Scanning Project Plan

Digital Stewardship Curriculum

Digitization – not just scanning

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

Assessment - Factors to consider

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

Technical Specifications – Preservation Masters

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

Technical Specifications – Access Copies

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

- May have more than one folder of access copies – like specific "online upload" copies

Steps For Digitization Workflow

1. File naming plan
2. Scan and save
3. Metadata
4. Edit photos and documents

5. Quality control
6. Upload
7. Additional photo editing if desired

File naming convention

- Unique
- Systematic (numbering system)
- Relates back to physical item, other digital items
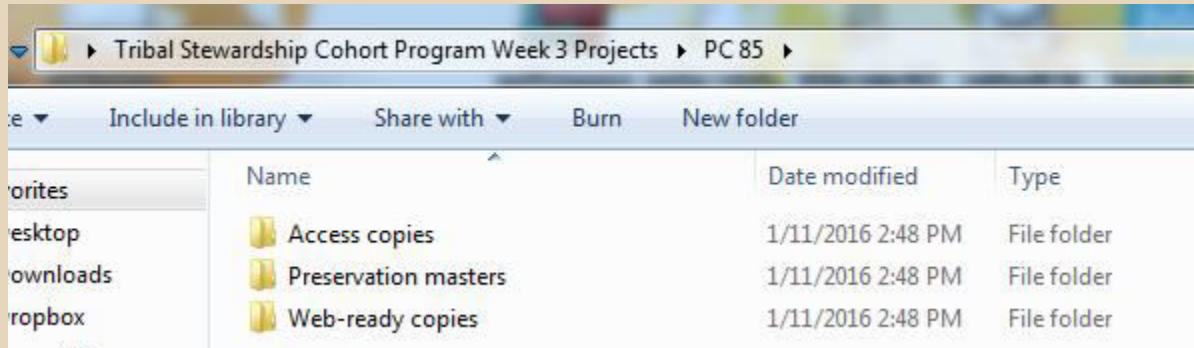
We have:

  Collection number: PC 85
  Item numbers: on items
  Location numbers: Box 1, folder 5

Folder structure
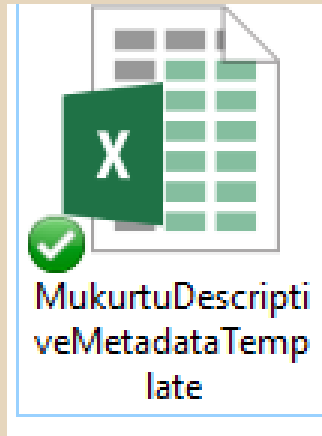
PC 85

- Preservation Masters
- Access Copies
- Web-ready copies

Metadata standards

Modified Dublin Core spreadsheet

MukurtuDescripti
veMetadataTemp
late

	A	B	C	D	E	F	G
1	Title	Creator	Contributor	Subject	Description	Rights	Publisher
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
3							
4							
5							
6							
7							

Entering Metadata

- Describe photo or document as best you can
- Note writing on backs of photos
- Follow instructions to fill out spreadsheet
  - Some fields have pre-filled content

Process

- Scan all items, save preservation masters
- Create descriptive metadata
- Create access copies and edit

Remember - Handling Fragile Materials

- Clean, dry hands! Use gloves
- Hold at edges
- If photos are in plastic, decide if you can or should remove for scanning
- Don't let photos shift around

Editing Images and Saving Access Copies

- Create access copies
  - Change Mode and Bit Depth
  - Change Resolution
  - Convert to JPEG
- Copy to web-ready copies folder
- Edit further
  - Crop out color bar
  - Rotate, if needed
  - Fix small scanning flaws, if needed