



The NINCH Guide to Good Practice in the Digital Representation and Management of Cultural Heritage Materials

By the Humanities Advanced Technology and Information Institute (HATII), University of Glasgow, and the National Initiative for a Networked Cultural Heritage (NINCH)

[Acknowledgements](#)

I. [Introduction](#)

II. [Project Planning](#)

III. [Selecting Materials: An Iterative Process](#)

IV. [Rights Management](#)

V. [Digitization and Encoding of Text](#)

VI. [Capture and Management of Images](#)

VII. [Audio/Video Capture and Management](#)

VIII. [Quality Control and Assurance](#)

IX. [Working With Others](#)

X. [Distribution](#)

XI. [Sustainability: Models for Long-Term Funding](#)

XII. [Assessment of Projects by User Evaluation](#)

XIII. [Digital Asset Management](#)

XIV. [Preservation](#)

[Appendix A: Equipment](#)

[Appendix B: Metadata](#)

[Appendix C: Digital Data Capture: Sampling](#)

[References](#)

[Abbreviations Used in the Guide](#)

[Bibliography](#)

[Interview Reports](#) and [Interview Instrument](#)

[Click here to download a printable pdf version.](#)

Please send us your [comments and feedback!](#)

For HATII

Seamus Ross
Ian Anderson
Celia Duffy
Maria Economou
Ann Gow
Peter McKinney
Rebecca Sharp

For NINCH

President: Samuel Sachs II
President-Elect: Charles Henry
Executive Director: David L. Green

NINCH Working Group on Best Practices

Chair: David L. Green
Kathe Albrecht
Morgan Cundiff
LeeEllen Friedland*
Peter Hirtle
Lorna Hughes
Katherine Jones
Mark Kornbluh
Joan Lippincott
Michael Neuman
Richard Rinehart
Thornton Staples
Jennifer Trant**

* through June 2001
** through May 1999

Copyright 2002, National Initiative for a Networked Cultural Heritage

Version 1.0 of the First Edition, first published October, 2002