

Digitization at the Longwood Public Library

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Digitization

What is it?

The process of making a digital copy of a physical object, or the conversion of analog information to digital information.

Why is it important?

- Organization
- Security
- Legacy

Digitization is not Preservation

Digitization is a part of your overall preservation plan:

- Repair
- Rehouse
- Replace
- Reformat (aka Digitization)

Digitized items still have to be preserved

Equipment

- Scanner-Largest, best quality your library can afford
 - At least 600 dpi, 24 bit RGB, TIFF and JPEG
- Adobe Photoshop
- Project Client
- Good Computer
- External Hard Drive and/or drive on the server
- LILRC has scanners for large and odd items

Training

- LILRC
- NEDCC
- OCLC
- DHPSNY
- Greater Hudson Heritage Network
- LOC
- ALA
- SAA

Guidelines and Suggestions

- Scan a TIFF and JPEG copy
- Dublin Core Metadata set
- Controlled Vocabulary
- Determine practices at the start of the project and be consistent
- Start with a small collection or general theme
- Don't be scared to outsource the project!

Workflow

Like items together



Assign accession numbers



Scan and save items



Create metadata



Upload to CONTENTdm client

Back Up

- Think 3: Original or hard copy, digital copy, and backup copy
- TIFF for archive and printing; JPEG for New York Heritage and social media
- Save copies on server, USBs, external hard drives, etc and not just on the computer hard drive
- Check the files at least once a year to make sure they are readable
- Transfer or resave photos to new formats when they become available or at least every five years to avoid data loss