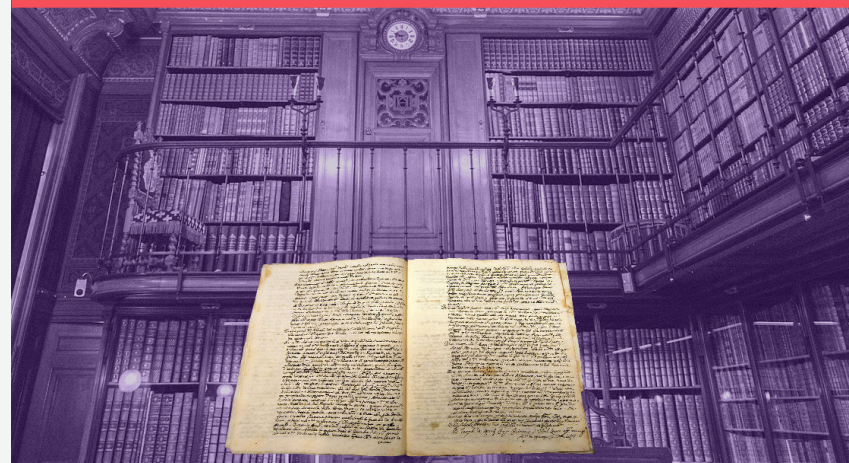# Questions to ask about a **digitised manuscript** published on the web

Creation

- Who wrote this?

- When was it written?

- For what purpose?

- How was it created?

- What materials is it made of?

- Was it copied and altered by someone else later in time?

- What does it say about a person, about his/her community or about society in general at the time?

Preservation

- How did it get into the archive?

- How was it initially catalogued?

- How and where is it stored?

- What does the effort of preservation say about the value of the document?

- Have you observed any changes?

Digital representation
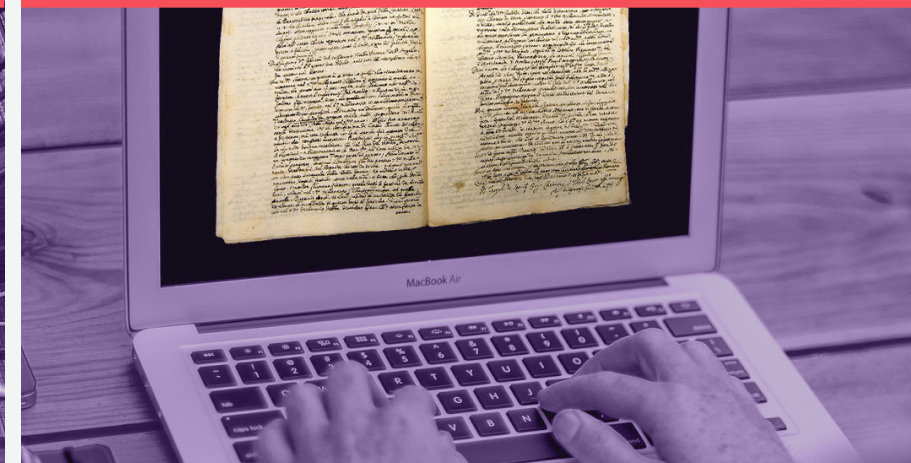
- Why was this manuscript selected to be digitised?

- Will it stay online?

- Who published it online?

- How was it digitized?

- When and where was it published?

- Was information lost or added?

- Who is the owner of the digital copy?

Questions to ask about a **born-digital source** published on the web

Creation

- Who created this content?
  Is it genuine or a remix?

- How was it transferred to the web?

- For what purpose?

- How was it created?
  When was it created?

- What is it made of?

- What does it say about this person,
  about his or her community or about
  society in general at the time it was
  made?

Dissemination and reception

- How did it get from the virtual space
  into someone's device?

- Can the content be changed or reused?

- Where is it located?

- Can you add comments or respond?

- How and where is it stored?

- Are there comments or discussions
  related to the source online?

- Has the transport of this content
  affected its appearance or meaning?

Preservation
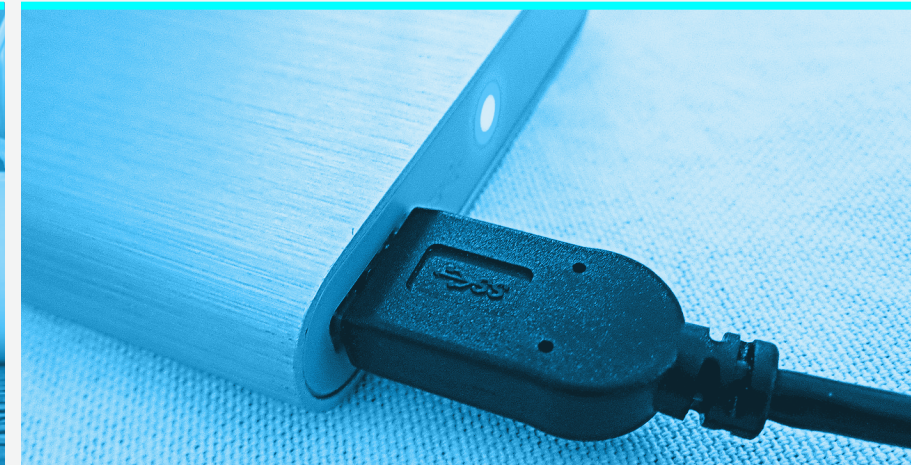
- Can the content be stored?
  For how long?

- If yes, where and in what format can
  the content be stored for preservation?

- Who is the owner of the content?

- How can historians of the future get
  access to these sources and quote
  them?

Analogue material

	Data type		Technology for digitisation	What changes in the process from analogue to digital?
	Manuscript		Book scanner / image processing software / optical character recognition.	Scale Colour Size Font Materiality Scent Sound Weight Historical sensation Documentation Context Storage Preservation Restoration Exclusiveness Price Accessibility Emotional value Commercial value Scientific Value Personal property Public property Authorship Credits Reuse Heritagisation Link-ability Datification
	Family snapshot		Photo scanner / image processing software.	
	Wooden statue		3D scanner / image processing software.	
	Recording of interview		Analog/digital converter / software on computer.	

Born-digital material

Data type		Applied technologies	What changes in the process from creation to distribution and preservation?
@	E-mail	Information is turned into electrical signals that are sent and received through a hardware infrastructure - the internet - according to a number of protocols: examples: *Simple Mail Transfer Protocol - Domain Name Server - IP address*	Scale Colour Size Font Materiality Scent Sound Weight Historical sensation Documentation Context Storage Preservation Restoration Exclusiveness Price Accessibility Emotional value Commercial value Scientific Value Personal property Public property Authorship Credits Reuse Heritagisation Link-ability Datification
📷	Digital photo	The source here is analogue: light rays, the reflections of an object, are captured by a light sensitive chip that turns them into millions of pixels, each representing a combination of red, green and blue.	
🌐	Website	Information is turned into electrical signals that through a hardware infrastructure - the internet - create a virtual space on the web, by following a number of protocols and computer code rules - *HTML - Cascading Style Sheets - Python*	
👤	3D/Virtual reality	The source here can be analogue (a castle) or digital (second life). Moving images and sound captured with a 3D camera or microphones, or created as a 3D space, are projected in a display with multiple lenses and sensors that react to eye movement.	