DIGITISATION

YESTERDAY, TODAY & TOMORROW

SMALL MUSEUMS

CONFERENCE

ROMA, QUEENSLAND

26TH - 28TH OCTOBER 2018

Facilitator: Christine Ianna
christine.ianna@gmail.com

Acknowledgements

Liza Dale-Hallett, 'Museums – Leading from the past to the future ' and the Invisible Farmer Project
https://invisiblefarmer.net.au

Fiona Hayward, 'Diving into Digitisation'
http://historyartmusickilburnie.strikingly.com/

Kylie Bourne, Miles Historical Village

Why digitise?

Yesterday

Unlocks collections from the past held in large and small organisations, making them discoverable and available for everyone*

Today

Facilitates research eg transcription or text made searchable, records condition, collection management

Tomorrow

Preserves content and stories for today and tomorrow

Lets us move outside our sector

*Source: GLAM Peak - the peak representative bodies of the galleries, libraries, archives and museums sectors in Australia

http://www.digitalcollections.org.au

Digitisation Projects

- Small - a few photos, specific projet or exhibition

- Large - a whole collection
  https://www.carnamah.com.au/virtual-museum

Elements to success

- Know what you have

- Research – see what others are doing

- Planning

- Avoid digitising with an output in mind

- Do it ONCE do it WELL! You may only get one opportunity

- 'Capture once, use many times'
    - ie always capture a high resolution master file this will allow for multiple access formats to be created

- Quarantine master

Planning a Digitisation Project - Logistics

- How big or small is your project to be

- Do your research -See what others are doing, no one-size-fits-all / be realistic

- In house / Out source

- Where will you begin - the most requested items in the collection or the more fragile items that are deteriorating

- Prepping the items – is conservation required

- Do they need re-housing after digitisation

Planning a Digitisation Project - Equipment, software and skills

- Audit -What do you have? What do you need?

- File naming

- Standards and Guidelines for file capture- what technical specifications including resolution for the 'master' file, bit-depth, file type, file compression,

- Descriptive & technical metadata

- Where will you store it
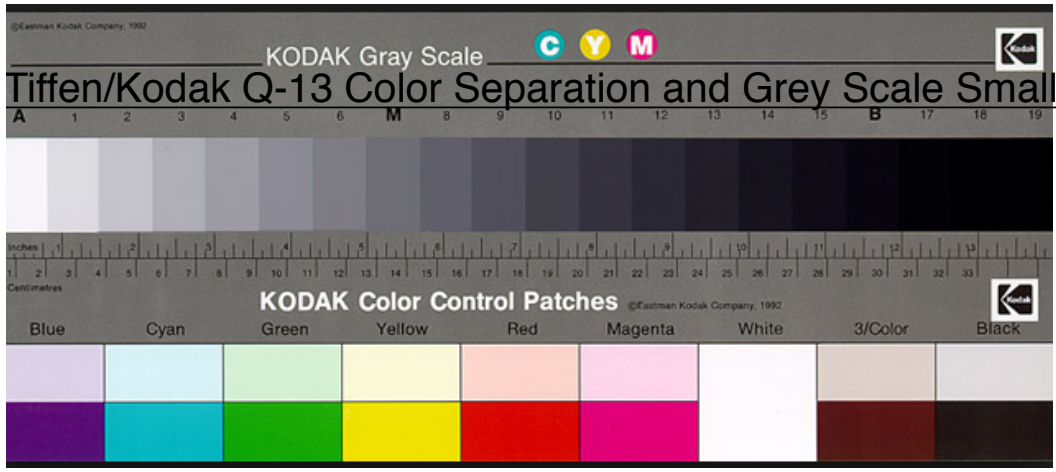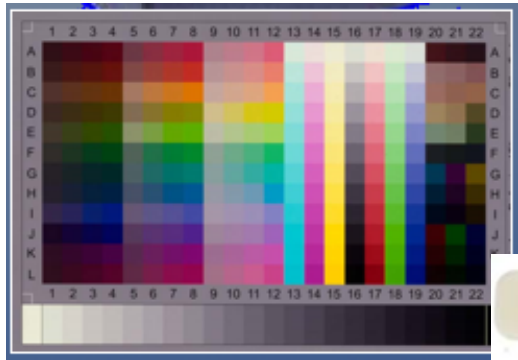
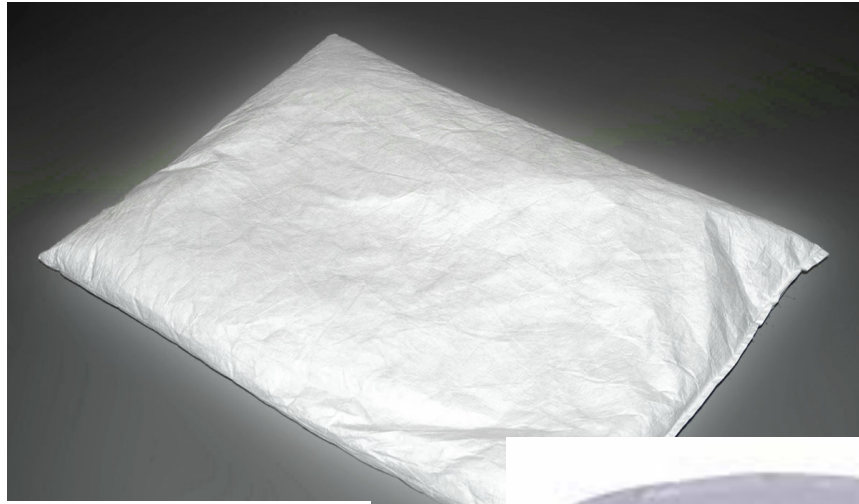- Decide & document your approach

Audit

- What do you have?

- What do you need?

- When do you need it by?

- How will you get it?

- How will you do it?

What do you need?

- Computer – laptop, desktop

- Monitors – single , double

- Equipment – flatbed scanner, overhead capture, copy stand camera

- Software – monitor calibration, image processing

- Storage hardware – server, cloud, NAS

- Additional – colour card and scale, gloves, microfibre cloths, spatula, book pillow, light box

KODAK Gray Scale

Tiffen/Kodak Q-13 Color Separation and Grey Scale Small

KODAK Color Control Patches   ©Eastman Kodak Company, 1992

Blue   Cyan   Green   Yellow   Red   Magenta   White   3/Color   Black

http://photovideo.com.au/tiffenkodak-color-separation-grey-scale-small-p-7290.html

Handling & Supports for archival records

Book supports

Polyester pillow protector

Pillow case

Polystyrene bean-bag fill

Home Order Catalog Main Next Page Previous Page Contact Us About Us Technical Info.

Book Support Cushions

These cushions won a Society of Archivists award in the U.K. They are made of super-fine white felt, and contain polystyrene granules. They provide ideal support for seals, rare books, or other fragile items on display and are available in three sizes. Cushion covers are offered separately to protect the cushions and may be washed as needed.

Item #	Description	EuroDollars	Price
BSB-1	Small book support cushion, 8 x 8		$22.00
BSB-1C	Small book support cushion cover		$8.10
BSB-2	Medium book support cushion,12 x 16		$34.00
BSB-2C	Medium book support cushion cover		$9.25
BSB-3	Large book support cushion, 20 x 24		$51.00
BSB-1C	Large book support cushion cover		$12.15

http://www.conservationresources.com/Main/section_4/section4_7.htm

Washed unbleached calico can be sewn to any size and partially filled with polystyrene beads
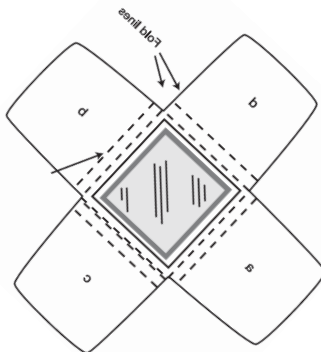
Handling & Supports for archival records

Conservation - Book wrapping

Grant Collins, Executive Manager, Collection Preservation and a member of the State Library's Conservation unit, Lesley Berg, demonstrate and explain the process of 'book wrapping' and how this will help you in preserving your own precious material.

Speaker: Grant Collins and Conservation staff member
Duration: 6:40 minutes
Date: November 2009
Windows media (video): dialup or broadband
RealPlayer (video): dialup or broadband
Download video: mp4 [26.2MB]

http://www.slq.qld.gov.au/find/webcasts/libraries#155061

Conservation - Encapsulation

Grant Collins, Executive Manager, Collection Preservation and a member of the State Library's Conservation unit, Lesley Berg, demonstrate and explain the process of 'Encapsulation' and how this is used to preserve documents. Follow the steps shown to care for your own important personal documents.

Speaker: Grant Collins and Conservation staff member
Duration: 6:33 minutes
Date: November 2009
Windows media (video): dialup or broadband
RealPlayer (video): dialup or broadband
Download video: mp4 [25.7MB]

http://www.slq.qld.gov.au/find/webcasts/libraries#155062

http://archivesoutside.records.nsw.gov.au/conservation-tip-no-7-upright-support-for-books-in-storage/

http://www.slv.vic.gov.au/explore/conservation-guides/packing-storing-books

http://www.slq.qld.gov.au/__data/assets/pdf_file/0008/167264/SLQ_-_info_guide_-_four-flap.pdf

How will you do it?

- File naming – unique identifier (preferably linked to accession identifier)

  Remember – Words matter

- Standards and Guidelines for file capture*

  Technical specifications for master file to be used –include:

  - resolution 400 ppi (300ppi), 600ppi or more

  - file type (tif),

  - file compression(nil)

  - Black & White, Grey scale , Colour (default to colour)

  - Bit depth – colour 24/48 the more bits per pixel, the more i pixel contains and the richer the digital palette
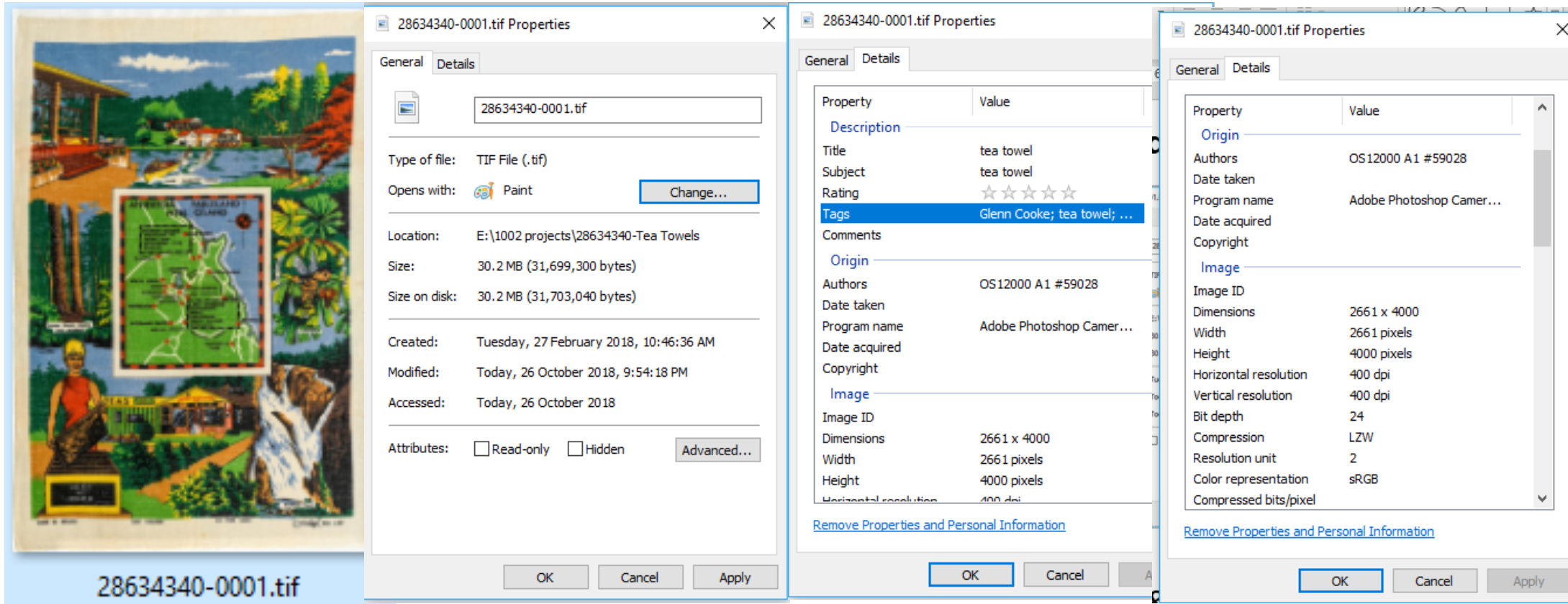
  A digital image consists of tens of thousands of tiny dots or squares called pixels.

  *SLQ Digital Standard 2 – Digital capture & format
  http://www.slq.qld.gov.au/about-us/corporate/policies/digital-standard-2-digital-capture-and-format

How will you do it? Cont'd

- Descriptive & technical metadata
- Consistency essential

Storage

LOCKSS   -   lots of copies keeps 'stuff' safe

CDs and DVDs

https://www.clir.org/pubs/reports/pub121/sec4/

USBs, thumb drives and camera storage cards, SD cards

'they usually work as long as you have them, but sometimes they fail unpredictably'*

*https://www.cnet.com/forums/discussions/microsd-card-life-expectancy/

Other storage

External Drives

CLOUD

Network Attached Storage (NAS)

https://www.cnet.com/topics/storage/best-hard-drives-and-storage/network-attached-storage/

https://www.choice.com.au/electronics-and-technology/computers/storage

Create a faithful image

- Consistency essential

- Apply guidelines

- Decide & document your approach

- Share

Naming Conventions

- File Naming guide for digital files
  http://www.slq.qld.gov.au/resources/qld-history/connect/connected-collection-of-queensland-memory/digitisation-toolkit/file-naming-guide-for-digital-files

- **Note:** Consider developing a list of accepted abbreviations and acronyms for ones most commonly used (e.g. for department names)

- Naming conventions may include:
  - use only alpha-numeric characters
  - avoid using: the, for, and, in, of, if, so
  - avoid using special characters such as: @ # & = ; : ^ \ / " $ < > ?
  - names relating to recurring events (e.g. monthly meeting) should indicate the date and description of event (e.g. Monthly Staff Meeting July 2014) , do not abbreviated unnecessarily (e.g. use committee instead of 'cttee') and where there are different versions, it is good practice to indicate it with the inclusion of a 'V' followed by the number (e.g. Annual Report 2013-2014 V2)
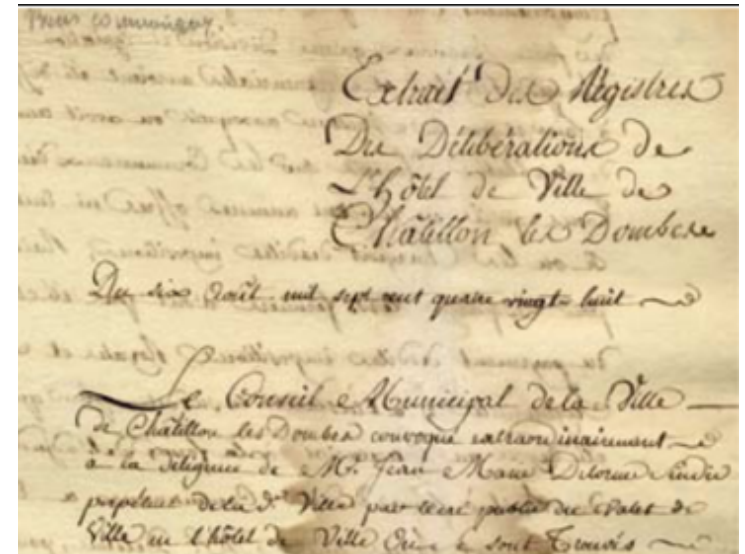
Cropping – include all evidence

Master file includes colour card and scale

Bleed through

General tips for scanning or photographing

- use *soft leather weights* to hold documents in place

- bleed-through from the reverse page can be reduced by placing a sheet of

  black card between the pages

- thin documents may benefit from a sheet of white paper placed behind the

  page.

https://archivesoutside.records.nsw.gov.au/digitising-your-collection-part-4-scanning-and-handling-tips/

Monitor Calibration Software

- Computer monitors commonly display colours differently

- Each display reproduces colours and brightness differently, shifting over time

- To ensure faithfulness monitors need to be calibrated

- How to calibrate your monitor https://www.cnet.com/how-to/how-to-calibrate-your-monitor/

Image Editing Software

- Used for colour correction, cropping or digital restoration

- Apply a minimalist approach, with a focus on maintaining the look of the original

- Software may come with your scanner

- Other software is available

  - Photoshop CS2 (old version released 2004) https://www.techspot.com/downloads/3689-%20adobe-photoshop-cs2.html

  - GiMP, Free, multi-platform, Image Editing Software http://www.gimp.org

RESOURCES

GLAM Peak - the peak representative bodies of the galleries, libraries, archives and museums sectors in Australia
http://www.digitalcollections.org.au

State Library of Queensland
http://www.slq.qld.gov.au/resources/qld-history/connect/connected-collection-of-queensland-memory/digitisation-toolkit

http://www.slq.qld.gov.au/resources/preserving-collections/preservation_guides/digitisation

State Record Office NSW Digitising your collection blog series
https://archivesoutside.records.nsw.gov.au/resources/digitising-your-collection-pdf/

RESOURCES cont'd

DigitalNZ

https://digitalnz.org/make-it-digital

UK Collections Trust

https://collectionstrust.org.uk/digital-isnt-different/

International **F**ederation Of **L**ibrary **A**ssociations And Institutions (IFLA)

https://www.ifla.org/publications/guidelines-for-digitization-projects-for-collections-and-holdings-in-the-public-domain

Library of Congress

https://blogs.loc.gov/thesignal/2014/03/personal-digital-archiving-the-basics-of-scanning/

RESOURCES

- The Carnamah Historical Society was founded to collect, record, preserve and promote local history. It has a virtual museum https://www.carnamah.com.au/virtual-museum

- Joanna Fleming - Born Digital @ State Library of New South Wales

  https://www.youtube.com/watch?v=E2hIDEMOwQo&feature=youtu.be

- Fiona Hayward, 'Diving into Digitisation'

  http://historyartmusickilburnie.strikingly.com/