



Example Photograph
Digitization Project Plan
Digital Stewardship Curriculum

Digitization: not just scanning

- Assessment
- Planning (select, prioritize, document plan)
- Training/Learning
- Preservation
- Metadata
- Digital Conversion and Saving
- Edits
- Quality Checks
- Provide Access

- Digitization projects are more than just the scanning (digitization = inspecting, taking care of preservation problems, entering metadata, quality checks, editing, providing access)
- Create fillable plans, checklists, or templates for yourself to make it easier to plan projects
- Sometimes you have good metadata and history to tell you whether you want to invest in digitization, other times you do not and have to research.
- Assessment and documentation is very important to let you know how much work the project will be at each of the stages.
- Understand that all these steps work together, and then develop your own way of dealing with each of them as you start planning your own projects

Factors to consider in assessment

- Size of collection
- Format
- Condition
- Time and Resources
- Budget

- We won't be able to recreate this step very well with such small collections...
- These are a couple things you want to think about when you are assessing a image project
 - No way of knowing what you have unless you look in all the folders and boxes- whether that is a complete inventory, or survey (are all boxes/folders full? You might find something you did not know was included)
 - **SIZE** -How many items in your collection, how many might still be coming in
 - What type of **format** you have - are they strange photos on metal that you have never heard of, or are they all color photo prints from 1970-1980? 10 different formats, or 2?
 - In what **condition** are the materials? Are they moldy? Are they stuck together? Do they need conservation work before proceeding? Trying to digitize materials that are damaged can further damage them...or damage your equipment.
 - After you have this info, you can clearly define your project.
- Biggest consideration is the time and resources that the project will take. We will talk more about project planning later, but you need to know WHO will be working on the project, how much time it will take,
- Budget how much it will cost (either in house or outsourcing). -Budget - staff, supplies, software, equipment, conservation, outsourcing (staff is very important)

Image specifications: Preservation copies


- File format: TIFF
 - Bit Depth: 48 bits (16 bit for grayscale)
 - Resolution: 4000-6000 pixels on long edge
 - Color Mode: Adobe RGB or sRGB
 - Use color bar if able
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Image specifications: Access copies

- File format: JPEG
- Bit Depth: 16 bits (8 bits for grayscale documents)
- Resolution: 150-200 dpi
- Color Mode: Adobe RGB or sRGB
- Crop out color bar

- These small access copies would be appropriate for uploading to a website
- You may want to consider other sizes for alternate uses

Suggested Day-to-Day Project Steps

- File naming plan, set up folder
- Scan and save
- Metadata
- Quality control
- Edit photos and documents
- Additional photo editing if desired
- Upload

- These are some steps you might do for your own project - these are things that you'd want to make some instructions for, to get your process defined for yourself or an employee to follow each time
- You would want to set up permanent storage folder on storage and backups, and sometimes a temporary scanning folder is necessary
- Selection and planning done already in this example

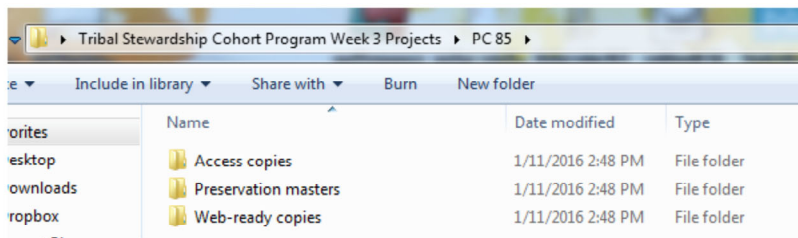
File naming

- Unique
- Systematic (numbering system)
- Relates back to physical item, other digital items
- Example: PC85_b1_f1_item#
 - Collection number: PC 85
 - Item numbers: written on items
 - Location numbers: Box, folder

Folder structure

PC 85

- Preservation Masters
- Access Copies
- Web-ready copies



- As an example - you might create separate folders for different types
- Depending on how many boxes, folders in the collection, you might also create subfolders for box and folder

Metadata schema, template

- Choose what you will follow
- Use a spreadsheet, database, etc.

	A	B	C	D	E	F	G	H	I	
1	Title	Creator	Contributor	Subject	Description	Rights	Publisher	Date	Format	Typ
2	Label on item, if one exists. If no label exists, a short description of main focus of item.	Name of the creator. If unknown, leave blank.	Any names or groups that contributed to the creation of the item.	List a few subjects or keywords that the items falls under.	Description of the content of the item.	Fill in: For permission to publish please contact Washington State University Libraries, Manuscripts, Archives, and Special Collections (509) 335-6691.	Fill in: Manuscripts, Archives, and Special Collections, Washington State University Libraries	Original date if written on item yyyy/mm/dd	Digital file format	Typ m im vie
3										
4										
5										
6										
7										

- See SHN resources on metadata and description to learn more about choosing a metadata schema
- Figure out what program or tool you will use

Metadata tips for Images

- Describe photo or document as best you can, summarizing content
- Note writing on backs of photos
- Fill out spreadsheet, database fields as able
- Some of your fields have pre-filled content that is all the same for a project

Create a workflow/process

Example

- Scan all items, save preservation masters
- Create descriptive metadata
- Create access copies and edit
- Quality control
- Upload to website

- This is an outline of a workflow, each step here might have several tasks within each, and even detailed instructions
- You might be working on this yourself, or delegating to an employee, intern, student, or volunteer
- Make sure instructions are clear

Credits

- Images
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