

## **Media Collections**

Indiana University's *Sound Directions, Best practices for Audio Preservation* at:  
[http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd\\_bp\\_07.pdf](http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd_bp_07.pdf)

*Care and handling of CDs and DVDs* at:

<http://www.clir.org/pubs/reports/pub121/pub121.pdf>

Association of Recorded Sound Collections (ARSC) *Essential Resources for Audio Preservation* at:

[http://www.arsc-audio.org/pdf/ARSCTC\\_resources.pdf](http://www.arsc-audio.org/pdf/ARSCTC_resources.pdf)

Association of Moving Image Archivists (AMIA) *Guidelines and Manuals* at:

<http://www.amianet.org/resources/guidelinesnlogin.php?accesscheck=%2Fresources%2Fguidelines.php>

Collaborative Digitization Program's *Digital Audio Best Practices* at:

<http://www.bcr.org/dps/cdp/best/digital-audio-bp.pdf>

NINCH, *Guide to Good Practice*, chapter on 'Audio/Video Capture and Management' at:

<http://www.nyu.edu/its/humanities/ninchguide/VII/>

## **Digitization**

*Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files* at:

[http://digitizationguidelines.gov:8081/stillimages/documents/FADGI\\_Still\\_Image-Tech\\_Guidelines\\_2010-08-24.pdf](http://digitizationguidelines.gov:8081/stillimages/documents/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf)

U.S. National Archives and Records Administration (NARA), *Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files – Raster Images* at:

<http://www.archives.gov/preservation/technical/guidelines.pdf>