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# Digital Conversion Services (DCS)

April 3, 2006

# Background

Digital Conversion Services will provide:

- Consultation and Collaboration
- Retrospective document scanning
- Metadata creation
- Access
- Preservation services

In conjunction with other business units for the FDLIP and other Federal agencies. DCS will be a component of the emerging Digital Media Services.

# Specifications

- FDsys Operational Specification for Converted Content (Version 3.3)
- Specifications and Metrics for Quality Control of Converted Content (Version 1.1)
- Detailed Requirements for Content Metadata in the Future Digital System (FDsys)
- Detailed Requirements for Submission Information Packages (SIP) in the Future Digital System (FDsys)

# Background

- The operational specification covers all the necessary conversion elements that are required for the creation of a Submission Information Package (SIP).
- Converted content consists of electronic files created from tangible paper documents, which can be preserved as master files with associated metadata.
- GPO staff and external service providers “including contractors, library partners, and federal agencies” will provide converted content to the Future Digital System.

# Reference Material

- Digital Library Federation's *Benchmark for Faithful Reproductions of Monographs and Serials* (Version 1, December 2002)
- The Institute for Museum and Library Services' (IMLS) *Framework of Guidance for Building Good Digital Collections* (2001)
- Puglia, Steven, Reed, Jeffrey, and Rhodes, Erin. *Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files-Raster Images*. College Park, MD: U.S. National Archives and Records Administration (NARA), June 2004.
- GPO's Report from the Meeting of Experts on Digital Preservation (March 12, 2004)

# Image Capture Benchmarks for Preservation Masters

- ***B&W Text Only***
  - 1-bit B&W (bi-tonal)
  - 600 dpi
  - Compression: CCITT Group 4
- ***B&W Text with Illustrations (charts, artwork, graphs, photos)***
  - 8-bit Grayscale
  - 400 dpi
  - No Compression
- ***Color Photos & Illustrations with Text***
  - 24-bit RGB
  - 400 dpi
  - No Compression
- ***FOR ALL IMAGE TYPES***
  - *Scale: 100% (1:1)*
  - *File Format: TIFF*



# Summary

- GPO staff and external service providers “including contractors, library partners, and federal agencies” will provide converted content to the Future Digital System. The end product of conversion is a Submission Information Package (SIP). The SIP must be produced at a level of quality that is adequate to support preservation as well as future iterations of derivative products.
- GPO’s digitization specifications, standards, and workflow will continue to evolve and improve as technological advancements occur.

Website: <http://www.gpoaccess.gov/legacy>

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