

### BL booklet revised

The Preservation Advisory Center of the British Library (BL) has published a revised version of its 2006 booklet "Bookbindings." In 20 pages, it provides an introduction to caring for historic bookbindings and their cultural significance, types of binding structures, causes of damage, and how to best protect, preserve, and conserve bookbindings. It also includes a list of online resources and a bibliography.

The booklet is available as a free PDF at [www.bl.uk/blpac/pdf/bookbindings.pdf](http://www.bl.uk/blpac/pdf/bookbindings.pdf). For access to other free BL booklets, go to [www.bl.uk/blpac/publicationsleaf.html](http://www.bl.uk/blpac/publicationsleaf.html).

### Implementing ICS

Heritage Preservation and RescuingRecords.com have published "Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums, and Other Cultural Repositories" by David Carmicheal of the Georgia Division of Archives and History. The Incident Command System (ICS) is employed by federal, state, and local government agencies to manage emergency response activities and coordinate cross-agency efforts. The 208-page book explains how ICS can be used on a temporary basis by cultural heritage organization to manage emergency situations or one-time events. It also describes staff roles and includes charts, duty statements, sample forms, and a step-by-step incident description.

The book costs \$55, plus shipping, for the hardcover format or \$47, plus shipping, for either perfect or spiral bound formats. For more information, go to [www.RescuingRecords.com/ics.html](http://www.RescuingRecords.com/ics.html).

### File format guidelines

The Library and Archives of Canada (LAC) has mounted on its Web site "File Format Guidelines for Preservation and Long-term Access, Version 1." It documents LAC's digital content preservation strategy, the file formats that it will support in its Trusted Digital Repository, and the rationale for selection of those formats at this time. Each format was evaluated for openness and transparency, the extent to which it has been adopted as a preservation standard, stability and compatibility, dependencies and interoperability, and whether it has been through a rigorous formal standardization process. The recommended formats permit ingestion of content as text, audio, digital video, still images, Web pages for archiving, geospatial data, structured data, and computer aided design.

The guidelines are available free-of-charge at [www.collectionscanada.gc.ca/digital-initiatives/012018-2210-e.html](http://www.collectionscanada.gc.ca/digital-initiatives/012018-2210-e.html).

### NC digital guide

The North Carolina Department of Cultural Resources' State Library and State Archives have mounted a new Web site about digital preservation. Intended to aid government employees in preserving public records, it offers a general introduction that might be of interest to other cultural heritage professionals. Contents include: "What is digital preservation?" "What can you do?" "Why is digital preservation important?" "Digital preservation as a process," "More about key concepts," "Potential digital preservation solutions," "Institutions to watch," "Latest news," "Interesting research projects," and "Major funding partners for U.S. institutions." It also offers a sign-up service to receive e-mail about digital preservation approximately ten times per year.

The URL for the Web site is [digitalpreservation.ncdcr.gov/](http://digitalpreservation.ncdcr.gov/). 

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