

Selected Bibliography

Metadata: General

California Digital Library Services Advisory Group. *CDL Guidelines for Digital Objects* Version 2.0. (June 2007). Reviewed and updated annually. Available at: <http://www.cdlib.org/inside/diglib/guidelines>.

Caplan, Priscilla. *Metadata Fundamentals for All Librarians*. Chicago: American Library Association, 2003.

Cole, Timothy W. and Muriel Foulonneau. *Using the Open Archives Initiative Protocol for Metadata Harvesting*. Westport, Conn.: Libraries Unlimited, 2007. Table of contents available at <http://www.loc.gov/catdir/toc/ecip0714/2007009006.html>.

Haynes, David. *Metadata for Information Management and Retrieval*. London: Library Association Publishing, 2004.

Hillmann, Diane I. and Elaine L. Westbrooks (eds.). *Metadata in Practice*. Chicago: American Library Association, 2004.

Intner, Sheila, Susan S. Lazinger, and Jean Weihs. *Metadata and Its Impact on Libraries*. Westport, Conn.: Libraries Unlimited, 2006.

National Information Standards Organization. *Understanding Metadata*. Bethesda, MD: NISO Press, 2004. Available at: <http://www.niso.org/standards/resources/UnderstandingMetadata.pdf>.

Shreeves, Sarah L. et al. "Is 'Quality' Metadata 'Shareable' Metadata? The Implications of Local Metadata Practices for Federated Collections," in *Proceedings of the Twelfth National Conference of the Association of College and Research Libraries, April 7-10, Minneapolis, MN*. Ed. H. A. Thompson, 223-237. Chicago: ACRL, 2005.

Taylor, Arlene G., with Daniel N. Joudrey. *The Organization of Information*. 3rd ed. Westport, Conn.: Libraries Unlimited, 2008.

Metadata: Specific Standards

Baca, Murtha, et al. *Cataloging Cultural Objects: a Guide to Describing Cultural Works and Their Images*. Chicago: American Library Association, 2006.

Crofts, Nick, Martin Doerr, Tony Gill, Stephen Stead, Matthew Stiff, eds. *Definition of the CIDOC Conceptual Reference Model*, ICOM/CIDOC CRM Special Interest Group, 2005. Available at http://cidoc.ics.forth.gr/docs/cidoc_crm_version_4.2.pdf.

Gorman, Michael, and Paul W. Winkler. *Anglo-American Cataloguing Rules*. 2nd edition, 1998 revision. Chicago: American Library Association, 1998.

Hillmann, Diane I. *Using Dublin Core* (2005). Available at:
<http://dublincore.org/documents/usageguide/> .

IFLA Study Group on the Functional Requirements for Bibliographic Records. *Functional Requirements for Bibliographic Records: Final Report*. Munich: K. G. Saur, 1998. Available at <http://www.ifla.org/VII/s13/frbr/frbr.pdf>.

International Council on Archives. *ISAD(G): General International Standard Archival Description, second edition*. Ottawa: International Council on Archives/Conseil International des Archives, 2000. Available at [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf).

Pitti, Daniel V. and Wendy Duff, eds. *Encoded Archival Description on the Internet*. Binghamton, NY : Haworth Information Press, 2002.

Roe, Kathleen D. *Arranging and Describing Archives and Manuscripts (Archival Fundamentals Series II)*. Chicago: Society of American Archivists, 2005.

Society of American Archivists. *Describing Archives: a Content Standard*. 3rd printing. Chicago: Society of American Archivists, 2005.

On Digital Projects

Besser, Howard. *Introduction to Imaging*. Revised edition edited by Sally Hubbard with Deborah Lenert. Los Angeles: Getty Research Institute, 2003. Available at http://www.getty.edu/research/conducting_research/standards/introimages/.

Deegan, Marilyn and Simon Tanner. *Digital Futures: Strategies for the Information Age*. New York: Neal Schuman, 2002.

Hughes, Lorna M. *Digitizing Collections: Strategic Issues for the Information Manager*. London: Facet, 2004.

Institute of Museum and Library Services. *NLG Project Planning: A Tutorial*. Available at http://www.ims.gov/project_planning/.

Kenney, Anne R. and Oya Y. Rieger. *Moving Theory into Practice: Digital Imaging for Libraries and Archives*. Mountain View, CA: Research Libraries Group, 2000.

Kenney, Anne R. and Oya Y. Rieger. *Moving Theory into Practice: Digital Imaging Tutorial*. Cornell, NY: Cornell University, 2003. Available at:
<http://www.library.cornell.edu/preservation/tutorial/index.html>.

Lee, Stuart D. *Digital Imaging: a Practical Handbook*. New York: Neal-Schuman, 2001.

NISO Framework Advisory Group. *A Framework of Guidance for Building Good Digital Collections*. 3rd ed. Bethesda, MD: National Information Standards Organization, December 2007. Available at <http://www.niso.org/framework/framework3.pdf>.

Sitts, Maxine K. *Handbook for Digital Projects: a Management Tool for Preservation and Access*. Andover, MA: Northeast Document Conservation Center. 2000. Available at <http://nedcc.org/oldnedccsite/digital/dighome.htm>.

Stielow, Frederick J. *Building Digital Archives, Descriptions, and Displays: a How-To-Do-It Manual for Librarians and Archivists*. New York: Neal-Schuman, 2003.

Washington State Library. *Digital Best Practices*. Available at <http://digitalwa.statelib.wa.gov/best.htm>.

On Thesauri and Structured Vocabularies

Aitchison, Jean; Gilchrist, Alan, and Bawden, David. *Thesaurus Construction and Use: a Practical Manual*, 4th edition. London: Aslib, 2000.

British Standards Institution. *BS 8723-1:2005 Structured Vocabularies for Information Retrieval - Guide - Definitions, Symbols and Abbreviations*. London: British Standards Institution, 2005.

British Standards Institution. *BS 8723-2:2005 Structured Vocabularies for Information Retrieval - Guide - Thesauri*. London: British Standards Institution, 2005.

British Standards Institution. *BS 8723-3:2007 Structured Vocabularies for Information Retrieval - Guide - Vocabularies other than Thesauri*. London: British Standards Institution, 2007.

British Standards Institution. *BS 8723-4:2007 Structured Vocabularies for Information Retrieval - Guide - Interoperability between Vocabularies*. London: British Standards Institution, 2007.

British Standards Institution. *DD 8723-5:2008 Structured Vocabularies for Information Retrieval - Guide - Exchange Formats and Protocols for Interoperability*. London: British Standards Institution, publication due February 2008.

Broughton, Vanda. *Essential Thesaurus Construction*. London: Facet Publishing, 2006.

International Organization for Standardization. *ISO 2788-1986 Documentation - Guidelines for the Establishment and Development of Monolingual Thesauri*. Geneva: International Organization for Standardization, 1986.

International Organization for Standardization. *ISO 5964-1985. Documentation - Guidelines for the establishment and development of multilingual thesauri*. Geneva: International Organization for Standardization, 1985.

National Information Standards Organization. *ANSI/NISO Z39.19 – 2005. Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabularies*. Bethesda, MD: NISO Press, 2005. Available at: http://www.niso.org/standards/standard_detail.cfm?std_id=814.