

Digitisation definitions for collections

CETAF Digitisation Working Group



CETAF Joint ISTC/DWG meeting, Copenhagen, February 2018

digitization (*British* digitisation)

noun

The conversion of text, pictures, or sound into a digital form that can be processed by a computer.

'the digitization of the rare map collection at the library'
as modifier *'digitization projects of archival material'*

(Oxford Dictionaries)

Data

Minimal
Skeleton
Stub

Partial

Full

Image

2D / 3D

Resolution

Format

Data

Minimal
Skeleton
Stub

Partial

Full

Image

2D or 3D

Resolution

Format

STANDARDS

What definitions are already being used in our institutes?

Digitised
(RBGE)

Databased:

1. Minimal
2. Partial
3. Full

(each has a draft protocol recommending which fields are included)

Imaged:

High resolution TIFF for herbarium
JPG for living collection and general photography
High resolution TIFF for scanned photographic slides

Next steps

- Pull together the existing definitions being used
- Create a set of standard definitions for the most common categories
- Incorporate these standard definitions into the CETAF strategic targets



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