



Creating Digital Content: Digitization

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Materials for digitization

- Images
 - Printed text
 - Handwritten text
 - Photographic materials
 - Engravings
 - Maps
 - Sheet music
 - Etc.!
- Audio
- Video



Capture once, use many times

- Master file
 - To keep long-term
 - Little or no processing done
 - Sometimes called an “archival” file
- Derivatives
 - For specific uses
 - Web viewing
 - Streaming



Produce locally or outsource?

- Local production
 - With your own equipment
 - With an experienced partner institution
 - Outsource
 - To reputable vendor for a fee
 - In any case, YOU manage the process
- Factors to consider
 - Nature of materials
 - Number of items
 - Condition of items
 - Value
 - Homogeneity
 - Funding sources



Using the right equipment (1)

- There is no single piece of digital imaging equipment that can be used for all originals!
- Your goal is to produce high-quality, reusable images. A \$1000 flatbed scanner cannot do this for many types of originals.



Using the right equipment (2)

- Loose-leaf paper, 8.5" x 11" or smaller
- Paper sheets up to 11" x 17"
- Larger paper sheets
- Bound materials
- Brittle or rare materials
- Film



The digital imaging process

- Defining the purpose
- Planning
 - Resolution
 - Bit depth
 - Color fidelity
 - Image processing
- Capture
- Recordkeeping
- Quality control



Further reading (1)

- California Digital Library. *Best Practices for Image Capture*. February 2001.
<<http://www.cdlib.org/news/pdf/BestPracticeImageCapture.pdf>>
- Digital Library Federation. *Benchmark for digital reproductions of monographs and serials*. Revised January 25, 2002.
<<http://www.diglib.org/standards/bmarkfin.htm>>



Further reading (2)

- Indiana University Digital Library Program. *IU DLP Use of Digital Imaging Standards and Best Practices*. May 2002.
<<http://www.dlib.indiana.edu/dmic/general/benchmarks.pdf>>
- Research Libraries Group. *Guides to Quality in Visual Resources Imaging*. July 2000. <<http://www.rlg.org/visguides/>>