GLOSSARY

BORN DIGITAL

Materials that originate in digital form and which, in their original form, require a digital device to be utilised. Collection examples may include scans of photographs owned by private collectors or members of the community, or scans of material held in state organisations.

CLOUD STORAGE

(Definition from Techopedia) "Cloud storage is a cloud computing model in which data is stored on remote servers accessed from the Internet, or 'cloud.' It is maintained, operated and managed by a cloud storage service provider on a storage servers that are built on virtualization techniques."

COLLECTION DIGITISATION

The process of capturing a collection item in a digital format and enabling an organisation to use that digital material in a variety of ways. Digitising a collection occurs when collection documentation moves from being held in paper format (such as card catalogues) into electronic or digital format.

COLLECTION MANAGEMENT SYSTEM

Collection management systems (CMS) are software programs used to organise and manage items in a collection. They range from simple spreadsheets and common database programs to specialist proprietary products. CMS securely record information such as object location, provenance, curatorial information and conservation reports; some also act as an online sharing platform.

DIGITAL ACCESS PLAN

A digital access plan sets out details such as what will be digitised, the resources and equipment needed, and how it will be made accessible to the public.

DIGITISATION

Digitisation is the process of changing an item from existing in analogue format to also existing in a digital format. The new version is referred to as 'turned digital'. Some material held in collections is what is known as 'born digital', meaning that it never existed in physical or analogue format.

GLAM

GLAM is an acronym that refers to galleries, libraries, archives and museums. GLAM organisations may be large or small, operated by volunteers or paid employees, located in the centre or suburbs of a capital city, or in country towns and villages. The term also refers to any other organisations that care for collections of any kind, including historical societies, Indigenous keeping places and natural science collections.

METADATA

(Definition from State Archives and Records NSW) "Metadata is the structured data about data: the who, what, where and when. There are two types of metadata: the technical aspects and the descriptive information. Metadata brings context to digital files and helps make them 'discoverable' when searching online."

SIGNIFICANCE

'Significance' can be used to identify and prioritise collection items for digitisation by considering the item's historic, artistic or aesthetic, scientific or research potential and social or spiritual significance. Other factors to consider are the provenance, rarity or representativeness, condition or completeness and interpretive capacity of an item.

TURNED DIGITAL

Materials that were created in analogue or physical form and later converted to a digital format.