Spring 2018 POWER Library User Conference

Scan PA/PA Photos and Documents Hands-On Workshop

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Learning Goals

At the end of this session you will be able to

● Scan photographs, text, negatives, slides and other original materials and choose the best scanner for each type
● Convert legacy files from older floppy drives
● Digitize audio and video files from cassette and VCR players
● Prepare and name your digital files for inclusion in PA Photos and Documents digital collections
● Upload simple or compound digital objects to a PA Photos and Documents collection using a basic description
● Make changes to the description of the items in a PA Photos and Documents collection
● Consider various approaches to planning digitization projects and cataloging using the CONTENTdm Project Client for PA Photos and Documents
Scan PA Example Items Scanned
Scan PA Equipment

Approximate Total Cost: $566 – PC and Monitor not included

Hands-on time!

Scanning

• Photos/Postcards – Use a flatbed to scan some of our test photos
  • Experiment with color versus greyscale settings, DPI settings (600 recommended).
  • Scan both sides if there is any content on the second side

• Slides – Use the slide scanner to scan some of our test 35 mm slides

• Text – Use a flatbed to scan some of our example pamphlets
  • Scan as TIFF and as PDF to see differences. Experiment with DPI settings. (400 recommended)

• Yearbooks – Use a flatbed to scan some yearbook pages
  • Experiment with descreening settings if available. (400 DPI recommended)

• Floppy disks – Practice copying old files from legacy floppies

• Audio – Practice converting audio and video files from cassette and VHS tapes
Hands-on time!

**PA Photos and Documents**

- Install the Project Client on your Windows laptop if you have not done so
- Using the Project Client, create a new Project for your uploads
  - If you have your own digital collection, connect with your Project Client with your own credentials.
  - If you do not have your own digital collection, ask for a test collection to use for the day and connect with those credentials.
- Upload 3 test simple objects (photos, single page text, single image)
- Approve and Index your objects to see them online
- Edit one simple object and make one change (e.g. subject or description)
- Approve and Index your object to see your new changes online
- Upload one compound object (postcard, multi-page text, PDF) - Approve/Index
Consultation/Collaboration!

Digital Project Planning

• What awesome materials do you have to preserve in your own collections?
• What are your biggest challenges? Successes?
• Do you have a lot of objects to work with? Consider separating workflows.
  • Having staff or volunteers describe the scanned digital files using spreadsheets. Crowdsourcing!
  • Bulk uploading files using spreadsheets
• What collaborations and relationships are you forming with local partners?
  • Is there potential for shared volunteers, or shared funding for staffing or equipment?
  • How are you promoting your events?
• And many more questions...
Resources and Tools

• Scan PA page

• PA Photos and Documents

• Support
  • POWER Library Technical Support Form - [https://www.powerlibrary.org/librarians/librarian-support/](https://www.powerlibrary.org/librarians/librarian-support/)
  • Dr. Barbara Zaborowski – Pennsylvania Highlands Community College - Scan PA Equipment & Project Planning - [bzabor@pennhighlands.edu](mailto:bzabor@pennhighlands.edu)
Questions?