



HISTORY  
TRUST  
OF  
SOUTH  
AUSTRALIA

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PAST  
A FUTURE  
NOW!

# Dodging Digitisation Disasters

Collection digitisation tips with the History Trust of SA

[HISTORY.SA.GOV.AU](http://HISTORY.SA.GOV.AU)

# Acknowledgement of Country

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We would like to acknowledge the Kurna people, Traditional Owners of the lands on which we meet today and pay our respects to their Elders past and present and extend that respect to other Aboriginal and Torres Strait Islander people who are present today.

## Acknowledgement of Traditional Owners

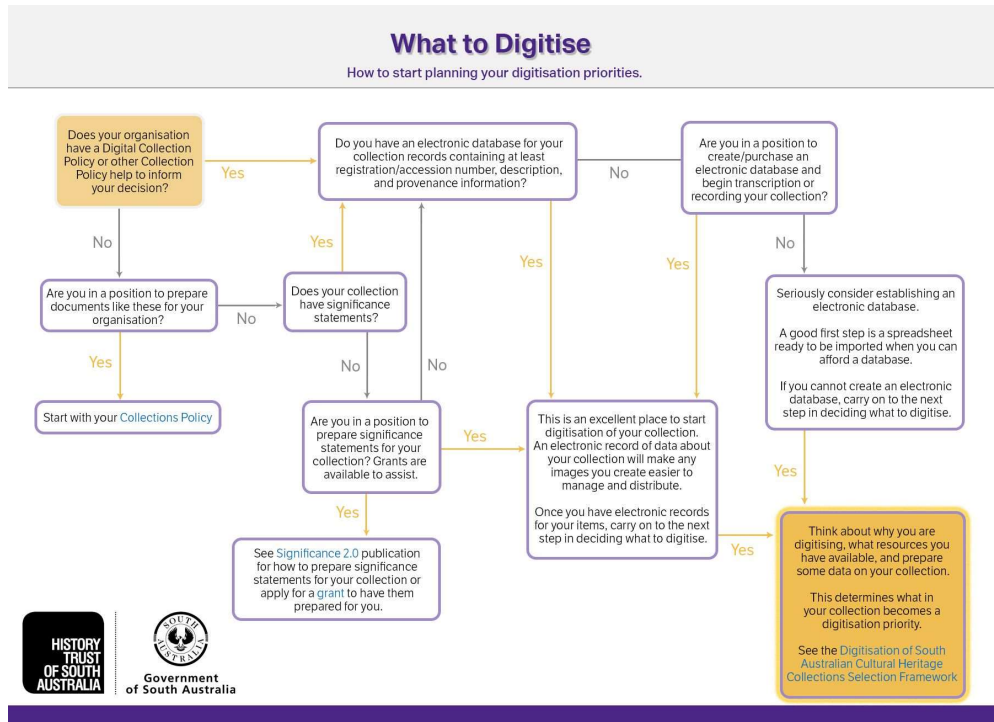
The History Trust of South Australia respects the primary place of Aboriginal people in our history. We acknowledge that this story commenced long before Governor Hindmarsh proclaimed the establishment of government in the province of South Australia on 28 December 1836. Aboriginal people have a history that extends millennia into the past. We acknowledge that Aboriginal lands and sovereignty were not recognised, and that building a shared understanding of history is critical to reconciliation. And we affirm our role in reconciliation as an essential part of Aboriginal and non-Aboriginal South Australians co-creating a positive future.



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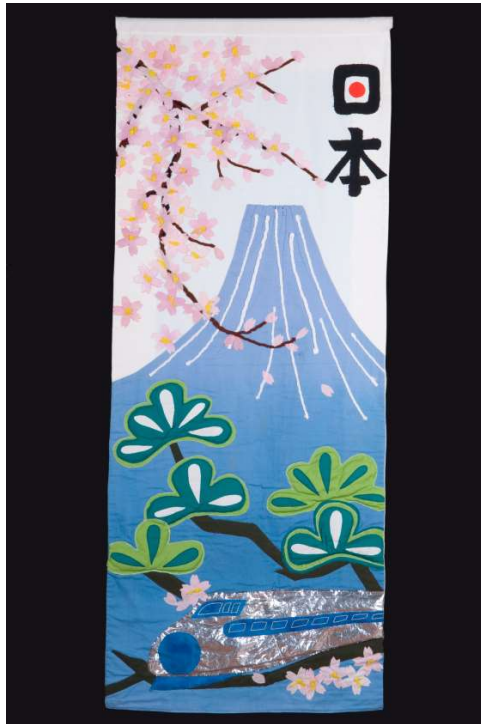
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# Selection for Digitisation Framework



- **Should** they be digitised?
- **May** they be digitised?
- **Can** they be digitised?
- What are the project management and resourcing implications?
- The criteria in this document are not rigid rules or scorecards, they are intended to serve as prompts to guide you in your decision making

# Digitisation Criteria



## Criteria for digitisation

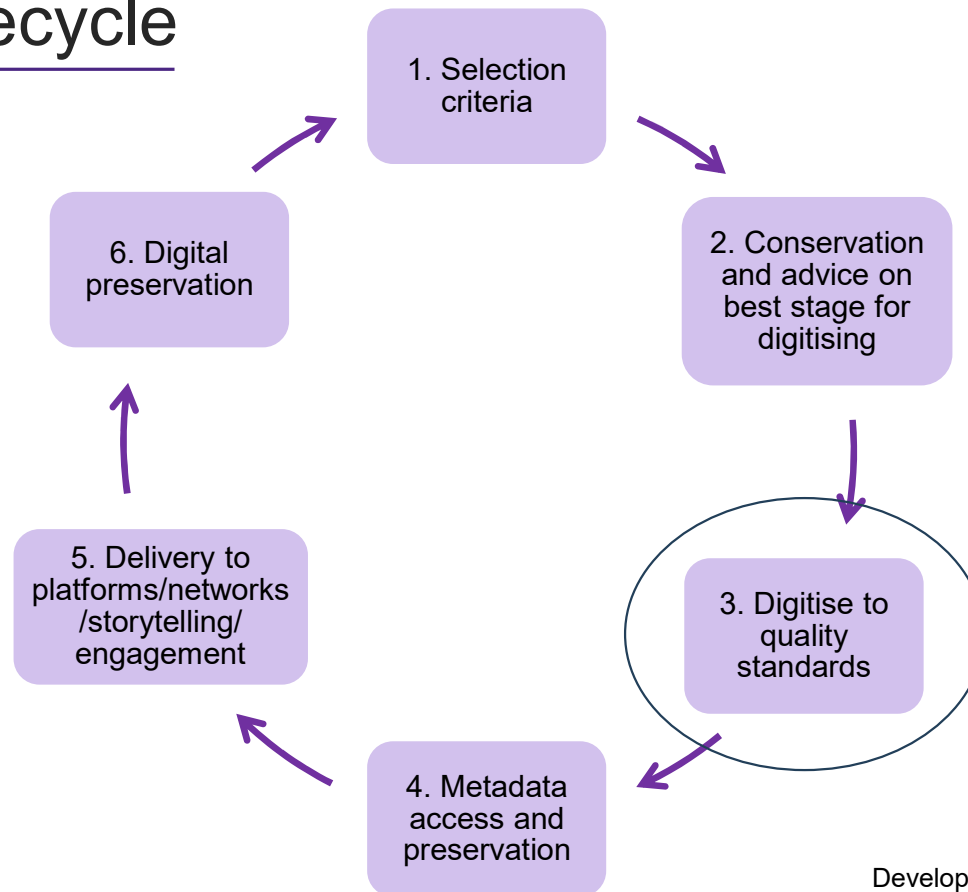
- Intrinsic Value of the item
- Potential Audience of the item
- Condition of the item
- Opportunistic digitisation

## Limiting Factors

- Permissions
- Physical Condition
- Technical Requirements



# The Digitising Lifecycle



Developed by Heather Brown for the *Digitisation of South Australian Cultural Heritage Collections: Feasibility Study 2020*.

# Why are digitisation standards important?

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Risks associated with associated with low quality digitisation:

- Waste of resources
- Loss of crucial detail and valuable information
- Reputational damage
- Physical object deterioration
- File corruption



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# Digitisation Standards

Standards that can be applied to digital preservation:

- [Digitisation of South Australian Cultural Heritage Collections: Digitisation Guidelines](#)
- Internal policies and procedures
- National Archives of Australia Preservation Digitisation Standards

	Documents - handwritten or typed text, bound or manuscripts	'High volume' documents (unbound, using document scanner)
<b>Preservation Master</b>		
<b>File format</b>	Uncompressed TIFF	Uncompressed TIFF
<b>Bit depth &amp; sampling rate (if applicable)</b>	8 [24 bits/pixel]	8 [24 bits/pixel]
<b>Colour space</b>	RGB	RGB
<b>Resolution</b>	Minimum 300 ppi	300 ppi
<b>Output size</b> (Applies to use of a scanner; variations apply for cameras)	100% with a minimum of 3000 pixels on the longest side. If the longest side is less than 3000 pixels then the resolution is increased to increase the number of pixels on the longest side to 3000.	100% with a minimum of 3000 pixels on the longest side.
<b>File size (if minimum size is required)</b>	Minimum 18 MB	
<b>Additional notes: Note re ppi</b>	Use scanning software to calculate the ppi necessary to achieve the minimum file size, i.e. if 300 ppi will result in an under-sized master file, ppi is increased until the minimum master file size is exceeded.	

- *Ideal file formats*
- *Bit depth*
- *Colour Space*
- *Resolution*
- *Output Size*
- *File Size*
- *PPI*

# But how do I digitise?

<https://digitisingcollections.history.sa.gov.au/>



## FRAMING LARGE FLAT OBJECTS FOR PHOTOGRAPHY

A simple tip for moving large flat objects to frame them for photography.



## PREPARING HISTORIC COSTUME FOR DIGITISATION

Textile conservator Mary-Anne Gooden talks us through setting up an effective work space and resources which can assist in getting the best possible results when preparing historic textiles for photography.

This video is part of a series of instructional clips on digitising historic collection items, created as part of the Digitising Collections SA project.

For more on conservation and collections care visit the Artlab Australia website – <https://www.artlabaustralia.com.au/>

Film produced by Symes Studios.



## DIGITISING BOOKS

Conservator Amalia Ranisau from Artlab Australia talks us through how to safely handle books while digitising them.

For more on conservation and collections care visit the Artlab Australia website – <https://www.artlabaustralia.au/>

Film produced by Symes Studios.



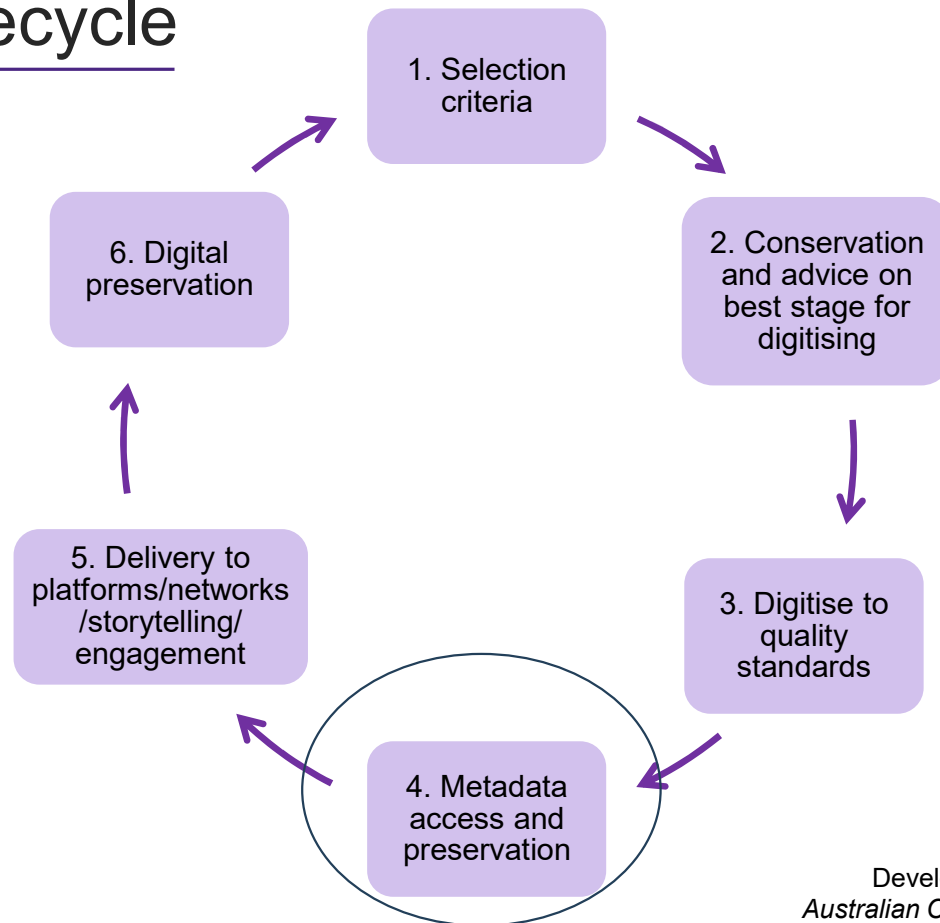
# But how do I digitise?

<https://digitisingcollections.history.sa.gov.au/>

We also recommend  
**Crystal Clear: Standards and Guidance for  
Digitising Regional Collections  
Museums and Galleries of NSW**



# The Digitising Lifecycle



Developed by Heather Brown for the *Digitisation of South Australian Cultural Heritage Collections: Feasibility Study 2020*.

# Metadata, access and preservation

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- **Metadata** is the **who, what, when, where, how** of your digital asset. The **data about the data**.
- **Access** is selecting the right platforms for your chosen audiences.
- **Preservation** is the maintenance of these digital assets – backing up data, making preservation copies, regularly maintaining metadata.

However, in order to complete this step you will require a CMS or a DAMS...



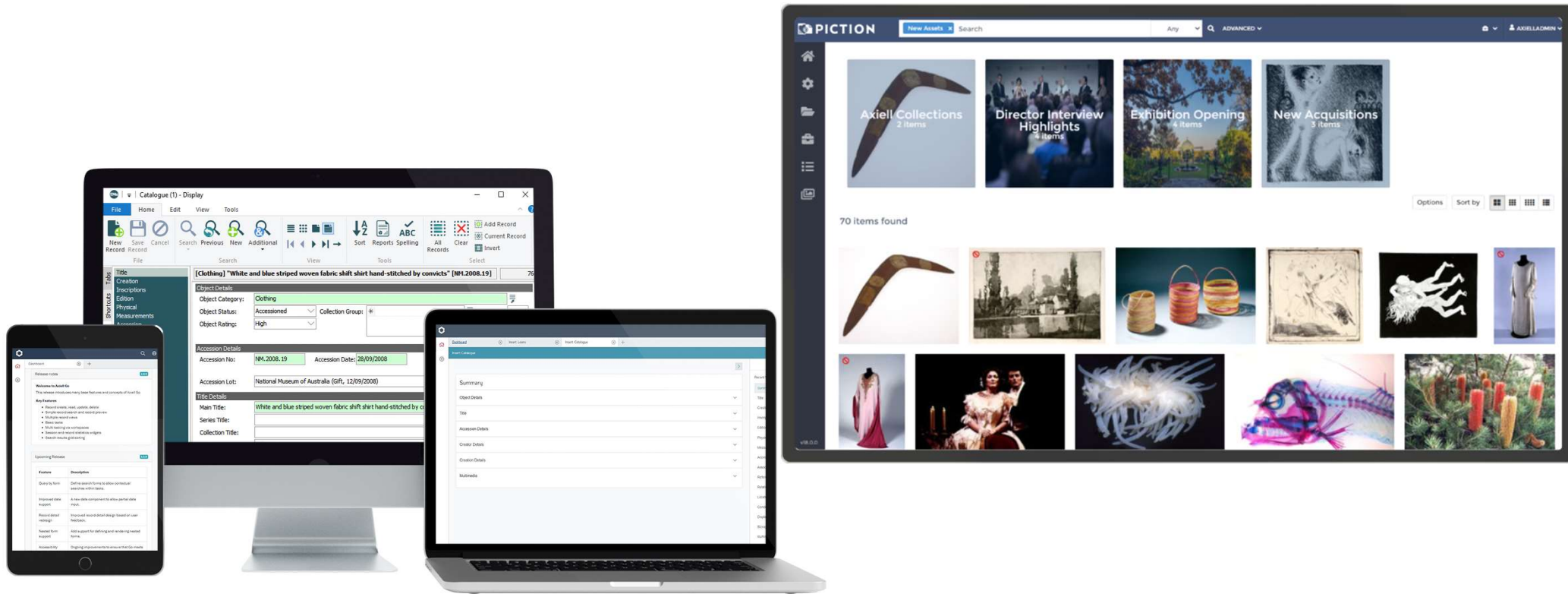
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# What database do I use?

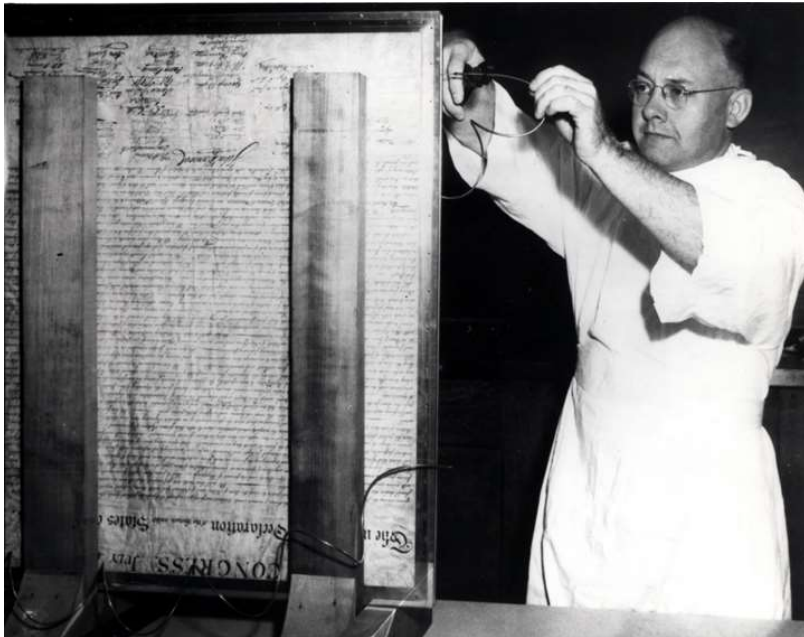
CMS	DAMS	KMS
Collection Management System (not to be confused with CMS – content management system which is usually behind your website)	Digital Asset Management System	Knowledge Management System
Use to record, store, preserve and manage information about physical things in your collection	Use to store, preserve, manage, and access digital materials such as photographs, recordings, digital documents	For applying and using knowledge management principles to create, share and find relevant information quickly. In a collections setting it is often a CMS with modifications for First Nations collections
Mosaic, Axiell products, Access to Memory, HDMS, eHive etc.	Cumulus/Canto, NetX, Piction/Axiell DAMS, etc.	Ara Irititja/Keeping Culture KMS, etc.

# CMS and DAMS – Do I need both?



## Metadata – not as confusing as it sounds!

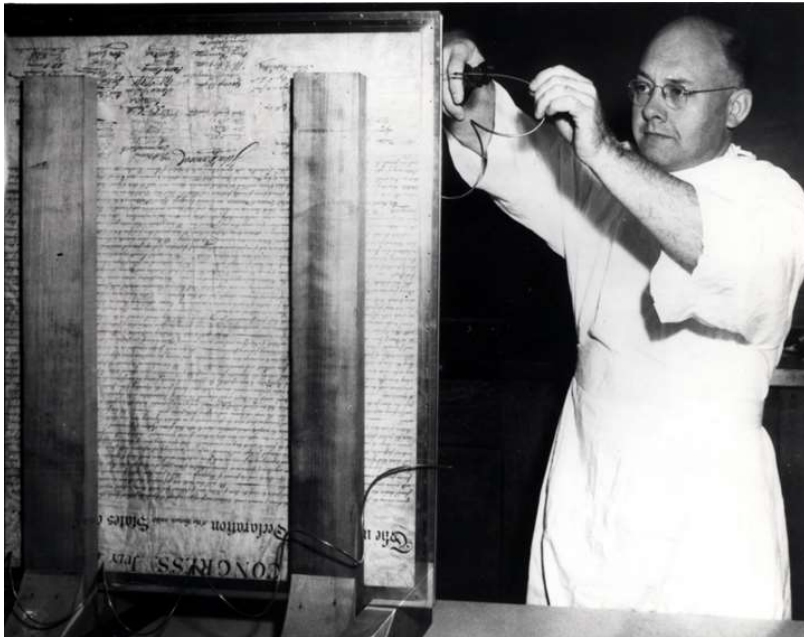
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- The who, what, when, where, how – the technical aspects and descriptive information – of your digital asset.
- Metadata will help you find the file into the future.
- Includes dates of creation, resolution, file type and format, the photographer/digitiser, dates of image modification, relationships with other files, file location and more.
- Metadata also includes the name of the file.

## Why follow Metadata Standards for Preservation?

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*Following Standards will lessen the likelihood of:*

- Your digital content and records becoming inaccessible due to future software obsolescence
- Loss of data due to obsolescence or failure of hardware/media
- Loss of data and records due to inadvertent or malicious alteration of content
- Unreliable or inauthentic data due to incomplete or inadequate capture of digital records and metadata at the time of transfer



## Need to know more about digital preservation?

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- Pages 22-23 of Crystal Clear provide very clear, easy instructions about saving and using digital files.
- [Best Practice References | Digitising Collections SA](#)





# Resources

## Grants available for South Australian projects

<https://www.history.sa.gov.au/grants/>

- South Australian History Fund
- Museums and Collections (MaC)

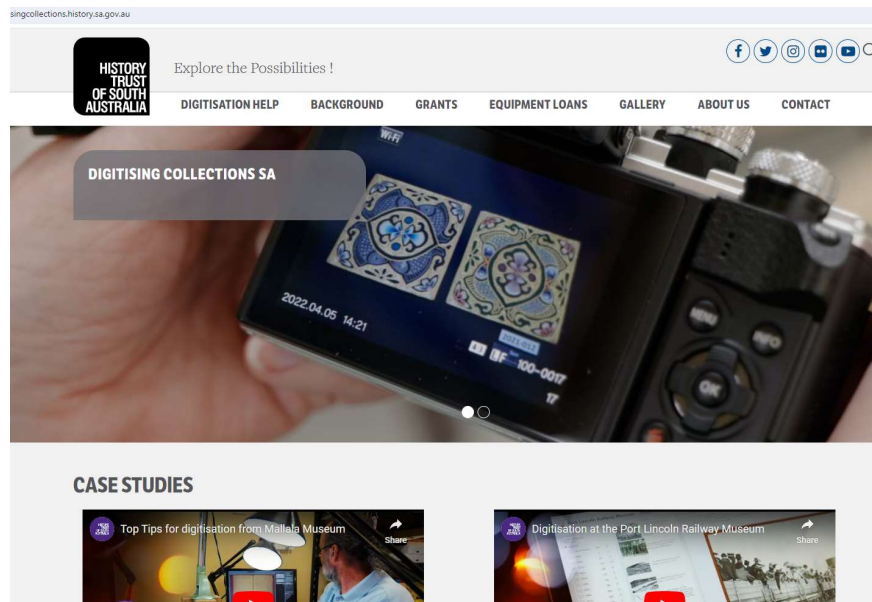
## Online Resources

- Digitising Collections SA



# Digitising Collections SA

<https://digitisingcollections.history.sa.gov.au/>



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# Case Studies

[digitisingcollections.history.sa.gov.au/case-studies](https://digitisingcollections.history.sa.gov.au/case-studies)



## DIGITISATION AT THE EMBROIDERERS' GUILD OF SA MUSEUM

Lesley Grady from the Embroiderers' Guild of South Australia Museum talks about digitising their collections. She talks about how the Embroiderers' Guild collection developed, her involvement with the Museum, and the challenges of digitisation.



## DIGITISATION AT LUTHERAN ARCHIVES

Rachel Kuchel from Lutheran Archives talks about digitising their collections. She talks about how they started planning for digitisation, outlines the approach Lutheran archives takes to digitisation, and their decision to purchase a book scanner.

If you would like to know more about the services offered by Lutheran Archives in Adelaide please visit their website:



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