



## Resources

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### General Resources

- Digital POWRR.  
<https://digitalpowrr.niu.edu/>
- Digital Preservation Coalition. *Digital Preservation Handbook, 2<sup>nd</sup> Edition*. 2015.  
<https://www.dpconline.org/handbook>
- National Digital Stewardship Alliance (NDSA). "Levels of Digital Preservation."  
<https://ndsa.org/publications/levels-of-digital-preservation/>
- Sustainable Heritage Network.  
<https://sustainableheritagenetwork.org/>
- Digital Preservation Coalition Handbook - Includes text and video tutorials on a wide range of topics related to digital preservation.  
<https://www.dpconline.org/handbook>

### Metadata

- New York Heritage Digital Collections. "Metadata Dictionary and Usage Guide (Version 5)." January 2019.  
<https://nyheritage.org/sites/default/files/extras/NYH-MetadataDictionary-V5.pdf>
- Riley, Jenn. "Understanding Metadata: What is Metadata, and What is it For?" National Information Standards Organization, 2017.  
[https://groups.niso.org/apps/group\\_public/download.php/17446/Understanding%20Metadata.pdf](https://groups.niso.org/apps/group_public/download.php/17446/Understanding%20Metadata.pdf)
- Sustainable Heritage Network. "How to Create a Descriptive Metadata Plan." March 16, 2018.  
[http://sustainableheritagenetwork.org/system/files/atoms/file/How\\_to\\_Create\\_a\\_Descriptive\\_Metadata\\_Plan.pdf](http://sustainableheritagenetwork.org/system/files/atoms/file/How_to_Create_a_Descriptive_Metadata_Plan.pdf)
- University of Texas Libraries. "Metadata Basics." Updated September 2021.  
<https://guides.lib.utexas.edu/metadata-basics/intro>

### Creating a Digital Asset Register

- Canadian Heritage Information Network. "Digital Preservation Inventory Template for Museums." 2017.  
<https://www.canada.ca/en/heritage-information-network/services/digital-preservation/inventory-template-museums.html>
- Digital Preservation Coalition. "Creating A Digital Asset Register."  
<https://vimeo.com/170443843>

## **Digital Preservation Selection Policy Examples**

- University of Northern Texas University Libraries. "Collection Development Policy for Open Access and Born-Digital Resources." Revised March 2020.  
<https://library.unt.edu/policies/oa-collection-development/#selection-guidelines>
- Emory Libraries. "Digital Collections Steering Committee Policy Suite." March 2018.  
<https://web.library.emory.edu/documents/Digital%20Collections%20Policy%20Suite.pdf>

## **Tool Selection**

- Digital POWRR. "Tool Grid."  
<https://digitalpowrr.niu.edu/digital-preservation-101/tool-grid/>
- Digital Preservation Coalition. "Tools." *Digital Preservation Handbook, 2<sup>nd</sup> Edition*. 2015.  
<https://www.dpconline.org/handbook/technical-solutions-and-tools/tools>
- Blewer, Ashley. "The Collection Management System Collection." August 9, 2017.  
<https://bits.ashleyblewer.com/blog/2017/08/09/collection-management-system-collection/>

## **Digitization Specifications**

- Federal Agencies Digital Guidelines Initiative's (FADGI). "Technical Guidelines for Digitizing Cultural Heritage Materials." September 2016.
- [http://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final\\_rev1.pdf](http://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final_rev1.pdf)

## **Preservation File Formats**

- Library of Congress. "Recommended Formats Statement." 2020-2021.  
<https://www.loc.gov/preservation/resources/rfs/TOC.html>
- Smithsonian Institution Archives. "Recommended Preservation Formats for Electronic Records."  
<https://siarchives.si.edu/what-we-do/digital-curation/recommended-preservation-formats-electronic-records>

## **Fixity and Checksums**

- Digital Preservation Coalition. "Fixity and Checksums." *Digital Preservation Handbook, 2<sup>nd</sup> Edition*. 2015.  
<https://www.dpconline.org/handbook/technical-solutions-and-tools/fixity-and-checksums>

## **Continuing Education**

- Digital Preservation Coalition – <https://www.dpconline.org/>
- Sustainable Heritage Network – <https://sustainableheritagenetwork.org/>
- DHPSNY and CCAHA webinars - <https://dhpsny.org/webinars/> / <https://ccaaha.org/events>
- Lyris courses – <https://www.lyris.org/services/Pages/Classes.aspx>
- SAA Digital Archives Certificate – <https://www2.archivists.org/prof-education/das>
- POWRR – <https://digitalpowrr.niu.edu/>

## **Examples of Digital Preservation Policies**

- “Dartmouth College Library Digital Preservation Policy.” Dartmouth College Library. 2015.  
[https://www.dartmouth.edu/~library/preservation/docs/dartmouth\\_digital\\_preservation\\_policy.pdf](https://www.dartmouth.edu/~library/preservation/docs/dartmouth_digital_preservation_policy.pdf)
- “Digital Preservation Policy, Version 1.3.” University of Massachusetts Amherst Libraries. 2018.  
<https://www.library.umass.edu/dmsdocument/144-digital-preservation-policy>
- “Purdue University Research Repository (PURR) Digital Preservation Policy.” Purdue University Libraries Planning and Operations Council, 4 April 2012.  
<https://purr.purdue.edu/legal/digitalpreservation>
- “Digital Preservation Policy Framework.” Yale University Library. November 2014.  
<https://web.library.yale.edu/sites/default/files/files/YUL%20Digital%20Preservation%20Policy%20Framework%20V1%200.pdf>
- “Digital Preservation Handbook.” The Strong Museum of Play. January 2020.  
<https://www.museumofplay.org/app/uploads/2021/06/Digital-Preservation-Handbook-External-1-9-2020.pdf>

## **Resources on Processing Born-Digital Collections**

- AIMS Work Group. 2012. *AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship*.  
[https://dcs.library.virginia.edu/files/2013/02/AIMS\\_final\\_text.pdf](https://dcs.library.virginia.edu/files/2013/02/AIMS_final_text.pdf)
- Shein, Cyndi. “From Accession to Access: A Born-Digital Materials Case Study” J. Paul Getty Trust, 2014.  
<https://digitalcommons.usu.edu/cgi/viewcontent.cgi?article=1036&context=westernarchives>
- Cornell University. “Digital Processing Framework.” August 2018.  
[https://ecommons.cornell.edu/bitstream/handle/1813/57659/Digital\\_Processing\\_Framework.pdf?sequence=4&isAllowed=y](https://ecommons.cornell.edu/bitstream/handle/1813/57659/Digital_Processing_Framework.pdf?sequence=4&isAllowed=y)
- “Born-Digital University Archives Workflows.” Princeton University Libraries Department of Rare books and Special Collections.  
<https://rbsc.princeton.edu/workflows/born-digital>
- Austin History Center. “Born Digital Processing Manual.”  
[http://www.austinlibrary.com/ahc/downloads/Born\\_Digital\\_Processing\\_Manual.pdf](http://www.austinlibrary.com/ahc/downloads/Born_Digital_Processing_Manual.pdf)