

## Guidelines for digital archives

### Software

What software should I use?

- Ideally you should use an open source software product
- If you don't have access to open source software, we suggest using Windows and a Microsoft product, e.g. WORD, EXCEL
- An alternative file format for text-based content is Adobe Acrobat
- Image files should be created as either JPEGs or TIFFs, with TIFF preferable at 300 dpi or greater.

### Storage media

What should I store it on, and use to bring it to the Record Office?

- Floppy disk, CD ROM, USB stick or DVD
- All CDs are of unknown lifespan but high quality Gold CDs should be used in preference to standard ones.
- By e-mail. Please **contact us**  
<http://www.hants.gov.uk/rh/hro/mailto.html> in advance to arrange this.

### Metadata (data about data)

Information you need to include about a digital archive

- What version of software (e.g. Excel 2003) and operating system (e.g. Windows XP) was used to create it?
- When was it created?
- Who created it?
- Description of any images (e.g. details of who/what/where/when).
- Is the information available elsewhere, (e.g. on a web site)?

### In addition, for digital surrogates (copies of original items)

- What digitisation equipment was used, e.g. scanner?
- Who did the digitising?
- When was it digitised?
- At what resolution?
- Physical description of the original, e.g. size, glass plate negative?
- Who owns the original, and are they the copyright owner?
- Is the owner happy for the image to be made available to the public?
- Are there any copyright restrictions on its use?

In order to ensure the long-term survival of digital archives, Hampshire Archives and Local Studies needs the creator's permission to make multiple copies for preservation purposes, and to migrate data to updated versions of software as necessary. We will also provide printed or electronic copies to researchers in the search room and may make them available online, should the technology permit, in the future.