

References for Best Practices

On this page...

[Cataloging Guidelines](#)

[Copyright and Fair Use Guidelines](#)

[Digitization Guidelines](#)

Please browse the following linked pages for reference in getting started with your Shared Shelf project practices. You may find it beneficial to familiarize yourself with some of these metadata schemes, copyright guidelines, and digitization practices for working with your source materials. If you have a guideline or resource to suggest, feel free to send it to support@sharedshelf.org.

Cataloging Guidelines

American Museum of Natural History: Digital Special Collections Procedures & Style Guide

<http://images.library.amnh.org/san/amnhcataloging.pdf>

Cataloging Cultural Objects

<http://cco.vrafoundation.org/>

CCO cataloging examples

http://cco.vrafoundation.org/index.php/toolkit/index_of_examples/

Darwin Core for Biodiversity Information Standards

https://en.wikipedia.org/wiki/Darwin_Core

Dublin Core Metadata Initiative

<http://dublincore.org/>

Metadata Encoding & Transmission Standard

<http://www.loc.gov/standards/mets/>

Metadata Object Description Schema

<http://www.loc.gov/standards/mods/>

Public Broadcasting Metadata Dictionary Project

<http://pbcore.org/>

Visual Resources Association Core

<http://vraweb.org/author/vra-core/>

VRA Core cataloging examples

http://core.vraweb.org/vracore_examples.html

Copyright and Fair Use Guidelines

Collage Art Association: Code of Best Practices in Fair Use for the Visual Arts (2014)

<http://www.collegeart.org/fair-use/>

Visual Resources Association: Statement on the Fair Use of Images for Teaching, Research and Study (2011)

<http://online.vraweb.org/vrab/vol38/iss1/5/>

Copyright Term and the Public Domain in the United States

<https://copyright.cornell.edu/resources/publicdomain.cfm>

Digital Image Rights Computator (DIRC)

<http://dirc.vraweb.org/>

Creative Commons

<https://creativecommons.org/>

Digitization Guidelines

American Library Association

<http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>

Federal Agencies Digitization Guidelines

<http://www.digitizationguidelines.gov/>

JISC Digital Media

<http://www.jiscdigitalmedia.ac.uk/guides>

National Archives and Records Administration

<http://www.archives.gov/digitization/>

University of Illinois: Best Practices for Digitization

http://www.library.illinois.edu/dcc/bestpractices/chapter_03_creatingdigitalimages.html

Sustainability Health Check Tool for Digital Content Projects

http://sca.jiscinvolve.org/wp/files/2013/01/sustainability_healthcheck_tool.pdf