Digitising Collections SA – History Trust of South Australia, 2022

DIGITAL PRESERVATION & DIGITISATION POLICY TEMPLATE

Organisation:

Date:

Version:

Using this template:

This template can be used as a reference to compare existing documents or to prepare for creating a new document. You can use this template as a basis to create your own document by following these steps:

1. Insert the name of your organisation at the beginning, remove “template” from the title and include your own dates, references and version numbers.

2. Your organisation’s governing body will need to read the section of explanatory notes and examples, discuss and formulate key points for your own museum. In the template, these notes are highlighted, and can be deleted after the template is complete. Similarly, examples are [in brackets] and can be deleted after the template is complete.

Note:

Changes to the template can be made in terms of terminology, re-ordering or re-grouping- as long as each section is covered, your document will still meet recognised museum standards.

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1. Introduction

1.1 Statement of Purpose / Mission Statement

A statement of purpose is a formal, written statement which defines the museum's most basic goals. A statement of purpose provides clear and understood objectives for your organisation. Take the time to discuss your statement of purpose together as an organisation.

1.2 Authorisation, ownership, duration and review

This Digitisation Policy was approved by [Individual, title, section area/unit] on [date]. [Section area/unit] will be responsible for implementing and managing this Digitisation Policy.

This Digitisation Policy will be reviewed by [title of responsible officer/unit] every [insert review period] and will expire after a period of [insert duration period].

Implementation of this Digitisation Policy is supported by [insert references to relevant business cases, plans, project management systems, budgets and/or other documentation].

2. Scope and authority for digitisation activity

2.1 Original source records to be digitised

Record digitisation activity by keeping record of who digitised what, when, how and why. This important information complements details in the metadata, and will make it easier to look back on any mistakes made, additional training needs or to recognise who or what category the most work falls under.

The below table is an example that identifies the scope and authority for digitisation activity.

Number	Description of record + file name	Who is responsible for this record	Purpose of record	Physical characteristics – format, condition, quantity	Original date, digitised date & edit date	Software and Hardware Used
2.1.A	Understandable & meaningful title for record/object to be digitised (eg. Crows AFL Football Guernsey, Photograph of Vickers Vimy in Sydney) + the file name given (eg. 783-2-AFL-GUERNSEY-FRONT.TIFF)	Specify which unit, area or individual created and/or is responsible for maintaining the record.	Describes the main purpose of the digitised record (eg. Fragile/damaged object, access request, advertising/marketing, etc)	Describe the format of the original, the condition and the quantity (eg 20 page document, damage to pages 3, 5 & 16)	The date range of the original and of the digitisation, plus any further edits/changes (eg. Aug 1919, digitised April 2022, edited May 2022)	Details hardware used such as camera, lenses or scanner, and software such as EOS Utility, Adobe Photoshop, etc.

2.2 Risk analysis and treatment

Consider the potential risks of digitisation to objects, equipment or digital files, and decide on appropriate courses of action to take. It is recommended that every organisation have their own separate documents for risks to health and safety.

The below table provides examples of risks, their likelihood and impact and how to prevent, mitigate or treat them.

Number	Risk	Impact	Likelihood	Prevention / Mitigation / Treatment
2.2.A	Risk that authenticity of digitised record is challenged, authenticity could have been proven from the source/original but cannot be proven from a digital copy.	High/Medium/Low depending on circumstances.	High/Medium/Low chance of occurring depending on circumstances.	Retain hardcopy format records where authorised, always maintain Metadata.
	Risk of obsolescence of digitised file due to format/system changes/updates.	High/Medium depending on circumstances.	High/Medium future likelihood.	Adequate post-digitisation record management, archival copies stored in universal archival formats, ongoing technological training.
	Risk of physical damage to computers, hard drives or other storage devices.	High depending on circumstances.	High/Medium future likelihood.	Archival and backups stored on separate and different devices, kept physically distant from one another.

3. Digitisation Process & Technology

3.1 Digitisation project

Describe the undertaking of the work- is this activity ongoing or for a set timeframe? Will it be performed in-house or outsourced? What area or space will be used for digitising, and will this be a permanent set up or will there be need to pack the studio down at times? Detail who will be performing each digitisation tasks, for how long, and any arrangements or agreements for the project or ongoing work.

3.2 Technology

Keep track of the hardware and technology you are currently using for the job, and any settings that need to be kept and/or used for each in this project.

The below table provides examples of the technology specified to be used, and any configuration settings to assist.

Number	Hardware	Software	Configuration Settings
3.2.A	Canon EOS 6D Mark II Camera	EOS Utility for remote shooting, Gimp or Canva for editing.	Camera set to M (Manual), ISO 200, f/2.4, 1/125.
	Pixel LED P50 Lights	Gimp or Canva for editing.	100%, 4000k colour temp.

3.3 Management of original source records during process

This section details how you will manage the objects you are digitising, if any additional work needs to be done with them while they are out of storage and being handled, and how you will ensure they are returned and accounted for after use.

The below table provides examples of how original sources will be managed during digitisation.

Number	Tracking	Transportation	Preparation	Handling
3.3.A	System used to track who has pulled the item from storage for digitisation and at what time, and the time and name of the person who returned it back to storage. This can be on a simple excel sheet or a printed sign in/out sheet.	How originals will be transported from location/storage to the digitisation space. (Eg. Trolley used between storage and digitisation space, van used for objects arriving from other collections	How you will prepare objects and documents for digitisation (Eg. Document needs staples removed before scanning, object to be dusted before transportation, item to be unwrapped and assessed in comparison with other examples)	Describe handling of documents & objects. (Eg. Scanned documents to be put back in original folder, object requires flatbed scanning due to age, object requires gloves to handle)

3.4 Metadata

Metadata is the structured data about the data: the who, what, where, when and how. Metadata is vital to the digitisation process as it provides context for your digital files and additionally makes them searchable online or in your cataloguing system. Metadata includes both the descriptive information about the item, and the technical aspects of the digitisation process.

Standards for metadata are available online, such as the Dublin Core Metadata Schema and the AGLS Metadata Standard. These show the bare minimum of what should be recorded in metadata, and how. Consider what categories of resources you regularly need to find or have access to, and how much metadata you will find useful and be able to maintain.

The below table provides examples of metadata and how it should be captured during digitisation.

Number	Mandatory metadata	Description and/or function	Key words/terms/schemes/values	Conditional Metadata	Digitisation date & officer	Tools	Metadata Storage
3.4.A	Metadata that must be captured – creator, title & date.	Description and/or function of the original object/document.	Related terms, key words, values and encoded schemes to be able to categorise and later find each file.	Additional details that can be pulled from the resource (date of donation, language, origin, availability, publisher, etc)	The photographer/creator of the digital file, and the date this was done. Include any later edits/changes here.	Tools used for data entry and storage.	Describe if your metadata will be embedded in the resource (HTML, PDF, JPEG2000, TIFF, etc) or contained in a separate record (Eg. Excel document, Word document)

3.4.1 Metadata quality and accuracy assurance

Keeping record of the quality and accuracy of your metadata will be important to ensure all details are being captured correctly and wholly. These records will also show the occasions where full metadata could not be captured and the reason for this.

The below table provides examples of ensuring quality and accuracy in metadata.

Number	Operator Training	Metadata Checks	Permissible Variations	Details of any additional related documentation
3.4.1.A	The type and level of training required to ensure accuracy, quality and fullness of records	Frequency and criteria for checking metadata	Acceptable variations from normal procedure (Eg. Date unknown, etc)	Any additional documentation of the quality assurance process

3.5 Digital IDs, file names for archival and derivative images

File names, digital IDs or catalogue numbers for digitised files should follow conventions for naming and numbering within your organisation. Some digital asset management systems (DAMS) provide ways of searching for these terms, but for others this will be the primary way you can find each archival file and any related files without searching through folders of images.

The below table provides examples of file naming for archival copies, digital records and derivatives.

Number	Digital ID	Archival File	Derivative File	Related Files	Alternative Formats

3.5.A	The number your new digital file is associated with (Eg. 00032)	The name of your archival file, the main file you will store and refer to (Eg. 00032_frontview_ARC)	The name of any derivate files made for marketing, social media, banners, etc. (Eg. 00032_smedia)	Files from the same object or set (Eg. 00032_frontview, 00032_sideview, 00032_detail)	Any formats you have the file saved as that are not standard for your organisation (Eg. files such as .obj or .gif)

3.6 Processing and editing digitals

Keep track of any editing or processing done to images so that the same changes can be made to any related files if needed. Please note that archival images should be edited as little as possible, so getting the lighting and camera settings correct before shooting is key.

The below table provides examples of editing and processing for digitisation.

Number	Post-processing modifications made	Editing software used	DPI scanned	Related documents/files	Officers who photographed & edited
3.6.A	Steps taken to edit the digitised images (Eg. Cropped, straightened 3 degrees right, Contrast +5, Brightness -3)	Software used to perform edits (Eg. Photoshop, Gimp)	DPI used in scanning and saving.	Any related files that have or will need to be post-processed.	Officer responsible for photographing, officer responsible for editing & saving.

3.7 Quality control process

Similar to tracking quality and accuracy of metadata, this step will track the quality of your images. You may choose to track details like the resolution captured, grain/noise, reflections, etc. Detail any settings to set before shooting to prevent poor quality, and any variations you will permit.

The below table provides examples of quality control and accuracy in digitisation.

Number	Scanner or camera operation	Image quality	Sampling	Permissible variations
3.7.A	Quality control procedures for scanner/camera operation (Eg. Ensure scanner set to 800DPI to scan, ensure camera shooting in RAW file format)	Your criteria for checking image quality, such as sharpness, resolution, brightness, etc	Extent and frequency of sampling to test digitised image quality (Eg. Files sampled every 2 months, file sizes and details checked/noted)	Any acceptable variations from normal procedure (Eg. Circumstances where lower quality is accepted or higher quality must be pursued)

3.8 Capture and management of digitised files

Systems and processes for capturing and managing the digitised records are listed below:
[Provide details of the system where your digitised records will be held and managed, and the process for ensuring this]

3.9 Reprocessing of original source records

The steps for reprocessing a source when the quality assurance process has identified a failure to capture a full and accurate digitised copy.
[Eg. If a document needs to be re-scanned it will be retrieved and re-scanned, then checked for metadata accuracy and image quality.]

3.10 Logging and analysis for quality failure

Quality assurance tests and samples must be routinely logged and analysed to detect systematic problems and trends of quality failure, using the following process:
[Define how frequently you will sample, log and analyse for quality assurance, where this record will be kept and actions to perform in the case of quality failure, Eg. More volunteer training on DPI, file naming, standards etc]

4. Image technical requirements

[File formats will be determined largely on the type of collection items you are digitising or the technology you are using, however to prevent digital corruption and loss, some formats are internationally preferred, such as PDF/A for text or documents and TIFF for images.]

The below table provides examples of the minimum technical requirements for different formats. Delete any rows which are not applicable and add a new section for every type of original source.

Document type		**Resolution required**	**Type of image**	**Bit depth**	**Colour management**	**Details of resolution and output format of the digitised records**
Text documents, including those which contain images	Clean high contrast bi-tonal documents	200 dpi	Bi-tonal	1 bit	Not applicable	300 ppi, TIFF for archival or PDF/JPG for derivative
	Colour or low contrast documents	200 dpi	Colour	24 bits	Embedded ICC colour profile	300 ppi, TIFF for archival or PDF/JPG for derivative
Photographs	Black and white	600 dpi	Greyscale	8 bit	Embedded ICC colour profile	600 ppi, TIFF for archival or PDF/JPG for derivative
	Colour	600 dpi	colour	24 bit	Embedded ICC colour profile	600 ppi, TIFF for archival or PDF/JPG for derivative

Negatives	Black and white	2400 dpi	greyscale	8 bit	Embedded ICC colour profile	600 ppi, TIFF for archival or PDF/JPG for derivative
	Colour	2400 dpi	colour	24 bit	Embedded ICC colour profile	600 ppi, TIFF for archival or PDF/JPG for derivative

5. Management of digitised records

5.1 Management and retention

List the system or software you will use to manage and retain your digital files.

5.2 Storage, backup and recovery

Arrange where you will store your archival and derived files, where you will back them up and how, plans for any restoration and your strategy for testing and refreshing.

The below table provides examples of the process for storing, backing up, restoring, testing and refreshing.

Number	Storage	Backup	Restoration	Testing and Refreshing
5.2.A	Storage arrangements for archival files and backups, including the type of media, file format, software and hardware used. [Archival and backups should be stored separately]	Process for backing up archival files (Eg. How often, who is responsible)	Procedures for restoration [a disaster management and recovery plan should be created in advance and put into process in these circumstances]	The testing process used to detect any deterioration of the media or corruption of the files. Details the periodic refreshing and/or migration of media (Eg. Files transferred to new hard drive every 2 years, USBs accessed and tested every 6 months)

Glossary of Terms

Provide a glossary of terms you and/or staff will need to know the definition of, such as DAMS, metadata, archival file, etc.

References

Reference any sources you have used in the creation of your policy.
The following are sources used for the creation of this policy template:

Museums & Galleries of NSW, 2019, *Digitising Your Collection Part 5: Metadata and Access.* Accessed August 2022. https://mgnsw.org.au/wp-content/uploads/2019/01/Digitising-your-collection-Part-5-Metadata-and-Access.pdf

Public Record Office Victoria, 2020, *PRO 58 Digitisation Plan Template*. Accessed August 2022. https://prov.vic.gov.au/recordkeeping-government/document-library/pro-58-digitisation-plan-template

National Archives of Australia, 2022, *AGLS Metadata Standard Part 2- Usage Guide.* Accessed August 2022. https://agls.gov.au/pdf/AGLS%20Metadata%20Standard%20Part%202%20Usage%20Guide.PDF

AMaGA Victoria, 2020, *Planning Your Digitisation Project*. Accessed August 2022. https://amagavic.org.au/assets/resources/10060/Planning_Your_Digisation_Project.pdf

AMaGA Victoria Museum Accreditation program, 2021, *MAP Collection Policy Template.* Accessed August 2022. https://amagavic.org.au/resources/view/map-collection-policy-template