



**SOCIETY OF
American
Archivists**



**Digital Archives
Specialist**

SOCIETY OF AMERICAN ARCHIVISTS

Comprehensive Exam Suggested Readings List

Foundational

Appraisal of Digital Records

- GeoMAPP, "Appraisal of Geospatial Data," July 28, 2011.
https://geomapp.com/docs/InfoPartner_Appraisal_presentation_final_20110728.pdf

Arrangement and Description of Digital Records—Part 1

- Lavoie, Brian, and Richard Gartner. *Preservation Metadata*. 2nd edition. Digital Preservation Coalition Technology Watch Report 13-03. Digital Preservation Coalition (UK): May 2013.
<https://dx.doi.org/10.7207/twr13-03>
- *AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship*. University of Hull, Stanford University, University of Virginia, Yale University: January 2012.
<https://dcs.library.virginia.edu/aims/white-paper/>
- Forstrom, Michael. "Managing Digital Records in Manuscript Collections: A Case Study from the Beinecke Rare Book and Manuscript Library." *American Archivist* 72, no. 2 (Fall/Winter 2009): 460-477.
<http://americanarchivist.org/doi/pdf/10.17723/aarc.72.2.b82533tvr7713471>
- *Describing Archives: A Content Standard* (Second Edition, 2013). Chapter 9, "Archival Authority Records."
<http://www2.archivists.org/groups/technical-subcommittee-on-describing-archives-a-content-standard-dacs/dacs>

Basics of Managing Digital Records – Getting You Started

- No pre-readings

Digital Curation: Fundamentals for Success

- What Could Curation Possibly Mean? The Signal, March 25, 2014
<http://blogs.loc.gov/digitalpreservation/2014/03/what-could-curation-possibly-mean/>
- What is Digital Curation? Digital Curation Centre, UK
<https://www.dcc.ac.uk/about/digital-curation>
- Matrix of Digital Curation Knowledge and Competencies (Overview). Lee, Christopher. SILS, UNC Chapel Hill. 2009 (ver 13.0)
<http://ils.unc.edu/digccurr/digccurr-matrix.html>

Digital Forensics: Fundamentals

- Lee, Christopher A., Porter Olsen, Alexandra Chassanoff, Kam Woods, Matthew Kirschenbaum, and Sunitha Misra. "From Code to Community: Building and Sustaining BitCurator through Community Engagement." September 30, 2014.
<https://bitcurator.net/files/2018/08/code-to-community.pdf>
- Lee, Christopher A., Kam Woods, Matthew Kirschenbaum, and Alexandra Chassanoff. "From Bitstreams to Heritage: Putting Digital Forensics into Practice in Collecting Institutions." September 30, 2013.
<https://bitcurator.net/files/2018/08/bitstreams-to-heritage.pdf>
- Misra, Sunitha, Christopher A. Lee, and Kam Woods. "A Web Service for File-Level Access to Disk Images." *Code4Lib Journal* 25 (2014).
<http://journal.code4lib.org/articles/9773>
- Kirschenbaum, Matthew G., Richard Ovenden, and Gabriela Redwine. "Digital Forensics and Born-Digital Content in Cultural Heritage Collections." Washington, DC: Council on Library and Information Resources, 2010.
<https://www.clir.org/pubs/reports/pub149/>
- Woods, Kam, Christopher A. Lee, and Simson Garfinkel. "Extending Digital Repository Architectures to Support Disk Image Preservation and Access." In *JCDL '11: Proceeding of the 11th Annual International ACM/IEEE Joint Conference on Digital Libraries*, 57-66. New York, NY: ACM Press, 2011.
<http://www.ils.unc.edu/callee/p57-woods.pdf>
- Woods, Kam, Christopher Lee, and Sunitha Misra. "Automated Analysis and Visualization of Disk Images and File Systems for Preservation." In *Proceedings of Archiving 2013*, 239-244. Springfield, VA: Society for Imaging Science and Technology, 2013.
<http://www.ils.unc.edu/callee/p239-woods.pdf>

Intro to Processing Digital Records and Manuscripts

- No pre-readings

Metadata Overview for Archivists

- No pre-readings

Standards for Digital Archivists

- No pre-readings

Thinking Digital

- No pre-readings

Tactical and Strategic

Accessioning and Ingest of Digital Records

- *AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship*. University of Hull, Stanford University, University of Virginia, Yale University: January 2012.
<http://dcs.library.virginia.edu/aims/white-paper/> (same pre-reading in ADER1)
- Pearce-Moses, Richard, and Joanne Kaczmarek.. “An Arizona Model for Preservation and Access of Web Documents.” Originally published in *DttP: Documents to the People* 33, no. 1 (2005): 17–24.
<http://www.digitalpreservation.gov/multimedia/documents/azmodel.pdf>

Arrangement and Description of Digital Records—Part 2

(all pre-readings same as ADER1)

- Lavoie, Brian, and Richard Gartner. *Preservation Metadata*. 2nd edition. Digital Preservation Coalition Technology Watch Report 13-03. Digital Preservation Coalition (UK): May 2013.
<http://dx.doi.org/10.7207/twr13-03>
- *AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship*. University of Hull, Stanford University, University of Virginia, Yale University: January 2012.
<http://dcs.library.virginia.edu/aims/white-paper/>
- Forstrom, Michael. “Managing Digital Records in Manuscript Collections: A Case Study from the Beinecke Rare Book and Manuscript Library.” *American Archivist* 72, no. 2 (Fall/Winter 2009): 460-477.
<http://americanarchivist.org/doi/pdf/10.17723/aarc.72.2.b82533tvr7713471>
- *Describing Archives: A Content Standard* (Second Edition, 2013). Chapter 9, “Archival Authority Records.”
<http://www2.archivists.org/groups/technical-subcommittee-on-describing-archives-a-content-standard-dacs/dacs>

Building Advocacy and Support for Digital Archives

- Chute, Tamar G. “Selling the College and University Archives: Current Outreach Perspectives.” *Archival Issues* 25, no. 1/2 (2000): 33-48.
<https://kb.osu.edu/dspace/handle/1811/49771>
- Ericson, Timothy L. “‘Preoccupied with Our Own Gardens’: Outreach and Archivists.” *Archivaria* 31 (Winter 1990- 91): 114-122.
<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11724/12673>

Copyright Issues for Digital Archives

- No pre-readings

Developing Specifications and RFPs

- “An Overview of the RFP Process for Nonprofits, Charities, and Libraries.” *Techsoup*. May 10, 2011.
<https://www.techsoup.org/support/articles-and-how-tos/overview-of-the-rfp-process>
- Government of South Australia. Electronic Document and Records Systems (EDRMS) Functional Specification. Standard, Version 3.1. December 2011.
https://archives.sa.gov.au/sites/default/files/documentstore/policies-guidelines/Standard/20111207_edrms_functional_specification_final_v31_copy.pdf

- Glick, Kevin and Eliot Wilczek. “Requirements for Trustworthy Recordkeeping Systems and the Preservation of Digital Records in a University Setting.” (Part 1.5) *Fedora and the Preservation of University Records Project*. Yale University and Tufts University, September 2006.
<http://dca.lib.tufts.edu/features/nhprc/reports/>
- Clegg, Helen and Susan Montgomery. “How to Write an RFP for Information Products.” *Information Outlook* 10, no. 6 (June 2006): 23-24, 27-30, 33
<http://files.archivists.org/education/rfps/How%20to%20Write%20an%20RFP%20for%20Information%20Products.pdf>
- Porter-Roth, Bud. “Writing a RIM Request for Proposal.” *Information Management Journal* 40, no. 5 (September/October 2006): 70-74.
<http://files.archivists.org/education/rfps/Writing%20a%20RIM%20Request%20for%20Proposal.pdf>
- Weidenhammer, John P. “ABCs for RFPs.” *Government Procurement* 16, no. 1 (February 2008): 22-23.
<http://files.archivists.org/education/dasfiles/content/TST7%20Developing%20Specifications%20and%20RFPs/ABCs%20for%20RFPs.pdf>

Digital Archives and Libraries

- No pre-readings

Digital Repositories

- *NISO Framework of Guidance or Building Good Digital Collections*. 3rd Edition. Baltimore, MD: National Information Standards Organization (NISO), 2007.
<https://www.niso.org/sites/default/files/2017-08/framework3.pdf>
- “Ten Principles of Digital Preservation Repositories.” Center for Research Libraries. 2007.
<http://www.crl.edu/archiving-preservation/digital-archives/metrics-assessing-and-certifying/core-re>
- Walters, Tyler, and Katherine Skinner. *New Roles for New Times: Digital Curation for Preservation*. Association of Research Libraries, March 2011.
https://www.arl.org/wp-content/uploads/2011/03/nrnt_digital_curation17mar11.pdf
- CCSDS. *Reference Model for an Open Archival Information System (OAIS)*. Recommended Practice, CCSDS 650.0-M-2. Magenta Book. June 2012.
<http://public.ccsds.org/publications/archive/650x0m2.pdf>
- *Trustworthy Repositories Audit & Certification: Criteria and Checklist*. (TRAC) Version 1.0. Chicago, Illinois and Dublin, Ohio: Center for Research Libraries and OCLC, 2007.
<http://www.crl.edu/PDF/trac.pdf>
- CCSDS. *Audit and Certification of Trustworthy Digital Repositories*. Recommended Practice, CCSDS 652.0-M-1. Magenta Book. September 2011. (Based on TRAC.)
<http://public.ccsds.org/publications/archive/652x0m1.pdf>

Digital Records—The Next Step

- No pre-readings

Preserving Digital Archives

- Lavoie, Brian. *The Open Archival Information System (OAIS) Reference Model: Introductory Guide*. 2nd Edition. DPC Technology Watch Report 14-02. Digital Preservation Coalition (UK), October 2014.
<http://dx.doi.org/10.7207/TWR14-02>
- *Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Solutions*, online tutorial developed for the Digital Preservation Management Course, developed and maintained by Cornell University

Library, 2003-2006; extended and maintained by ICPSR, 2007-2012; and now extended and maintained by MIT Libraries, 2012-present.

<https://dpworkshop.org/>

- Galloway, Patricia. "Digital Archiving." In *Encyclopedia of Library and Information Science*, edited by Marcia Bates and Mary Niles Maack. Boca Raton: CRC Press, 2009.
- Pearce-Moses, Richard, and Susan E. Davis. "Knowledge and Skills Inventory." In *New Skills for a Digital Era*, 1-31. Chicago: Society of American Archivists, 2008.

<http://www.archivists.org/publications/proceedings/NewSkillsForADigitalEra.pdf>

Privacy and Confidentiality Issues in Digital Archives

- No pre-readings

Providing Access to Born-Digital Archives

- Shein, Cyndi. "From Accession to Access: A Born-Digital Materials Case Study." *Journal of Western Archives* 5, no. 1 (2014): article 1.

<https://doi.org/10.26077/b3e2-d205>

Tools and Services

Archival Collections Management Systems

- No pre-readings

Command Line Interface

- No pre-readings

Digital Forensics for Archivists: Advanced

(all same as in Digital Forensics: Fundamentals)

- Lee, Christopher A., Porter Olsen, Alexandra Chassanoff, Kam Woods, Matthew Kirschenbaum, and Sunitha Misra. "From Code to Community: Building and Sustaining BitCurator through Community Engagement." September 30, 2014.
<https://bitcurator.net/files/2018/08/code-to-community.pdf>
- Lee, Christopher A., Kam Woods, Matthew Kirschenbaum, and Alexandra Chassanoff. "From Bitstreams to Heritage: Putting Digital Forensics into Practice in Collecting Institutions." September 30, 2013.
<https://bitcurator.net/files/2018/08/bitstreams-to-heritage.pdf>
- Misra, Sunitha, Christopher A. Lee, and Kam Woods. "A Web Service for File-Level Access to Disk Images." *Code4Lib Journal* 25 (2014).
<http://journal.code4lib.org/articles/9773>
- Kirschenbaum, Matthew G., Richard Ovenden, and Gabriela Redwine. "Digital Forensics and Born-Digital Content in Cultural Heritage Collections." Washington, DC: Council on Library and Information Resources, 2010.
<https://www.clir.org/pubs/reports/pub149/>
- Woods, Kam, Christopher A. Lee, and Simson Garfinkel. "Extending Digital Repository Architectures to Support Disk Image Preservation and Access." In *JCDL '11: Proceeding of the 11th Annual International ACM/IEEE Joint Conference on Digital Libraries*, 57-66. New York, NY: ACM Press, 2011.
<http://www.ils.unc.edu/callee/p57-woods.pdf>
- Woods, Kam, Christopher Lee, and Sunitha Misra. "Automated Analysis and Visualization of Disk Images and File Systems for Preservation." In *Proceedings of Archiving 2013*, 239-244. Springfield, VA: Society for Imaging Science and Technology, 2013.
<http://www.ils.unc.edu/callee/p239-woods.pdf>

Digital Preservation of Audio and Video: Fundamentals

- Brylawski, Sam, Maya Lerman, Robin Pike, and Kathlin Smith, editors. *ARSC Guide to Audio Preservation*. CLIR Publication No. 164. May 2015.
<http://www.clir.org/wp-content/uploads/sites/6/pub164.pdf>
- Nadal, Jacob. *Core Issues in Video and Audio Preservation*. Webinar presented March 20, 2012. About 1 hour in length. <https://vimeo.com/67159144>

Fundamentals of Research Data Curation

- No pre-reading

Preservation Formats in the Context of PDF

- “The Benefits and Risks of the PDF/A-3 File Format for Archival Institutions.” An NDSA Report, February 2014.
<http://hdl.loc.gov/loc.gdc/lcpub.2013655115.1>

Web Archiving Fundamentals

- No pre-readings

Transformational

Digital Curation Planning and Sustainable Futures

- *Aligning National Approaches to Digital Preservation (ANADP)*. Volume editor Nancy Y McGovern; Series editor: Katherine Skinner. Atlanta, Georgia: Educopia Institute Publications, 2012. (Winner: 2013 SAA Preservation Publication Award)
https://educopia.org/wp-content/uploads/2018/06/Aligning_National_Approaches_to_Digital_Preservation.pdf
 - Envisioning an International Community of Practice: An Introduction
 - Standards
 - Conclusion
- *Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Solutions*, online tutorial developed for the Digital Preservation Management Course, developed and maintained by Cornell University Library, 2003-2006; extended and maintained by ICPSR, 2007-2012; and now extended and maintained by MIT Libraries, 2012-present. (Winner: 2004 SAA Preservation Publication Award)
<http://dpworkshop.org/>
- CCSDS. *Reference Model for an Open Archival Information System (OAIS)*. Recommended Practice, CCSDS 650.0-M-2. Magenta Book. June 2012.
<http://public.ccsds.org/publications/archive/650x0m2.pdf>
- CCSDS. *Audit and Certification of Trustworthy Digital Repositories*. Recommended Practice, CCSDS 652.0-M-1. Magenta Book. September 2011.
<http://public.ccsds.org/publications/archive/652x0m1.pdf>
- "I Survived a POWRR Institute." *Preserving digital Objects With Restricted Resources (Digital POWRR) Project*. (Resources for POWRR Professional Development Institutes for Digital Preservation, 2017-2019.)
<http://digitalpowrr.niu.edu/survived-powrr-wkshp/>
- *From Theory to Action: "Good Enough" Digital Preservation Solutions for Under-Resourced Cultural Heritage Institutions*. A Digital POWRR White Paper for the Institute of Museum and Library Services. August 2014.
https://commons.lib.niu.edu/bitstream/handle/10843/13610/FromTheoryToAction_POWRR_WhitePaper.pdf

Managing Digital Records in Archives and Special Collections

- *Managing Born-Digital Special Collections and Archival Materials*. SPEC Kit 329. Washington, DC: Association of Research Libraries, August 2012.
<https://doi.org/10.29242/spec.329> (See front matter.)
- *AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship*. University of Hull, Stanford University, University of Virginia, Yale University: January 2012. <https://dcs.library.virginia.edu/aims/white-paper/>
- "Glossary of Digital Library Terms." *California Digital Library*. Last updated July 14, 2021.
<https://cdlib.org/resources/technologists/glossary-of-digital-library-terms/>
- Davis, Susan. "Electronic Records Planning in 'Collecting' Repositories." *American Archivist* 71, no. 1 (Spring/Summer 2008): 167–189. <https://doi.org/10.17723/aarc.71.1.024q2020828t7332>
- Dow, Elizabeth H.. *Digital Records in the Manuscript Repository*. Lanham, Maryland: Scarecrow Press, Inc., 2009.
- Forstrom, Michael. "Managing Digital Records in Manuscript Collections: A Case Study from the Beinecke Rare Book and Manuscript Library." *American Archivist* 72, no. 2 (2009): 460-477.
<https://doi.org/10.17723/aarc.72.2.b82533tvr7713471>
- Pearce-Moses, Richard, and Joanne Kaczmarek.. "An Arizona Model for Preservation and Access of Web Documents." Originally published in *DttP: Documents to the People* 33, no. 1 (2005): 17–24.
<http://www.digitalpreservation.gov/multimedia/documents/azmodel.pdf>

- Prom, Christopher, and Ellen Swain. "From College Democrats to the Falling Illini: Identifying, Appraising, and Capturing Student Organization Websites." *American Archivist* 70, no. 2 (Fall/Winter 2007): 344-363.
<https://doi.org/10.17723/aarc.70.2.c8121767x9075210>
- Jantz, Ronald, and Michael J. Giarlo. "Digital Preservation: Architecture and Technology for Trusted Digital Repositories." *D-Lib Magazine* 11, no. 6 (June 2005).
<http://www.dlib.org/dlib/june05/jantz/06jantz.html>
- Foster, Nancy Fried, and Susan Gibbons. "Understanding Faculty to Improve Content Recruitment for Institutional Repositories." *D-Lib Magazine* 11, no. 1 (January 2005).
<http://www.dlib.org/dlib/january05/foster/01foster.html>
- Lynch, Clifford A. "Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age." *ARL Bimonthly* 226 (February 2003): 1-7.
<https://www.cni.org/wp-content/uploads/2003/02/ar1-br-226-Lynch-IRs-2003.pdf>

User Experience Design and Digital Archives

- No pre-readings