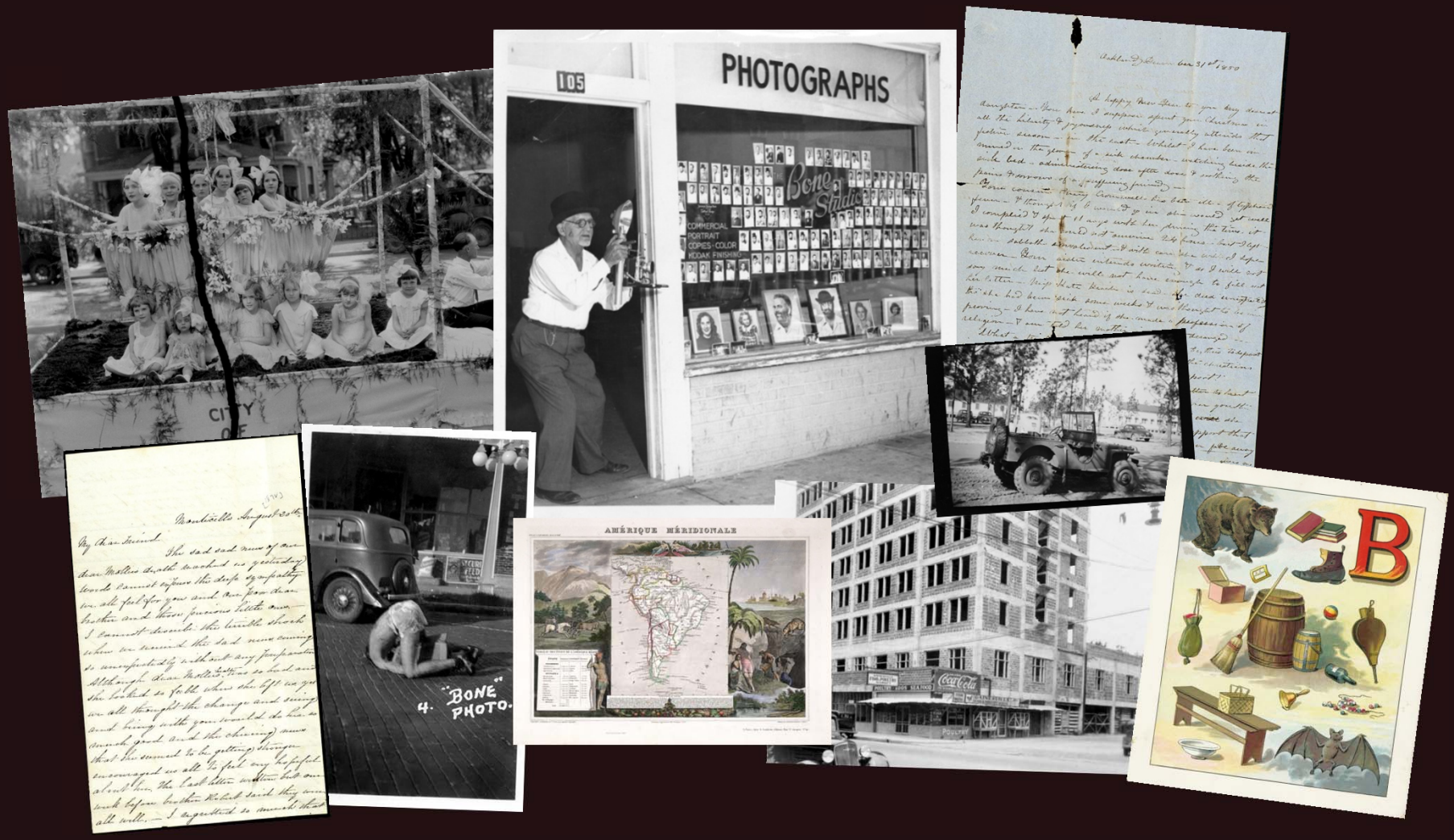
The Basics of Digitizing Collections



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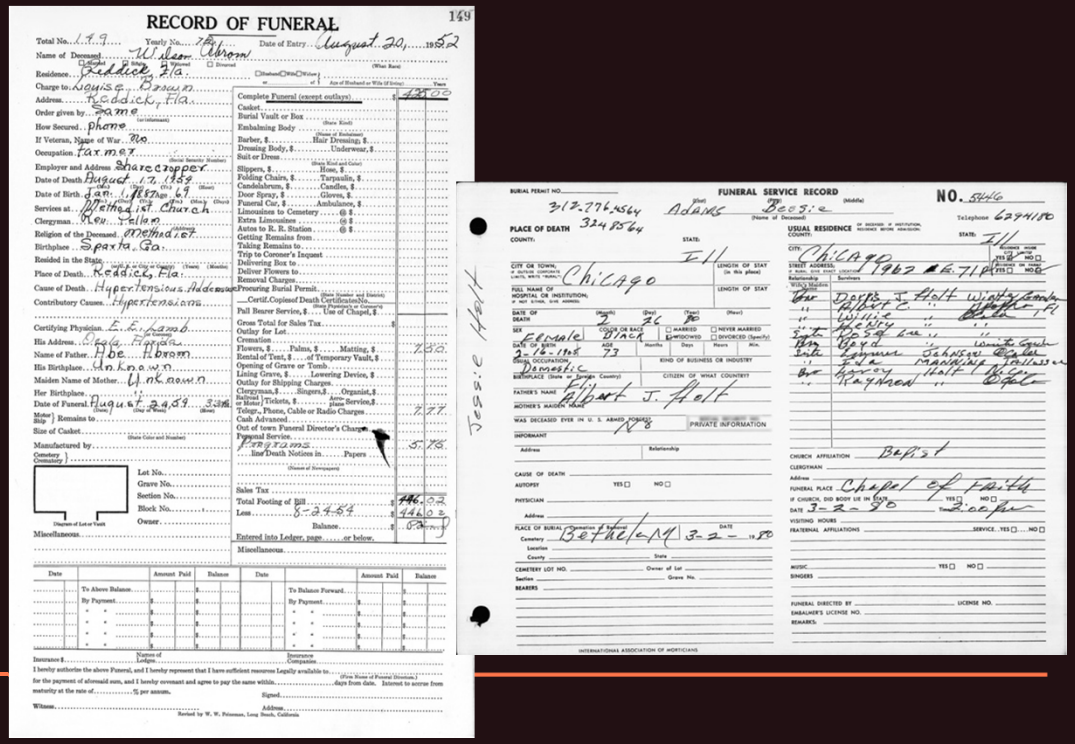
Reasons for Digitization and Online Access

- facilitate access to the general public
- preservation
- scholar/research request
- increase visibility



Selection

- condition of item
- copyright requirements
- pilot for grant project
- use for publicity materials

Digitization Standards

- prints/negatives:
    - 8-bit grayscale for black and white prints/negatives
    - 24-bit RGB for color prints/negatives
    - all 600 dots per inch (dpi)

    - 35mm slides/negatives 24-bit RGB at 4000 dots per inch

- text (both printed and hand written):
    - 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 then 600 dots per inch (dpi)

- All items saved in an archival, uncompressed TIFF format

Equipment

- select equipment that is designed for the original
  - bound materials
  - loose/disbound materials
  - photographs/maps
  - film/slides
  - newspapers

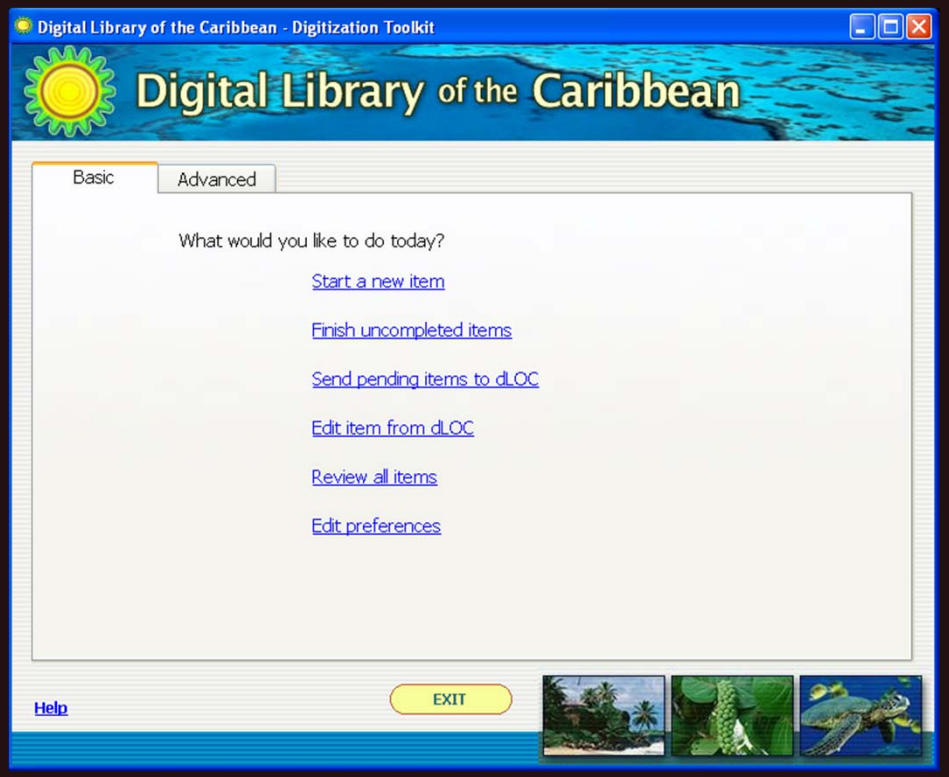
- types of scanners:

  - flatbed, such as the Epson Expression 10000XL
  - rotary, such as the Panasonic S2046C
  - film, such as the Nikon Super CoolScan 5000
  - overhead, such as the CopiBook
  - high resolution digital SLR camera

The Digitization Process
toolkit

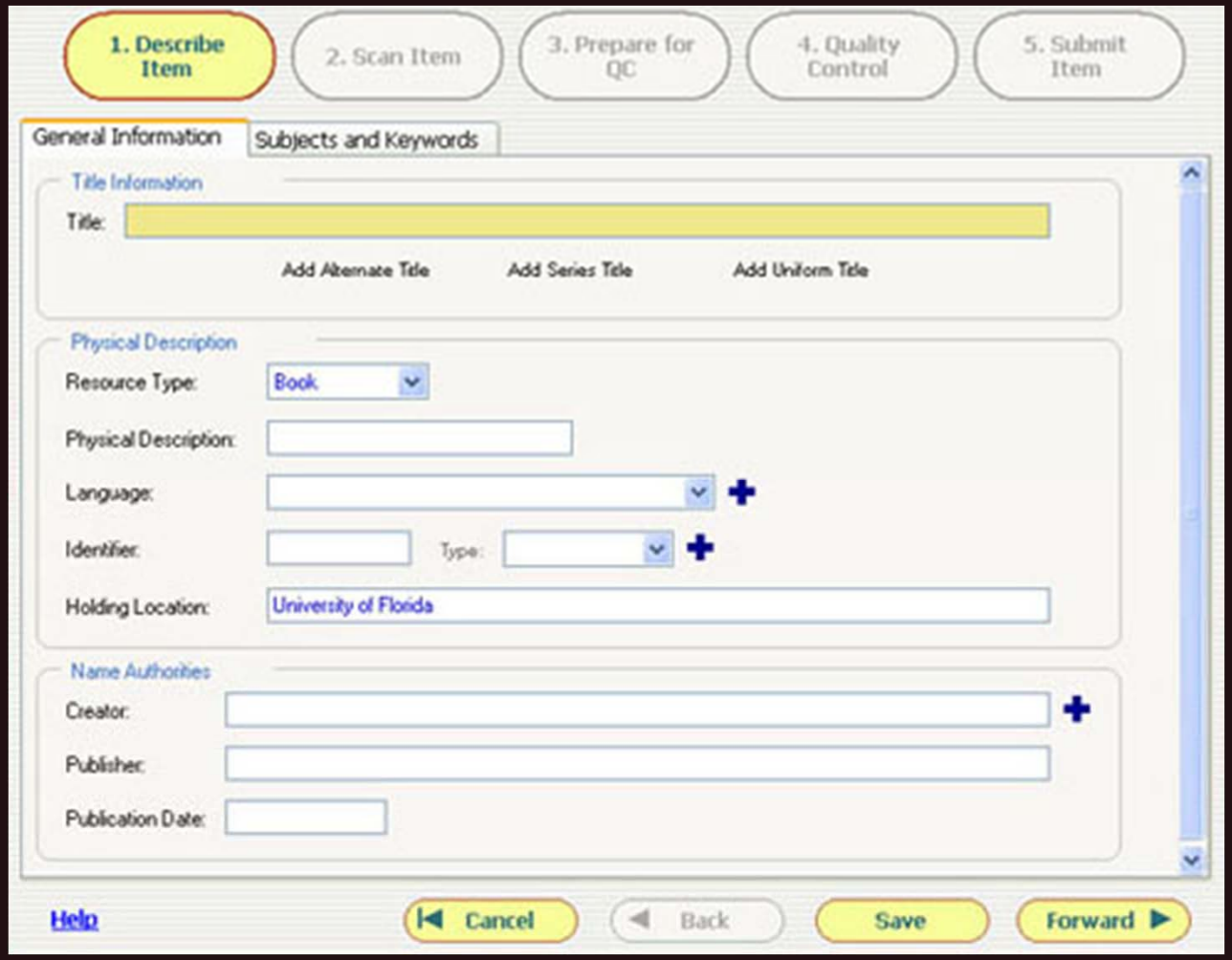
Open source software created by the Digital Library Center programmers to facilitate the digitization process

- Step 1 : Metadata creation
- Step 2 : Digitization
- Step 3 : Pre QC (automated)
- Step 4 : Quality Control (QC)
- Step 5 : Web Upload



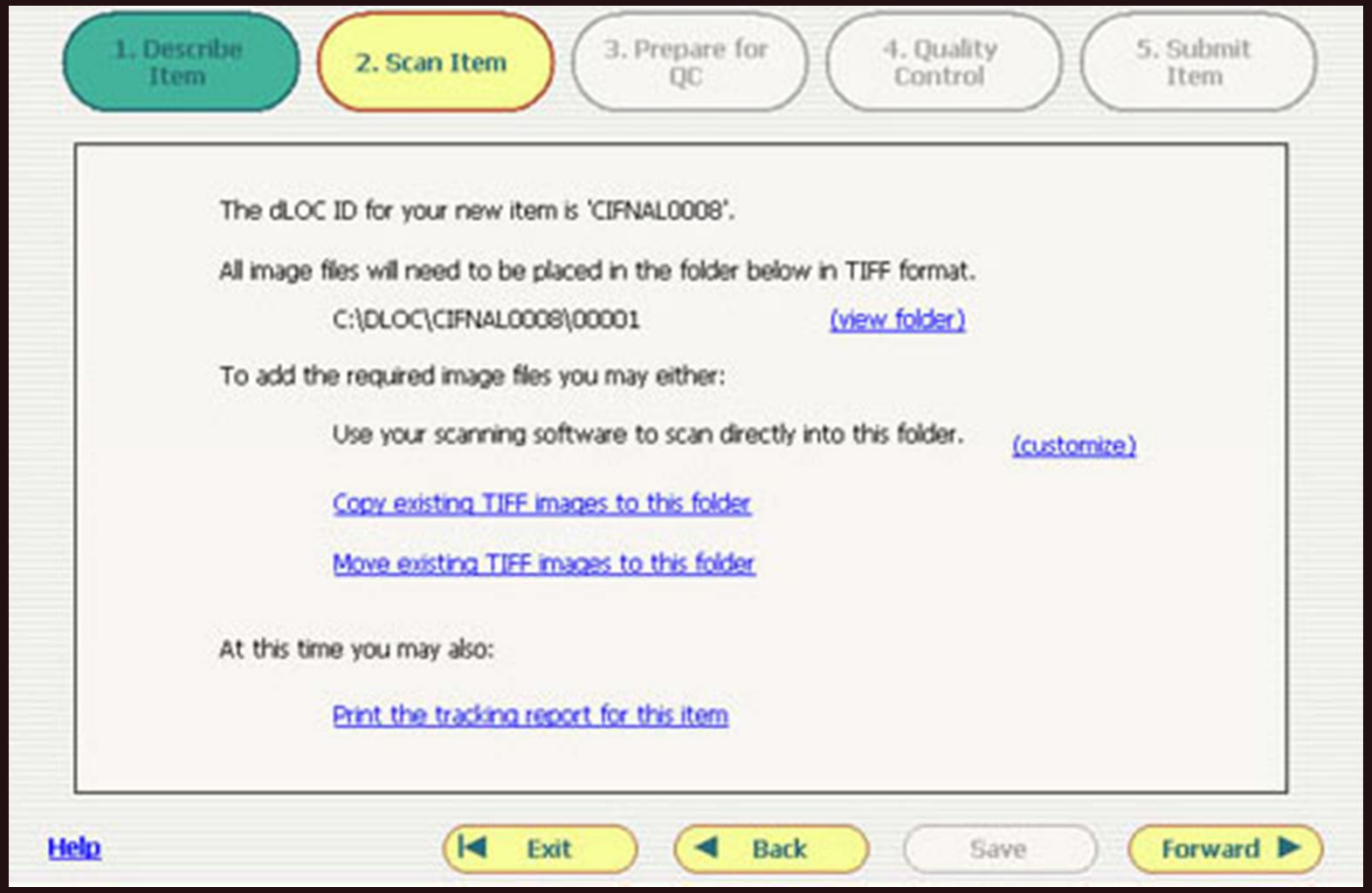
The Digitization Process

metadata creation



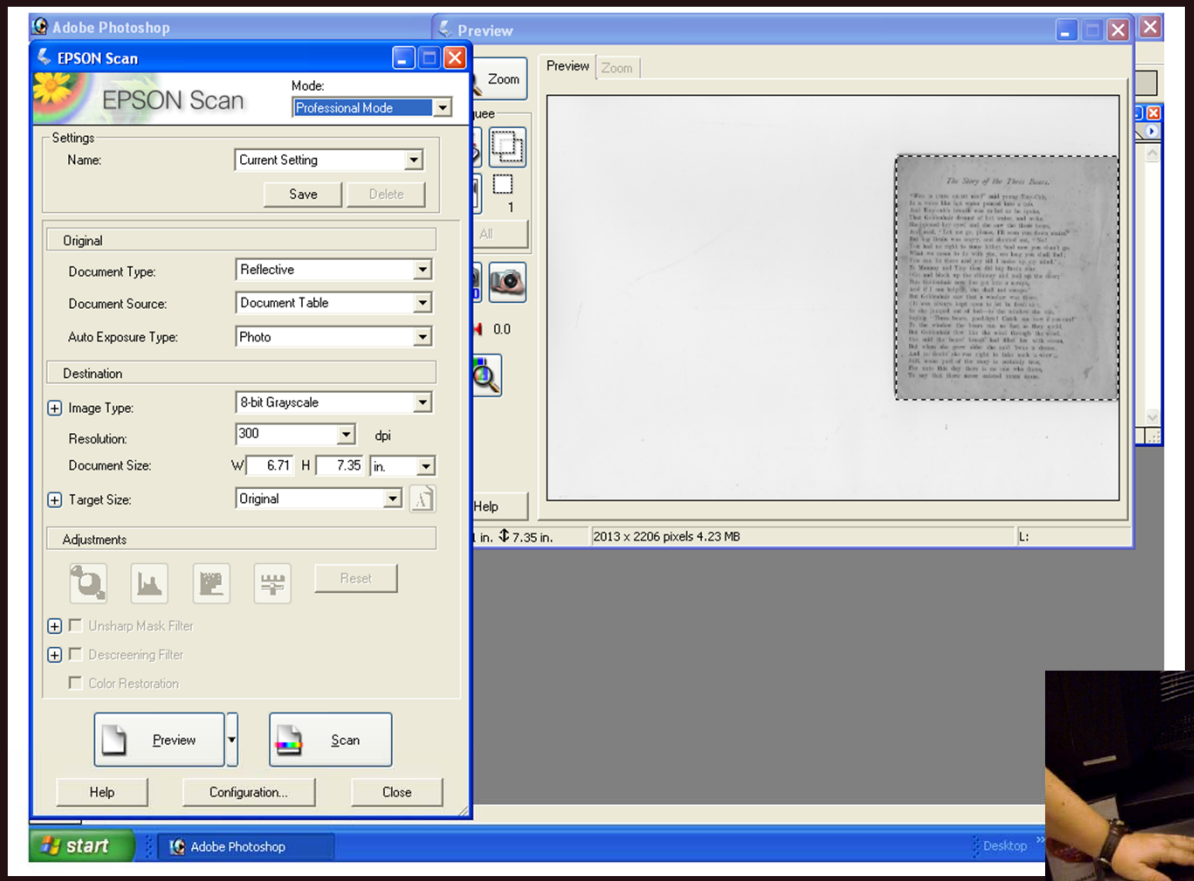
The Digitization Process

digitization



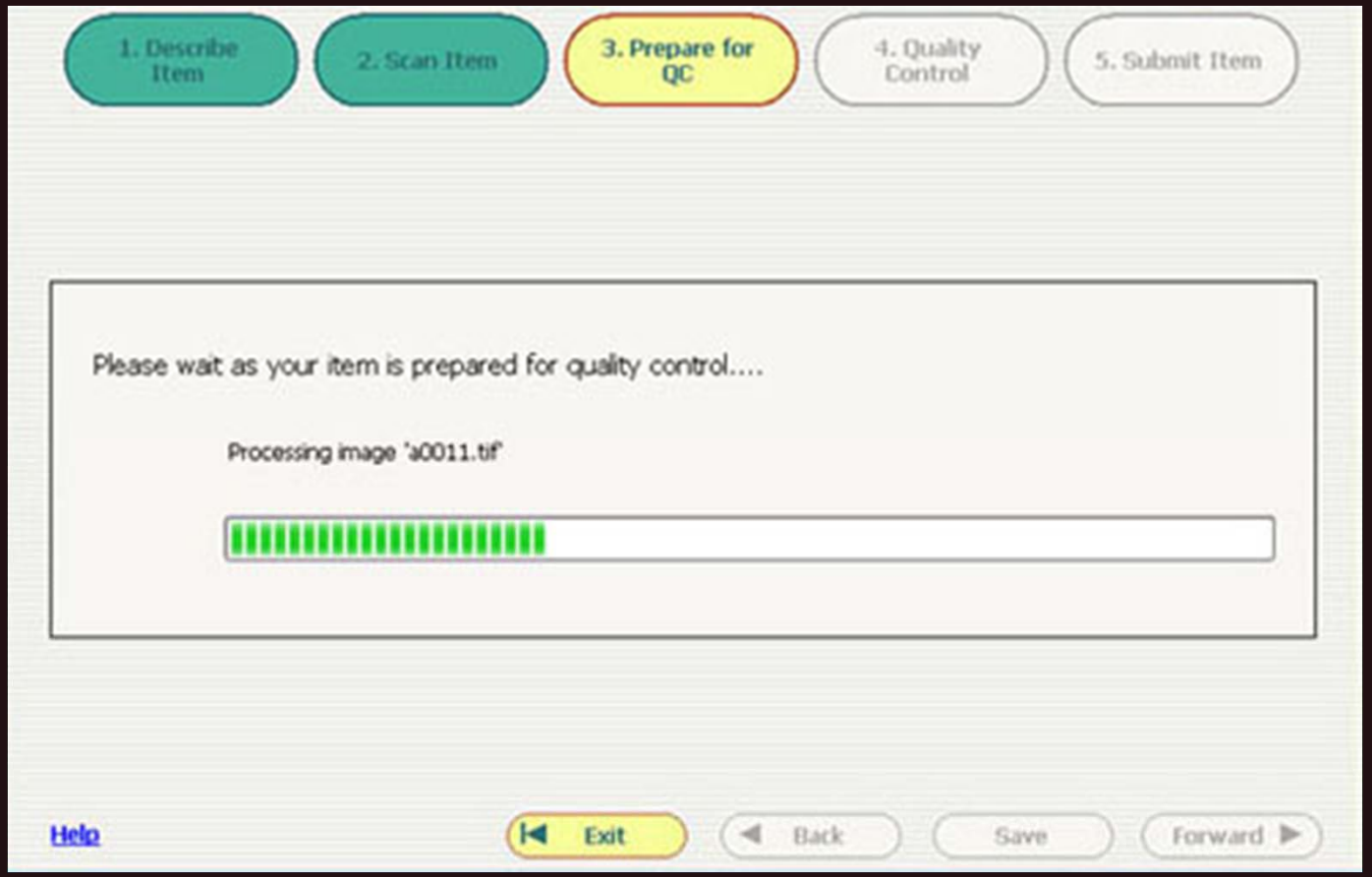
The Digitization Process

digitization



The Digitization Process

Pre-QC



Creates derivative images (jpeg & jpeg2000) from master TIFFS

The Digitization Process

QC

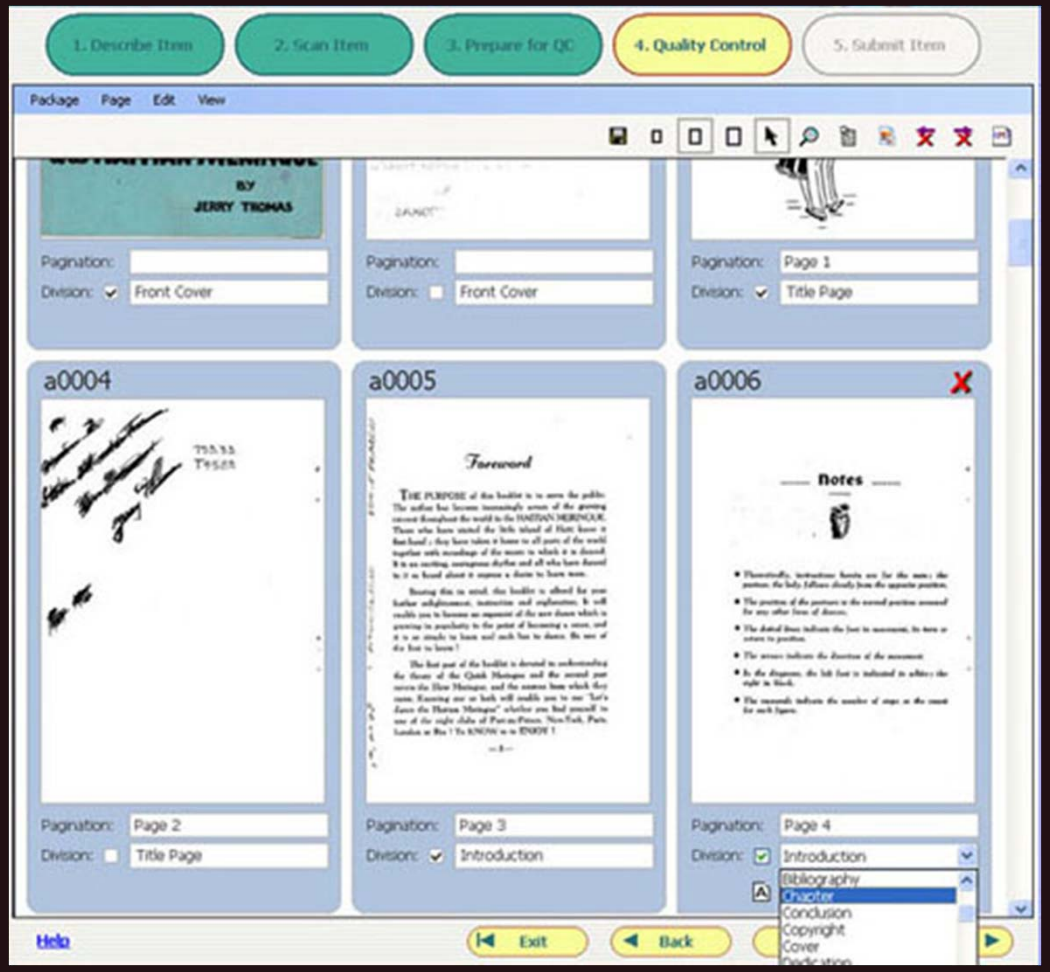


Image quality control and creation of structural metadata

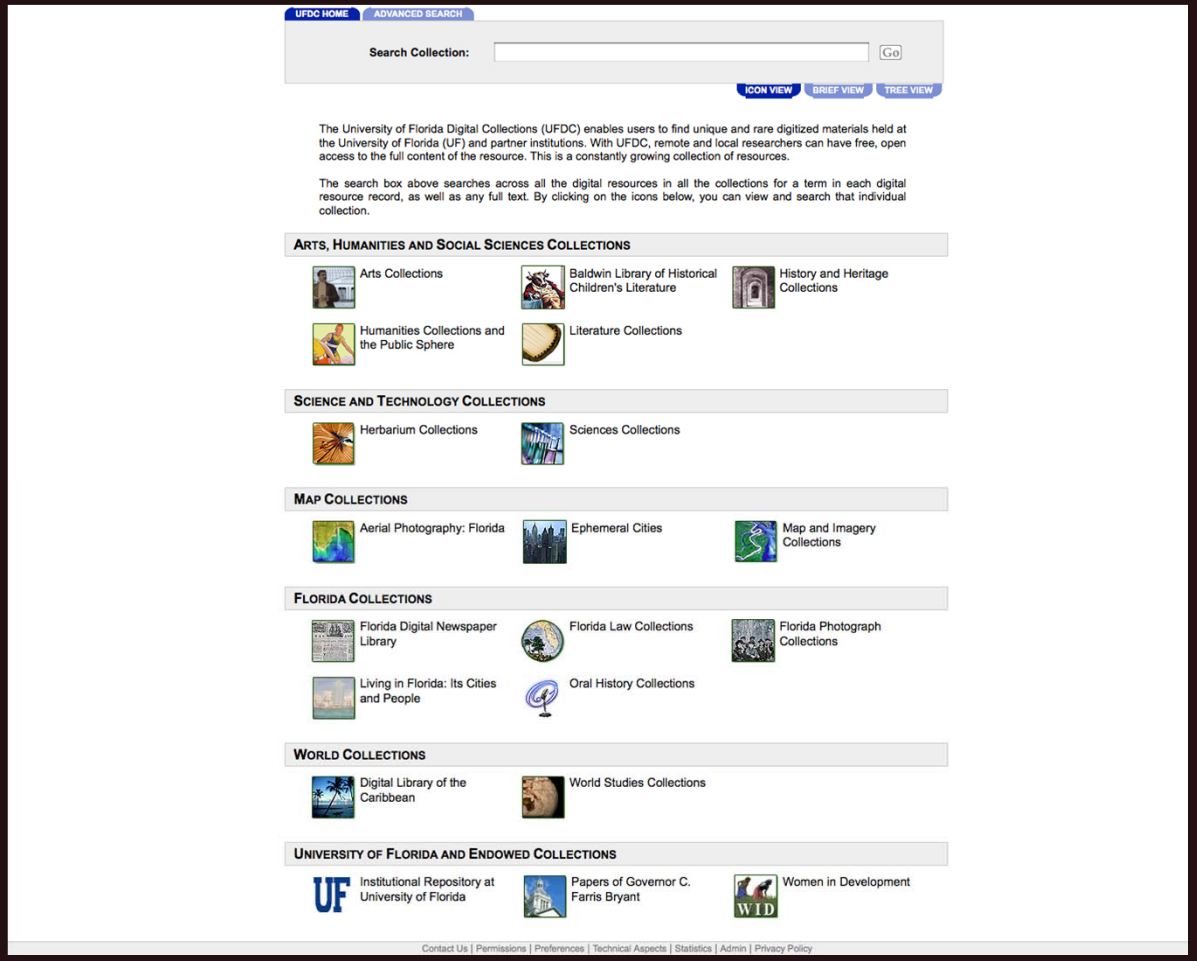
Web Upload

University of Florida Digital Collections

http://ufdc.ufl.edu

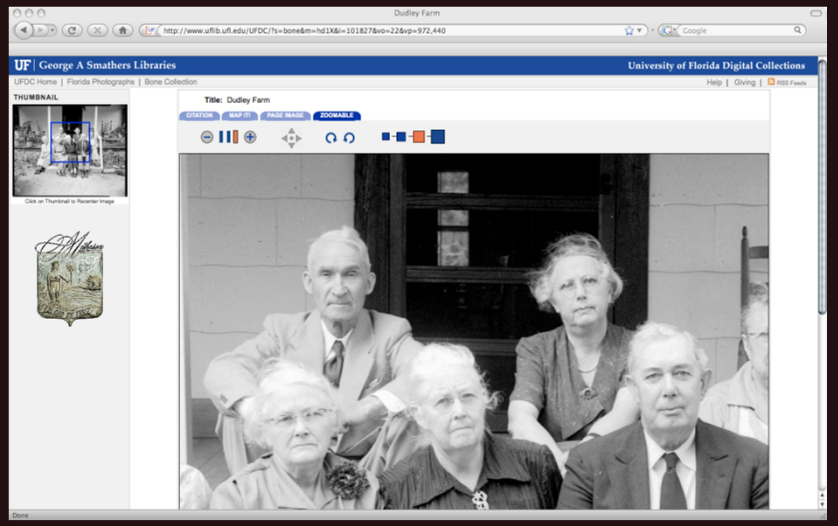
The collection includes books, photographs, negatives, slides, maps, herbarium specimens and objects

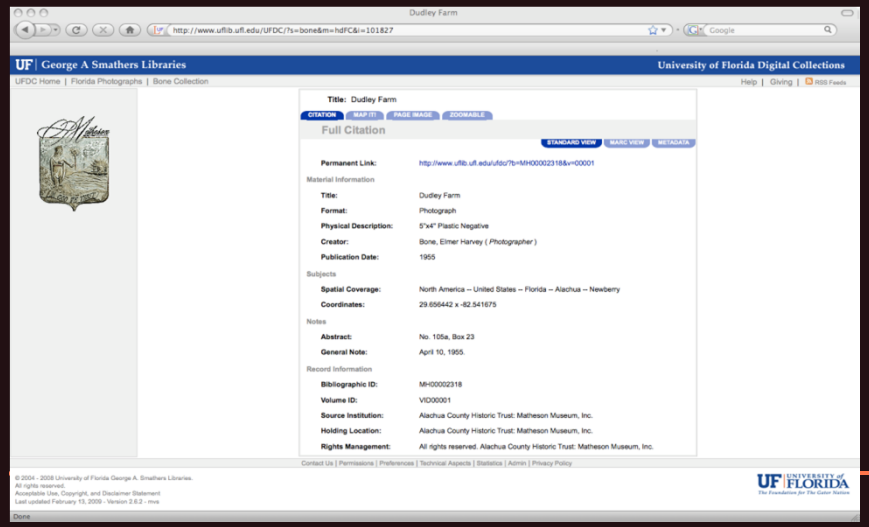
Collection strengths are Children's Literature, Maps, Aerial Photography, Newspapers, Florida Studies and Caribbean Studies

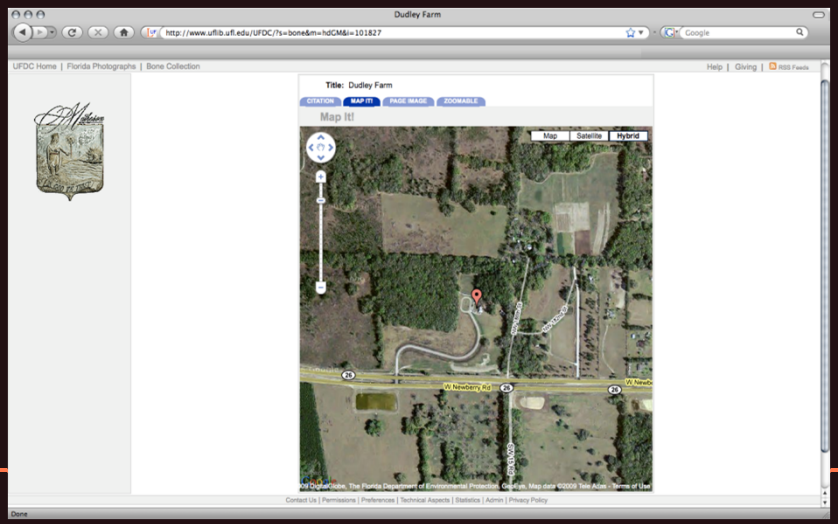


Web Upload

Item views





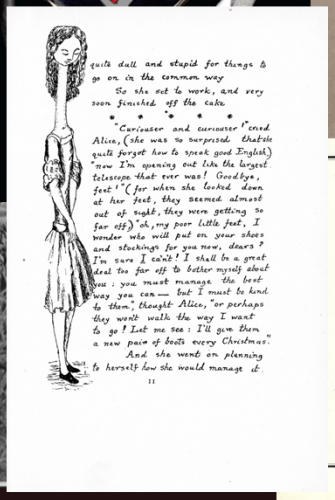


University of Florida Digital Collections

http://ufdc.ufl.edu

Digital Library Center

http://digital.uflib.ufl.edu



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