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**

[Link](https://www.powerlibrary.org/librarians/special-projects-office-of-commonwealth-libraries/digitization/scanpa/equipment-list/)
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

**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
Questions?