

Digitisation and Digital Preservation

Useful resources for community archives | Community Archives and Heritage Group (CAHG)

CAPTURE: Scanning and digitisation

1. Doing Digitisation on a Budget

National Lottery Heritage Fund — linked from the CAHG website

Practical guidance on organising low-cost digitisation projects, choosing equipment and making the most of limited resources.

2. Digitisation: Technical Standards

The National Archives

Detailed guidance on scanning resolution (DPI/PPI), image quality, TIFF files, lossless compression and quality checking. Recommends 300 PPI for ordinary documents and 600 PPI for photographs as professional benchmarks.

SAVE AND DESCRIBE: Organising digital collections

3. Community Archive Cataloguing Guidelines

Community Archives and Heritage Group, 2017

Accessible guidance on cataloguing standards, reference numbers, filenames and descriptive metadata. Designed specifically for community heritage groups.

PRESERVE: Keeping collections safe

4. Digital Preservation for Community Archives (PDF)

Community Archives and Heritage Group / University College London, 2018

A comprehensive, practical guide covering preservation risks, file storage, making multiple copies, checksums, integrity checking and partnerships. See particularly pages 14–18 for practical preservation measures and checksums.

5. The 3-2-1 Backup Rule

Digital Preservation Coalition - Community Archives Toolkit

A straightforward illustrated explanation of keeping three copies, using two types of storage, with at least one copy off-site.

6. Succession Planning Guide for Community Archives

Irish Community Archive Network — published on the CAHG website

Practical guidance on ensuring that collections, websites, accounts and organisational knowledge survive changes in volunteers.

FURTHER RESOURCES

7. Managing a Collection: Resource Directory

Community Archives and Heritage Group

A collection of additional guidance covering digitisation, cataloguing, digital preservation and the care of archive materials.