NORTH CAROLINA
DEPARTMENT OF
CULTURAL
RESOURCES
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Supporting Digitization within State Agencies

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North Carolina State Archives

- **Mission is to identify, collect, and preserve permanently valuable government documents in any format**
  - Government Records Branch
    - Identifies
    - Records Retention and Disposition
    - Collects
    - Processes
  - Collections Management Branch
    - Imaging Unit
      - Microfilms
      - Converts digital to microfilm
      - Stores security copies of microfilm
    - Conservation Unit
      - Repairs
      - Encapsulates

North Carolina State Archives

- **Information Technology Branch**
  - **Works with Government Records to**
    - **Identify permanently valuable digital records**
    - **Develop workflows and strategies for collection, accessioning and retaining digital records**
    - **Draft policies for all aspects of digital records**
  - **Responsible for creation of digital surrogates**
    - **Special exhibits**
    - **Collections being "loved to death"**
    - **Patron orders**
    - **Mass digitization projects**

State Library of North Carolina

- Library Services to State Government
  - Traditional
    - Reference
    - Cataloging
    - Documents
  - Digital
    - Born Digital
    - Digitized

- Government Documents Branch

- N.C. State Publications Clearinghouse

- Digital Information Management Program (DIMP)

Information Gathering

- **State Agency Survey (2003)**

- **State Agency Survey Results (2008)**

- **Depository Library Survey (2005)**

- **Overall Findings:**
  - **More outreach, education & training required**
  - **Serve as a liaison between agencies & libraries**
  - **Digital is the preferred format of state government information (by both agencies and libraries)**

Services from State Archives

- http://www.ah.dcr.state.nc.us/records/imaging.htm
- **Guidelines for identifying which records should have microfilm surrogates regardless of original format**
  - "Public Records Requiring Human-Readable Preservation Duplicates"
- **Conversion of digital records to microfilm service**
  - Technical limitations
  - Recommendations for suitable records
  - Requirements for submission

Training

State Library

- *Managing the Digital Information Life Cycle: A Hands-On Workshop for State Agencies* (Fall 2008)

State Archives

- *Scanning Public Records: Laying the Groundwork*
- *Scanning and Microfilming*
- *Microfilming as a Preservation Tool: Digital Imaging and Microfilm*
- *3 electronic records workshops*

Standards

- **Metadata**
  - NC ECHO Dublin Core Metadata Standards
    - Online Tool
  - NC ECHO PMDO Metadata Standards
    - Metadata Database
  - EAD
    - Online Tool
- **Digitization**
  - NC ECHO Digitization Guidelines
- **Preservation**
  - The Conversion of Electronic Records to Microfilm
  - Preparing Records for Imaging (microfilm or digitization)
  - Recommended Digital File Formats
  - Best Practices for Digital Preservation

Systems

- **Standards**
  - **Digital Imaging Systems Guidelines**

- **ENCompass**
  - **Overview**
  - **Demo**

- **CONTENTdm**
  - **Overview**
  - **Demo**

Partnerships

- **Internal**
  - **ArcLib since 2004**
  - **Digitization Discussion Group**
  - **Digitization Projects**

- **External**
  - **State Data Center**
    - **Digitization**
  - **Dept. of Commerce (Policy, Research, and Strategic Planning Division)**
    - **Digital File Management**
    - **Digitization**
  - **Center for Geographic Information and Analysis**
  - **Centralized IT departments**

Discussion Points

How are you supporting state agencies in digitizing their materials?

- Training, Education, Outreach

- Standards, Best Practices

- Liaising/Advice

- Providing Resources (funding, staffing, systems, etc.)

• **Examples encouraged!!**

Discussion Points

What challenges/opportunities do you foresee with State Archives, State Libraries, and/or State Data Centers supporting digitization within government agencies?

Discussion Points

How does the state's IT fit in?

Discussion Points

Closing thoughts? Questions? Comments?