Preservation & Digitization - Digitization

Start Process →

Project manager consults with partners in Preservation & Digitization about details of the work →

Project manager creates workflow →

Project manager assigns tasks to appropriate personnel →

Digitization program manager (DPM) takes sample photos of collection items ↓

DPM shares sample photos with project owner ←

Project owner approves sample images or requests modifications ←

DPM writes specifications for digitization ←

- Pull slips are generated at owning locations to retrieve requested material.
- Requested items sent to Preservation & Digitization

Department coordinator requests items involved in digitization project ←

Preservation & Digitization Heads to review and assess for condition. ↓

Conservation Team Assessment ↓

Treatment proposal →

Conservation Team performs treatment →

Completed treatment & inform project owners and stakeholders that items ready for digitization →

Information from project owner; imaging standards

DPM initiates digitization work or assigns it to appropriate staff and gives them the specifications →

Sort collection items by size, material type, or other features if this has an impact on digitization setup →

Set up equipment ↓

Capture imaging target and use it to build profile for color, tone, and other quality and standardization features ←

Capture images of collection items ←

Post processing of images ←

Quality review of images ←

Conversion of images to output format ↓

Information from IT and MI about which storage space to use

Upload completed images to specified digital storage space →

Check materials to be returned against inventory →

Pack materials →

Schedule return in Special Collections weekly transport →

End Process

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