

Why digitize?

- Preserve
- Share
- Protect

Hardware

- Platform size
- Media types
- Cost
- Alternative scan services
 - OfficeMax
 - FedEx
 - Repros

Scanner settings

- Scale/dimensions
 - Upsize very small originals
 - Policy to be set by your group
 - No cropping of original
 - No quality adjustment
 - contrast
 - light/dark
 - damage correction
- Resolution
 - dpi or ppi
 - 200, 300, 600
 -

Pixilate

Choosing level of resolution

- Archival
 - High resolution
 - More time
 - More memory
- Printing
 - Restricted
by the dpi capacity
of the printer
- Web
 - Low resolution
 - JPEG

Scanner settings

- Output color
 - Color
 - Grayscale
 - Black & white

File type

- TIF or TIFF
 - tagged image file format
 - Quality – no loss
 - File size – larger
- JPG or JPEG
 - joint photographic experts group
 - Quality - lossy
 - File size – smaller

Scanner settings

- Name
- Document type
- Resolution
- Preview
- Scan
- Save to ? folder

Naming your files

- Naming scheme: 3 letter + 4 digits
 - Example: HHS0001, HHS0002, etc.
 - Omit letters O and I

Create legend explaining folder names

- HHS = Hartung House
- SAX = Saxton House
- FTB = Frank T. Bow Bldg.

Storing files beyond the HD

- HD backup
 - 1 – 8 TB
 - \$100-200
- Burn to disc
 - CD-ROM
 - holds 700 MB
 - \$.40 - \$.80
 - CD-ROM Gold disc
 - holds 700 MB
 - \$3.00 - \$5.50
 - DVD
 - holds 4.7 GB
 - \$.47 - \$2.80
 - The Cloud
 - \$ 5-10/month

Cataloging files - Metadata

- Special software
 - Librarysoft - \$500
 - Past Perfect Museum Software -
\$700-870 + \$308-385
- MS-Excel spreadsheet
- MS-Access database

Watermarking

- Visualwatermark
 - \$20
 - Allows batch processing, simple but limited manipulation of watermark.
- uMark
 - \$29 for one workstation
 - PC and Mac
- WatermarkLib
 - Free, faulty batch processing
 - PC only
- Photoshop
 - One pic at a time
 - Too expensive to buy just for this purpose.

Sources for archival library supplies

- **Demco**
www.demco.com
- **The Library Store**
www.thelibrarystore.com
- **Gaylord Brothers**
www.gaylord.com
- **University Products**
www.universityproducts.com
- **Brodart**
www.shopbrodart.com
- **Bags Unlimited**
www.bagsunlimited.com
Photo L-Sleeves archival polyester (Mylar)
Glassine Photo Sleeves are made of acid-free, nonplasticized paper - archival safe

Planning your digitization project

- Preplan
- Survey your collection to understand contents
- Plan a detailed system for all to follow for consistency
- Post the steps that each volunteer can follow
 - Keep a *scanning notebook* near the workspace
 - Naming charts
 - Procedures
 - Care of scanner
 - Log of volunteer work
- Establish policies and good practices
 - Who will do this?
 - Interns?
 - What training must each volunteer/intern have?
 - Who checks on progress & quality of work?
 - To whom will digital files be accessible?
 - Procedures & policies for sharing or publishing?
 - When to burn discs?
 - Where & how to store originals and discs
- Do a trial run with a few items and different volunteers, then adjust the plan as needed
- Short of damaging originals, you cannot go wrong.
- Bad digital file? Trash it!