



## DAS Curriculum Suggested Readings List, by Tier

April 2014

Please note that if a course is not included on the list, there are no additional readings and you should review your workbooks, handouts and notes only.

### F7: Digital Curation: Creating an Environment for Success

- *Digital Curation: A How-to-do-it Manual*, Ross Harvey, Facet Publishing, 2010
- Toolkit for Managing E-Records (NARA): <http://toolkit.archives.gov>
- Electronic Records Resources (MN):  
<http://www.mnhs.org/preserve/records/courses/edarchivistser.html>
- *The Curation Lifecycle Model*, Digital Curation Centre, 2008.
- Preserving Access to our Digital Future: Building an International Digital Curation Curriculum, <http://www.ils.unc.edu/digccurr/> and
- <http://www.ils.unc.edu/digccurr/products.html>.
- ISO Standard for Trustworthy Digital Repositories (ISO16363:2012)
- Digital Standards at the Library of Congress, [www.loc.gov/standards/](http://www.loc.gov/standards/)
- Sustainability of Digital Formats: Planning for Library of Congress Collections, [www.digitalpreservation.gov/formats/](http://www.digitalpreservation.gov/formats/)
- Preserving Email, Digital Preservation Coalition, [www.dpconline.org/newsroom/latest-news/805-email-tomorrow](http://www.dpconline.org/newsroom/latest-news/805-email-tomorrow)

### F8a: Arrangement and Description of Electronic Records - Part I

- Brian F. Lavoie, *The Open Archival Information System Reference Model: Introductory Guide*. DPC Technology Watch Series Report 04-01. Digital Preservation Coalition



(UK): January 2004. [http://www.dpconline.org/component/docman/doc\\_download/91-introduction-to-oais](http://www.dpconline.org/component/docman/doc_download/91-introduction-to-oais)

- Ben Goldman, “Bridging the Gap: Taking Practical Steps Toward Managing Born-Digital Collections in Manuscript Repositories,” *RBM: A Journal of Rare Books, Manuscripts and Cultural Heritage*, no.12, vol. 1 (2011): 11-24. <http://rbm.acrl.org/content/12/1/11.full.pdf>
- *Describing Archives: A Content Standard*. Second Edition. Chicago: Society of American Archivists: 2013. Read Statement of Principles, Overview of Archival Description, and Introduction. Skim Chapters 1-8. <http://www2.archivists.org/standards/describing-archives-a-content-standard-second-edition-dacs>
- Julianna Barrera-Gomez and Ricky Erway, “Walk This Way: Detailed Steps for Accessioning Born-Digital Content from Media You Can Read In-house,” OCLC Research Reports, 2013 <http://www.oclc.org/research/publications/library/2012/2012-06r.html#walkthisway>
- J. Gordon Daines III, “Processing Digital Records and Manuscripts,” Module 2 in *Trends in Archival Arrangement and Description*, edited by Christopher J. Prom and Thomas J Frusciano, *AFSII Module Series* (Chicago, IL: Society of American Archivists, 2012).

#### **TST2: Accessioning and Ingest of Electronic Records**

- <http://www.digitalpreservation.gov/multimedia/documents/azmodel.pdf>

#### **TST3: Arrangement and Description of Electronic Records - Part II**

- Brian Lavoie and Richard Garnter, *Preservation Metadata*, Digital Preservation Coalition Technology Watch Report 05-01. Digital Preservation Coalition (UK): September 2005. <http://www.dpconline.org/advice/technology-watch-reports> (Note: A second edition of this report is currently under preparation).
- *AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship*. University of Hull, Stanford University, University of Virginia, Yale University: January 2012. <http://www2.lib.virginia.edu/aims/whitepaper>.
- Michael Forstrom, “Managing Electronic Records in Manuscript Collections: A Case Study from the Beinecke Rare Book and Manuscript Library,” *The American Archivist* 72:2 (Fall/Winter 2009): 460-477. <http://archivists.metapress.com/content/b82533tvr7713471/>
- *Describing Archives: A Content Standard* (Draft Revision, July 2012), Chapter 9, “Authority Records.” <http://www2.archivists.org/standards/describing-archives-a-content-standard-second-edition-dacs>

#### **TST4: Digital Repositories**



- NISO Framework of Guidance for Building Good Digital Collections  
<http://www.niso.org/publications/rp/framework3.pdf>
  - Ten Principles of Digital Preservation Repositories  
<http://www.crl.edu/archiving-preservation/digital-archives/metrics-assessing-and-certifying/core-re>
- New Roles for New Times: Digital Curation for Preservation
- [http://www.arl.org/storage/documents/publications/nrnt\\_digital\\_curation17mar11.pdf](http://www.arl.org/storage/documents/publications/nrnt_digital_curation17mar11.pdf)
  - Reference Model for an Open Archival Information System – Hit “cancel” when prompted to log in  
<http://public.ccsds.org/publications/archive/650x0b1.PDF>
  - Trustworthy Repositories Audit & Certification: Criteria and Checklist (TRAC)  
<http://www.crl.edu/PDF/trac.pdf> and Audit and Certification of Trustworthy Digital Repositories (SO/DIS 16363; Magenta Book: <http://public.ccsds.org/publications/archive/652x0m1.pdf>, which is based on TRAC.

### **TST5: Preserving Digital Archives: Concepts and Competencies**

- *Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Solutions*, online tutorial developed for the Digital Preservation Management Course, developed and maintained by Cornell University Library, 2003-2006; extended and maintained by ICPSR, 2007-on. Available at: <http://www.icpsr.umich.edu/dpm/>
- Galloway, Patricia. “Digital Archiving.” In *Encyclopedia of Library and Information Science*, edited by Marcia Bates and Mary Niles Maack. Boca Raton: CRC Press, 2009.
- Lavoie, B.F. *The Open Archival Information System Reference Model: Introductory Guide*. OCLC: DPC Technology Watch Series Report 04-01, January 2004.  
[http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)
- Pearce-Moses, Richard and Davis, Susan E., "Knowledge and Skills Inventory." In *New Skills for a Digital Era* (2006), pp. 1-31, available at <http://www.archivists.org/publications/proceedings/NewSkillsForADigitalEra.pdf>

### **TST7: Developing Specifications and RFPs for Record Keeping Systems**



- Clegg, Helen and Susan Montgomery. “How to Write an RFP for Information Products.” Information Outlook 10.6 (Jun 2006): 23-24, 27-30, 33. Print. ([Available here.](#))
- Porter-Roth, Bud. “Writing a RIM Request for Proposal.” Information Management Journal 40.5 (Sep/Oct 2006): 70-74. Print. ([Available here.](#))
- Weidenhammer, John. “ABCs for RFPs.” Government Procurement 16.1 (Feb 2008): 22-23. Print. (Available [here.](#))
- An Overview of the RFP Process for Nonprofits and Libraries. Techsoup: the technology place for nonprofits.  
<http://www.techsoup.org/learningcenter/techplan/page5507.cfm>
- Glick, Kevin and Eliot Wilczek. Fedora and the Preservation of University Records Project. Requirements for Trustworthy Recordkeeping Systems and the Preservation of Electronic Records in a University Setting. Yale University and Tufts University. September 2006.  
<http://repository01.lib.tufts.edu:8080/fedora/get/tufts:UA069.004.001.00005/bdef:TuftsPDF/getPDF>
- Government of South Australia. Electronic Document and Records Systems (EDRMS) Functional Specification Standard. Version 3.1, December 2011.  
[http://www.archives.sa.gov.au/files/management\\_EDRMS\\_functionalcompliance.pdf](http://www.archives.sa.gov.au/files/management_EDRMS_functionalcompliance.pdf)
- State Library of Ohio, OHIONET, 2008. Statewide Resource Sharing Request for Purchase.
- <http://www.library.ohio.gov/IT/swrs/rfp>

### **TST10: Inreach and Outreach for Digital Archives**

- Chute, Tamar G. “Selling the college and university archives: current outreach perspectives.” Archival Issues, v.25, no. 1/2, (2000) p. 33-48.  
<https://kb.osu.edu/dspace/handle/1811/49771>
- Ericson, Timothy L. ““Preoccupied with our own gardens”: outreach and archivists.” Archivaria 31 (Winter 1990-91): 114-122.  
<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11724/12673>

### **T&S1: Achieving Email Account Preservation with XML**



- XML Primer. Oxford Brookes University, 2002.  
<http://www.w3c.it/education/2012/upra/documents/xmlprimer.pdf>, captured October 16, 2012.
- Digital Preservation Handbook. Digital Preservation Coalition, Heslington, York, United Kingdom. 2012. <http://www.dpconline.org/advice/preservationhandbook>
- Collaborative Electronic Records. *Email Preservation Parser Installation Guide*. Washington, DC. 2008.  
[http://siarchives.si.edu/cerp/parser/EMAParserInstallGuide\\_v1.pdf](http://siarchives.si.edu/cerp/parser/EMAParserInstallGuide_v1.pdf)
- Collaborative Electronic Records. *Email Preservation Parser User Guide*. Washington, DC. 2008. [http://siarchives.si.edu/cerp/parser/EMAParserUserGuide\\_v1.pdf](http://siarchives.si.edu/cerp/parser/EMAParserUserGuide_v1.pdf)
- CERP Email Preservation Parser Download  
<http://siarchives.si.edu/cerp/parserdownload.htm>
- Final Report  
[http://www.digitalpreservation.gov/multimedia/documents/PeDALS\\_Final\\_Report.pdf](http://www.digitalpreservation.gov/multimedia/documents/PeDALS_Final_Report.pdf).  
April 19, 2012.

### **T&S3: Digital Forensics for Archivists - Part I and II**

- Kirschenbaum, Matthew G., Richard Ovenden, and Gabriela Redwine. "Digital Forensics and Born-Digital Content in Cultural Heritage Collections." Washington, DC: Council on Library and Information Resources, 2010.  
<http://www.clir.org/pubs/reports/pub149/pub149.pdf>
- Woods, Kam, Christopher A. Lee, and Simson Garfinkel. "Extending Digital Repository Architectures to Support Disk Image Preservation and Access." In JCDL '11: Proceeding of the 11th Annual International ACM/IEEE Joint Conference on Digital Libraries, 57-66. New York, NY: ACM Press, 2011.  
<http://www.ils.unc.edu/callee/p57-woods.pdf>
- Woods, Kam, Christopher Lee, and Sunitha Misra. "Automated Analysis and Visualization of Disk Images and File Systems for Preservation." In Proceedings of Archiving 2013 (Springfield, VA: Society for Imaging Science and Technology, 2013), 239-244.  
<http://www.ils.unc.edu/callee/p239-woods.pdf>

### **TR2: Managing Electronic Records in Archives and Special Collections**

- AIMS Work Group. 2012. AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship. [http://www2.lib.virginia.edu/aims/whitepaper/AIMS\\_final.pdf](http://www2.lib.virginia.edu/aims/whitepaper/AIMS_final.pdf)



- CDL Digital Preservation Glossary  
<http://www.cdlib.org/inside/diglib/glossary/?field=glossary&action=search&query=preservation>
- Davis, S. (2008 Spring/Summer) Electronic Records Planning in “Collecting” Repositories. *American Archivist*, 71, 167-189
- Dow, Elizabeth. *Electronic Records in the Manuscript Repository*. Scarecrow Press, Inc. 2009.
- Forstrom, Michael “Managing Electronic Records in Manuscript Collections: A Case Study from the Beinecke Rare Book and Manuscript Library,” *American Archivist* 72, no. 2 (2009): 460-477.
- Pearce-Moses, R. & Kaczmarek, J. (2005, Spring). An Arizona Model for Preservation and Access of Web Documents. Originally published in *DttP: Documents to the People* 33(1), 17–24. <http://www.digitalpreservation.gov/multimedia/documents/azmodel.pdf>
- Prom, C. & Swain, E. (2007 Fall/Winter). From College Democrats to the Falling Illini: Identifying, Appraising, and Capturing Student Organization Websites. *American Archivist*, 70, 344-363.
- Jantz, R., & Giarlo, M. (2005, June). Digital Preservation: Architecture and Technology for Trusted Digital Repositories. *D-Lib Magazine*, 11(6).  
<http://www.dlib.org/dlib/june05/jantz/06jantz.html>
- Gibbons, S. & Foster, N. (2005, January). Understanding Faculty to Improve Content Recruitment for Institutional Repositories. *D-Lib Magazine* 11(1).  
<http://www.dlib.org/dlib/january05/foster/01foster.html>
- Lynch, C. (2003). Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age. *ARL Bimonthly*

### **TR3: Digital Curation Planning and Sustainable Futures**

- Aligning National Approaches to Digital Preservation (ANADP), volume editor: Nancy Y McGovern, series editor: Katherine Skinner, Educopia, 2012. Free PDF download at: <http://www.educopia.org/publishing>  
Please read:
  - Envisioning an International Community of Practice: An Introduction
  - Standards
  - Conclusion
- Digital Preservation Management Workshop Online Tutorial, online since 2003 with regular updates. Available at: <http://dpworkshop.org/>