Managing Digital Content Over Time:

*Resources for Identify & Select*

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| Digital Content InventoriesARMA International, The Records Inventory*Formerly the Association of Records Managers and Administrators.*<http://z.umn.edu/cuu>California Digital Library (CDL) / UC libraries’ Digital Assets Submission inventory[http://www.cdlib.org/services/dsc/contribute/docs/](http://www.cdlib.org/services/dsc/contribute/docs/submission.inventory.rtf) [submission.inventory.rtf](http://www.cdlib.org/services/dsc/contribute/docs/submission.inventory.rtf)File IdentificationDROID, PRONOM and Preservation Planning: Anyone can do it!, by Alison Heatherington, 2009[http://www.dpconline.org/docs/events/0906roadshowYorkHe](http://www.dpconline.org/docs/events/0906roadshowYorkHeatherington.pdf) [atherington.pdf](http://www.dpconline.org/docs/events/0906roadshowYorkHeatherington.pdf)“File Format Identification and Validation Tools,” Roy Lechich, Yale University, Feb 2007.http://www.library.yale.edu/iac/DPC/FileIDandValidate.pdf“Format Identification, Validation, Characterization and Transformation in DAITSS,” Carol Chou. Florida Center for Library Automation; Gainesville, Florida[http://fclaweb.fcla.edu/content/format-identification-](http://fclaweb.fcla.edu/content/format-identification-validation-characterization-and-transformation-daitss) [validation-characterization-and-transformation-daitss](http://fclaweb.fcla.edu/content/format-identification-validation-characterization-and-transformation-daitss)Sustainability of Digital File FormatsBrown, Adrian. Selecting file formats for long term preservation, August, 2008[http://www.nationalarchives.gov.uk/documents/selecting-file-](http://www.nationalarchives.gov.uk/documents/selecting-file-formats.pdf) [formats.pdf](http://www.nationalarchives.gov.uk/documents/selecting-file-formats.pdf)“Digital Media Life Expectancy and Care”, Michael W. Gilbert, Special Projects, COS, Fall 1998[http://www.caps-project.org/cache/](http://www.caps-project.org/cache/DigitalMediaLifeExpectancyAndCare.html) [DigitalMediaLifeExpectancyAndCare.html](http://www.caps-project.org/cache/DigitalMediaLifeExpectancyAndCare.html)Sustainability of Digital Formats, Planning for Library of Congress Collections[http://www.digitalpreservation.gov/formats/sustain/sustain.](http://www.digitalpreservation.gov/formats/sustain/sustain.shtml) [shtml](http://www.digitalpreservation.gov/formats/sustain/sustain.shtml)Assessment Criteria for Digitization Oxford University, 1999 <http://www.bodley.ox.ac.uk/scoping/assessment.html> | General Selection Issues“Appraisal of Digital Resources in the Public Sector: A General Introduction from a Delos Report,” Digital Preservation Europe[http://www.digitalpreservationeurope.eu/publications/briefs/](http://www.digitalpreservationeurope.eu/publications/briefs/Appraisal-of-Digital-ResourcesEN.pdf) [Appraisal-of-Digital-ResourcesEN.pdf](http://www.digitalpreservationeurope.eu/publications/briefs/Appraisal-of-Digital-ResourcesEN.pdf)Example: “A Collection Development Policy for Digital Information Resources” John Kennedy, Australian Library and Information Association, April 2005. Digital Resources Collection Policy, University of Maryland[http://www.hshsl.umaryland.edu/general/about/policies/](http://www.hshsl.umaryland.edu/general/about/policies/elecdev.html) [elecdev.html](http://www.hshsl.umaryland.edu/general/about/policies/elecdev.html)Appraisal: Institutional Records“Evaluating Information Assets: appraising the inventory of electronic records,” The National Archives, UK<http://nationalarchives.gov.uk/documents/appraisal_toolkit.pdf>“General Guidelines for the Selection of Records,” Helen Mercer, The National Archives, UK, 2006[http://www.nationalarchives.gov.uk/documents/information-](http://www.nationalarchives.gov.uk/documents/information-management/general-guidelines.pdf) [management/general-guidelines.pdf](http://www.nationalarchives.gov.uk/documents/information-management/general-guidelines.pdf)“How to Compile an Appraisal Report,” The National Archives, UK, 2006<http://www.nationalarchives.gov.uk/documents/information-management/appraisal_report_v2.pdf>Research Data AssessmentData Asset Framework. Digital Curation Centre, UKhttp/[www.data-audit.eu](http://www.data-audit.eu/)Born-Digital Content“You’ve Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media,” OCLC Research, 2012http://www.oclc.org/content/dam/research/publications/library/2012/2012-06.pdf“Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house,” OCLC Research, 2013http://www.oclc.org/content/dam/research/publications/library/2013/2013-02.pdf |