USA & European Based Resources

Federal Agencies Digital Guidelines Initiative (FADGI)
FADGI is a collaborative effort started in 2007 by federal agencies to articulate common sustainable practices and guidelines for digitized and born digital historical, archival and cultural content. Two working groups study issues specific to two major areas, Still Image and AudioVisual.

- Library of Congress FADGI Website: http://www.digitizationguidelines.gov/
- PDF Link: FADGI Technical Guidelines for Digitizing Cultural Heritage Materials

Physical Environment
“Standardization of the digitization environment creates a workspace where the variables of visual perception can be controlled. Without standardization, perception of image quality may vary dramatically. In an imaging environment where human judgement is a factor, standardization of the physical environment is critically important to maintaining consistency. The recommendations that follow address the most common issues related to a proper physical environment for digitization.”

FADGI Guidelines (September 2016) Pages 14 - 17

American Institute for Conservation of Historic and Artistic Works (AIC)
AIC and its Foundation maintain several resources that give curators, registrars, collection managers, facility managers, archivists, architects, private collectors, and others access to collections care information from conservation professionals.

- AIC Website: http://www.conservation-us.org/

National Archives (USA)
The U.S. National Archives and Records Administration (NARA) provided guidance on the proper handling of still pictures, aerial film, maps, and drawings that NARA will make available for copying at vendor workstations. Only vendor staff who have received NARA preservation training will be permitted to handle National Archives records and historical materials. Vendors should be prepared to provide whatever staff is required to handle oversize records.

- Website: https://www.archives.gov/preservation/technical/vendor-training.html
Metamorfoze

Metamorfoze is the Netherlands' national program for the preservation of paper heritage. The program started in 1997. The Metamorfoze program is situated in the Koninklijke Bibliotheek (National Library of the Netherlands).

- Metamorfoze Website: [https://www.metamorfoze.nl/](https://www.metamorfoze.nl/)
- Metamorfoze Digitization Guidelines: [https://www.metamorfoze.nl/english/digitization](https://www.metamorfoze.nl/english/digitization)

Additional Resources:

**Institute of Museum and Library Services (IMLS)**

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation’s [123,000 libraries](https://www.imls.gov/) (link is external) and [35,000 museums](https://www.imls.gov/). Our mission has been to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. For the past 20 years, our grant making, policy development, and research has helped libraries and museums deliver valuable services that make it possible for communities and individuals to thrive.

- IMLS Website: [https://www.imls.gov/](https://www.imls.gov/)

**Library of Congress (LOC)**

The Library of Congress is the largest library in the world, with millions of books, recordings, photographs, newspapers, maps and manuscripts in its collections. The Library is the main research arm of the U.S. Congress and the home of the U.S. Copyright Office. The Library and associated organizations maintain key technical standards used in the library community.

- LOC Website: [https://www.loc.gov/standards/](https://www.loc.gov/standards/)

**International Organization for Standardization (ISO)**

ISO is the standards body that establishes standards for the international exchange of goods and services.

- ISO Website: [http://www.iso.org/iso/home.html](http://www.iso.org/iso/home.html)