

PRESERVING AND PREPARING MATERIALS FOR DIGITIZATION

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Digital Project Planning

- Plan/Proposal
- Policies and Principles
- Selection
- Preparation and Training
- Digital Capture
- File Management
- Discovery and Delivery
- Access and Use
- Marketing and Evaluation
- Sustainability

Selection

- Condition
 - ▣ Can it be digitized as-is or does it need conservation (this adds time and money)?
 - ▣ Does your staff/vendor know how to handle fragile materials (training adds time)?
 - ▣ Do you have the equipment to digitize fragile materials safely?
 - ▣ Do you have an expert on staff who can make these decisions and do the training?

PRIOR TO DIGITIZATION

Preparation

- Condition report
- Collation
- Removal of fasteners
- Cleaning and mending
- Conservation
- In-house staff training
- Vendor specifications for handling
- Packing/shipping
- Space preparation

Condition Reports

- A report of the physical condition of the collection being digitized.
- Prepared form should include:
 - Collection name
 - Name of person completing the report
 - Date report was completed
 - Description of collection (subject matter, type – documents, photographs, bound volumes, etc., and dimensions)
 - Written description of damage or digital images showing damage
 - Treatment needs prior to digitization
 - Special handling needs during digitization if no conservation treatment will be done



Collation



Removing Fasteners



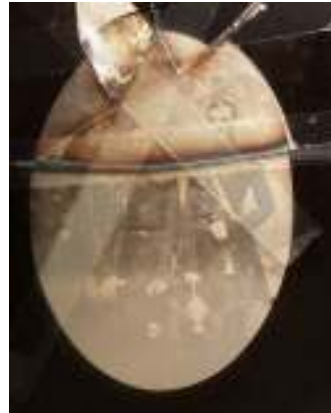
Humidifying and Flattening



Cleaning and Mending



Conservation



In-house Staff Training

- Condition reporting
- Basic techniques for preparation and handling
- Training on equipment and specifications
- Be prepared for extra time and money, especially if project is grant funded
- Encourage questions at every step!

Space Preparation

- Enough room for equipment, materials, and staff?
- Sufficient electrical infrastructure?
- Ability to control the environment?
- Appropriate equipment for materials?
- Secure?



DURING DIGITIZATION

Handling materials on a flatbed



Digitizing with a Camera



Using aids



When to wear gloves



AFTER DIGITIZATION

Condition Reports

- Review form as completed prior to digitization
 - Address any staff or vendor training needs that arise because of damage due to handling
 - Determine if any mending or conservation is needed
 - Revise form to address issues not caught in initial review

Mending and Conservation

