

Information Management Resource Kit

Module on Digitization and Digital Libraries

UNIT 4. CREATION AND MANAGEMENT OF DIGITAL DOCUMENTS

LESSON 1. PROCESS OVERVIEW

NOTE

Please note that this PDF version does not have the interactive features offered through the IMARK courseware such as exercises with feedback, pop-ups, animations etc.

We recommend that you take the lesson using the interactive courseware environment, and use the PDF version for printing the lesson and to use as a reference after you have completed the course.



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Learning Objectives

At the end of this lesson, you will be able to:

- identify the activities needed to prepare electronic documents for building a digital library collection.



Handling hardcopy documents



In the library centre of a research organization, a strategy meeting is taking place.

Meeting participants are discussing how to manage and distribute the organization's publications.

Handling hardcopy documents

A survey has revealed that user demand and needs are not completely satisfied by the organization's library. In fact...



Mr Toure', library manager

Many people use the library, and there are **not enough copies** of the organization's publications to meet demand.

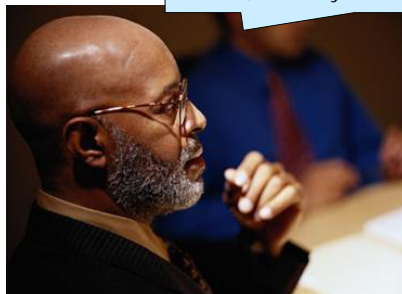
The users waste a lot of time looking for specific information in these publications.

Publications that are **heavily used or delicate** get damaged or lost!

Handling hardcopy documents

Meeting participants discuss the possibility of transforming these publications into digital format.

We could digitize the most important publications and organize them into a digital library. Then we could put them on our website, and maybe even on CD-ROM.



In this way, people could use the digital library to find the information they need.

By providing users with digital copies, the library will be better able to preserve the most widely used and valuable documents.

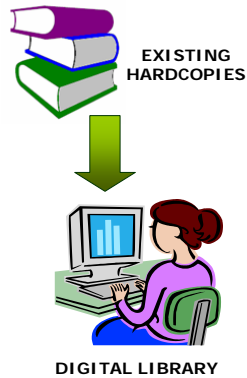
Handling hardcopy documents

Not all the hardcopy documents are easily converted to electronic format: before starting the digitization process, they have to be **selected and prioritized**.

Then, the **digitization process** will go through the following phases:

- **scanning documents** and **converting** them to a format a word processor can read;
- **proofreading** and **reformatting** them so they conform to your requirements; and
- adding **metadata** (information used to catalogue the documents).

At the end of this process the hardcopy documents will have been transformed into electronic documents that can be included in a digital library.

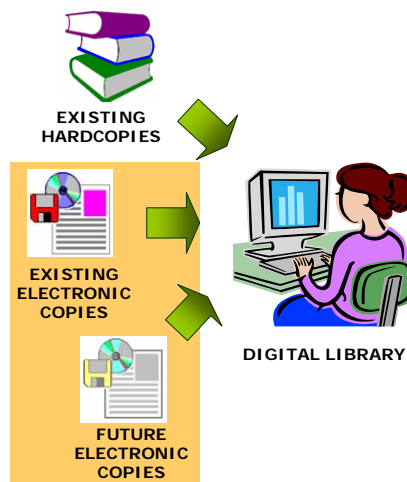


Handling electronic documents

Obviously, not only **existing hardcopy** documents can be included in a digital library.

The organization may want to include other types of documents such as:

- **existing electronic copies** (electronic documents that have already been prepared); and
- **future electronic copies** (documents that are still in preparation, or that will be produced in the future).



Handling electronic documents

Electronic copy documents should follow specific rules in order to be included in a digital library.

Unfortunately they are not always available in this form...



Ms. Lee, Publications Committee member

Our colleagues write many articles and publications, but they are all in **different styles and formats**.

The small publications team spends a lot of time **reformatting documents** before desktop publishing them.

Handling electronic documents

Ms. Lee believes that re-planning the entire process, from publishing to a digital library, can help solve this problem.

Authors could use a standard set of templates to **write electronic documents**. The publications team can then easily convert the documents into a suitable format for printing, load them into the digital library, or convert them into training materials or handouts.



For documents that are **already in digital format**, we will need to check them - and perhaps adapt them - before they can be put into a digital library.

Planning the process

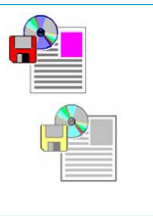


Preparing documents to be included in a digital library is a complex process that requires careful planning.

In this unit you will find some tips and guidelines on how to plan and carry out:

- the process of **digitization of existing hardcopy documents**, including special considerations on delicate and heritage documents; and
- the process of **creation and adaptation of electronic documents** for a digital library.

Finally, we will briefly discuss some issues about long-term preservation of digital material.



Summary

Documents produced and managed by an organization can be grouped into three categories:

- **hardcopies**: documents that are available only in printed form;
- **existing electronic copies**: documents that are already in electronic form; and
- **future electronic copies**: electronic documents that are still in preparation, or that will be produced in the future.

As they start off in **different formats**, they will be treated in different ways in the early stages. Later on, they will be handled in a similar way so they all end up as part of a digital library.

