Supporting Digitization within State Agencies

Druscie Simpson
Manager, IT Branch
North Carolina
State Archives

Christy Allen
Digitization Projects Manager
State Library
of North Carolina
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 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](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


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](#)
• 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?