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Technical Guidelines for Digitizing Cultural Heritage Materials

Creation of Raster Image Files

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Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files *http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf*	Don Williams and Michael Stelmach
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Title	Authors
Technical Guidelines for Digitizing Archival Records for Electronic Access: Creation of Production Master Files – Raster Images *http://www.archives.gov/preservation/technical/guidelines.pdf*	Steven Puglia, Jeffrey Reed, and Erin Rhodes U.S. National Archives and Records Administration
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Imaging Workflow

Overview

Digitization workflow planning follows the steps outlined below. It is a balancing act – each part needs to be designed to work with the other, and function at the same capacity. If designed and implemented properly, digitization can be a smooth and efficient process. If any one element of the process is not designed and/or implemented correctly, the whole system can become inefficient and wasteful.

Follow these steps in designing a digitization workflow correct for your project.

Define the Requirement

Planning begins with an evaluation of the requirement. These questions need to be answered:

- What is the scope of the requirement?
- What is the timeframe required for completion?
- What types of materials are involved?
- What is the expected result?

Assess Organizational Capabilities

Once the project is defined, review the capabilities of the organization to accomplish the goal defined above. Questions to answer:

- What staff resources are available?
- What are the digitization skills of the available staff?
- What physical space is available to devote to the effort?
- What digitization equipment is available?
- What new digitization equipment is needed?
- What level of funding/resources is available?

Insource vs. Outsource

If the capabilities of the organization are determined to not be equal to the requirement, the issue needs to be addressed, or the decision to outsource the project needs to be made.

The answer to this question may determine the success or failure of the program. A project with inadequate resources may produce results with little or no long term value, and could even result in damage or loss of the collections. A well planned and executed effort will save time, effort, and resources.

Resist the temptation to dive into a digitization project without proper resources. If the organization does not have the resources, it may be best to outsource the project. Also, avoid the trap of assuming doing the work in-house will cost less. Insourcing may cost more than outsourcing.

Project Management

Critically important to the success of any project is project management. Set target production goals and establish a system to measure progress. Establish a quality monitoring system based on the DICE system to verify the results and inform if adjustments are needed. Keep records of both quality and quantity.

Workflow Plan

Once the project is defined and decisions concerning project management and insourcing vs. outsourcing have been made, a workflow plan needs to be developed.