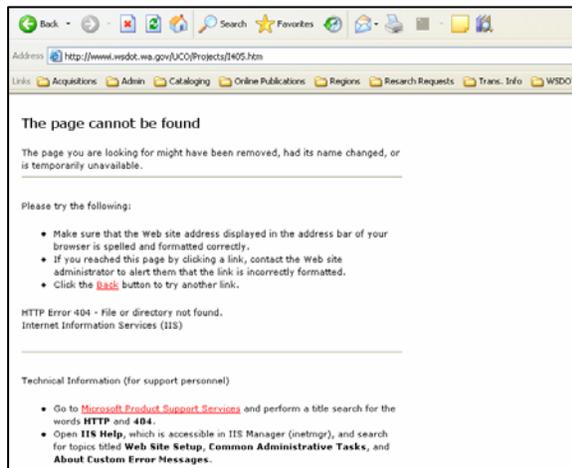


Digitization: Creating Stability in Digital Document Collections

What Do We Mean – “Stability”?

First, stability refers to the *location* of the document

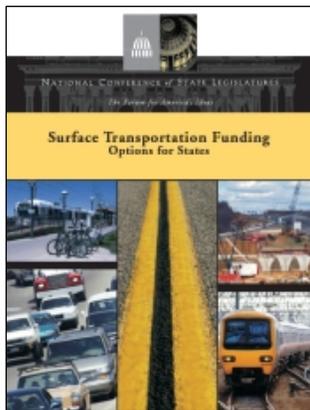
- A URL associated with a digital document should not change over appreciable time
 - “Appreciable time” refers to the time-spans usually thought of by publishers for a work to remain “in print” – 15 to 50 years – not the 250 to 500 years that librarians usually think in.
 - Scholarly digital publishing should consistently employ persistent URLs.



Oh No! Not Again!

Second, stability refers to the *content* of the document

- The content of a digital document associated with a publication date should not change **at all** without a change in the publication date
- Some documents – PDFs for example – are generally static, while HTML documents are dynamic
- Research referencing dynamic digital documents generally indicates the date the document was accessed for the information referenced



Some Documents are static...



...while some are dynamic, changing all the time

Finally, stability refers to the *accessibility* of the document.

Using proprietary formats, or adopting as a “standard” a specific *version* of a format (e.g. Adobe Acrobat 5.0), may introduce serious roadblocks to, or even deny, accessibility to a document.

How Do We Create Stability?

In location:

- Through development of department/agency policies regarding the housing of digital documents
- Through the development of cooperative agreements and Memoranda of Understanding between those sharing resources
- Legislatively, at the State level
- Regionally, through the operating agreements of TKNs
- Nationally, through the NTL, and the promulgation/adoption of NT standards for holdings information

In content:

- Through adoption of department/agency publication guidelines for digital content
- Through the promotion of static forms (such as PDF) as the digital containers of choice for research results, final reports, etc.

In accessibility:

- This is best accomplished through the development and/or adoption, perhaps through ANSI, of a nationally standardized form in which digital documents will be maintained. Ideally this form will be open source.

Questions – Add your own comments and details

- Does your agency have a policy regarding storage of digital documents?
(NOT digital records, e.g. plans, as-builts, engineering records)

- If it does, do you catalog these documents, or have some sort of traditional library “pointers” to them?

- Has your State enacted legislation requiring the State Library to collect and preserve digital state documents?

- Do you duplicate digital materials within your agency that are also available digitally from the State Library? Why?

- How do you catalog digital items located somewhere besides your library or department? Do you include holdings statements?

- How can we best coordinate local, state, regional and national digitization initiatives to reduce duplication and increase stability and access?

