with Archival Holdings, First edition**

Author: International Council of Archives

Date: 2008

URL: <http://www.ica.org/en/node/38884>

Title: **Resource Description and Access (RDA)**

Author: Joint Steering Committee for Development of RDA

Date: 2009 (underdevelopment)

URL: <http://www.rdaonline.org/>

2.4 Digital Repository

The following resources provides guidance on establishing a digital repository:

Title: **Australian Partnership for Sustainable Repositories**

Author: Australian National University, National Library of Australia, University of Queensland, University of Sydney, Australian Partnership for Advanced Computing, University of Melbourne and University of Technology Sydney

Date: 2004

URL: <http://www.apsr.edu.au/index.html>

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.

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>

2.5 Special collections

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

Title: **Advice on managing a project, digitising media, creating digital media, managing digital media and finding and using digital media (for still images, moving images, audio and cross-media)**

Author: JISC Digital Media

Date: Various

URL: <http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/budgeting-for-a-digitisation-project/>

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 provide tools for preserving digital objects:

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/products.aspx>

Title: **DPR - Digital Preservation Recorder**

Author: National Archives of Australia (NAA)

Date: 2006

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

Title: **Metadata Extraction Tool**

Author: National Library of New Zealand

Date: 2007

URL: <http://meta-extractor.sourceforge.net/>

Title: **Preservation Handbooks series**

Author: Arts and Humanities Data Service (UK)

Date: Various

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

Title: **Prometheus Digital Preservation Workshop**

Author: National Library of Australia

Date: 2007-2008

URL: <http://prometheus-digi.sourceforge.net/>

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://www.adri.gov.au/products.aspx>

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: **Access to Biological Collection Data**

Author: Biodiversity Information Standards (TDWG)

Date: 2007

URL: <http://wiki.tdwg.org/twiki/bin/view/ABCD/WebHome>

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: **Australian METS Profile**
Author: Australian Partnership for Sustainable Repositories (APSR) Project
Date: 2007
URL: <http://www.nla.gov.au/australianmetsprofile/>

Also refer to Library of Congress
<http://www.loc.gov/standards/mets/profiles/00000018.html>

Title: **Darwin Core**
Author: Biodiversity Information Standards (TDWG)
Date: 2004
URL: <http://wiki.tdwg.org/twiki/bin/view/DarwinCore/WebHome>

Title: **Dublin Core Collections Application Profile**
Author: Dublin Core Metadata Initiative
Date: March 2007
URL: <http://dublincore.org/groups/collections/collection-application-profile/>

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/>
Dublin Core has been formally recognised as international standard ISO 15836:2003 and USA national standard ANSI/NISO Z39.85.

Title: **Encoded Archival Context (EAC)**
Author: EAC Working Group
Date: 2001
URL: <http://www.library.yale.edu/eac/>

Title: **Encoded Archival Description (EAD)**
Author: Library of Congress in partnership with Society of American Archivists
Date: 2002
URL: <http://www.loc.gov/ead/>

Title: **IPTC Photo Metadata**
Author: International Press Telecommunications Council (IPTC)
Date: June 2008
URL: <http://www.iptc.org/cms/site/index.html?channel=CH0089>

Title: **MARC 21 Formats**
Author: Library of Congress
Date: January 2008
URL: <http://www.loc.gov/marc/status.html>

Title: **MARC 21 XML Schema**
Author: Library of Congress
Date: 2003
URL: <http://www.loc.gov/standards/marcxml/>

Title: **Metadata Authority Description Schema (MADS)**
Author: Library of Congress
Date: 2004
URL: <http://www.loc.gov/standards/mads/>

Title: **NISO Metadata for Images in XML Schema (MIX)**
Author: Library of Congress
Date: 2008
URL: <http://www.loc.gov/standards/mix/>

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: **Picture Australia metadata**
Author: National Library of Australia
Date: Unknown
URL: <http://www.pictureaustralia.org/contribute/metadata.html>

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 resources provide 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>

Title: **ISO 2146. Information and documentation - Registry Services for Libraries and Related Organisations**
Author: International Organization for Standardisation (ISO)
Date: December 2005
URL: <http://www.nla.gov.au/wgroups/ISO2146/>

4.5 Controlled Vocabulary

The following resources provide terminology for use within metadata descriptions:

Title: **Art and Architecture Thesaurus Online**
Author: The J. Paul Getty Trust
Date: 2000
URL: http://www.getty.edu/research/conducting_research/vocabularies/aat/index.html

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: **Australian Pictorial Thesaurus**
Author: Council of Australian State Libraries
Date: January 2001
URL: <http://www.picturethesaurus.gov.au/>

Title: **Australian Public Affairs Information Service (APAIS) Thesaurus**
Author: National Library of Australia
Date: 1980
URL: <http://www.nla.gov.au/apais/thesaurus/about.html>

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/>

Title: **Historical collections classification scheme for small museums**

Author: Patricia Summerfield

Date: 1988

URL: N/A

Title: **Library of Congress Authorities**

Author: Library of Congress

Date: 2008

URL: <http://authorities.loc.gov/>

Title: **Library of Congress Subject Headings (LCSH)**

Author: Library of Congress

Date: 2007

URL: <http://www.loc.gov/cds/lcsh.html>

Title: **Pathways: Gateway to AIATSIS Thesauri**

Author: Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS)

Date: Unknown

URL: <http://www1.aiatsis.gov.au/Thesaurus>

Title: **Powerhouse Museum Collection Thesaurus**

Author: Edited by Judith Coombes

Date: 1995

URL: N/A

4.6 Interoperability

The following resources provide information on harvesting and federated searching to enhance interoperability of collections:

Title: **Contextual Query Language**

Author: Library of Congress

Date: August 2008

URL: <http://www.loc.gov/standards/sru/specs/cql.html>

Title: **Distributed Generic Information Retrieval (DiGIR)**

Author: Joint CODATA and TDWG Initiative

Date: Various

URL: <http://digir.net/>

Title: **Open Archives Initiative Protocol for Metadata Harvesting**

Author: Open Archives Initiative

Date: 2008

URL: <http://www.openarchives.org/OAI/openarchivesprotocol.html>

Title: **OpenSearch**

Author: OpenSearch community

Date: Unknown

URL: <http://www.opensearch.org/Home>

Title: **Search and Retrieve via URL/Web (SRU/W)**

Author: Library of Congress

Date: Various

URL: <http://www.loc.gov/standards/sru/>

Title: **TDWG Access Protocol for Information Retrieval (TAPIR)**

Author: Biodiversity Information Standards (TDWG)

Date: 2007

URL: <http://www.tdwg.org/activities/tapir/>

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>

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>

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/>