Consistent and High Quality Digital Imaging

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Center for Digital Scholarship
Understand the life cycle of your digital images
• Captured accurately
• Potential to repurpose
• Described effectively
• Named uniquely
• Accessible widely
• Stored safely
• Stewarded successfully
Make informed decisions about your digital imaging workflow BEFORE you begin digitizing your images their best chance for a long life
Capture Accurately

Image Capture Devices

Flatbed scanners –
- easy to use
- good for 2 dimensional items such as letters, papers, clippings, some photographs
  - Slide scanners
  - Overhead book copiers
  - Automatic document feeders
  - Transparency attachments
Capture Accurately

Image Capture Devices

Digital Cameras –
• flexible
• necessary for oversized materials, original art, on-site photography

• Point and shoot
• 35mm Single Lens Reflex (SLR)
• Scanning Attachments
Best Practices: Image Capture

- 600 ppi or greater (6000 pixels on the longest dimension)
- 24 bit color or greater
- Save to a standardized image format
- Use a standard color target for uniform capture
Potential to Repurpose

• Current best practice guidelines say that original works should be captured and archived in the highest resolution and bit-depth allowed by a project's budget.

• It is important that the quality of the “master image” is 'good enough' to remain relevant beyond a single short-term purpose.
Describe Effectively

Best Practices for Metadata Creation

Capture as much information as you can:
  * ask yourself what is the least you can get by with
  * what is the most that might be needed

Use Controlled Vocabularies

Follow standards:
  Dublin Core
  VRA
  METS
Describe Effectively

Descriptive Metadata
Metadata that describes the intellectual content of a resource and used for the indexing, discovery and identification of a digital resource.

Administrative Metadata
Metadata that includes management information about the digital resource, such as ownership and rights management.
Describe Effectively

Structural Metadata
Metadata that is used to display and navigate digital resources and describes relationships between multiple digital files, such as page order in a digitized book or diary.

Technical Metadata
Metadata that describes the features of the digital file, such as resolution, pixel dimensions and hardware. The information is critical for migration and long-term sustainability of the digital resource.
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<tr>
<td>Description:</td>
<td>Man in military uniform, holding gun and walking in front of military tents.</td>
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**Source:**
Kansas Collection, Kenneth Spencer Research Library, University of Kansas

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Name Uniquely

Consistently follow an established filenaming convention

Every image file will need a unique identifier or filename.

ksrl.sc.c1250_m.tif
unct.kc.goreyinterior l_t.jpg
Accessible

Adhere to Best Practices and Standards

• Shared technical and descriptive standards make it possible to exchange information among databases and across networks

• Common approaches ensure that all institutions can contribute to and take advantage of the knowledge commons
Accessible

File Formats:

Digital masters should be stored in internationally recognized formats

TIFF - the widely used uncompressed format for master images
JPEG - the widely used compressed format for web derivatives
JPEG 2000 – increasingly used wavelet-based image compression standard
Store Safely

Store your files in an organized file structure on a server maintained by your institution - if you must store files on a workstation hard drive or on removable media such as an external hard drive, CD-ROM or DVD, make backup copies of all media.
Steward Successfully

• Capture images which adhere to best practices and standards
• Create metadata following an accepted data standard
• Save images in recognized file formats
• If possible, store your files on an institutional server - if you must store files on a workstation hard drive or on removable media, be sure to make backup copies.
• Determine sustainability plans and procedures (storage, archiving, refreshing media, etc.)
• Capture accurately
• Potential to repurpose
• Describe effectively
• Name uniquely
• Accessible widely
• Store safely
• Steward successfully

Give your images their best chance for a long life
Resources

• Center for Digital Scholarship
  http://cds.lib.ku.edu/
  – On-site consultants
  – On-site image capture equipment and software
  – Equipment and software training

• CDP Digital Imaging Best Practices, v. 2
  http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/

• Universal Photographic Digital Imaging Guidelines (UPDIG)
  http://www.updig.org/

• American Society of Media Photographers
  http://www.dpbestflow.org/