



**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  
[http://www.geomapp.com/docs/InfoPartner\\_Appraisal\\_presentation\\_final\\_20110728.pdf](http://www.geomapp.com/docs/InfoPartner_Appraisal_presentation_final_20110728.pdf)

#### Arrangement and Description of Digital Records—Part 1

- Brian Lavoie and Richard Garnter, *Preservation Metadata*, 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/>
- Michael Forstrom, “Managing Digital Records in Manuscript Collections: A Case Study from the Beinecke Rare Book and Manuscript Library,” *The American Archivist* 72:2 (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? And the Digital Curation Lifecycle Model. The Digital Curation Centre, UK  
<http://www.dcc.ac.uk/digital-curation/what-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 Records Resources (MN): <http://www.mnhs.org/preserve/records/courses/edarchivistser.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

<http://www.bitcurator.net/wp-content/uploads/2014/11/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  
<http://www.bitcurator.net/docs/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  
<http://www.clir.org/pubs/reports/pub149/pub149.pdf>
- 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 (Springfield, VA: Society for Imaging Science and Technology, 2013), 239-244  
<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

## Negotiating the Landscape of Born-Digital Photographs: Part 1

- Recommended: Basics of Managing Electronic Records: Getting You Started
- Familiarity with *Photographs: Archival Care and Management* (Chicago: Society of American Archivists, 2006), chapters one through six
- Useful but not required: Arrangement and Description of Electronic Records: Part I and Part II

## Negotiating the Landscape of Born-Digital Photographs: Part 2

- Recommended: Basics of Managing Electronic Records: Getting You Started
- Familiarity with *Photographs: Archival Care and Management* (Chicago: Society of American Archivists, 2006), chapters one through six
- Useful but not required: Arrangement and Description of Electronic Records: Parts I and II

## 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)
- An Arizona Model for Preservation and Access of Web Documents  
<http://www.digitalpreservation.gov/multimedia/documents/azmodel.pdf>

### Arrangement and Description of Digital Records—Part 2

(all pre-readings same as ADER1)

- Brian Lavoie and Richard Garnter, *Preservation Metadata*, 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/>
- Michael Forstrom, “Managing Digital Records in Manuscript Collections: A Case Study from the Beinecke Rare Book and Manuscript Library,” *The American Archivist* 72:2 (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*, v.25, no. 1/2, (2000) p. 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: the technology place for nonprofits.  
<http://www.techsoup.org/learningcenter/techplan/page5507.cfm>
- Government of South Australia. Digital Document and Records Systems (EDRMS) Functional Specification Standard. Version 3.1, December 2011.  
[http://government.archives.sa.gov.au/sites/default/files/20111207%20EDRMS%20Functional%20Specification%20Final%20V3.1\\_Copy.pdf](http://government.archives.sa.gov.au/sites/default/files/20111207%20EDRMS%20Functional%20Specification%20Final%20V3.1_Copy.pdf)

- Glick, Kevin and Eliot Wilczek. Fedora and the Preservation of University Records Project. Requirements for Trustworthy Recordkeeping Systems and the Preservation of Digital Records in a University Setting. Yale University and Tufts University. September 2006. <http://dca.lib.tufts.edu/features/nhprc/reports/> (Part 1.5)
- Clegg, Helen and Susan Montgomery. "How to Write an RFP for Information Products." Information Outlook 10.6 (Jun 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 40.5 (Sep/Oct 2006): 70-74  
<http://files.archivists.org/education/rfps/Writing%20a%20RIM%20Request%20for%20Proposal.pdf>
- Weidenhammer, John. "ABCs for RFPs." Government Procurement 16.1 (Feb 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  
<http://www.niso.org/publications/rp/framework3.pdf>
- Ten Principles of Digital Preservation Repositories  
<http://www.crl.edu/archiving-preservation/digital-archives/metrics-assessing-and-certifying/core-re>
- New Roles for New Times: Digital Curation for Preservation  
[http://www.arl.org/storage/documents/publications/nrnt\\_digital\\_curation17mar11.pdf](http://www.arl.org/storage/documents/publications/nrnt_digital_curation17mar11.pdf)
- Reference Model for an Open Archival Information System  
<http://public.ccsds.org/publications/archive/650x0m2.pdf>
- Trustworthy Repositories Audit & Certification: Criteria and Checklist (TRAC)  
<http://www.crl.edu/PDF/trac.pdf>
- Audit and Certification of Trustworthy Digital Repositories (SO/DIS 16363; Magenta Book):  
<http://public.ccsds.org/publications/archive/652x0m1.pdf>, which is based on TRAC

## Digital Records—The Next Step

- No pre-readings

## Preserving Digital Archives

- Lavoie, Brian. (2014) OAI Introductory Guide (2nd Edition)  
<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-on <http://www.icpsr.umich.edu/dpm/>
- 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 Davis, Susan E., "Knowledge and Skills Inventory." In New Skills for a Digital Era (2006), pp. 1-31 <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." *Journal of Western Archives* 5, no. 1 (2014)  
<http://digitalcommons.usu.edu/westernarchives/vol5/iss1/1>

# 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 DFF)

- 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  
<http://www.bitcurator.net/wp-content/uploads/2014/11/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  
<http://www.bitcurator.net/docs/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  
<http://www.clir.org/pubs/reports/pub149/pub149.pdf>
- 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* (Springfield, VA: Society for Imaging Science and Technology, 2013), 239-244  
<http://www.ils.unc.edu/callee/p239-woods.pdf>

## Digital Preservation of Audio and Video: Fundamentals

- No pre-readings

## Fundamentals of Research Data Curation

- No pre-readings

## Preservation Formats in the Context of PDF

- No pre-readings

## 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, Educopia, 2012 (Winner: 2013 SAA Preservation Publication Award)  
<https://www.educoia.org/publications/anadp>
  - Envisioning an International Community of Practice: An Introduction
  - Standards
  - Conclusion
- Digital Preservation Management Workshop Online Tutorial, online since 2003 with regular updates (Winner: 2004 SAA Preservation Publication Award)  
<http://dpworkshop.org/>
- CCSDS. Reference Model for an Open Archival Information System. (OAIS). Recommended Practice. Magenta Book. June, 2012  
<http://public.ccsds.org/publications/archive/650x0m2.pdf>
- CCSDS. Audit and Certification of Trustworthy Digital Repositories. Recommended Practice. Magenta Book. September, 2011  
<http://public.ccsds.org/publications/archive/652x0m1.pdf>
- POWRR Project Website  
<http://digitalpowrr.niu.edu/survived-powrr-wkshp/>
- POWRR Project White Paper  
[http://commons.lib.niu.edu/bitstream/handle/10843/13610/FromTheoryToAction\\_POWRR\\_WhitePaper.pdf?sequence](http://commons.lib.niu.edu/bitstream/handle/10843/13610/FromTheoryToAction_POWRR_WhitePaper.pdf?sequence)

## Managing Digital Records in Archives and Special Collections

- Pyatt, Tim et al. "Managing Born-digital Special Collections and Archival Materials." Washington, DC: Association of Research Libraries, 2012. SPEC Kit 329  
<http://publications.arl.org/Managing-Born-Digital-Special-Collections-and-Archival-Materials-SPEC-Kit-329/> (front matter)
- AIMS Work Group. 2012. AIMS Born-Digital Collections: An Inter-Institutional Model for Stewardship  
[https://dcs.library.virginia.edu/files/2013/02/AIMS\\_final\\_text.pdf](https://dcs.library.virginia.edu/files/2013/02/AIMS_final_text.pdf)
- CDL Digital Preservation Glossary  
<http://www.cdlib.org/inside/diglib/glossary/?field=glossary&action=search&query=preservation>
- Davis, S. (2008 Spring/Summer) Digital Records Planning in "Collecting" Repositories. *American Archivist*, 71, 167-189
- Dow, Elizabeth. *Digital Records in the Manuscript Repository*. 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.

- Pearce-Moses, R. & Kaczmarek, J. (2005, Spring). An Arizona Model for Preservation and Access of Web Documents. Originally published in *DttP: Documents to the People* 33(1), 17–24  
<http://www.digitalpreservation.gov/multimedia/documents/azmodel.pdf>
- Prom, C. & Swain, E. (2007 Fall/Winter). From College Democrats to the Falling Illini: Identifying, Appraising, and Capturing Student Organization Websites. *American Archivist*, 70, 344-363
- Jantz, R., & Giarlo, M. (2005, June). Digital Preservation: Architecture and Technology for Trusted Digital Repositories. *D-Lib Magazine*, 11(6)  
<http://www.dlib.org/dlib/june05/jantz/06jantz.html>
- Gibbons, S. & Foster, N. (2005, January). Understanding Faculty to Improve Content Recruitment for Institutional Repositories. *D-Lib Magazine* 11(1). <http://www.dlib.org/dlib/january05/foster/01foster.html>
- Lynch, C. (2003). Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age. *ARL Bimonthly*

## User Experience Design and Digital Archives

- No pre-readings