

Novice to Know-How Additional Resources

Course 7: Providing Access to Preserved Digital Content

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General Resources.

Digital Library Federation (DLF) Levels of Born-Digital Access (LBDA) – <https://osf.io/r5f78/>

Digital Preservation Coalition (DPC) Digital Preservation Handbook – <https://www.dpconline.org/handbook>

Digital Preservation Coalition (DPC) Rapid Assessment Model (RAM) Maturity Model – <https://www.dpconline.org/digipres/implement-digipres/dpc-ram>

The National Archives UK (TNA) Digital Preservation Access Workflow – <https://www.nationalarchives.gov.uk/archives-sector/projects-and-programmes/plugged-in-powered-up/digital-preservation-workflows/4-access/>

Module 1 – Introduction to Providing Access.

Resources.

Brown, A. (2013) *Practical Digital Preservation: A How-to Guide for Organizations of Any Size*. Facet. Available at: <https://doi.org/10.29085/9781856049627>

Owens, T. (2018) *The Theory and Craft of Digital Preservation*. Johns Hopkins University Press. Available at: <https://jhupbooks.press.jhu.edu/title/theory-and-craft-digital-preservation>

Module 2 – User Needs Analysis.

Resources.

Open Archival Information System (OAIS) Model – <https://public.ccsds.org/pubs/650x0m2.pdf>

Module 3 – Accessibility.

Resources.

Australian Human Rights Commission 'A brief guide to the Disability Discrimination Act' page – <https://humanrights.gov.au/our-work/disability-rights/brief-guide-disability-discrimination-act>

Digital Library Federation (DLF) Levels of Born-Digital Access, Google Doc (alternative format) – https://docs.google.com/document/d/1N1fG4AgyBEJISc3tk5rWAc_3ZYdDbdVK4_Dbi_TusYQ/

EU Disability Strategy for 2010–20 – http://ec.europa.eu/news/justice/101115_en.htm

Federal Accessibility Legislation Alliance 'Accessible Canada Act in Plain Language' page – <https://www.include-me.ca/federal-accessibility-legislation-alliance/resource/accessible-canada-act-plain-language>

Government of Canada 'Making an accessible Canada for persons with disabilities' page – <https://www.canada.ca/en/employment-social-development/programs/accessible-canada.html>

UK Government 'Accessibility community' page – <https://www.gov.uk/service-manual/communities/accessibility-community>

UK Government 'Digital Service Sample accessibility statement (for a fictional public sector website)' page – <https://www.gov.uk/government/publications/sample-accessibility-statement/sample-accessibility-statement-for-a-fictional-public-sector-website>

UK Government 'Testing for accessibility' page – <https://www.gov.uk/service-manual/helping-people-to-use-your-service/testing-for-accessibility>

UK Government 'Testing with assistive technologies' page – <https://www.gov.uk/service-manual/technology/testing-with-assistive-technologies>

US General Services Administration (GSA) Section 508 website – <https://www.section508.gov/>

World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) 'Evaluating Web Accessibility Overview' page – <https://www.w3.org/WAI/test-evaluate/Web>

World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) 'How to Meet WCAG (Quick Reference)' page – <https://www.w3.org/WAI/WCAG21/quickref/>

Legislation.

Please note that there can be a range of federal, state and territorial laws, as well as administrative arrangements depending on location and legislative context (e.g. Australia, Canada, United States). You should seek legal counsel for your specific circumstances and guidance for individual requirements.

The Accessible Canada Act (ACA) S.C. 2019 c. 10 – <https://laws.justice.gc.ca/eng/acts/A-0.6/page-1.html>

The Australian Disability Discrimination Act 1992 – <https://www.legislation.gov.au/Details/C2018C00125>

The Canadian Human Rights Act, RSC 1985, c H-6 – <http://laws-lois.justice.gc.ca/PDF/H-6.pdf>

The UK Equality Act 2010 – <http://www.legislation.gov.uk/ukpga/2010/15/contents>

The UK Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (known as the 'Accessibility Regulations') – <https://www.legislation.gov.uk/uksi/2018/852/contents/made>

The United Nations (UN) Convention on the Rights of Persons with Disabilities (CRPD) 2006 – <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html>

The US Americans with Disabilities Act (ADA) of 1990 – <http://www.ada.gov/pubs/adastatute08.htm>

The US Americans with Disabilities Act (ADA) Accessibility Guidelines 1991 – <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag>

The US Section 508 of the Rehabilitation Act (29 U.S.C. § 794d) 1998 – <https://www.justice.gov/crt/pl-105-220-1998-hr-1385-pl-105-220-enacted-august-7-1998-112-stat-936-codified-section-504>

The World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 2018 – <https://www.w3.org/TR/WCAG21/>

Tools.

Apple MacOS Accessibility Features – <https://www.apple.com/ca/accessibility/mac>

Microsoft Windows 10 Accessibility Features – https://www.microsoft.com/en-us/accessibility/windows?activetab=pivot_1:primaryr2

World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) 'Accessibility Initiative Web Accessibility Evaluation Tools List' page – <https://www.w3.org/WAI/ER/tools/>

World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) 'Selecting Web Accessibility Evaluation Tools' page – <https://www.w3.org/WAI/test-evaluate/tools/selecting/>

Module 4 – Resource Discovery.

Resources.

Archival Resource Key (ARK) – https://n2t.net/e/ark_ids.html

Archives Hub – <https://archiveshub.jisc.ac.uk/>

Describing Archives: A Content Standard (DACS) –
<http://www2.archivists.org/standards/DACS>

Digital Object Identifier (DOI) – <https://www.doi.org/>

Dublin Core Metadata Initiative – <http://dublincore.org/>

General International Standard Archival Description (ISAD(G)) –
<https://www.ica.org/en/isadg-general-international-standard-archival-description-second-edition>

Handle – <http://www.handle.net/>

Metadata Encoding and Transmission Standard (METS) –
<https://www.loc.gov/standards/mets/>

The National Archives (UK) Manage Your Collections –
<https://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/manage-your-collections-in-discovery/>

Persistent Uniform Resource Locator (PURL) – <http://purlz.org/>

Preservation Metadata: Implementation Strategies (PREMIS) –
<https://www.loc.gov/standards/premis/>

Uniform Resource Name (URN) – <https://www.iana.org/assignments/urn-namespaces/>

Examples.

Internet Archive Scholar – <https://scholar.archive.org/>

The UK Web Archive Visualising the JISC UK Web Domain Dataset (1996-2010) –
<https://www.webarchive.org.uk/wayback/archive/20181019114343/http://www.webarchive.org.uk/ukwa/visualisation>

Historic Environment Scotland PastMap – <https://pastmap.org.uk/>

International Internet Preservation Consortium (IIPC) Novel Coronavirus – <https://archive-it.org/collections/13529>

Module 6 – Managing Sensitive Data.

Resources.

The Australian Government Office of the Australian Information Commissioner website –
<https://www.oaic.gov.au/>

The Australian 'Privacy Principles quick reference' page – <https://www.oaic.gov.au/privacy/australian-privacy-principles/australian-privacy-principles-quick-reference/>

EU 'Data protection in the EU' page – https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu_en

UK Information Commissioner's Office 'Guide to the UK General Data Protection Regulation (UK GDPR)' page – <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

The National Archives (UK) 'Archives and data protection law in the UK' page – <https://www.nationalarchives.gov.uk/archives-sector/legislation/archives-data-protection-law-uk/>

The National Archives (UK) 'Guide to archiving personal data' – <https://www.nationalarchives.gov.uk/documents/information-management/guide-to-archiving-personal-data.pdf>

The Office of the Privacy Commissioner of Canada 'Summary of privacy laws in Canada' page – https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/02_05_d_15/

UK Government 'Overview of Data Protection Regulation' page – <https://www.gov.uk/data-protection>

UK Information Commissioner's Office (ICO) 'Guide to the General Data Protection Regulation' page – <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

US Federal Trade Commission (FTC) 'Data Security' page – <https://www.ftc.gov/tips-advice/business-center/privacy-and-security/data-security>

US Department of Justice 'Department of Justice Guide to the Freedom of Information Act' page – <https://www.justice.gov/oip/doj-guide-freedom-information-act-0>

Legislation.

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The Australian Commonwealth Privacy Act 1988 – <https://www.legislation.gov.au/Series/C2004A03712>.

The Canada Personal Information Protection and Electronic Documents Act (PIPEDA) 2001 – <https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>

The Canada Privacy Act R.S.C., 1985, c. P-21 – <https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>

The European Union (EU) Data Protection Directive 95/46/EC 1995 – <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:31995L0046>

The European Union (EU) General Data Protection Regulation (GDPR) 2016/679 – <https://gdprinfo.eu/>

Freedom of Information (Scotland) Act 2002 – <https://www.legislation.gov.uk/asp/2002/13/contents>

The UK Data Protection Act (DPA) 2018 c.12 [amended, with UK General Data Protection Regulation ('UK GDPR')] – <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

The UK Freedom of Information Act (FOIA) 2000 – <https://www.legislation.gov.uk/ukpga/2000/36/contents>

The UK Government 'Keeling Schedules' for the UK DPA and GDPR 2018– <https://www.gov.uk/government/publications/data-protection-law-eu-exit>

The US Freedom of Information Act (FOIA) 5 U.S.C. § 552 1996 – <https://www.foia.gov/>

The US Privacy Act of 1974 5 U.S.C. § 552a – <https://www.usdoj.gov/opcl/privacyact1974.htm>

Tools.

Bulk Extractor – https://github.com/simsong/bulk_extractor/wiki/Installing-bulk_extractor

DigiPres Commons – <https://www.digipres.org/>

EnCase Forensic – <https://security.opentext.com/encase-forensic>

Forensic Toolkit – <https://accessdata.com/product-download/>

The National Archives (UK) Redaction Toolkit – https://www.nationalarchives.gov.uk/documents/information-management/redaction_toolkit.pdf

Module 7 – Managing Intellectual Property Rights.

Resources.

The British Copyright Council – <https://www.britishcopyright.org/>

Copyright and Creative Economy Centre, (CREATe) website – <https://www.create.ac.uk/blog/category/about/>

Creative Commons (CC) website – <https://creativecommons.org/>

EU Intellectual Property Office (IPO) website – <https://euipo.europa.eu/ohimportal/en>

EU Legislation website – https://europa.eu/european-union/law_en

The National Archives (UK) 'Copyright and related rights' overview – <https://www.nationalarchives.gov.uk/documents/information-management/copyright-related-rights.pdf>

The National Archives (UK) 'Crown copyright' overview – <https://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/uk-government-licensing-framework/crown-copyright/>

Newspaper Licensing Agency (NLA) – <https://www.nlamediaaccess.com/>

Performing Right Society (PRS) for Music – <https://www.prsformusic.com/>

UK Authors' Licensing and Collecting Society (ALCS) – <http://www.alcs.co.uk/>

UK Copyright Licensing Agency (CLA) – <https://www.cla.co.uk/>

UK Design and Artists Copyright Society (DACS) – <https://www.dacs.org.uk/>

UK Government Copyright Guidance 'Exceptions to copyright' page – <https://www.gov.uk/guidance/exceptions-to-copyright>

UK Government Copyright Guidance 'Sui generis database rights' page – <https://www.gov.uk/guidance/sui-generis-database-rights>

UK Government Legislation website – <http://www.legislation.gov.uk/>

UK Intellectual Property Office (IPO) Guidance page – <https://www.gov.uk/government/organisations/intellectual-property-office>

UK Publishers Licensing Services (PLS, formerly Publishers' Licensing Society) – <https://www.pls.org.uk/>

US Copyright Office Summary of the Digital Millennium Copyright Act of 1998 summary page – <http://www.copyright.gov/legislation/dmca.pdf>

US Department of State Intellectual Property Enforcement (IPE) website – <https://www.state.gov/intellectual-property-enforcement/>

US Government Legislation website – <https://www.usa.gov/laws-and-regs>

World Intellectual Property Organization (WIPO) legislation and website – <https://www.wipo.int/about-ip/en/>

Legislation.

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The Berne Convention for the Protection of Literary and Artistic Works 1886 – <https://www.wipo.int/treaties/en/ip/berne/>

The European Union (EU) Orphan Works Directive 2012/28/EU – <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:299:0005:0012:EN:PDF>

The UK Copyright, Design and Patents Act 1988, as amended by the Copyright (Librarian and Archivists) (Copying of Copyrighted Material) Regulation 1989 [particularly sections 29 (exceptions for study, research and teaching), 30 (criticism, review and quotation), and 31 (accessible copies)] – <https://www.legislation.gov.uk/ukpga/1988/48/contents>

The UK Legal Deposit Libraries Act 2003 [restates Section 15 of the Copyright Act 1911] – <https://www.legislation.gov.uk/ukpga/2003/28/section/15>

The UK Legal Deposit Libraries (Non-Print Works) Regulation 2013 – <https://www.legislation.gov.uk/ukdsi/2013/9780111533703/contents>

The US Copyright Act 1976 [particularly sections 108 (Limitations on exclusive rights: Reproduction by libraries and archives) and 117 (Limitations on exclusive rights: Computer programs)] – <https://www.copyright.gov/title17/>

The US Copyright Term Extension Act of 1998 (Sonny Bono Copyright Term Extension Act) – <https://www.copyright.gov/legislation/s505.pdf>

The US Digital Millennium Copyright Act of 1998 – <https://www.congress.gov/bill/105th-congress/house-bill/2281>

The US Library of Congress Mandatory Deposit Rules – <https://www.copyright.gov/mandatory/>

The World Intellectual Property Organization (WIPO) 1996 Copyright Treaty – <https://www.wipo.int/treaties/en/ip/wct/>

Module 8 – Creating Access Copies.

Resources.

The Library of Congress 'Recommended Formats Statement' page – <https://www.loc.gov/preservation/resources/rfs/>

Tools.

Apache OpenOffice – <https://www.openoffice.org/>

LibreOffice – <https://www.libreoffice.org/>

Module 9 – Setting Up an Access Workstation.

Tools.

Adobe Photoshop Express – <http://www.photoshop.com/tools?wf=editor>

Acrobat Viewer – <https://acrobat.adobe.com/>

Apache OpenOffice – <https://www.openoffice.org/>

DivX – <https://www.divx.com/en/software/divx/>

File Viewer Plus – <https://fileviewerplus.com/>

Fotor – <https://www.fotor.com/>

Foxit Reader – <https://www.foxitsoftware.com/pdf-reader/>

FreeFileViewer – <https://www.freefileviewer.com/>

Free Opener – https://download.cnet.com/Free-Opener/3000-18488_4-75450719.html

GNU Image Manipulation Program (GIMP) – <https://www.gimp.org/>

GOM Player – <http://player.gomlab.com/>

ImageMagick – <https://www.imagemagick.org/>

LibreOffice – <https://www.libreoffice.org/>

Nitro Reader – <https://www.gonitro.com/pdf-reader>

Paint.NET – <https://www.getpaint.net/>

PhotoScape X – <http://x.photoscape.org/>

Pixlr – <https://pixlr.com/>

Slim PDF – <https://www.investintech.com/resources/freetools/slimpdfreader>

Universal Viewer – <https://github.com/UniversalViewer/>

VLC Media Player – <https://videolan.org/vlc/>