Careful Consideration: The handling of materials during the digitization process.

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Careful Consideration: The handling of materials during the digitization process.
Project plan:

- What is the primary goal for this project?
- Do you know the condition of the original objects?
- Is there money in the budget for conservation?
Project plan:

- Are all of the team members properly trained on handling materials?
- Do you have the necessary equipment? Or will outsourcing be required?
• Is the object fragile? Is the item stable enough to go through the digitization process?
  Staff needs time to be trained in the proper handling of fragile materials.

• If you have money in the budget for conservation, do you have the time budgeted for that? Or will conservation slow down your timeline?

• Do you have a back-up plan?
If your organization does not have a preservation librarian or trained conservator on staff:

NEDCC Preservation Leaflets:

Library of Congress
  [http://www.loc.gov/preserv/](http://www.loc.gov/preserv/)

Library Preservation at Harvard
  [http://preserve.harvard.edu/care/index.html](http://preserve.harvard.edu/care/index.html)
The equipment used should be factored in when thinking about the condition of the original object.

- Can the material have weight on it?
- Is it brittle?
- Does it have a spine? Can it be disbound?
- Does the spine open easily and without obstruction?
During digitization

• Will it require wearing gloves during image capture?

• Are there foldouts? Maps? Cutouts? Pages that need to be cut?

• Is it oversize? Will it fit on your scanner?

• Do you need to capture the 3D object?
Flatbed scanners are best for flat items:
• postcards
• pictures
• flyers

Book scanners and cameras can handle more complex materials, but require more training and skill.
Condition example #2

http://digitalcollections.lmu.edu/u/?/catholic,190

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• If a problem comes up, do you have the authority to respond to the issue?

• Know what the necessary steps are before something happens. Do you have a committee to take questions to? An advisory board?

• What do you do if something is damaged?
What about outsourcing?

- Do you have the proper equipment/expertise for this project?
- Clearly outline expectations and guidelines.
- Get recommendations from other colleagues.
- What if something goes wrong?
Condition example #3

Condition report photo 10/15/09

Condition report photo 11/13/09

From a photo album created by Mary Julia Workman with 24 black and white photographs. [http://digitalcollections.lmu.edu/u/?/catholic,48]
Documentation is very important!
Pack carefully. Plan accordingly.
Important for internal and outsourced projects:

- Material transfer form – always ask receiving party to inspect the materials immediately upon receipt.

- Where will the materials be kept? Who will have access to this space?

- When transporting materials by hand, consider having two people assigned to the task.
• Document, document, document. Keeping track of how and why you did a project a certain way is essential.

• Utilize your colleagues
  Scanning guidelines?
  Metadata best practices?
  File naming guidelines?
  They are out there!
Good luck!
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