Imaging in Context: Introduction to Still Image Digitization for Smaller Institutions

November 9, 2017

The following links and information address questions that came up in the webinar.

Digitization/Digital Preservation training opportunities

These are just a few of the many organizations that offer training opportunities, both online and in-person. Look for additional opportunities at regional preservation/conservation centers, through professional organizations, or at your state library.

Lyrasis *https://www.lyrasis.org/Pages/Events.aspx*

Amigos Library Services *https://www.amigos.org/taxonomy/term/52*

Northeast Document Conservation Center
   https://www.nedcc.org/preservation-training/training-about

Also from NEDCC: ***Digital Directions: Fundamentals of Creating and Managing Digital Projects*** (in person workshop)
   https://www.nedcc.org/preservation-training/digital-directions/digitaldirections

Open source image processing tools

All three of these tools were mentioned in the webinar

- **XnView** *https://www.xnview.com/en/*
- **IrfanView** *http://www.irfanview.com/*
- **GIMP (GNU Image Manipulation Program)** *https://www.gimp.org/*

According to the FAQs on their respective sites, both IrfanView and GIMP can be used on a MAC.

From Irfanview:

   Q: Can I use IrfanView on MAC?

   A: Yes, probably. There is no native-Mac version of IrfanView. However, you can use IrfanView in conjunction with Mac program like WineBottler/DARWINE. Take the ZIP version of IrfanView and unzip it or copy your existing Windows IrfanView folder to Mac. This is easier because the installer may need additional Windows DLLs to run.

A Google search for additional tools compatible with MAC OS yields the following option:
   Seashore *http://seashore.sourceforge.net/The_Seashore_Project/About.html*

Monitor RGB vs. Adobe RGB

Monitor RGB is whatever RGB you want to calibrate your monitor to display. Adobe RGB is a specific color space. You may want to calibrate your monitor to Adobe RGB and then Monitor RGB would be the same as Adobe RGB. Ideally, you would have your monitor calibrated to the color space you are scanning in.

Basic Digitization Workflow

1. Select- Select of materials for digitization and decide what the goal of the digitization project will be.

2. Evaluate- Evaluate condition and collect descriptive metadata if possible Decide what equipment will be necessary for scanning and how items will be scanned.

3. Digitization preparation- Decide on file names and folder structure, create a workspace, determine project specifications and standards, calibrate equipment and make scanning profiles if possible.

4. Digitize- Check machine settings before starting, orient item correctly if possible, position object scan target, and scan. Check each image as it is scanned.

5. Post-processing- Do image manipulation on derivative images only, leave archival masters untouched, create access derivatives.

6. QA- Check quality of images, file names, etc.

7. Archiving- Create technical metadata, package files to store safely. Remember LOCKSS and to migrate digital assets.

8. Allow Access- Use access derivatives to allow access to digital assets on platform of your choosing.

9. Several in-depth workflows for large and small scale projects are available in the FADGI standards starting on page 55.

See: **Technical Guidelines for Digitizing Cultural Heritage Materials** *http://bit.ly/2iEubwL*