



TO: Cultural Education Committee

FROM: Elizabeth R. Berlin *Elizabeth R. Berlin*

SUBJECT: Using digital technology for preservation and access

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SUMMARY

Issue for Discussion

Digitization enables cultural institutions with collections to preserve and make available surrogates of collection materials.

Reason(s) for Consideration

Many institutions, including the State Archives, Library and Museum are using digital technology to improve preservation and access. Staff will provide basic background on the process of digitization to ensure that the digital representations of materials faithfully duplicate the content and meaning of the original materials.

Background Information

Digital technology provides an effective means of capturing and replicating materials in the collections of cultural institutions. Creating these "digital surrogates" is based on well-established standards, principles and techniques to ensure that the digital version of a document, photograph, map, object or other resource can be considered a full, and complete duplicate. Meeting these standards require planning, analysis and appropriate equipment as well as appropriate training by staff.

Staff will provide a high-level overview of the methods, approaches and standards used to create digital content that can be used as a substitute for original materials.