

# Elba Project

Dabne – Tecnologías de la información

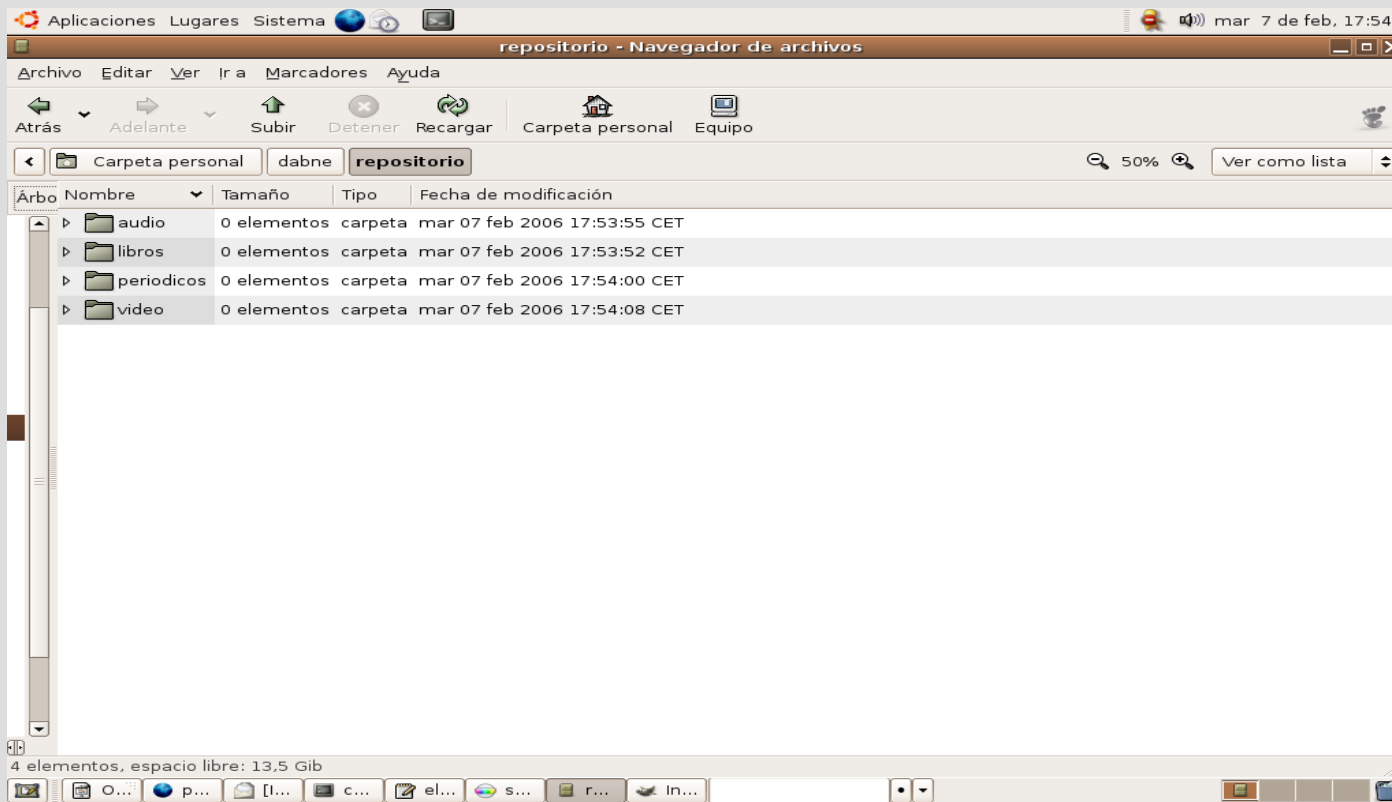
**3<sup>rd</sup> Session**

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## Dabne – Tecnologías de la información

### Storing digital material

Set the categories and creating directories corresponding to each category



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## Storing digital material

Nomenclature of the materials (digital objects )

article-xxxxx.pdf

book-xxxxx-pdf

image-xxxx.jpg

audio-xxx.wav

video-xxxx.mpeg

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Once we have put the name to our digital objects, we should keep a list of database that vinculates de original name(title of the book for example), the description of the object(short description) and the normalized name so that any person that has to take over from digitalization can do it easily

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## Editing digital material

Once we have our material digitalized, it has a location and a name, we still haven't got a digital object. Before we can call our digitalized material a digital object it should have a minimal edition.

Since we are creating an electronic book, we understand edition in the following way:

- Application of a standard format criteria (how headers, chapters, margins, should look like)
- A book has a structured content so there should be a cover, an index, chapter, bibliography, glossary, etc.)

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## Editing digital material

How are we going to do the editing?

- For our pdf, we can directly do the edition with Acrobat Writer or we can do it with any text editor, like OpenOffice and then convert it to pdf.
- For our html, we have to use a free software html editor like Nvu (<http://www.nvu.com/>).

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## Metadata

Descriptive Information on the peculiarities or attributes of each digitized object

The metadata will provide information on the location of the digital object, the formats in which it is, matter to which belongs, author, language

Their function is to facilitate the end user, the discovery and browsing by the information

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## Why to use metadata?

Some of the reasons would be:

To make exchange of information on existing resources

To avoid repetition of digital objects

Location of the resources on the part of agents, robots, etc  
(artificial intelligence)

Allow the optimization of the searches

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## What metadata to use?

### **Dublin Core (<http://dublincore.org>) Why?**

Simplicity, thought so that it can be used by librarians or any author who wishes to describe his documents and to increase his visibility

International consensus in the number and definition of the elements

Flexibility, nothing in the DC is obligatory, all the elements are optional and repeatable, therefore the user chooses the depth of a description.

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Create your Dublin Core Tags for HTML documents

**<http://www.lub.lu.se/cgi-bin/nmdc.pl>**

**<http://www.ukoln.ac.uk/metadata/dcdot/>**

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## Licenses

- One of the great stumbling blocks that we have at the time of making one free diffusion of culture and information in general, is author rights and copyright issue.

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## Licenses

The materials for free diffusion have to have one of these licenses:

**Public domain:** materials will be in public domain, that is to say, that have pass 70 years after the death of the author

**Creative Commons:** some reserved rights

<http://creativecommons.org>