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Handbook for Digital Projects

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The global information infrastructure is transforming with the growth in full-text digital resources and fast communication facilities. This is so because institutions, agencies and departments in everywhere are busy capturing, processing, storing and disseminating information in the digital form. It is well established that fast access to desired information can lead to rapid development. While there are controls on this growing information resource, it has global implications and applications and therefore digitization is not a local affair as long as we understand that we can contribute to global information resources and also access its resources for any purpose.

The following principles which are based on the recommendations given in the Handbook for Digital Projects need to be kept in mind:

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- j. **Evidential Value:** if the document contains material that is evidential in nature or supports events with legal and historical proofs and/or interests a key audience as it has substantial information, then the document should be digitized.
- k. **Authenticity;** if the document is authentic and original in contribution it should be digitized.
- l. **Visual Accuracy:** if the print/appearance of the document supports the creation of an accurate and sharp digital version then digitize it. If not, find alternate methods for doing so.
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 - i. make the unique document available to a larger audience.
 - ii. create linkages to the document through HTML, SGML, XML. Coding.
 - iii. Make it part of the virtual collections on the same subject using different techniques, format and bringing together physically separated documents either on the Web or in CD form.
 - iv. Add new indexes and searching aids.
- p. **Audience:** if the digital version and the printed version reached the same audience, yet considering that the document is important to the Indian heritage or is an Indian contribution, the digitization of the document should be considered.
- q. **Supplementary Selection Criteria:** If the audience creates its own selection criteria, such recommendations should be taken into the evaluation process.
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v. **Accessibility:** if the original document is inaccessible but it is available in microfilm or microfiche form widely, it may not be ideal to digitize the document at this stage.

w. **Cumulation:** If the document is relevant as part of a collection only, then the digitization of it alone must be seriously questioned by the Selection Committee and other reasons obtained for its selection before taking a decision for digitization of the document

References:

1. Retrieved from <http://www.dli.ernet.in/handle/2015/1>
2. Retrieved from <http://digi.vatlib.it/>
3. Retrieved from <http://www.europeana.eu/portal/en>
4. Retrieved from <http://www.jstor.org/>
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