Thanks for joining us! Today's presentation will begin shortly.

If you have questions or want to report any technical issues,
contact us at info@dhpsny.org or (*215) 545-0613 ext.317*

From Paper to Pixels: Planning a Successful Digitization Project

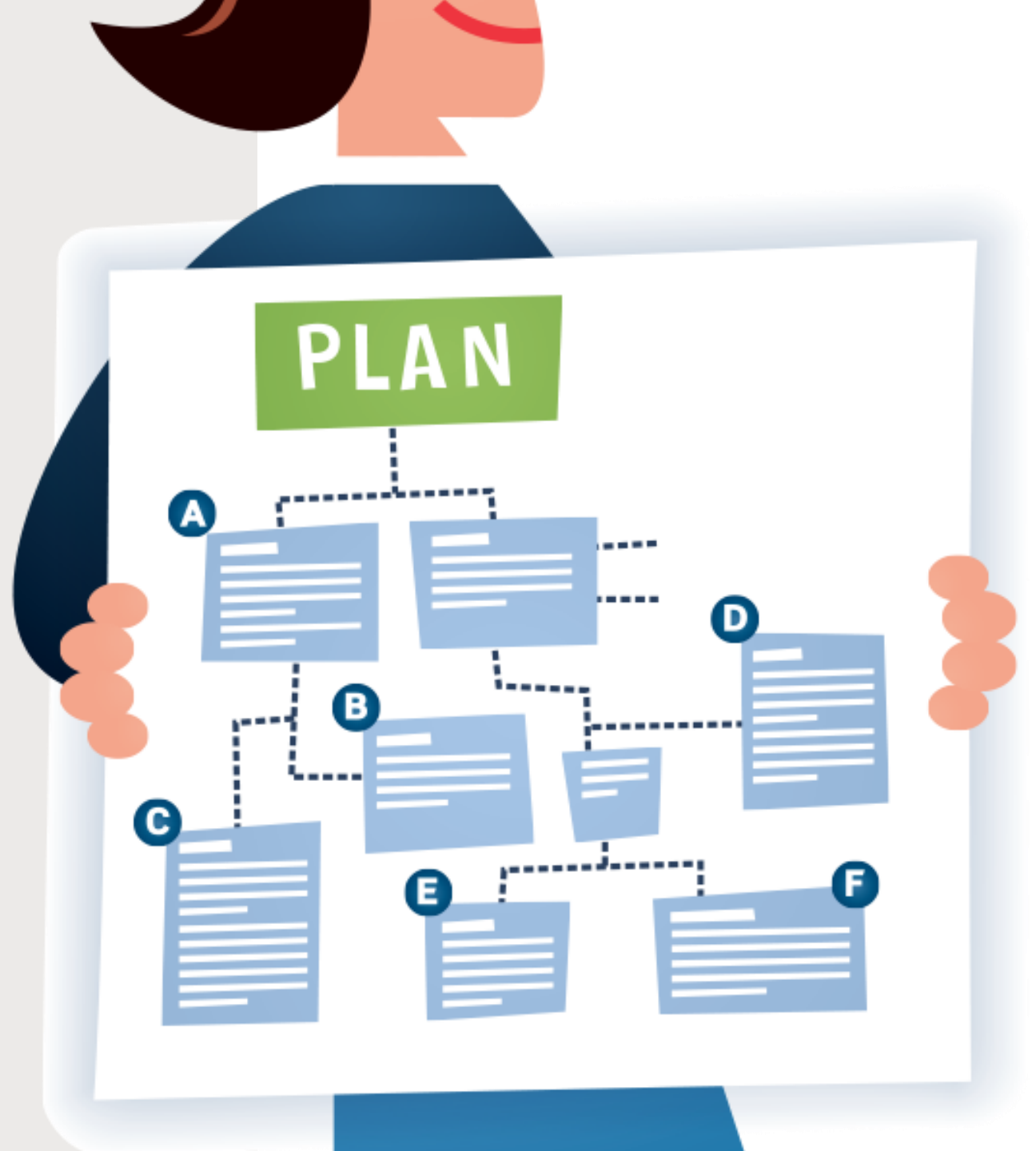Defining the Project Scope & Goals

Setting Priorities

Advocating for Resources

Identifying Conservation Challenges

Choosing File Formats & Standards

Creating a Sustainable Access Plan

Additional Resources

Defining the Project Scope & Goals

The SMART Goals Framework

Specific

Measurable

Achievable

Relevant

Time-bound

The SMART Goals Framework

Specific

The SMART Goals Framework

Measurable

The SMART Goals Framework

Achievable

The SMART Goals Framework

Relevant

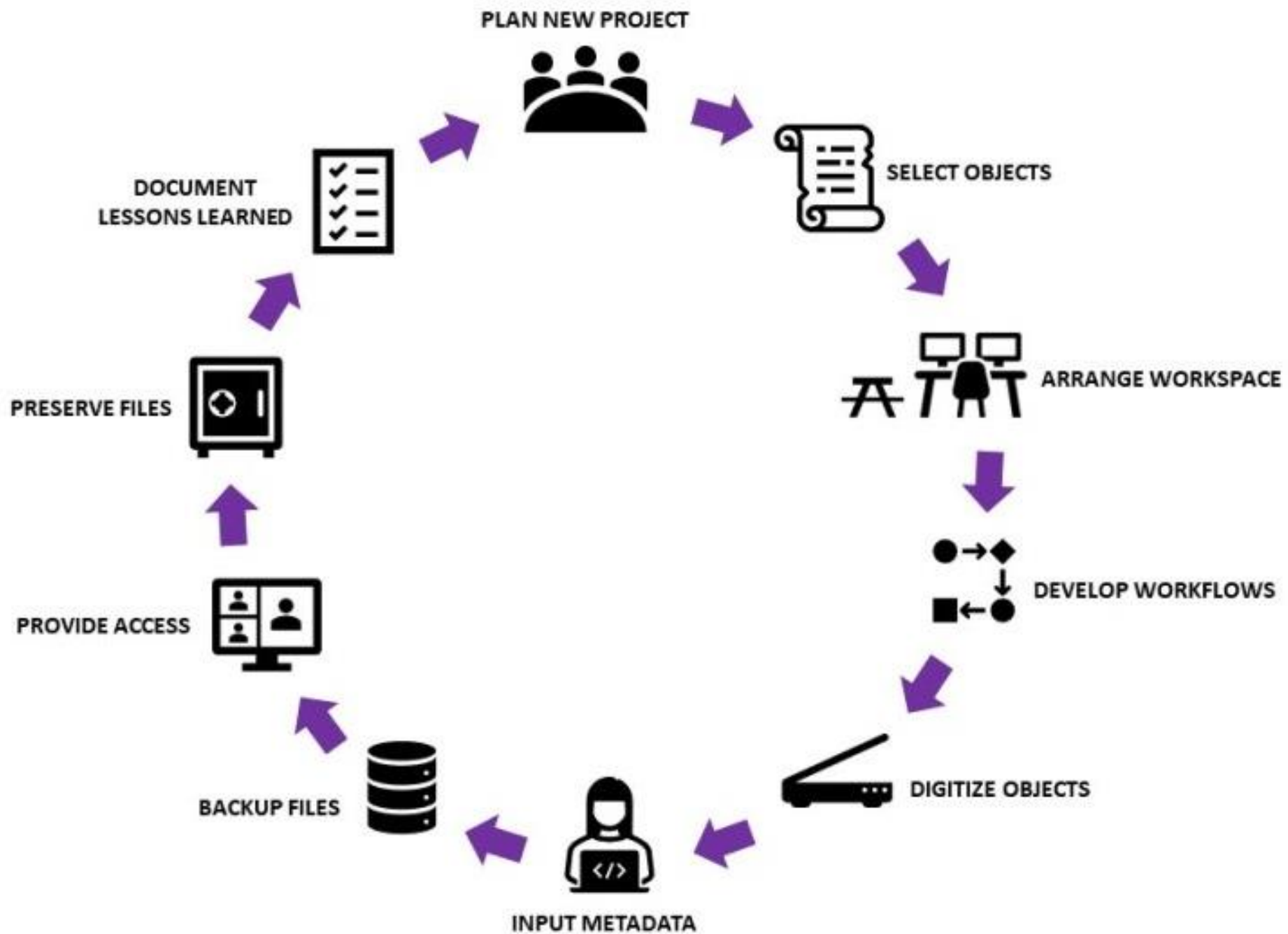# The SMART Goals Framework

Time-bound

The SMART Goals Framework

Specific

Measurable

Achievable

Relevant

Time-bound

PLAN NEW PROJECT

SELECT OBJECTS

ARRANGE WORKSPACE

DEVELOP WORKFLOWS

DIGITIZE OBJECTS

INPUT METADATA

BACKUP FILES

PROVIDE ACCESS

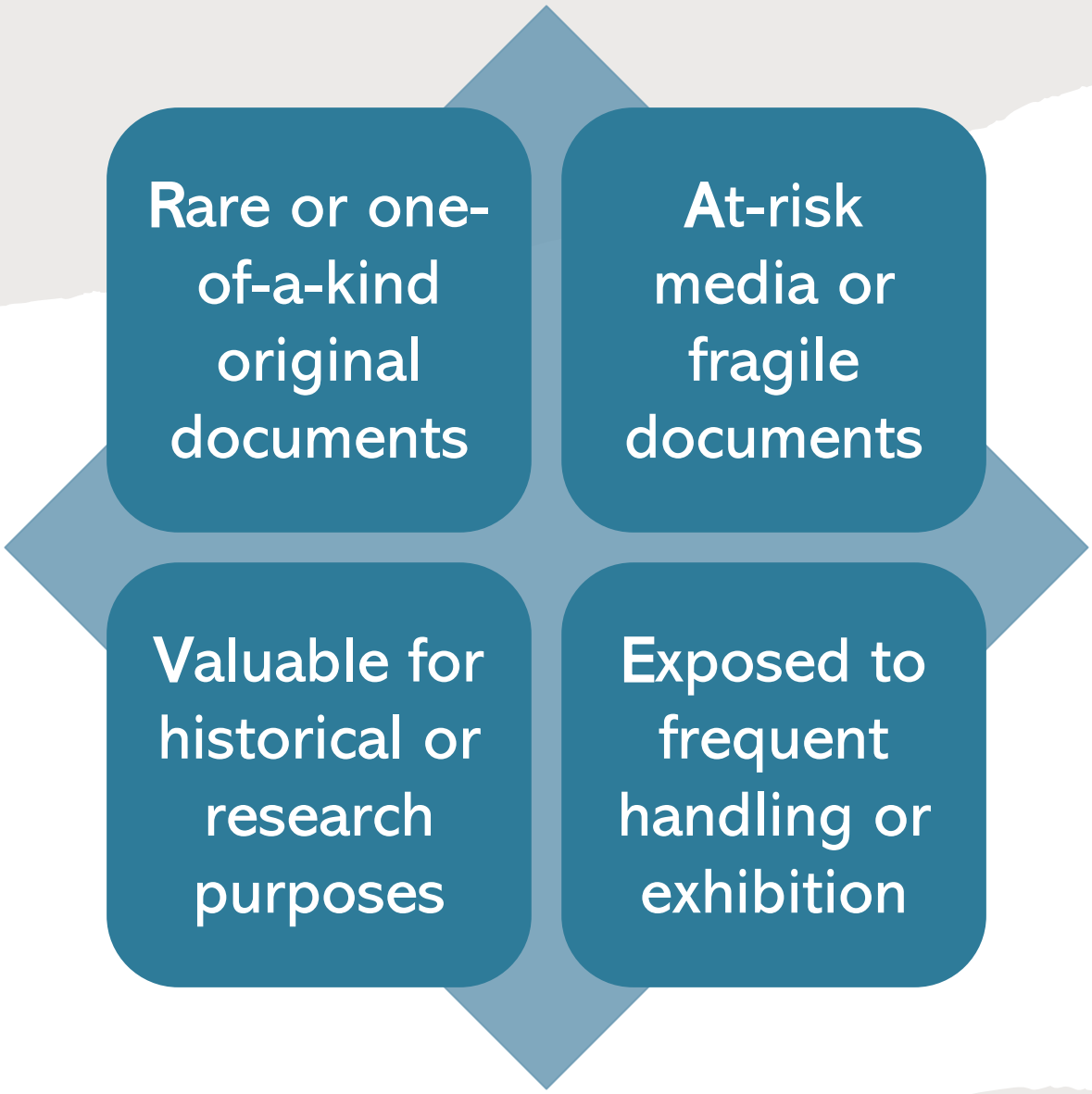PRESERVE FILES

DOCUMENT LESSONS LEARNED

What's Already Digitized?

Look at what, if any, collections have already been digitized:

- Why were these materials selected?

- Who uses them, and how?

- How were these collections digitized? Did they do a good job?

Previous digitization projects could serve as models or as cautionary tales!
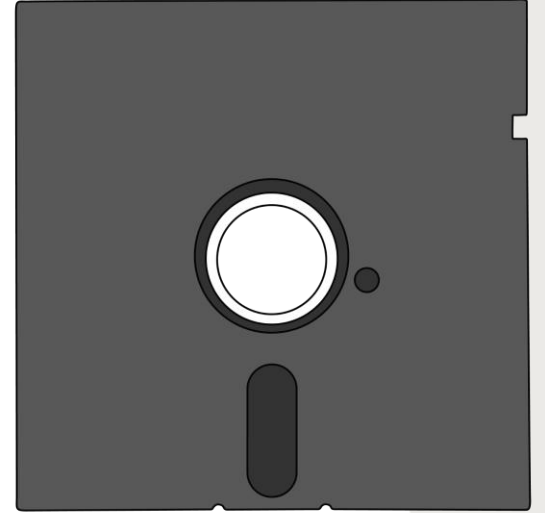
Setting Priorities

Setting Priorities

Rare or one-of-a-kind original documents

- Make sure rare (but not unique) items haven't been made available online by another repository.

- Sites to check include Internet Archive, HathiTrust, and the Digital Public Library of America.

Setting Priorities

At-risk media or fragile documents

- At-risk media could be items like nitrate negatives, brittle newspapers, even floppy disks.

- Fragile documents may need to be stabilized by a conservator before digitizing.
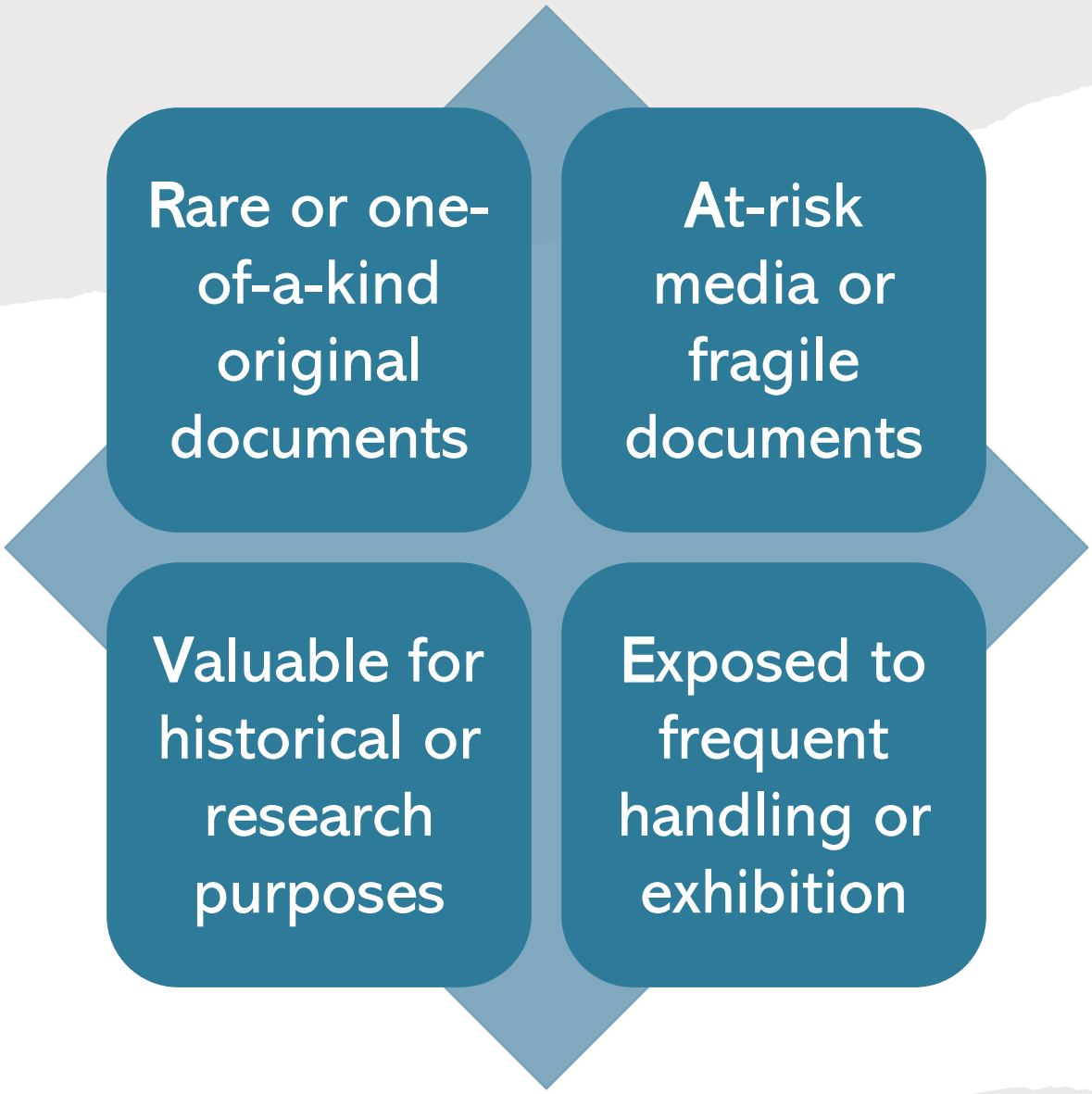
Setting Priorities

<u>V</u>aluable for historical or research purposes

- These items have a high "scholarly value," and you want to make them available to researchers, even if they haven't been requested frequently. A publicly available digital version may generate more interest!

Setting Priorities

<u>E</u>xposed to frequent handling or exhibition

- These are items that are commonly requested. Digitizing them means that you might be able to make a digital copy available instead, or to create a high-quality printed facsimile.

Other Issues to Consider

- Which parts of the collection have been accessioned or inventoried? It can be difficult to create a plan to digitize unprocessed collections.

- Do any collections or materials have copyright issues?

- Do any collections or materials contain personally identifying information, medical information, or culturally sensitive information?

Collection Survey

Advocating for Resources

Strategies for Advocacy

Align with Strategic Goals

Use Impact Narratives

Present Data

Speak Their Language

Start Small & Scale Up

Strategies for Advocacy

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Speak Their Language

Strategies for Advocacy

Start Small
& Scale Up

Strategies for Advocacy

Align with Strategic Goals

Use Impact Narratives

Present Data

Speak Their Language

Start Small & Scale Up

Budgeting & Resource Allocation

- Staffing

- Equipment & software

- Storage

- Training

- Hidden costs

Identifying Conservation Challenges

Condition Questions

Do materials require special handling? Do they need book cradles or weights?

Do materials require some intervention such as removing fasteners or taking out of encapsulation?

Do any collections require conservation treatment before they're safe to handle?

Are any collections actively deteriorating? Film negatives, brittle newspapers, etc.

Partner with Conservation Professionals

- Build time into the project schedule for material review and triage

- Don't delay digitization for full conservation unless it's critical

- Use a condition assessment form to flag items that need special care

Handling During Digitization

Problematic materials could include:

- fragile scrapbooks with tight bindings
- crumbling newsprint
- bound volumes
- letterpress books
- onionskin paper

- oversized materials
- photographic materials
- artwork that may smudge
- fragile and brittle materials
- items with bleed through

Handling During Digitization

Never fold, crease, apply undue pressure, or roughly manipulate any documents in order to capture a better image.

Issues Impacting Digitization

Show-through or bleed-through:

• Use a white piece of paper to back the original.

Onionskin paper and onionskin letterpress books:

• Use a white or cream piece of paper to back the original. For letterpress books, use the blank paper for each leaf.

Choosing File Formats & Standards

File Format

Master files – TIFF
- Widely adopted
- Accommodates variety of color spaces
- High-bit compatible, suitable for large file sizes

Derivative files
- PDF – Great for multi-page objects
- JPEG – Smaller files, good for email and websites

Digitization Specifications

Prints and Photographs

Performance Level:

	1 Star	2 Star	3 Star	4 Star
Master File Format	TIFF	TIFF	TIFF	TIFF
Access File Formats	All	All	All	All
Resolution	100 ppi	200 ppi	400 ppi	600 ppi[1]
Bit Depth	8	8	8 or 16	16
Color Space	Grey Gamma 2.2 SRGB Adobe 1998 ProPhoto ECIRGBv2	Grey Gamma 2.2 SRGB Adobe 1998 ProPhoto ECIRGBv2	Adobe 1998 ProPhoto, ECIRGBv2	Adobe 1998 ProPhoto, ECIRGBv2
Color	Grayscale or Color	Grayscale or Color	Color	Color

- File Format
- Resolution
- Bit Depth
- Color Space
- Color

Resolution

150 ppi
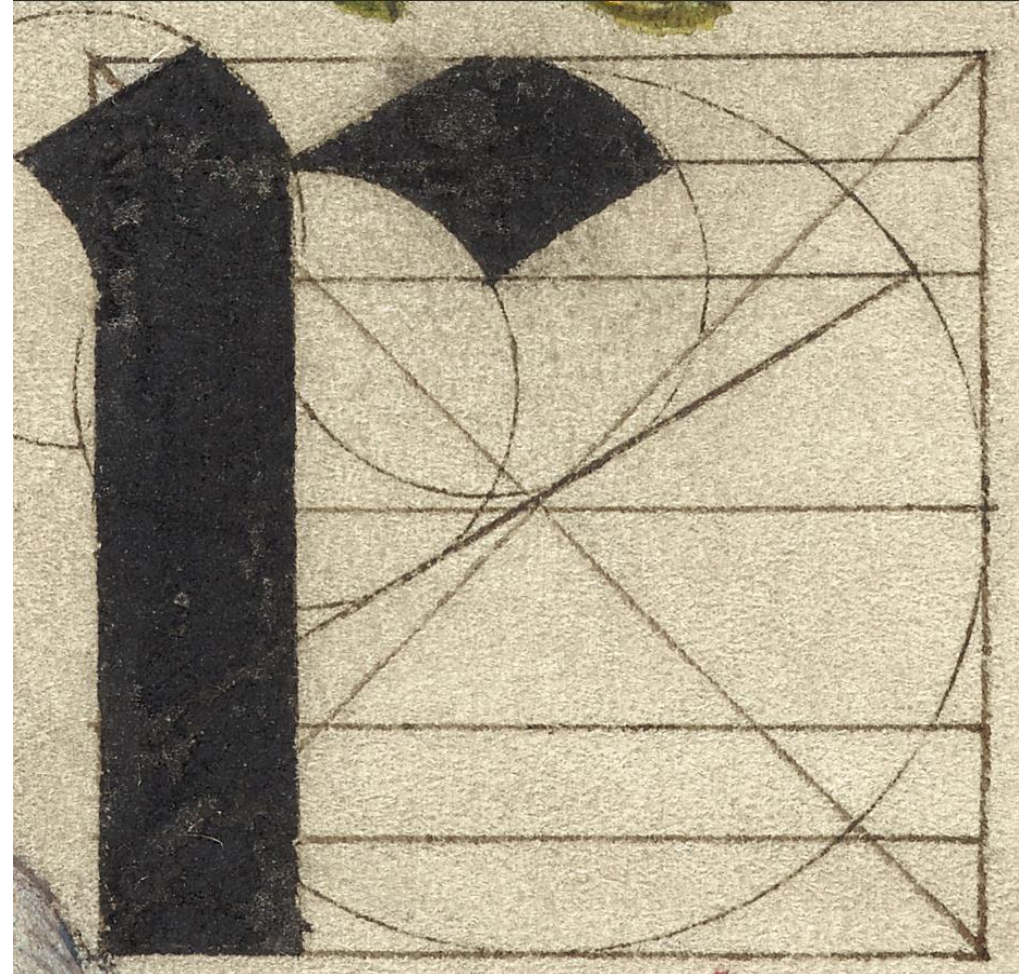
800 ppi

Color
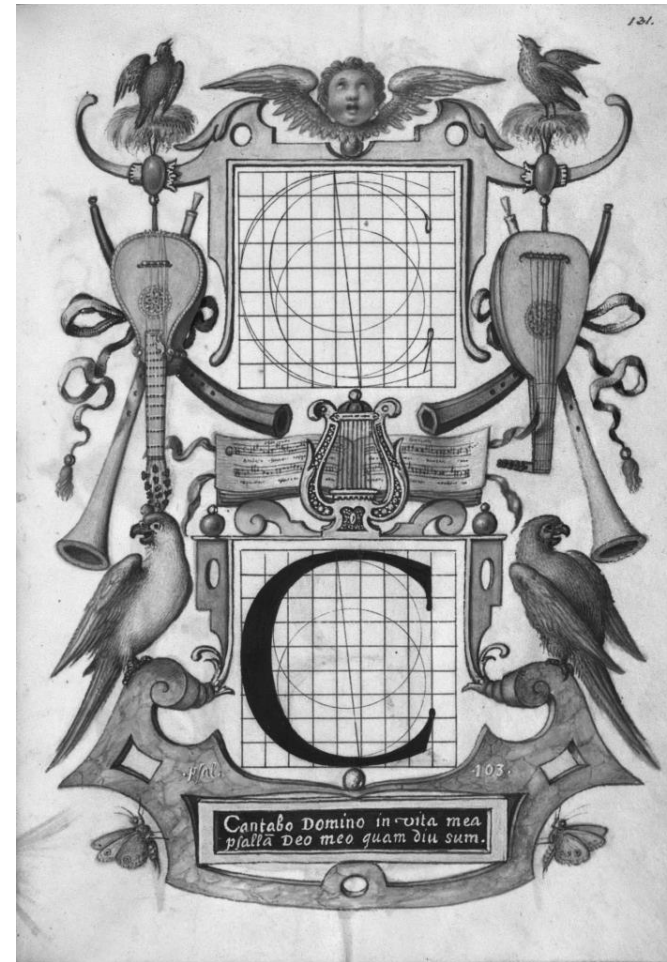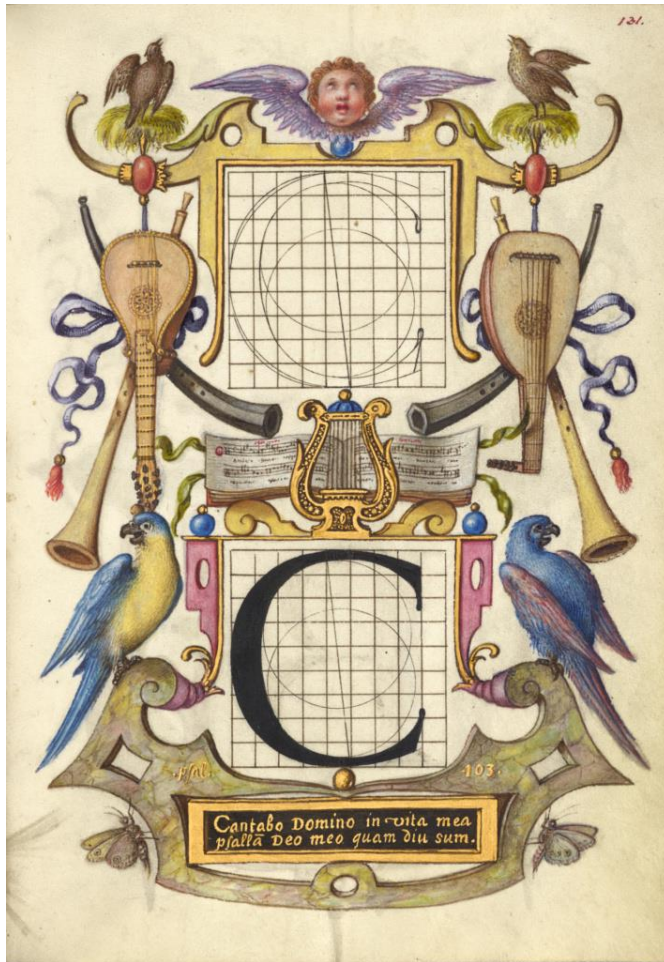
Bit Depth

1-bit (2 tones available per pixel)

8-bits (256 tones available per pixel)

Name

StOlaf_RML_Felland_023_P
StOlaf_RML_Felland_053_P
StOlaf_RML_Felland_062_P
StOlaf_RML_Felland_117_P
StOlaf_RML_Felland_228_P
StOlaf_RML_Felland_234_P
StOlaf_RML_Felland_271_P
StOlaf_RML_Felland_335_P
StOlaf_RML_Felland_348_P
StOlaf_RML_Felland_360_P
StOlaf_RML_Felland_381_P
StOlaf_RML_Felland_410_P
StOlaf_RML_Felland_420_P

File Naming

- Structure for naming files
- Unique and consistently structured
- Should have some level of description

Cropping

Quality Control (QC)

- Build in checkpoints so you catch problems early

- Decide who will do QC and what the pass/fail criteria are

Metadata & Documentation

Metadata Types

- Descriptive: title, creator, date, subject, description
- Administrative: rights information, ownership, management details
- Technical: file format, resolution, scanner or camera model
- Preservation: fixity information, migration history, preservation actions

Metadata Standards

- Dublin Core Metadata Initiative (DCMI)

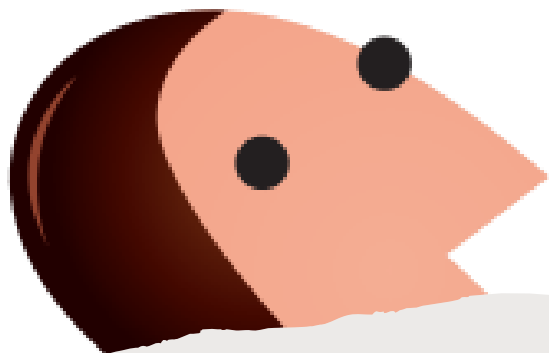- Machine-Readable Encoding (MARC)

- Encoded Archival Description (EAD)

Associating Metadata

Choose Metadata Standards

Detailed metadata enhances the discoverability and accessibility of digital files by providing valuable information about the content, context, and provenance.

Continual access is a form of preservation for digital assets. Digital files and records are useless without appropriate access points.

Creating a Sustainable Access Plan

File Storage Considerations

- Types of file storage

- Redundancy (3-2-1) and backups

- Calculating storage space needs

Lots of Copies Keeps Stuff Safe

3 Copies of Data

2 Types of Storage

At Least 1 Copy off-Site

How Much Storage Do You Need?

- How many items you want to digitize?

- What file size will you get from scanning at the resolution you need?

- Don't forget the derivative files you'll need in addition to master copies.

- Plan for the future! Select a storage option that you can add to incrementally.

Access Platform

What platforms or software are you going to use to provide public access?

- CONTENTdm
- Dspace
- Omeka
- Internet Archive
- Digital Public Library of America
- Google Arts & Culture

Q&A &
Additional Resources

Additional Resources

- FADGI Guidelines: federal standards for digitization quality

- Library of Congress: recommended file formats list, updated annually

- Digital Preservation Coalition: comprehensive guide to every aspect of digital preservation

- Sustainable Heritage Network: practical digitization guides

Questions?

DHPSNY staff is available to answer your questions.
Contact us at **info@dhpsny.org** or **(215) 545-0613**.

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