

Info-byte:
Digitisation

What is digitisation?

- The process of scanning records and archives to produce “electronic photographs” or digital images
- Digitisation may result in pictures which are unsearchable without the addition of indexes or other finding aids
- Digital images may be automatically processed through optical character recognition software to produce a searchable electronic document

Important points

- Digitisation is not a preservation medium
- In managing digitised records, the same considerations apply as for electronic records
- A digitisation programme requires a well thought out strategy, good planning, decisions as to resolution, good quality control and the provision of simple, effective retrieval mechanisms

More information

- Chapter 1, pp 1–36 of *Digital Imaging for Libraries and Archives*; Anne Kenney and Steve Chapman (1996)

