

**SUGGESTED READINGS**  
**Planning and Implementing a Digital Library Project**  
**December 14-16, 2004**

**General Readings on Digital Libraries**

Institute of Museum and Library Services. *A Framework of Guidance for Building Good Digital Collections*. Washington, D.C.: Institute for Museum and Library Services, November 2001. <http://www.niso.org/framework/forumframework.html>

Institute of Museum and Library Services. *NLG Project Planning: A Tutorial*. Available online at [http://e-services.ims.gov/project\\_planning/index1.asp](http://e-services.ims.gov/project_planning/index1.asp)

Kenney, Anne R. and Oya Y. Rieger. *Moving Theory into Practice*. Mountain View, California: Research Libraries Group, 2000.

Sitts, Maxine K., ed. *Handbook for Digital Projects: A Management Tool for Preservation and Access*. Andover, Massachusetts: Northeast Document Conservation Center, 2000. Available online at <http://www.nedcc.org/digital/dman.pdf>

**Metadata**

Baca, Murtha, ed. *Introduction to Metadata: Pathways to Digital Information*. Los Angeles: Getty Information Institute, 1998. Available online at [http://www.getty.edu/research/conducting\\_research/standards/intrometadata/](http://www.getty.edu/research/conducting_research/standards/intrometadata/).

Bishoff, Liz. *California State Library Metadata Standards*. 1999. Available online at <http://www.library.ca.gov/assets/acrobat/metadocfinalrev.PDF>.

Caplan, Priscilla. *Metadata Fundamentals for all Librarians*. Chicago: American Library Association, 2003.

NISO Press. *Understanding Metadata*. Bethesda, MD: National Information Standards Organization, 2004. Available online at <http://www.niso.org/standards/resources/UnderstandingMetadata.pdf>.

Western States Digital Standards Group, Metadata Working Group. *Western States Dublin Core Metadata Best Practices, 1999*. Available online at <http://www.cdpheritage.org/resource/metadata/documents/WSDCMBP.pdf>.

**Digitization**

California Digital Library. *Best Practices for Image Capture*. February 2001. Available online at <http://www.cdlib.org/news/pdf/BestPracticeImageCapture.pdf>

Digital Library Federation. *Benchmark for digital reproductions of monographs and serials*. Revised January 25, 2002. Available online at <http://www.diglib.org/standards/bmarkfin.htm>

Indiana University Digital Library Program. *IU DLP Use of Digital Imaging Standards and Best Practices*. May 2002. Available online at <http://www.dlib.indiana.edu/dmic/general/benchmarks.pdf>

Research Libraries Group. *Guides to Quality in Visual Resources Imaging*. July 2000. Available online at <http://www.rlg.org/visguides/>

### **Interface and Usability**

Apple's Human Interface Design Guidelines. Available online at <http://developer.apple.com/techpubs/mac/HIGuidelines/HIGuidelines-2.html>

HCI Bibliography. Available online at <http://www.hcibib.org/>

Usability First. Available online at <http://www.usabilityfirst.com/>

Useit.com. Available online at <http://www.useit.com>

Yale's Web Style Guide. Available online at <http://www.webstyleguide.com/>