

GETTING A COLLECTION READY FOR DIGITIZATION

Case Study: CAS/PNNM

- ▣ Natural history collection
 - 290,000 specimens & artifacts
 - 100,000 photographic images
 - manuscripts & institutional records
- ▣ Collections date to 1830s – old records
- ▣ Staff of 2 – and an army of volunteers!
- ▣ Off-site collections facility

Collections Inventory

- ▣ 2008 – Collections Inventory Project (IMLS)
- ▣ Inventory of specimens and artifacts
- ▣ Data from labels formed basis for entire dataset



Collections Inventory

- ▣ Identification
- ▣ Nomenclature updates
- ▣ Rehousing
- ▣ Condition



Digitization Questions

- ▣ What actually needs to be done? What is the motivation for the digitization?
- ▣ Who will do the work? Staff time and/or expertise
- ▣ What will the end product look like? File size, type
- ▣ Equipment needs and costs?
- ▣ Protocols? Workflow?
- ▣ Is the collection ready?
- ▣ How to get the product to audiences?
- ▣ \$\$\$\$\$\$
- ▣ Goals: increase use; records

Case Study: CAS/PNNM

Digitization projects:

- ▣ **Specimen Photography Project** – digital photography of specimens and artifacts
- ▣ **Scanning projects** – botanic specimens, publications, archives, photography collection

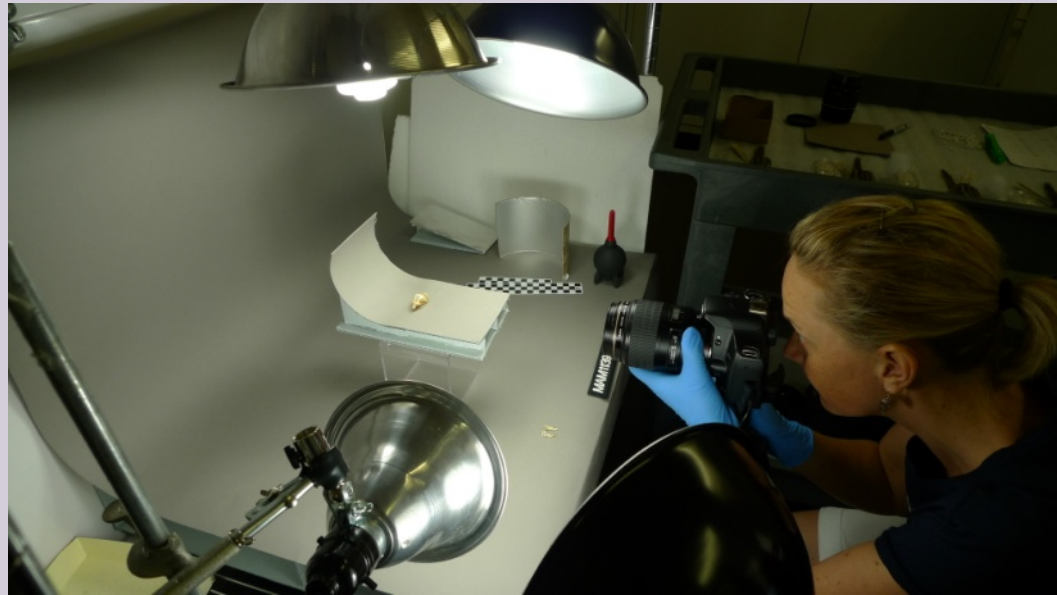
Specimen Photography Project

- ▣ Photography station
- ▣ Camera equipment: SLR camera, tripod, lenses, data cards, card reader
- ▣ Filters, Lights
- ▣ Tools: scales (color, measurement), number set
- ▣ Computer workstation
- ▣ Software: image editing & metadata
- ▣ Digital storage space



Specimen Photography Project

- ▣ Volunteer photographers take images
- ▣ Specimen data is verified
- ▣ Drawer organized
- ▣ Image uploaded and converted
- ▣ Metadata attached to image
- ▣ Staff review images
- ▣ Image file name added to dataset



Specimen Photography Project



Results To Date

- ▣ All the type specimens photographed
- ▣ Images of bird nests and eggs utilized in the 2012 release of the Thayer Bird software



Results To Date

- ▣ Increase in rights and reproduction requests
- ▣ Images utilized by museum for social media and educational programs
- ▣ Images sent to researchers, used for taxonomic verification and conservation studies



Review

- ▣ Review protocols and workflow
- ▣ Adjust protocols as needed, update manuals
- ▣ Working with volunteers
- ▣ Prepare for the next leap

