

August 31, 2017

## Guidance for Contributing Digital Content to FDsys/govinfo

The following guidance for digital reformatting is based on current best practices. The results will provide the best image capture for the range of information products to be ingested into FDsys/govinfo.

The guiding principle for digitization rests in GPO's definition of preservation copy of record for digital content:

The preservation copy of record for digital content is the preservation master file stored in a trustworthy repository. Derivatives of the preservation master copy are made available for access. *The digital copy of record should be produced to specifications that will allow the creation of a printed facsimile version, should one be needed.*

### PRESCRIBED TECHNICAL SPECIFICATIONS

Specifications for preservation master, access derivative files, and metadata are described as "Preferred" and "Acceptable." The Preferred specifications follow the latest best practices and guidance for digital preservation and support GPO's operation of FDsys/govinfo as a digital repository. The Acceptable specifications are given to accommodate a variety of stakeholders and their technical capability.

Digitize publications using the preferred JPEG 2000, or the acceptable TIFF master file format following the prescribed sampling rate of 300 to 600 ppi to accurately capture the original content. Each page scanned will result in a separate digital file in the prescribed master format. An access file in pdf format will be derived from the master image files. Optical character recognition software will be run to embed machine readable text into the pdf.

	PREFERRED	ACCEPTABLE
MASTER FILE	Uncompressed JPEG 2000, 300-600 ppi, 24 bit RGB color conforming to the ISO/IEC 15444-1 standard for JPEG 2000	Uncompressed TIFF 6.0, 300-600 ppi, 24 bit RGB color
ACCESS FILE	PDF/A 2-b with embedded Optical Character Recognition	PDF/A with embedded Optical Character Recognition
TECHNICAL METADATA	MIX XML*	
BIBLIOGRAPHIC METADATA	MARC XML	MARC XML

\* NISO z39.87 defines a set of metadata elements for raster images to enable users to develop, exchange, and interpret digital image files. These elements, such as information about the compression, color profile, resolution, scanner or digital camera make and model, can be recorded and preserved as technical information for still images. When possible, this information should be recorded as a set of XML elements conforming to the NISO metadata for images in xml Schema (MIX).



## DIGITIZATION BEST PRACTICES

- The digitization process will preserve the page image look and feel of the original source publication, preserving the original cover, blank pages, table of contents, pages and indexes in their original order. The source publication must contain all of the information content intended by its publisher(s) or creator(s).
- All information content from the original publication must be captured in the digitization process. The file format and digital sampling rate must be able to capture small print, line art, maps, and color.
- The physical condition of the source publication will not compromise the digitization of page image or the ability of optical character recognition software to convert the page image to machine readable text. An exception may be made when the source copy is the last known copy available.
- Examine the publications you intend to scan for general condition and whether the gutter margin will allow you to digitize the volumes without disbanding them.
- Conduct a pilot test digitizing a sample of pages representative of the overall pages in the document.
- Evaluate the results of the pilot test, including image quality control and adjust workflow as needed.
- Develop and document the digitization specifications you intend to use for the publications including ppi, workflow, and the computer workspace you will use for temporarily downloading and storing the digital image files while you are working with them.
- Assess the level of staff available and be knowledgeable about the equipment you intend to use for the work.
- Conduct a brief test each day to determine that all equipment is working properly.

## REVIEWING PUBLICATIONS FOR DIGITIZATION

Review a representative sample of the publications you intend to digitize. This is to ensure that the general condition of the item will not impair the image capture.

- Volumes with mold on the book cases or pages should not be digitized.
- Volumes covered in dirt and dust should be vacuumed before digitization. This protects both the digitization equipment and the people performing the work.
- A tight gutter margin may make it impossible to create page images without curvature or distortion effects that may interfere with the user's experience in being able to read the text in the online image and the accuracy of the OCR software.

When digitizing a large number of volumes, it will be impossible to look at every single page to confirm its condition before the volume reaches the scanner. Turning the page when the book is on the scanner may reveal that the next page is missing, torn with missing text, or covered with marginal notes or underlining. While some situations can be remedied with a little work, others cannot.

- Dirt on the pages and marginal notes or underlining in pencil can be removed using a plastic art eraser.
- Pages underlined in pen or marginal notes in pen may be able to be erased using a plastic art eraser depending on the formula of the ink. If not, then replacement pages should be used as the source copy.
- Replacement pages will also have to be used as the source copy for missing or damaged pages.

## YOUR DIGITAL CONTENT AND FDsys/govinfo

Consider making your digital content accessible through FDsys/govinfo. The scope of content that is acceptable for ingest is found in Superintendent of Documents Public Policy Statement 2016-2, "Content Scope for GPO's System of Online Access."

<https://www.fdlp.gov/file-repository/about-the-fdlp/policies/superintendent-of-documents-public-policies/2738-content-scope-for-gpo-s-system-of-online-access>.

By digitizing Federal Government publications, FIPNet Digital Imaging Partners provide a valuable contribution by:

- Increasing public access to legacy and historic Federal government information.
- Providing authentic digital surrogates of Copies of Record or surrogates for publications held in special collections.
- Preserving authentic digital copies of Federal government publications in a Trustworthy Digital Repository such as FDsys/govinfo.

We're interested in learning of your digitization interests, projects, and particularly if you are interested in ingesting your content into FDsys/govinfo. If you have any questions about this guidance, or questions about digitization you may have already completed, please contact GPO at [PreserveFedInfo@gpo.gov](mailto:PreserveFedInfo@gpo.gov).

## OTHER RESOURCES TO CONSULT

Federal Agencies Digitization Guidelines Initiative, "Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Files." Washington: Library of Congress, September 2016. [Online accessed 10/14/2016]

[http://www.digitizationguidelines.gov/guidelines/FADGI\\_Still\\_Image\\_Tech\\_Guidelines\\_2016.pdf](http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image_Tech_Guidelines_2016.pdf)

Preservation and Reformatting Section. Association for Library Collections and Technical Services. American Library Association, "Minimum Digitization Capture Recommendations." Chicago: American Library Association, June 2013. [Online accessed 10/14/2016]

<http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>