

DIGITIZATION & EXHIBITIONS



Florida African American
Heritage Preservation Network

Hello!

I am Lourdes Santamaría-Wheeler

I am the Exhibits Coordinator
at the University of Florida Libraries.

You can find me at:
l.s.wheeler@ufl.edu

Twitter: @musarian / @uflibexhibits

1.

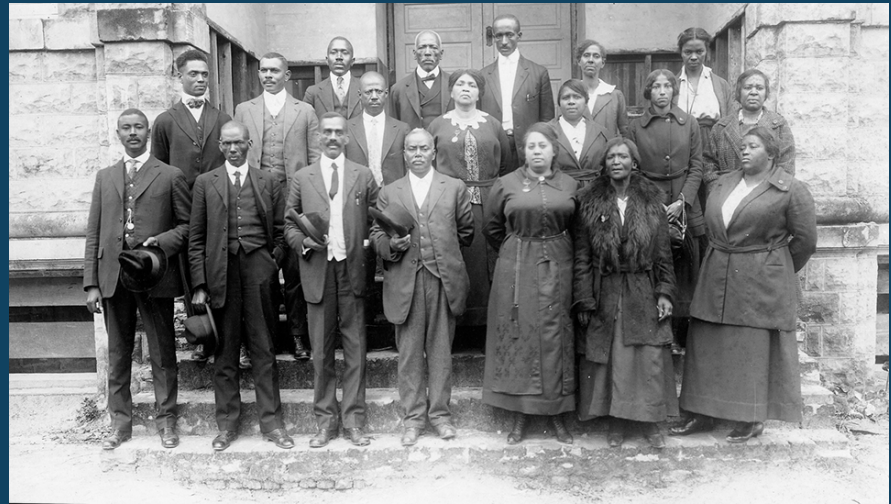
DIGITIZATION

Before you begin a Digitization Project

- **Mission:** What is your institution's mission, scope of collections, access policy, and the requirements of your funding source?
Your project should support these goals.
- **Audience:** Decide who your digital project will serve in terms of age, education, socioeconomic level, & discipline or topical focus. What does your audience need?

Before you begin a Digitization Project

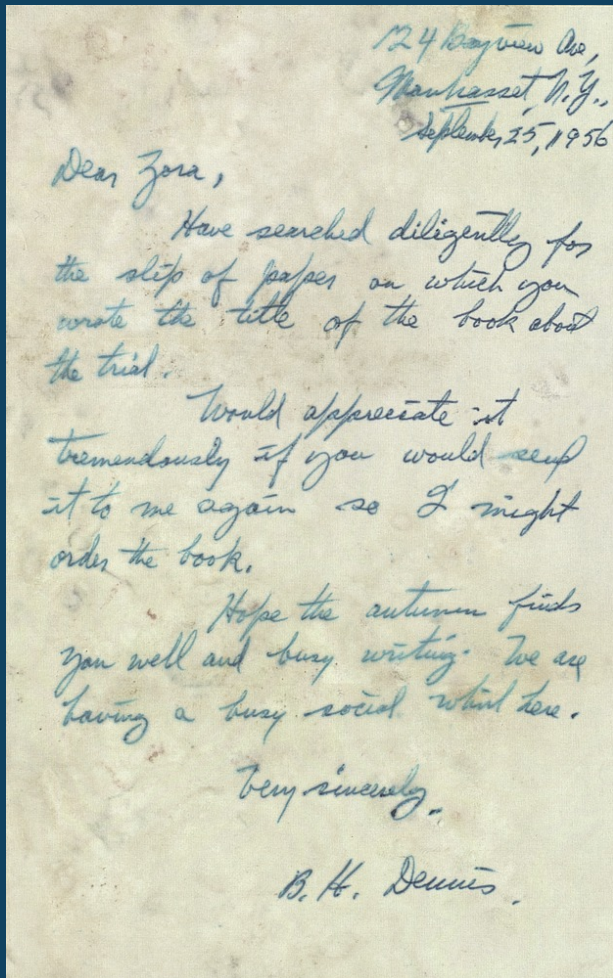
- Priorities: What is the importance of speed, cost, image quality, and quantity?
- Functional goal: Will you use your digital files for reference, exhibits, publication, and/or on the Web?



Before you begin a Digitization Project

- System capabilities: Can your current equipment handle the work? Do you need to upgrade your computer, scanner, and/or storage devices?
- Staff expertise: Do they have the necessary skills? If not, can you contract or hire new staff?

Before you begin a Digitization Project



Legal rights and restrictions: Examine the legal status of the collections (copyright, privacy/publicity rights, ethical issues) and negotiate with rights holders to acquire the right to reproduce an item before you digitize.

Before you begin a Digitization Project

- **Collection sensitivities:** Evaluate your collections for donor restrictions and sensitivities (such as sacred site, burial, and endangered resource locations). Consult with all major stakeholders who have interests in how the collection is made accessible, including donors, creators, researchers, staff, and subjects of the materials

Before you begin a Digitization Project



<http://ufdc.ufl.edu/UF00034726>

Collection stability and staff time: Making images accessible online can increase reference and duplication demand for the originals. Ensure that you can handle the added work before you begin.

Reasons for Digitization

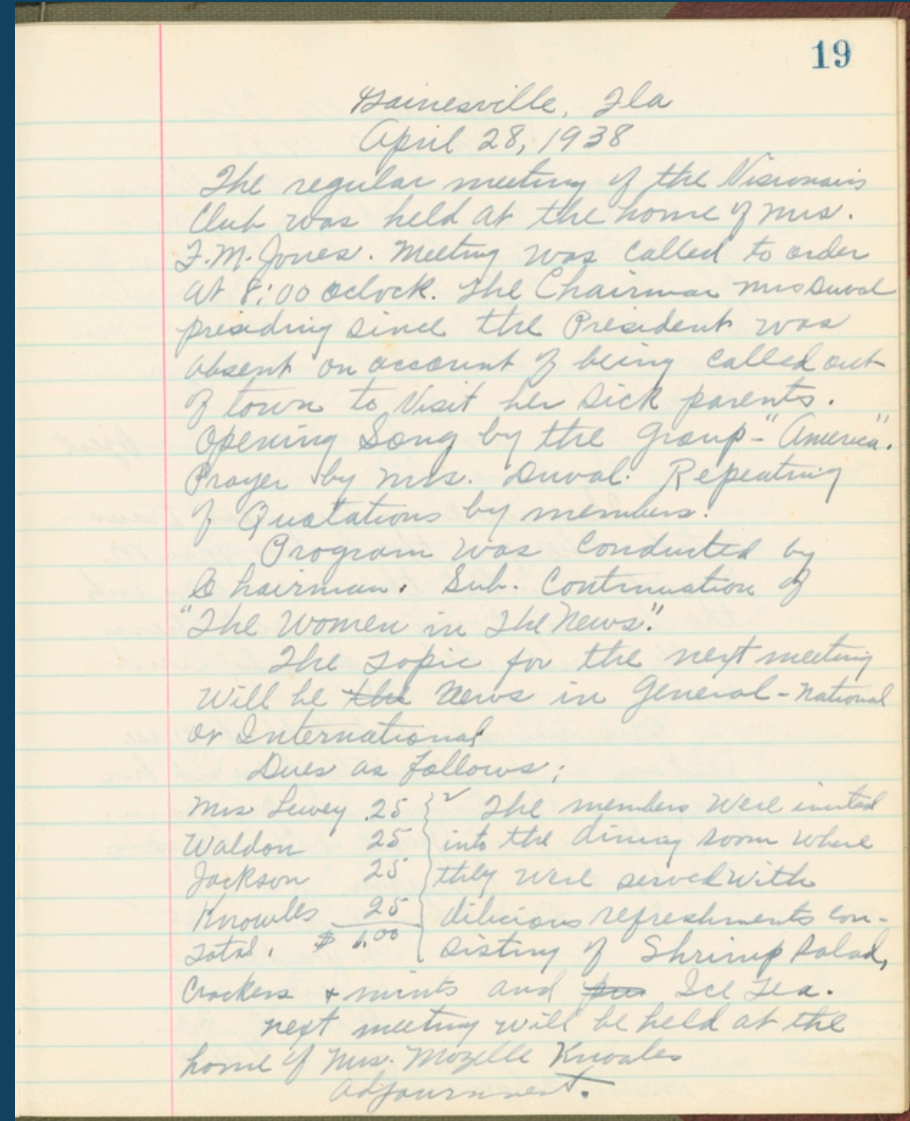
- facilitate access to the general public
- preservation
- scholar/research request
- exhibit facsimile



<http://ufdc.ufl.edu/AA00023855>

Digitization for Online Access

- increase visibility
- facilitate access



Selection

1791 que l'on vendra à l'usage de la Colonie de la Guadeloupe

1791	10	1000	1000	1000	1000
1791	11	1000	1000	1000	1000
1791	12	1000	1000	1000	1000
1791	13	1000	1000	1000	1000
1791	14	1000	1000	1000	1000
1791	15	1000	1000	1000	1000
1791	16	1000	1000	1000	1000
1791	17	1000	1000	1000	1000
1791	18	1000	1000	1000	1000
1791	19	1000	1000	1000	1000
1791	20	1000	1000	1000	1000
1791	21	1000	1000	1000	1000
1791	22	1000	1000	1000	1000
1791	23	1000	1000	1000	1000
1791	24	1000	1000	1000	1000
1791	25	1000	1000	1000	1000
1791	26	1000	1000	1000	1000
1791	27	1000	1000	1000	1000
1791	28	1000	1000	1000	1000
1791	29	1000	1000	1000	1000
1791	30	1000	1000	1000	1000
1791	31	1000	1000	1000	1000
1791	32	1000	1000	1000	1000
1791	33	1000	1000	1000	1000
1791	34	1000	1000	1000	1000
1791	35	1000	1000	1000	1000
1791	36	1000	1000	1000	1000
1791	37	1000	1000	1000	1000
1791	38	1000	1000	1000	1000
1791	39	1000	1000	1000	1000
1791	40	1000	1000	1000	1000
1791	41	1000	1000	1000	1000
1791	42	1000	1000	1000	1000
1791	43	1000	1000	1000	1000
1791	44	1000	1000	1000	1000
1791	45	1000	1000	1000	1000
1791	46	1000	1000	1000	1000
1791	47	1000	1000	1000	1000
1791	48	1000	1000	1000	1000
1791	49	1000	1000	1000	1000
1791	50	1000	1000	1000	1000
1791	51	1000	1000	1000	1000
1791	52	1000	1000	1000	1000
1791	53	1000	1000	1000	1000
1791	54	1000	1000	1000	1000
1791	55	1000	1000	1000	1000
1791	56	1000	1000	1000	1000
1791	57	1000	1000	1000	1000
1791	58	1000	1000	1000	1000
1791	59	1000	1000	1000	1000
1791	60	1000	1000	1000	1000
1791	61	1000	1000	1000	1000
1791	62	1000	1000	1000	1000
1791	63	1000	1000	1000	1000
1791	64	1000	1000	1000	1000
1791	65	1000	1000	1000	1000
1791	66	1000	1000	1000	1000
1791	67	1000	1000	1000	1000
1791	68	1000	1000	1000	1000
1791	69	1000	1000	1000	1000
1791	70	1000	1000	1000	1000
1791	71	1000	1000	1000	1000
1791	72	1000	1000	1000	1000
1791	73	1000	1000	1000	1000
1791	74	1000	1000	1000	1000
1791	75	1000	1000	1000	1000
1791	76	1000	1000	1000	1000
1791	77	1000	1000	1000	1000
1791	78	1000	1000	1000	1000
1791	79	1000	1000	1000	1000
1791	80	1000	1000	1000	1000
1791	81	1000	1000	1000	1000
1791	82	1000	1000	1000	1000
1791	83	1000	1000	1000	1000
1791	84	1000	1000	1000	1000
1791	85	1000	1000	1000	1000
1791	86	1000	1000	1000	1000
1791	87	1000	1000	1000	1000
1791	88	1000	1000	1000	1000
1791	89	1000	1000	1000	1000
1791	90	1000	1000	1000	1000
1791	91	1000	1000	1000	1000
1791	92	1000	1000	1000	1000
1791	93	1000	1000	1000	1000
1791	94	1000	1000	1000	1000
1791	95	1000	1000	1000	1000
1791	96	1000	1000	1000	1000
1791	97	1000	1000	1000	1000
1791	98	1000	1000	1000	1000
1791	99	1000	1000	1000	1000
1791	100	1000	1000	1000	1000

condition of item

use for publicity materials

copyright restrictions
(for online display)

Digitization Standards

prints/negatives:

- 8-bit grayscale for black and white prints/negatives
600 dpi
- 24-bit RGB
color prints/negatives
600 dpi
- 35mm slides/negatives
24-bit RGB 4000 dpi



Digitization Standards

text
(both printed and
hand written):



<http://ufdc.ufl.edu/AA00015195>

- 8-bit grayscale or 24-bit RGB, as appropriate for individual document
- 300 dots per inch (dpi) unless very small font or difficult to read
600 dots per inch (dpi)

Digitization Standards

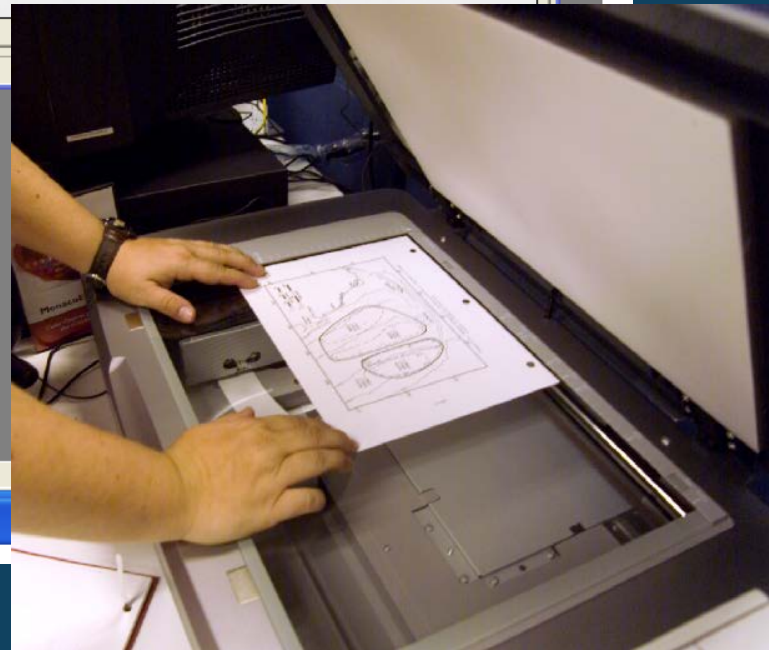
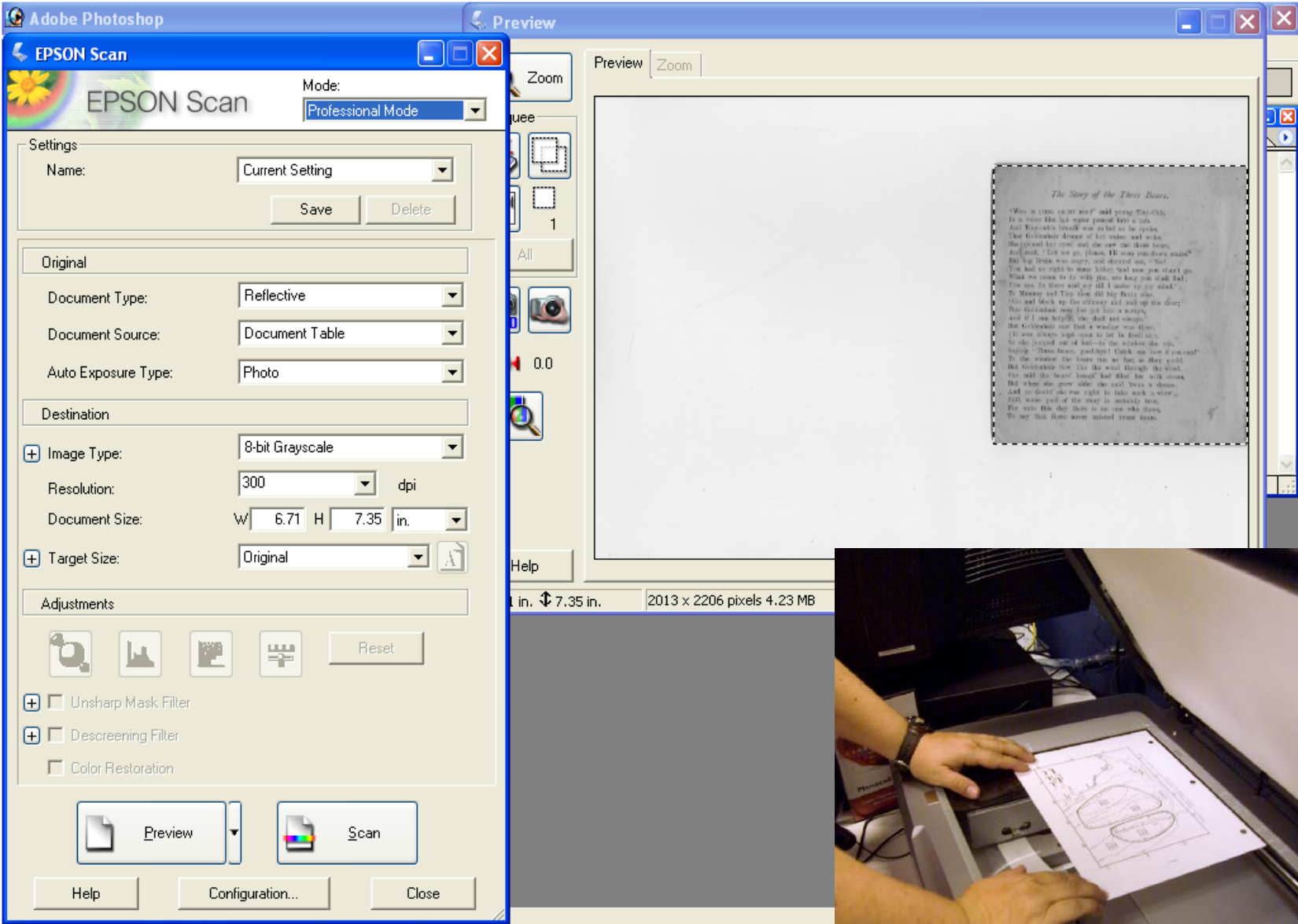
Do not use any automatic corrections in scanning software

Use a color chart/card when possible and/or necessary for accuracy

Scan entire item/full page

All items saved in an archival, uncompressed TIFF format





Metadata

Document file structure, incorporate into collection management system (CMS) such as TMS or PastPerfect

Save master files – identify revisions

File names should not include periods or spaces

Name	Date modified	Type	Size
AA00021872_recto	5/2/2014 1:44 PM	TIF File	25,789 KB
AA00021872_verso	5/2/2014 1:47 PM	TIF File	25,470 KB

AA00014725	11/13/2018 3:56 PM	File folder	
AA00016266_00001	11/13/2018 3:57 PM	File folder	
AA00021872	6/12/2014 4:06 PM	File folder	
AA00022786	2/26/2015 7:58 AM	File folder	
AA00023855	3/18/2015 10:12 PM	File folder	
PCMI001197_00001	12/18/2015 10:55 ...	File folder	
PCMI001198_00001	3/14/2017 10:34 AM	File folder	
PCMI001403_00001	12/18/2015 10:58 ...	File folder	
PCMI002659_00001	12/18/2015 10:59 ...	File folder	
PCMI002668_00001	12/18/2015 10:59 ...	File folder	
PCMI002687_00001	12/18/2015 11:01 ...	File folder	
PCMI002762	6/12/2014 4:09 PM	File folder	
PCMI003201_00001	12/18/2015 11:06 ...	File folder	
PCMI003204_00001	12/18/2015 11:07 ...	File folder	

Metadata

Adobe
Bridge

The screenshot shows the Adobe Bridge Metadata panel with the following content:

Filter	Collections	Metadata	Keywords
f/--	--	5771 x 4629	
--	--	76.46 MB	600 ppi
--	ISO--	EPSON Standa...	RGB

Creator: website(s)

Headline

Description Gainesville community gathers for Lincoln High School Homecoming

Keywords Lincoln High School

IPTC Subject Code

Description Writer

Date Created

Intellectual Genre

IPTC Scene Code

Sublocation

City

State/Province

Country

ISO Country Code

Title

Job Identifier

Instructions

Credit Line A. Quinn Jones Collection, Special & Area Studies Collections, George ...

Source

Copyright Notice

Copyright Status Unknown

Rights Usage Terms

Equipment

select equipment that is designed for the original

- bound materials
- loose/disbound materials
- photographs
- maps
- film/slides
- newspapers



Equipment

types of scanners:

- flatbed, such as the Epson Expression 12000XL
- film, such as the Nikon Super CoolScan 5000
- overhead, such as the CopiBook
- high resolution digital SLR camera

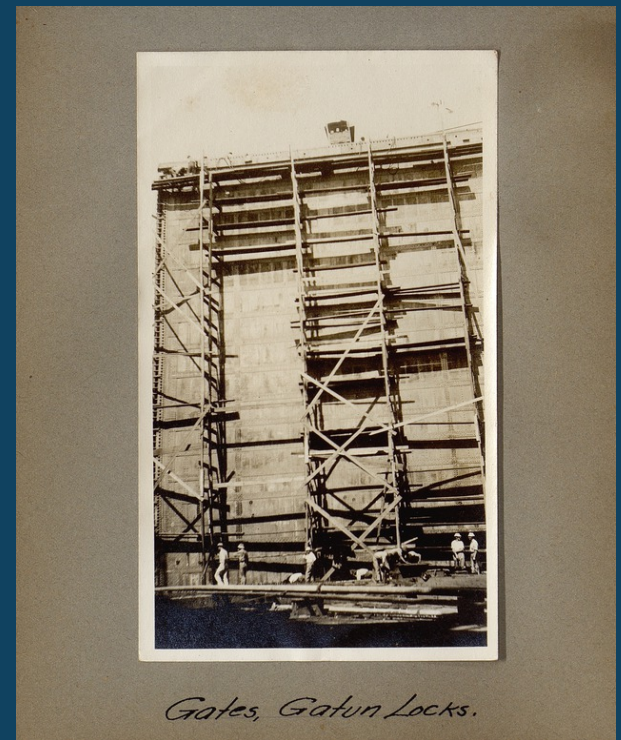


Presenting online

Make a duplicate file
jpeg 72dpi

Thumbnails for fair use
560 x 843 pixels

*the application of the law of fair use to digital images as well as technology itself is constantly evolving. The AAMD encourages museums to review periodically, and reconsider as appropriate, their policies on the use of images of copyrighted works of art in online collections in light of what may be evolving normative sizes and resolutions.



<http://ufdc.ufl.edu/PCMI013247>

2.

EXHIBITIONS

Facsimiles

display
altered
documents

UNIVERSITY OF FLORIDA
OFFICE OF THE REGISTRAR

APPLICATIONS AND COMMUNICATIONS FROM NEGROES
Since August, 1945

<u>NAME</u>	<u>REQUEST RECEIVED</u>	<u>DATE RECEIVED</u>	<u>DISPOSITION</u>	<u>DATE</u>
[REDACTED]	Ltr. of inquiry	8-21-45	Sent to Pres. Office	8-21-45
[REDACTED]	App. for law	7-22-46	Sent to Pres. Office	8- 2-46
[REDACTED]	Ltr. of inquiry	12-? -46	" " " "	?
[REDACTED]	Ltr. of inquiry	1-7 -47	Sent to Pres. Office	1-8 -47
[REDACTED]	Ltr. re law study	2-? -47	" " " "	2-12-47
[REDACTED]	Prelim. App for law	3-28-47	" " " "	3-28-47
[REDACTED]	Ltr. re pharmacy study	4-? -47	" " " "	4-18-47
[REDACTED]	Ltr. re pharmacy study	6-? -47	" " " "	?
[REDACTED]	Ltr. of inquiry	5-? -48	Sent to Pres. Office	5-? -48
[REDACTED]	Prelim. App.	5-? -48	" " " "	5-? -48
[REDACTED]	Prelim. App. for law	5-? -48	" " " "	5-? -48
[REDACTED]	Prelim. App. grad. study	5-? -48	" " " "	5-? -48
[REDACTED]	Prelim. App.	5-? -48	" " " "	5-? -48
[REDACTED]	Prelim. App.	6-? -48	" " " "	6-? -48
[REDACTED]	Prelim. App. for law	6-? -48	" " " "	6-? -48
[REDACTED]	Prelim. App.	7-? -48	" " " "	7-? -48
[REDACTED]	Prelim. App.	10-? -48	*Ack. & sent to B. of C.	10-18-48
[REDACTED]	Ltr. of inquiry	11-7 -48	*Ack. & sent to B. of C.	11-29-48
[REDACTED]	Ltr. of inquiry	11-? -48	*Ack. & sent to B. of C.	12-1 -48
[REDACTED]	(See attached memo)			
[REDACTED]	" " "			
[REDACTED]	" " "			
[REDACTED]	" " "			
[REDACTED]	" " "			
[REDACTED]	Prelim. App.	1-? -49	*Ack. & sent to B. of C.	1-3 -49
[REDACTED]	Prelim. App.	4-? -49	" " " " " "	4-4 -49
[REDACTED]	Prelim. App.	4-? -49	" " " " " "	4-4 -49
[REDACTED]	Prelim. App.	4-? -49	" " " " " "	4-5 -49

*On 8-27-48 President Miller advised this office to forward correspondence and applications from negroes directly to the Secretary of the Board of Control.

Environmental Monitors



Additional Resources

National Park Service Conserve O Grams

https://www.nps.gov/museum/publications/conserveogram/cons_toc.html

American Alliance of Museums

[https:// www.aam-us.org](https://www.aam-us.org)

American Association of State and Local History Resource List

[https:// learn.aashl.org](https://learn.aashl.org)

Museum Computer Network

<https://mcn.edu> / [https:// www.youtube.com/museumcn](https://www.youtube.com/museumcn)

Thank you!
Any questions?

