

## **Tárgy neve: Digitization and archiving**

**Tárgyfelelős neve:** Dr. Gede Mátyás

**Tárgyfelelős tudományos fokozata:** PhD

**Tárgyfelelős MAB szerinti akkreditációs státusza:** AT

### **The purpose of the education:**

#### **a) knowledge**

- Comprehensively describes the task-solving principles, methods and procedures of the planning, development, and operation processes in the field of digitization and archiving, especially in the following areas: digitization, archiving, standard bibliographic description, personal and copyright law.
- Provides complex knowledge of general photographic, software management, IT and legal principles, rules, and connections necessary for working in the field of digitization and archiving, especially in the following topics: recording, image manipulation, personal and copyright law. – Enables you to create digital materials, archival documents and standard bibliographic descriptions that can be used in the fields of research, public collections, or education.

#### **b) abilities**

- Ability to interpret and formalize complex professional problems in the field of digitization and archiving, to reveal the necessary theoretical and practical background and to solve the problem.
- Ability to interpret, plan, organize, manage, and control processes belonging to the field of digitization and archiving.
- Ability to apply what he has learned in a diverse, multidisciplinary professional environment.

#### **c) attitude**

- Monitors professional and technological development in the field of digitization.
- Shares his/her own knowledge and considers it important to convey professional results.
- Committed to observing and enforcing quality requirements (accuracy, commitment).

#### **d) autonomy and responsibility**

- Suitable for an independent digitizer's position, in which he conducts his tasks in a manner and at a pace set by himself, thinking through, and working out professional issues.
- Responsible for meeting and enforcing deadlines. Assumes responsibility for his/her own work and that of his/her colleagues working under his/her direction and with him/her (in a project).

### **Content of education:**

- The concept, purpose, and object of digitization (types of objects and documents in public collections; their systems).
- The set of digitization devices and their characteristics (scanners and cameras, color scales, lighting).
- The digital image, image manipulation (files and their properties, their manipulation procedures).
- Aspects of archival protection during digitization, archival protection problems.
- Knowledge of archiving, elements, and characteristics of the standard bibliographic description.
- Protection of personal data and copyright.

**Evaluation system:** practical mark based on course work.

### **Literature:**

#### **Obligatory:**

Elizabeth R Leggett: *Digitization and Digital Archiving - A Practical Guide for Librarians*, Rowman&Littlefield Publishers, Lanham, 2020

*Practical Guide to Emergency Digitization of Paper-based Archival Heritage*. International Council on Archives, 2023

GIMP Documentation

**Recommended:**

*Digitization Quality Management Guide*, National Archives and Records Administration, 2023