



Go with the Flow

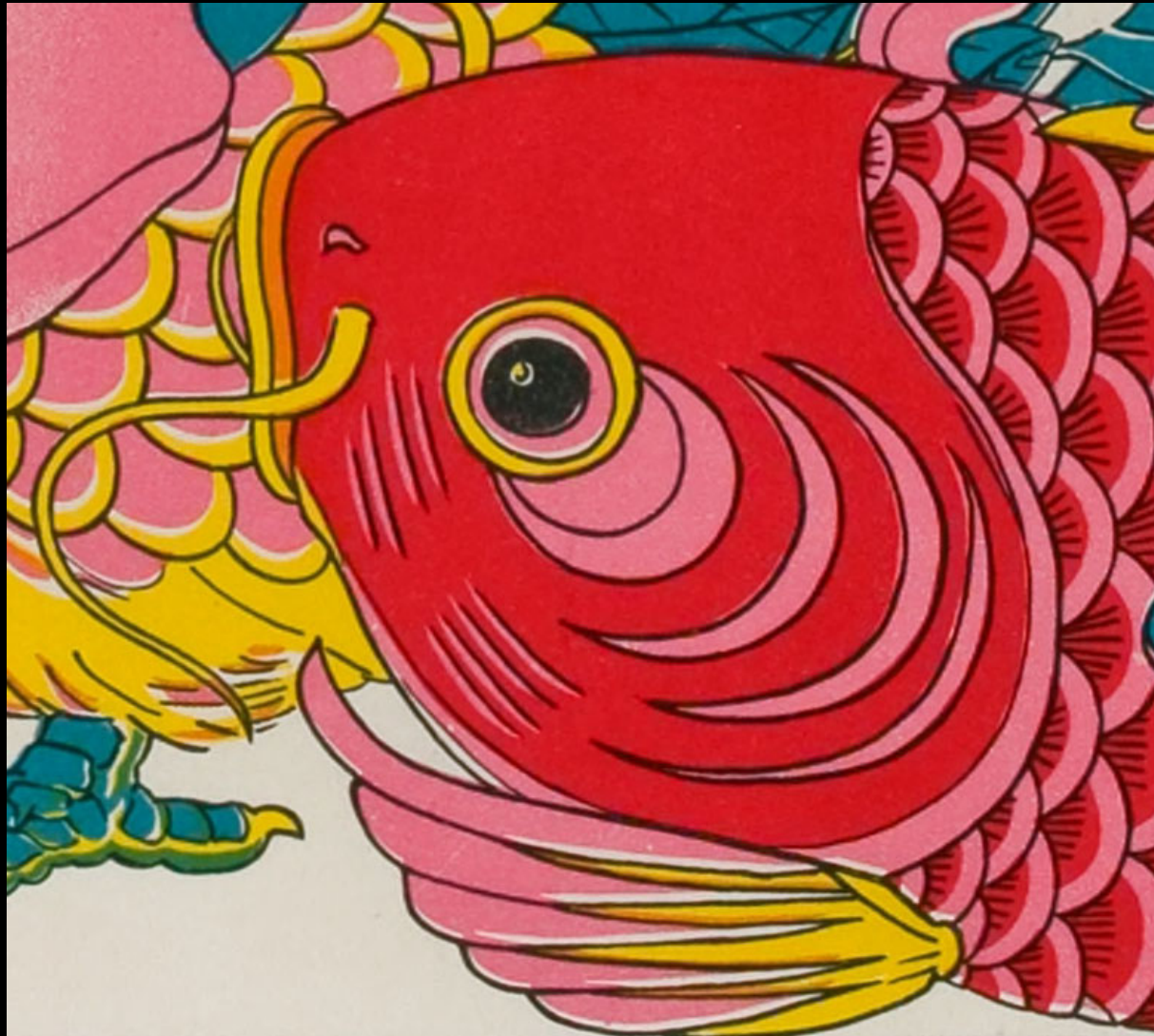
Workflow – iDigBio

Sally Bjork

University of Michigan History of Art



Workflow - S. Bjork, iDigBio, March 2013



Woodcut, Five Paths to Increasing Prosperity, detail. 1959. printer: Lu XuLu Xue Qine Qin (Chinese, 1936-1994).

Workflow - S. Bjork, iDigBio, March 2013



Workflow - S. Bjork, iDigBio, March 2013



Workflow - S. Bjork, iDigBio, March 2013



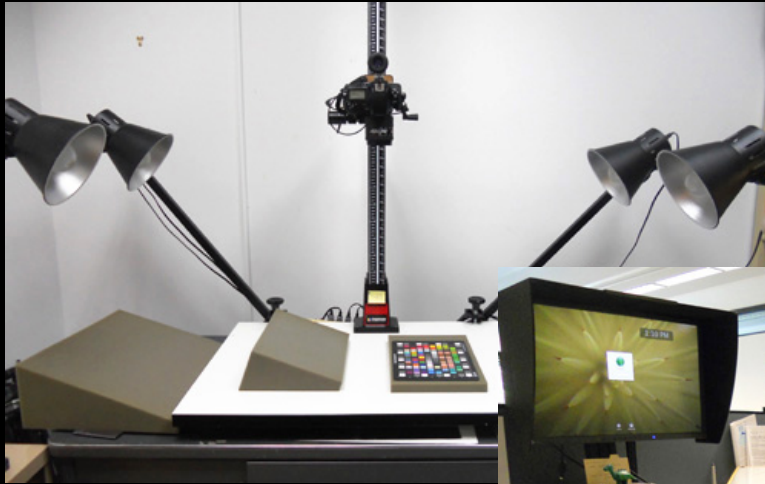
Workflow - S. Bjork, iDigBio, March 2013



Workflow - S. Bjork, iDigBio, March 2013



Workflow - S. Bjork, iDigBio, March 2013



Workflow - S. Bjork, iDigBio, March 2013



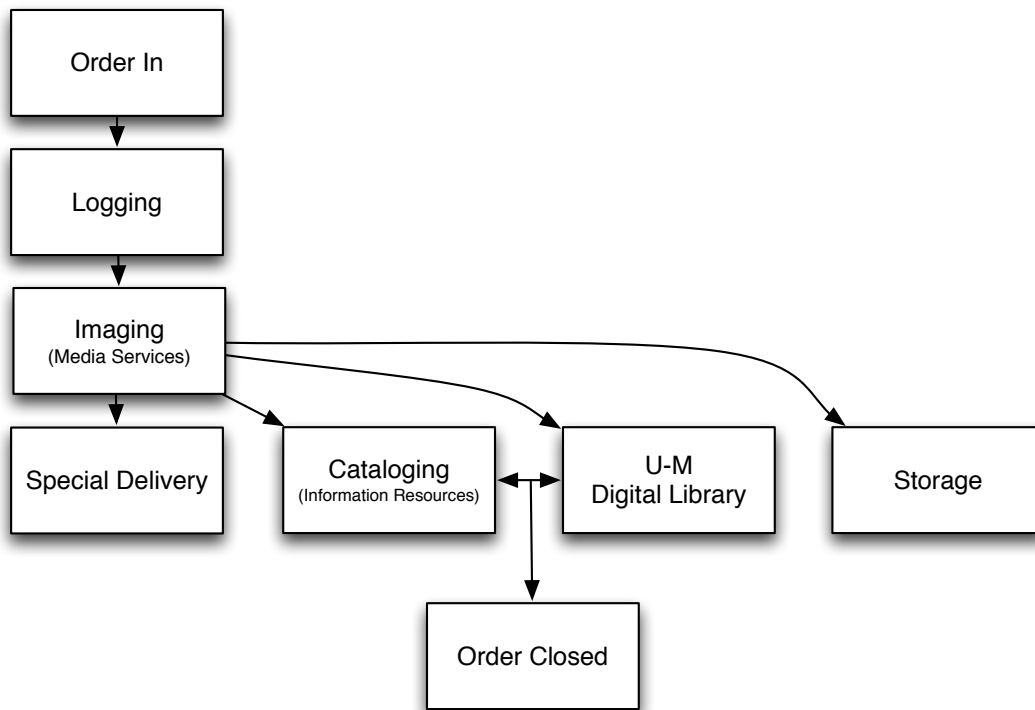
Workflow - S. Bjork, iDigBio, March 2013



Workflow - S. Bjork, iDigBio, March 2013



Workflow - S. Bjork, iDigBio, March 2013



Order In

Logging

Imaging
(Media Services)

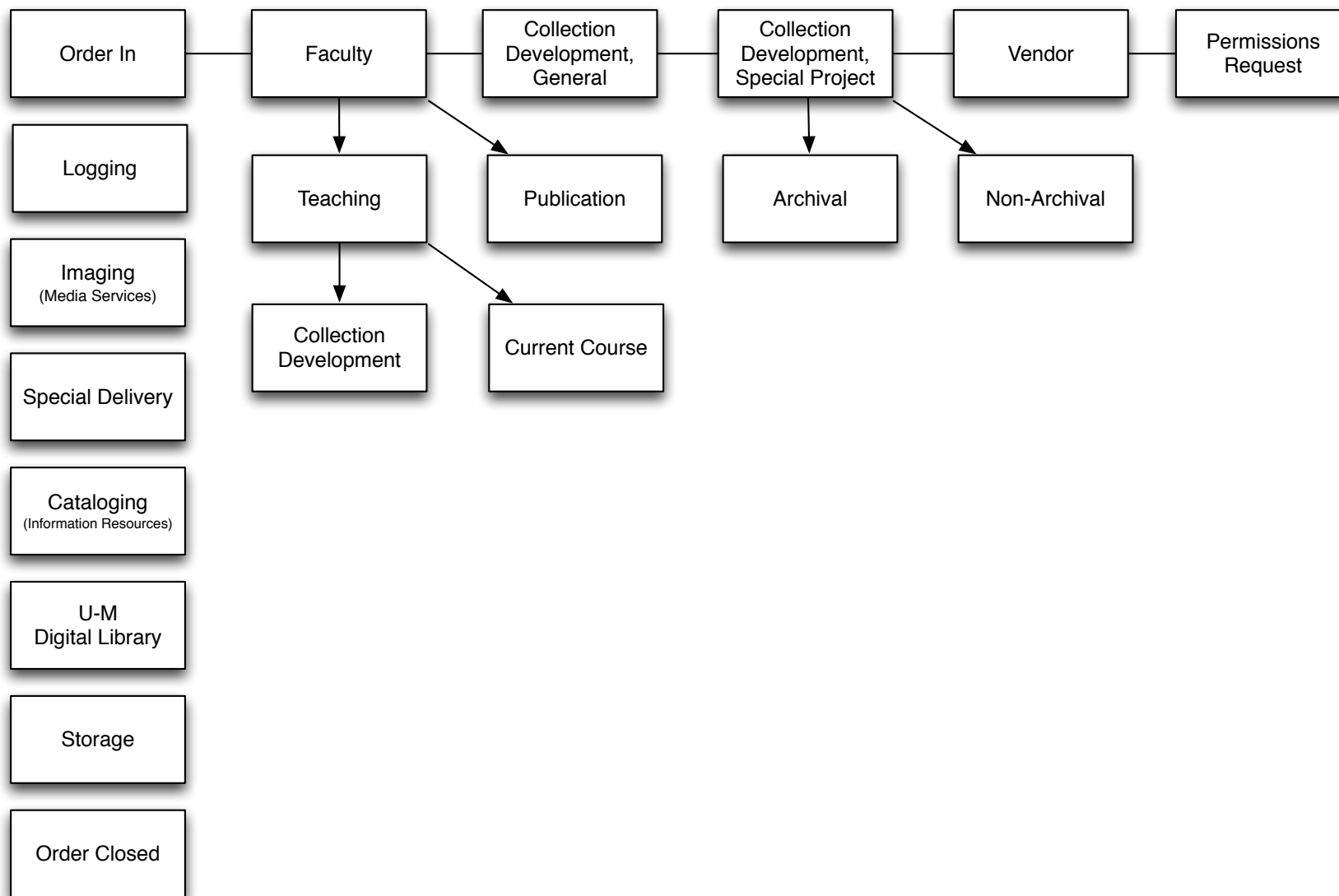
Special Delivery

Cataloging
(Information Resources)

U-M
Digital Library

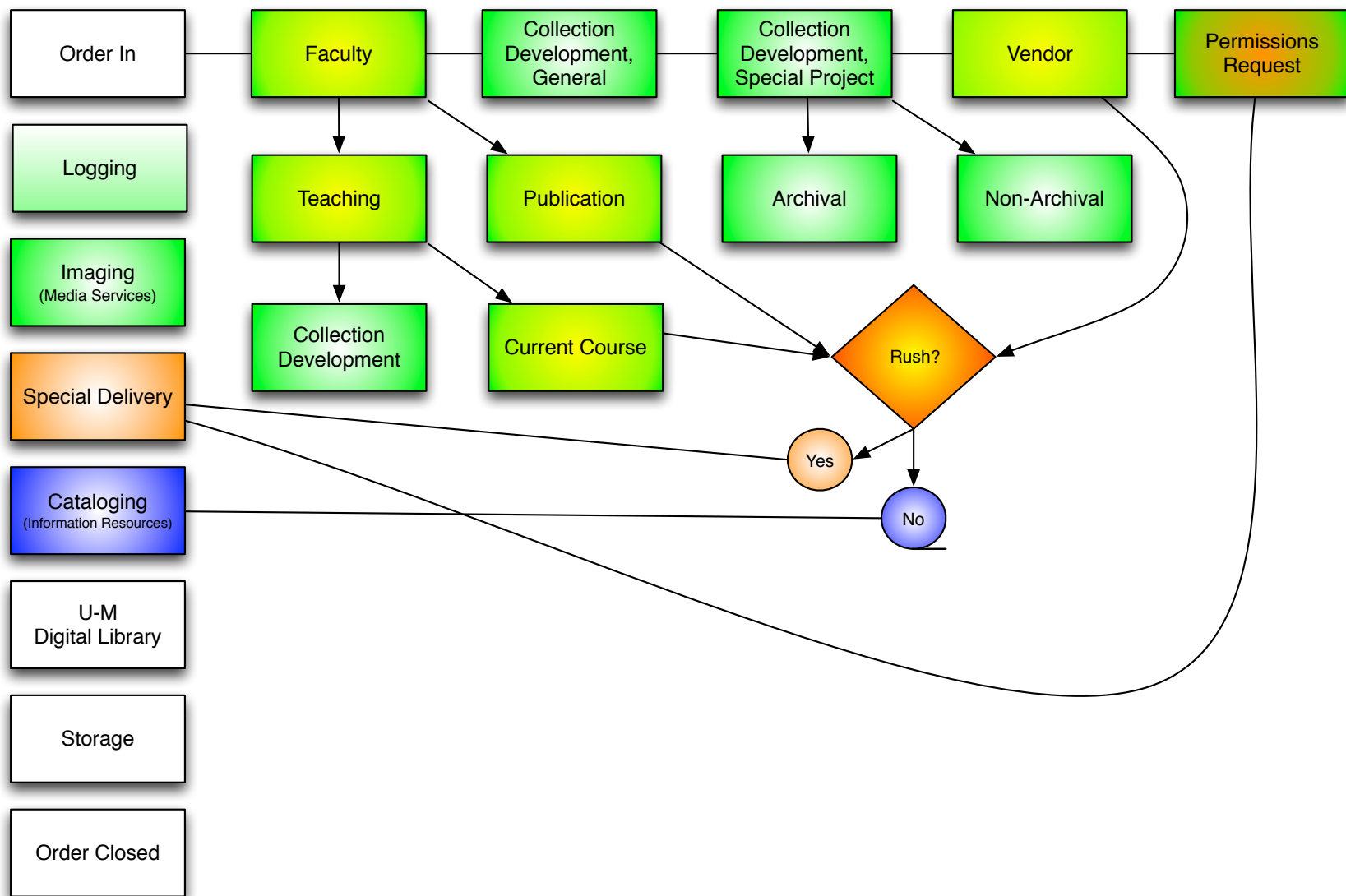
Storage

Order Closed



S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013



S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013

CAT _____
 DEACCESSIONS _____

ORDER # _____

_____ QC

VISUAL RESOURCE COLLECTIONS
IMAGE REQUEST SHEET

- All orders will be processed as quickly as possible. Large orders with short deadlines may not be realistic with the volume of work in-house. VRC staff will work with you to parse out large orders so that images will be available as needed. In order to assure that images are ready when you need them please work ahead of the deadline so that all parties have time to process.
- Please use an Image Request Sheet for each book, group of slides, etc. for which you need images digitized.
- Complete cataloging information for every image must be provided using platemarkers or Image Request Detail Sheets when the order is submitted. Missing information may result in delayed turnaround.
- Personal slides must be marked with professor's initials. We will add initials to unmarked slides.

ORDER DATE:	DUE DATE (actual date or week of term)
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ORDER REQUEST INFORMATION

FACULTY/STAFF NAME:	SUBMITTED BY:	EMAIL:
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ITEM INFORMATION

Please complete one form per book/slide set. Please use separate forms for different materials types.

Materials Type	Quantity Submitted	Submission Type	Service Requested
<input type="checkbox"/> Books/Serials		<input type="checkbox"/> Course Submission CRN _____	<input type="checkbox"/> Normal (min. 14 calendar days)
<input type="checkbox"/> Collection Slides		<input type="checkbox"/> Non-Course Lecture	<input type="checkbox"/> RUSH (min. 4 working days)
<input type="checkbox"/> Personal Slides		<input type="checkbox"/> Publication Request	<input type="checkbox"/> Term needed:
<input type="checkbox"/> Transparencies		<input type="checkbox"/> Other	<input type="checkbox"/> Collection Dev. (2-4 months)
<input type="checkbox"/> Lantern Slides			
<input type="checkbox"/> Photo Prints			
<input type="checkbox"/> Unmounted Film			
<input type="checkbox"/> Other: _____			

Online Image Collection checked for existing images; if submitting an image for replacement, please note this.

Copyright permissions cleared, if necessary (attach info.) See VRC staff for guidance.

PURPOSE

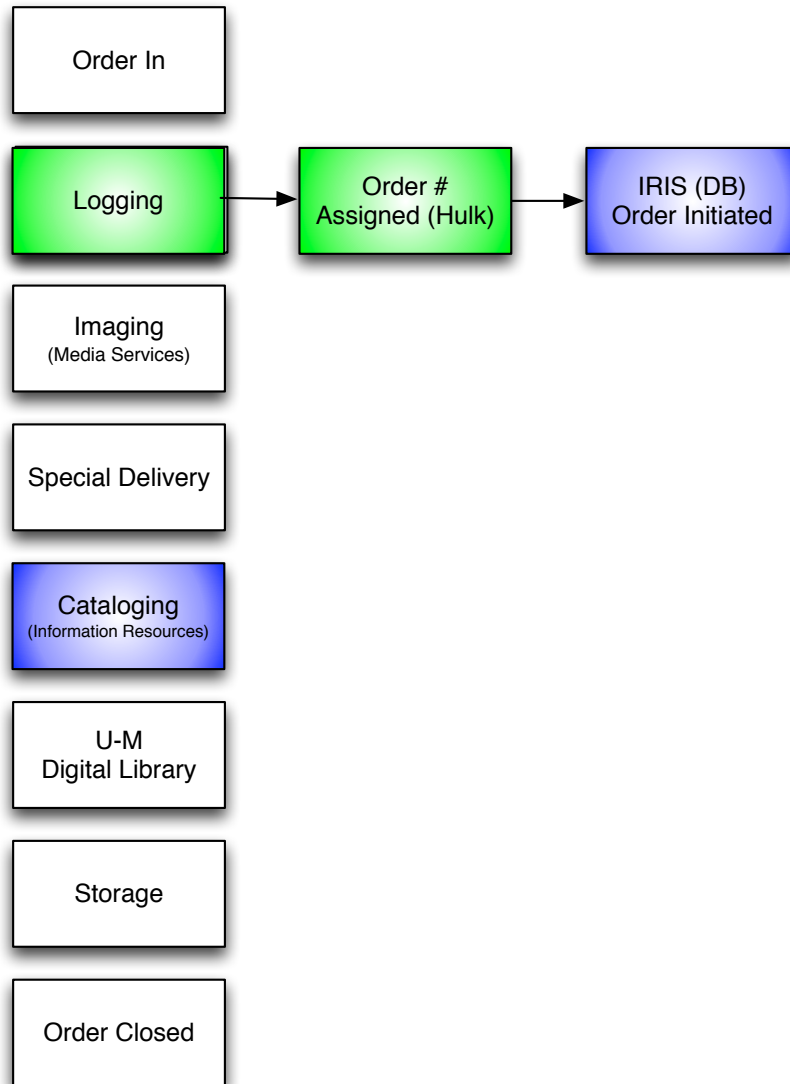
ALL IMAGES WILL BE DIGITIZED, CATALOGUED AND ADDED TO UMDL

SPECIAL SERVICE REQUESTS: Check all that apply.	OTHER SPECIAL INSTRUCTIONS: UMDL portfolio name, Lecture number or title for websites, etc.
<input type="checkbox"/> Post Images to UMDL portfolio	
<input type="checkbox"/> You Send It <input type="checkbox"/> Tiffs for Publication	
(choose You Send It Option(s)) <input type="checkbox"/> Rush JPEG (PowerPoint size)	
<input type="checkbox"/> Rush JPEG (ARTstor OIV size)	

SOURCE INFORMATION

Please keep copyright limits in mind when selecting images from books.

Author/Vendor:	_____
Title	_____
Call Number	_____



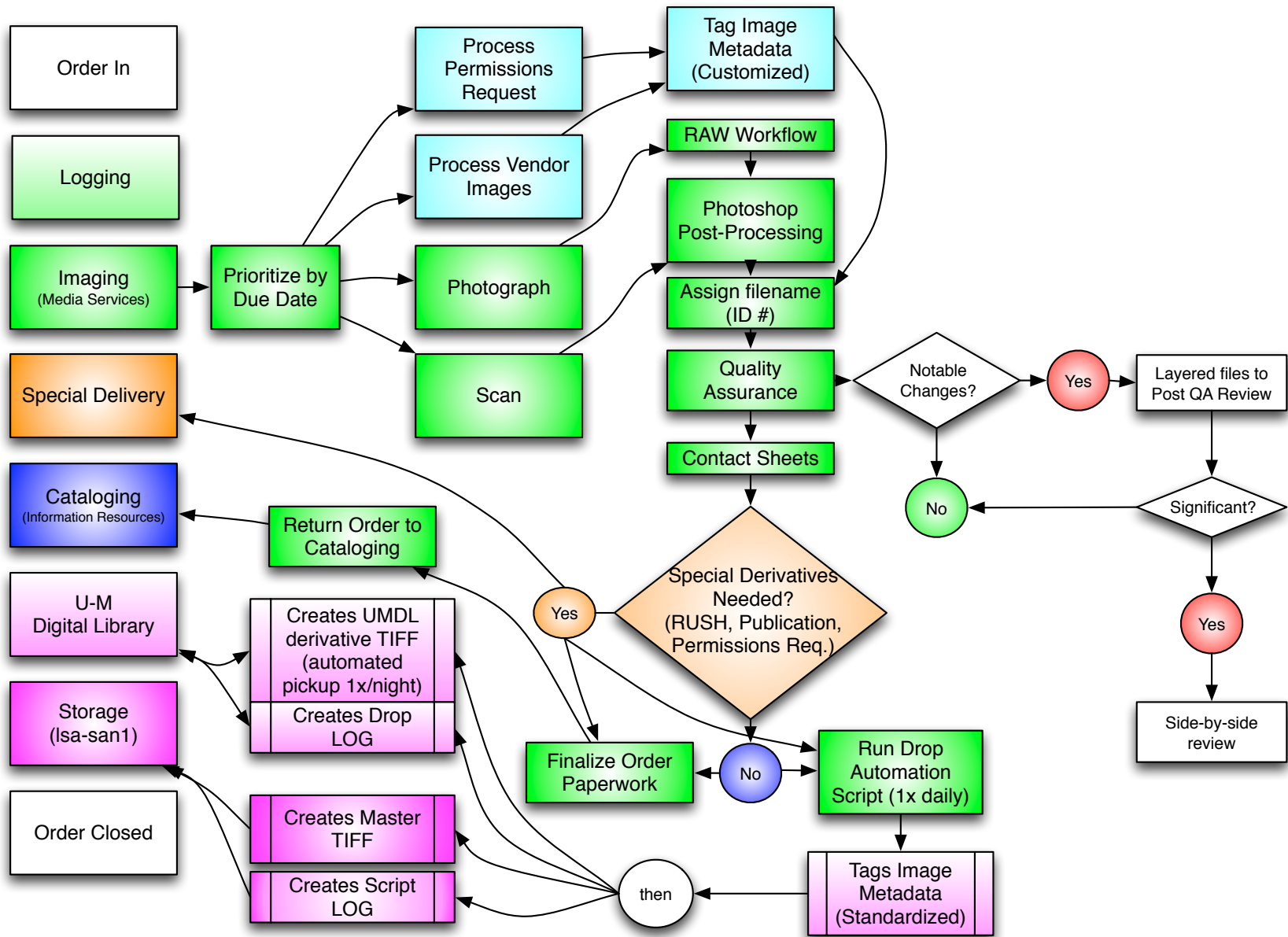
S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013

Order #	Order Date	Date Needed	Requester Faculty	Collect. Develop (Y/N)	Cours. (List # if know)	Archiv. Collect (Y/N)	Book/Teaching Collection Slides	Personal Slides	Transpare. (any size)	Lantern Slides	Photo Prints	Slide Other	PP Film	Unmount. Purc	Dig. file	Oth.	Book/Object/Collection Information	Author (last name)	# of Images Requested	# of Images Book	Resto UM	No. Acce	Port.	Spec. Deliv. (you or simi)	Starte (initial date)	Comple (initial date)	QA Starte (initial date)	QA Compl (initial date)	Cat. and digital entry (initial date)	Notes	Status	Clos	
1	1300	1/7/20	n.a.	None	Y	n.a.	Y				X						Borobudur Binder #23; 1st Gallery: Main Wall, Bottom Row, V	n.a.	46	n.a.	N	N	N	N	h	h	01/07/12	02/04/12			Borobudur Digitization Project (started in 2012)		
2	1300	1/10/20	n.a.	None	Y	n.a.	Y				X						Borobudur Binder #24; 1st Gallery: Main Wall, Bottom Row, VI	n.a.	46	n.a.	N	N	N	N	h	h	01/10/12	02/04/12			Borobudur Digitization Project (started in 2012)		
3	1300	1/14/20	2/5/20	Kee, Joan	N	HA 889.0	N	x									Out of Now; The Lifeworks of Tehching Hsieh	Heathfield	14			Y	Y	mq	mq	1/29/13	1/30/13	02/04/12	02/04/12	2/4/20		Yes	
4	1300	1/14/20	2/9/20	Kee, Joan	N	HA 889.0	N	x									Kazuo Shiraga	Tomii	3			Y	Y	sbj	sbj	2/8/13	2/8/13	2/8/13	2/8/13			Yes	
5	1300	1/18/20	n.a.	Caldenwood Eric	Y	???	N						x	x			Morocco Spanish Protectorate posters	Artist: Bertuchi	3	n.a.			Y	N	n.a.	n.a.	sbj	sbj	01/22/12	01/22/12	ms 2/7/20	digital files from Spanish National Library (Biblioteca...)	Yes
6	1300	1/17/20	1/31/20	Kee, Joan	N	HA 889.0	N	x									Tomatsu Shomei		4			Y	Y	mq	mq	1/23/13	1/23/13	01/23/13	01/23/13	1/30/2		Yes	
7	1300	1/17/20	1/31/20	Kee, Joan	N	HA 889.0	N	x									Daido Maryama: Stray Dog	Phillips	6			Y	Y	mq	mq	1/23/13	1/25/13			ms 1/30/2		Yes	
8	1300	1/17/20	2/7/20	Kee, Joan	N	HA 889.0	N	x									Zanna: Paper Like Skin	Pesenti	12			Y	Y					ms 2/5/20		Yes			
9	1300	1/22/20	1/23/20	Gruber, Christy	N		Y				X						Simpson illustrated Islamic manuscripts for grant		2		N	N	Y	sbj	sbj	01/22/12	01/22/12	01/22/12	sbj/01/12				
10	1300	1/18/20	2/10/20	Holmes, Megan	N	n.a.	N								x				50	n.a.		N	Y	sbj	sbj	01/18/12	02/04/12	02/04/12	02/04/12	n.a.	Personal images (field photography) for publication; Worked side-by-side w MH for some images to get a sense of needs for her publication; processed remainder and reviewed with her.	Yes	
11	1300	1/28/20	n.a.	None	Y	n.a.	Y				X						Borobudur Binder #25; 1st Gallery: Main Wall Bottom Row, VII	n.a.	46	n.a.	N	N	N	N	h	h	01/28/12	02/05/12			Borobudur Digitization Project		
12	1300	1/31/20	n.a.	None	Y	n.a.	N?	x									Umich HART – 2002 Graduation Slides	n.a.	45	n.a.										Add to departmental archive			
13	1300	2/1/20	n.a.	None	Y	n.a.	Y				X						Borobudur Binder #28; 1st Gallery: Balustrade Top Row, I	n.a.	tbd	n.a.	N	N	N	N	h		02/01/12				Borobudur Digitization Project		
14	1300	2/11/20	2/12/20	Zurier, Rebecca	N	HA 230	N	x									Marble Queens and Captives	Kasson	1		N	N	Y	Y	sbj	sbj	02/11/12	02/11/12	02/11/12	02/11/12	RUSH (HA230)	Yes	
15	1300	2/11/20	(before)	Kee, Joan	N	HA 889.0	N	x									Gutai: Splendid Playground	Tiampo	20			Y	Y	mq	mq	2/13/12	2/14/13					Yes	
16	1300	2/11/20	2/12/20	Siegfried, Susan	N	HA 489.0	N					x							4	n.a.		Y	Y	sbj	sbj	2/13/12	2/13/12	02/13/12	02/13/12	RUSH (personal slides for collection)	Yes		
17	1300	2/11/20	2/12/20	Susan	N	HA 489.0	N															Y	Y	sbj	sbj	2/13/12	2/13/12	02/13/12	02/13/12	This was originally Order 120062, which			

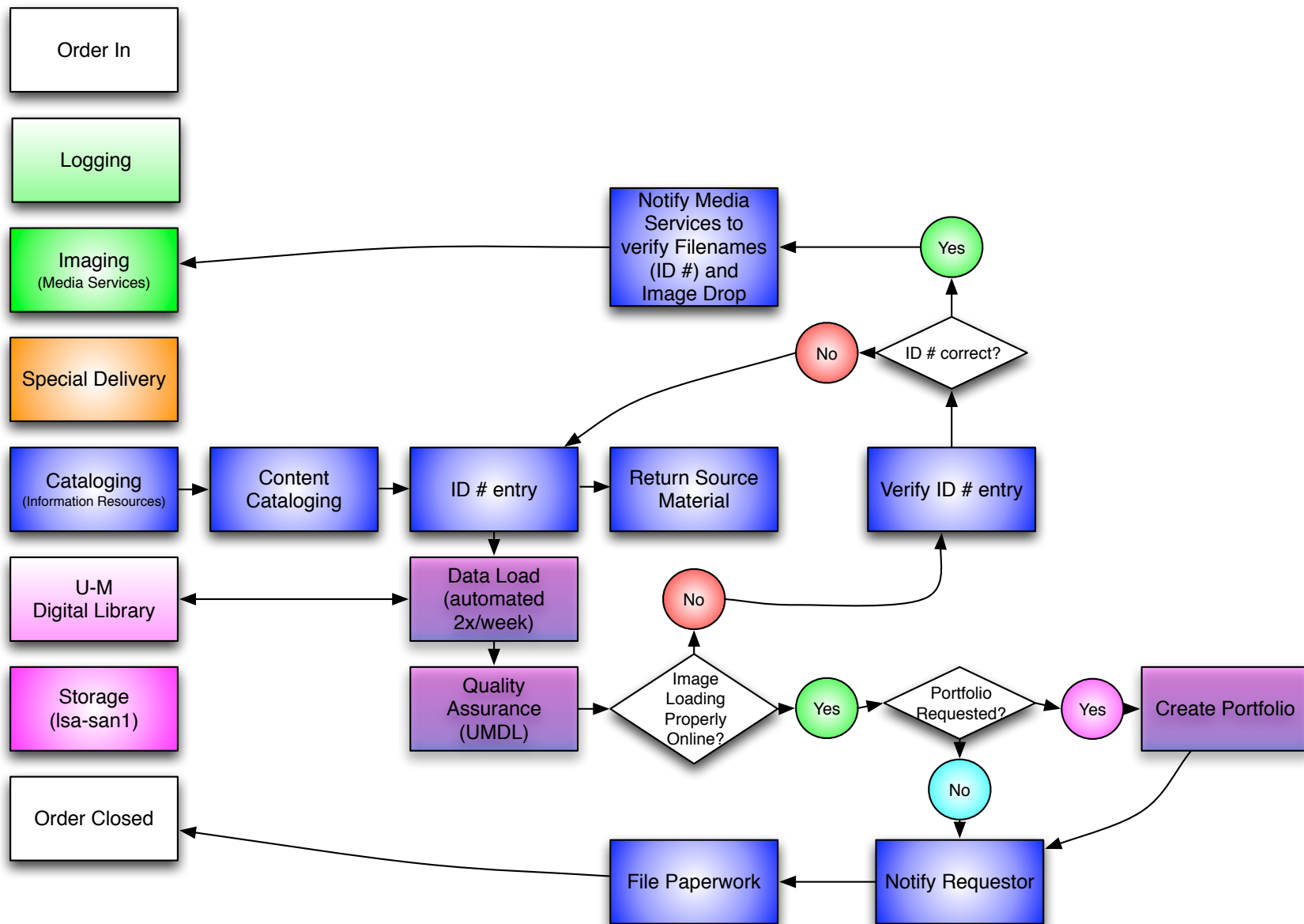


Workflow - S. Bjork, iDigBio, March 2013



S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013



S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013

RETURN MATERIALS TO: <input type="checkbox"/> VRC Office <input type="checkbox"/> Library, due date: <input type="checkbox"/> Other: _____	OTHER SPECIAL INSTRUCTIONS:
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BELOW FOR VRC USE ONLY, PLEASE

Deaccession Image ID(s): _____

Reason:

	<u>Added to Hulk</u>	<u>IRIS Order Created</u>	<u>Order Card Created</u>	<u>Slides Added to Order</u>
Initials/Date	_____/_____/____	_____/_____/____	_____/_____/____	_____/_____/____

PERMISSIONS				
<u>Image ID</u>	<u>Date Requested</u>	<u>Rights holder</u>	<u>Response</u>	<u>Response Date</u>

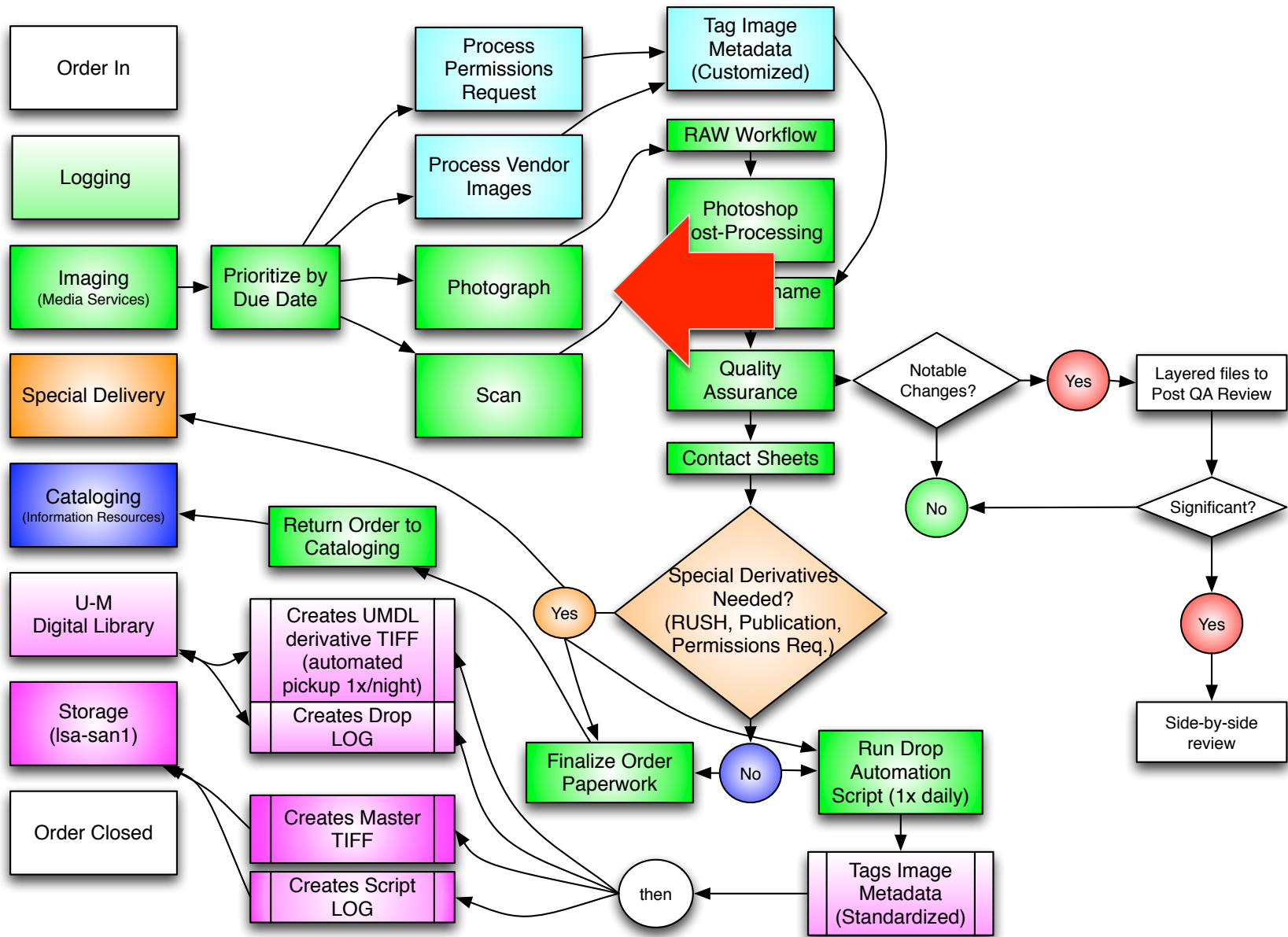
VENDOR PURCHASES				
<u>Quantity</u>	<u>Vendor</u>	<u>Vendor ID</u>	<u>Order Date</u>	<u>Receipt Date</u>

SPECIAL INSTRUCTIONS

CATALOGED			
	<u>Cataloging</u>	<u>Course #s</u>	<u>Keywords</u>
Initials	_____	_____	_____
Date:	_____	_____	_____
Cataloging	Notes		

DIGITAL ENTRY	
Initials:	_____ Date: _____
Digital File #s:	

Materials Returned To:	Initials/Date
OTHER ORDER NOTES	



S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013

Media Services
Imaging Workflow: BOOKS

Order # _____

QA Done: _____

Capture / Processing

Initial / Date

- _____ Shoot images
- _____ Assign Order # as folder title (i.e.: 090158, 099010, etc.)
- _____ Process RAW files
 - tone, color, crop, export tiffs
 - set export size large enough for final crop of 3072 pixels on long side
- _____ Process tiff files
 - Transform, crop, spot, resize (final image, long dimension=3072 px), sharpen, perform local tone/color adjustments, etc. as needed
 - Save final as layered tiff with sRGB profile and IBM Byte Order
- _____ Assign digital file #s & double-check after renaming
 - UMDL: [yy]d#####, eg.: 10d001122
 - Personal: [II][Order#]_###, eg.: ES100158_099
- _____ - _____
- _____ Process Deaccessions, if applicable
- _____ Upload the Order folder containing all layered tiffs to QA:
"Isa-san1.lsa.umich.edu/hart/01_Production/02_QA/01_In/"
- _____ Record Stats
- _____ Update Hulk

Quality Assurance

Initial / Date

- _____ Confirm folder and filenames, check dimensions, color space, copyright status
- _____ Perform QA Imaging adjustments if necessary (tone/color/sharpness, etc.), confirm dimensions
- _____ Flatten, Save, byte order, etc.
- _____ Make contact sheets
- _____ Create and deliver special derivatives (Yousendit, etc.), if applicable; Info: _____
- _____ Send derivative notification email, if applicable
- _____ QA review of deaccessions, if applicable
- _____ Drop tiffs for UMDL/Masters Automation
- _____ Delete all prior image derivatives associated with Order from the server(s)
- _____ Record Stats, Update Hulk & Order Board

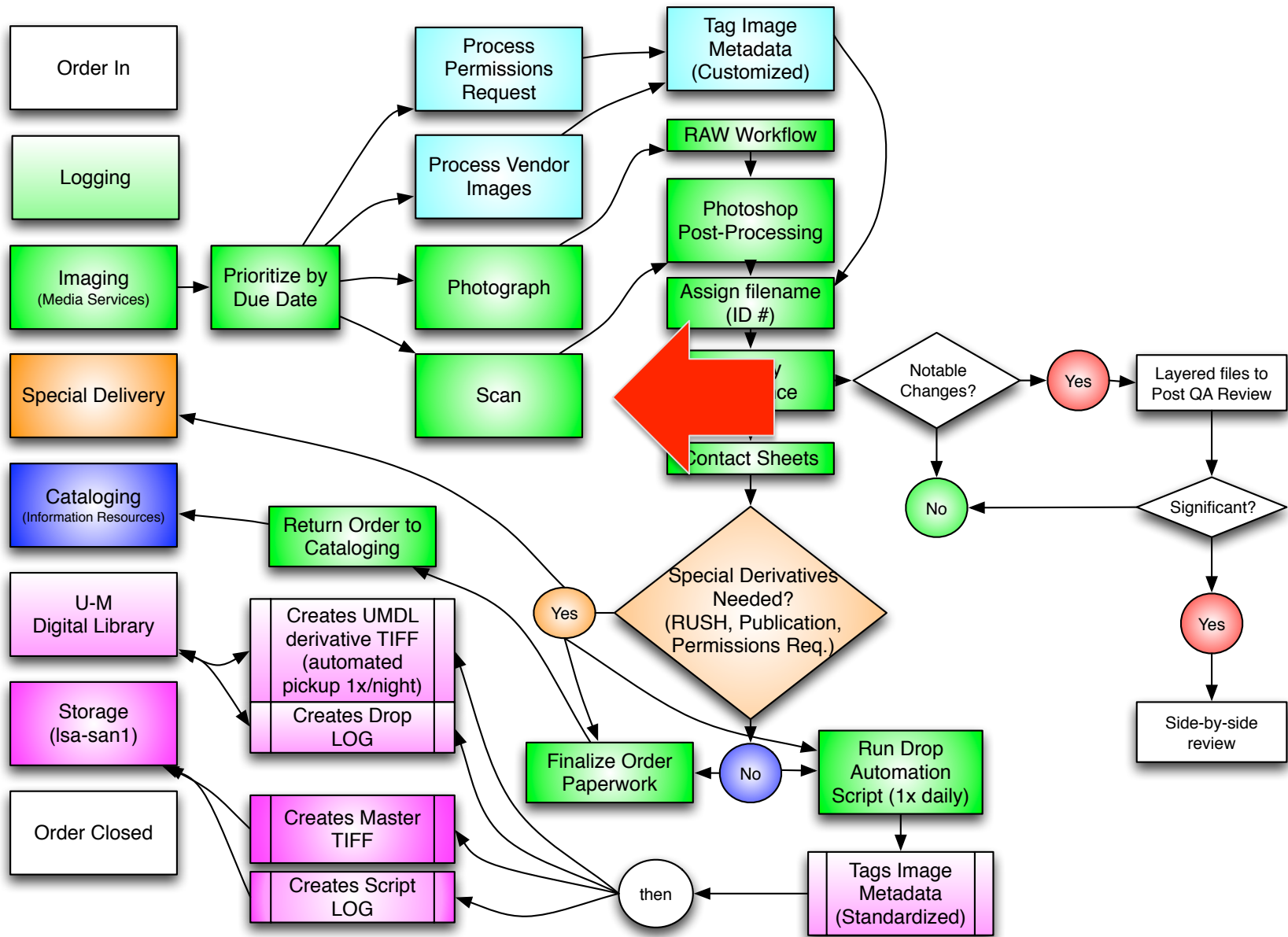
Notes:

Isa-hart:dept:Staff:VRC:Media Services:ADMINISTRATION_hart2:Blank_forms:Production:MS_Image_Workflows:MS_WorkflowChecklist_Books-2012.doc
S. Bjork, 2009; rev., 6/15/2012

Initial / Date

- _____ Shoot images
- _____ Assign Order # as folder title (i.e.: 090158, 099010, etc.)
- _____ Process RAW files
 - tone, color, crop, export tiffs
 - set export size large enough for final crop of 3072 pixels on long side
- _____ Process tiff files
 - Transform, crop, spot, resize (final image, long dimension=3072 px), sharpen, perform local tone/color adjustments, etc. as needed
 - Save final as layered tiff with sRGB profile and IBM Byte Order
- _____ Assign digital file #s & double-check after renaming
 - UMDL: [yy]d#####, eg.: 10d001122
 - Personal: [II][Order#]_###, eg.: ES100158_099

_____ - _____



S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013

Media Services
Imaging Workflow: SLIDES

Order # _____

QA Done: _____

Capture / Processing

Initial / Date

_____ Assign Order # as folder title (i.e.: 090158, 099010, etc.)

_____ Process Existing images

- Pull slides with existing images
- Review digital files for either Retro Image Processing or Re-scan
- For re-scans, prep existing files for De-accession
- Perform Retro Image Processing on remainder of existing files.
- Save as layered tiffs with IBM Byte Order

_____ Scan New Images

- Specifications
 - Scan @ 4000 ppi
 - Final crop (excluding any masking on the slide) to be downsampled to 3072 pixels for the long dimension
- Assign digital filenames
 - (write number on the back of slide; for de-accessions, cross out old number)
 - UMDL: [yy]d#####, i.e.: 09d001122
 - Personal: [I][Order#]_###, i.e.: ES090158_099

_____ - _____

- Recommendations

- Scan in batches of mode (rgb (24 bit), gs (8 bit), etc.) and mount type (cardboard, gepe, metal, taped glass, etc.)
- Check each image at 100% for sharpness, ICE halos and newton rings; re-scan without glass or ICE as needed

_____ Process tiff files

- Convert color profile (1st step)
- Crop, transform, spot, resize, sharpen, perform local tone/color adjustments, etc. as needed
- Save final as layered tiff with sRGB profile and IBM Byte Order

_____ Upload the Order folder containing all layered tiffs to QA:

"lsa-san1.lsa.umich.edu/hart/01_Production/02_QA/01_In/"

_____ Record Stats

_____ Update Hulk

Quality Assurance

Initial / Date

_____ Confirm folder and filenames, check dimensions, color space, copyright status

_____ Perform QA Imaging adjustments if necessary (tone/color/sharpness, etc.), confirm dimensions

_____ Flatten, Save, byte order, etc.

_____ Make contact sheets

_____ Create and deliver special derivatives (Yousendit, etc.), if applicable; Info: _____

_____ Send derivative notification email, if applicable

_____ QA review of deaccessions, if applicable

_____ Drop tiffs for UMDL/Masters Automation

_____ Delete all prior image derivatives associated with Order from the server(s)

_____ Record Stats, Update Hulk & Order Board

QA Done: _____

Capture / Processing

Initial / Date

_____ Assign Order # as folder title (i.e.: 090158, 099010, etc.)

_____ Process Existing images

- Pull slides with existing images
- Review digital files for either Retro Image Processing or Re-scan
- For re-scans, prep existing files for De-accession
- Perform Retro Image Processing on remainder of existing files.
- Save as layered tiffs with IBM Byte Order

_____ Scan New Images

- Specifications
 - Scan @ 4000 ppi
 - Final crop (excluding any masking on the slide) to be downsampled to 3072 pixels for the long dimension
 - Assign digital filenames
 - (write number on the back of slide; for de-accessions, cross out old number)
 - UMDL: [yy]d#####, i.e.: 09d001122
 - Personal: [II][Order#]_###, i.e.: ES090158_099
- _____ - _____
- Recommendations
 - Scan in batches of mode (rgb (24 bit), gs (8 bit), etc.) and mount type (cardboard, gepe, metal, taped glass, etc.)
 - Check each image at 100% for sharpness, ICE halos and newton rings; re-scan without glass or ICE as needed

_____ Process tiff files

- Convert color profile (1st step)
- Crop, transform, spot, resize, sharpen, perform local tone/color adjustments, etc. as needed
- Save final as layered tiff with sRGB profile and IBM Byte Order

_____ Upload the Order folder containing all layered tiffs to QA:

“lsa-san1.lsa.umich.edu/hart/01_Production/02_QA/01_In/”

_____ Record Stats

_____ Update Hulk

Media Services
Imaging Workflow: BOROBUDUR PROJECT (photos/slides)

Order # _____

Capture / Processing
Initial / Date

Binder # _____

- _____ Create and log order (one per binder; use special Borobudur Order Cover Sheets)
- _____ Scan original photographs (do NOT scan images from publications, as evident in filename)
- Specifications and process
 - 600 ppi @ 100% zoom, reflective, rgb (24 bit), tiff, no compression
 - Include greyscale in scan, leaving a buffer to crop out of final image
 - Set scan area to include all greyscale patches and edges of photo, click auto, set midpoint to 1.02
 - Temporary filename: Existing accession number
 - Convert profile, run action "Borobudur initial..." to create initial layers; set individual points as noted in layers using the white, mid grey and black points on the greyscale; adjust sharpening as needed; crop and save (sRGB profile assigned; IBM Byte-order).
- _____ Scan original slides
- Identify slides to scan
 - Weed out duplicated or similar views, especially site shots
 - Specifications and process
 - 4000 ppi, transmissive, rgb (24 bit), tiff, no compression
 - Use profile to "vueboro v0.0.4.ini" for a flatter curve (best results for initial scan in this collection)
 - Temporary filename: Existing accession # or temporary sequential #
 - Basic post-scan processing: Convert profile, set tone/color with curves, crop (excluding rounded corners where possible; do NOT crop rounded corners if this would cause valuable information in the image to be deleted), downsample final image to 3600 pixels on the long dimension, sharpen and save (sRGB profile assigned; IBM Byte-order).
- _____ Batch Rename and check metadata
- Rename all files, in the sequence they appear in the binder, using the archives filename convention: [YY] + a + [3-digit region code] + [collection code] + [4-digit sequential number].tif; Borobudur example: 13ajavbor0001.tif, 13ajavbor0002.tif, etc.
 - Manually re-order images in Bridge
 - Batch rename files based on the above example
 - Write the new digital filename on the original (use pencil; for prints, write number on the paper attached to the photo; for slides, write on the back of the slide mount):
- _____ - _____
- Mark all images as "copyrighted" in metadata.
- _____ Contact Sheets
- Create contact sheets for all images in the order using the following settings:
 - 16 per page (4x4 columns/rows)
 - 10-pt font (to fit filenames under thumbnails)
 - Header, right-hand corner: "Borobudur Binder #[n]: [Order #]"
 - Number in footer, right-hand corner.
 - Print in color and attach to order
 - Place the pdf in the contact sheet folder (alias located in /01_InProgress/)
- _____ Upload the Order folder containing all tiffs to QA:
"Isa-san1.lsa.umich.edu/hart/01_Production/02_QA/01_In/"
- _____ Record Stats
- _____ Update Hulk & Order Board

Media Services
Imaging Workflow: BOROBUDUR PROJECT (photos/slides)

Quality Assurance
Initial / Date

- _____ Confirm folder and filenames
- _____ Perform QA Imaging adjustments if necessary (tone/color/sharpness, etc.)
- _____ Confirm dimensions
- _____ Confirm color space/profile
- _____ Confirm copyright status
- _____ Update metadata with project identification
- _____ Flatten and save
- _____ Drop tiffs using UMDL/Masters Automation
- _____ Delete all prior image derivatives associated with Order from the server(s)
- _____ Create reference jpegs for cataloging (1024px; place in /01_Production/Reference
JPEGs.../Borobudur.../)
- _____ Record Stats
- _____ Update Hulk & Order Board
- _____ Submit to Cataloging

Notes:

Scan original photographs (do NOT scan images from publications, as evident in filename)

- Specifications and process
 - 600 ppi @ 100% zoom, reflective, rgb (24 bit), tiff, no compression
 - Include greyscale in scan, leaving a buffer to crop out of final image
 - Set scan area to include all greyscale patches and edges of photo, click auto, set midpoint to 1.02
 - Temporary filename: Existing accession number
 - Convert profile, run action “Borobudur initial...” to create initial layers; set individual points as noted in layers using the white, mid grey and black points on the greyscale; adjust sharpening as needed; crop and save (sRGB profile assigned; IBM Byte-order).

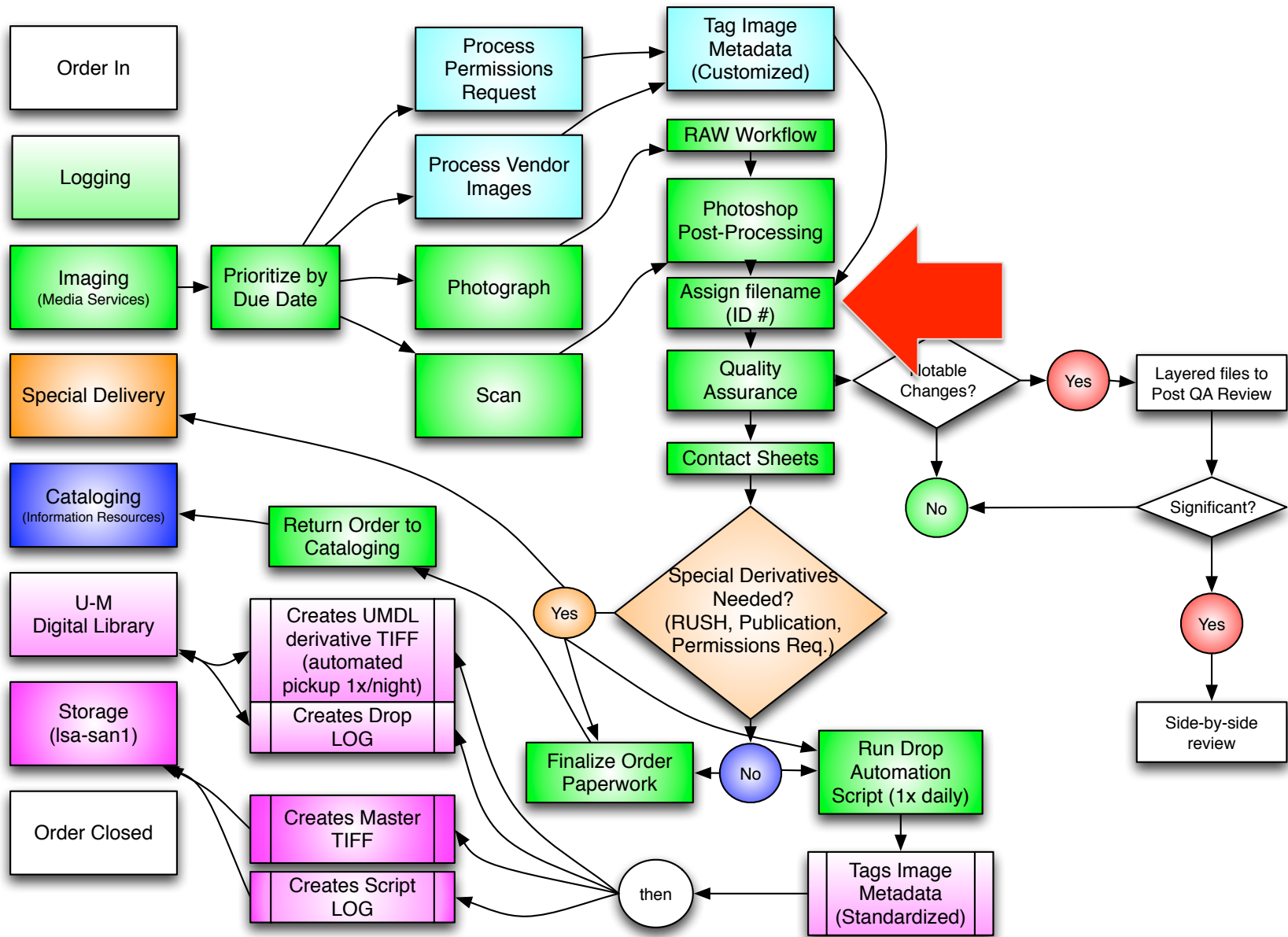
Scan original slides

- Identify slides to scan
 - Weed out duplicated or similar views, especially site shots
- Specifications and process
 - 4000 ppi, transmissive, rgb (24 bit), tiff, no compression
 - Use profile to “vueboro v0.0.4.ini” for a flatter curve (best results for initial scan in this collection)
 - Temporary filename: Existing accession # or temporary sequential #
 - Basic post-scan processing: Convert profile, set tone/color with curves, crop (excluding rounded corners where possible; do NOT crop rounded corners if this would cause valuable information in the image to be deleted), downsample final image to 3600 pixels on the long dimension, sharpen and save (sRGB profile assigned; IBM Byte-order).

Batch Rename and check metadata

- Rename all files, in the sequence they appear in the binder, using the archives file naming convention: [YY] + a + [3-digit region code] + [collection code] + [4-digit sequential number].tif; Borobudur example: 13ajavbor0001.tif, 13ajavbor0002.tif, etc.
 - Manually re-order images in Bridge
 - Batch rename files based on the above example
 - Write the new digital filename on the original (use pencil; for prints, write number on the paper attached to the photo; for slides, write on the back of of the slide mount):

-
- Mark all images as “copyrighted” in metadata.



S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013

VRC/Media Services Digital Accession Log

sbjork@umich.edu

Comments Share

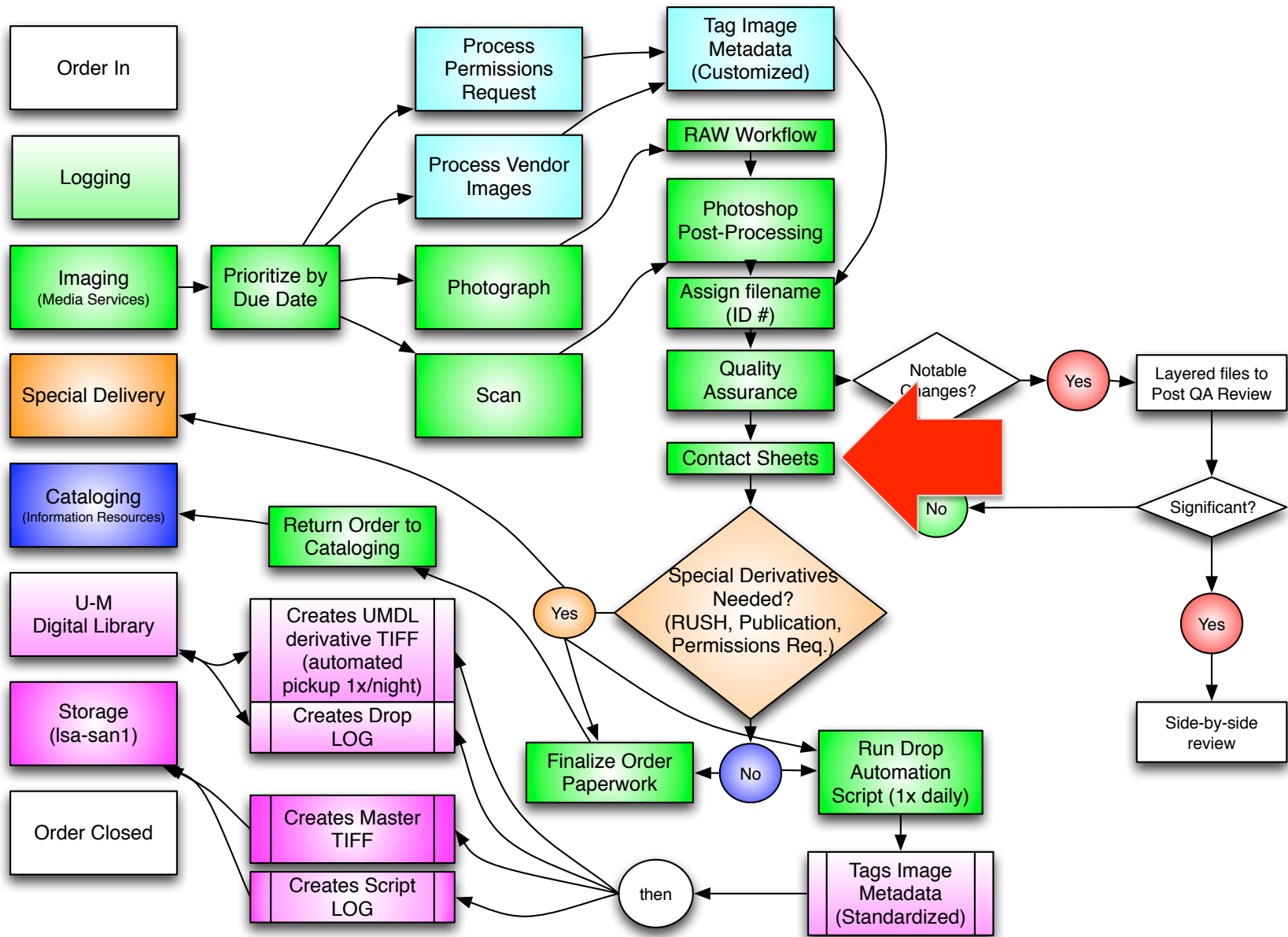
File Edit View Insert Format Data Tools Help All changes saved in Drive

fx

100% Arial 10 Bold Italic Underline Text Color Background Color Border Merge Sort Filter Sum

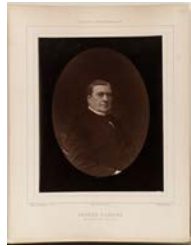
	A	B	C	D	E	F	G	H	I	J	K	L
1	Date	Order #	Requestor	Beginning #	End #	Images Requested	New #s Added	Notes	Initials			
57	11/13/2012	120243	Coll. Dev.	12d001064	12d001065	2	2	spurred by external research request	sbj			
58	11/21/2012	120237	Biro	12d001066	12d001139	74	74	Galerie Contemporaine v. 7	jh			
59	11/26/2012	120252	Timmermann	12d001140	-	1	1	RUSH: postcard	sbj			
60	11/26/2012	120253	Timmermann	12d001141	-	1	1	RUSH: plan - printout	sbj			
61	11/26/2012	120251	Timmermann	12d001142	12d001143	2	2	RUSH: printouts	sbj			
62	11/26/2012	120250	Timmermann	12d001144	-	1	1	RUSH	sbj			
63	11/26/2012	120248	Timmermann	12d001145	-	1	1	RUSH	sbj			
64	11/26/2012	120245	Timmermann	12d001146	-	1	1	RUSH	sbj			
65	11/26/2012	120246	Timmermann	12d001147	12d001148	2	2	RUSH	sbj			
66	11/26/2012	120247	Timmermann	12d001149	-	1	1	RUSH	sbj			
67	11/26/2012	120255	Timmermann	12d001150	-	1	1	RUSH	sbj			
68	11/28/2012	120249	Timmermann	12d001151	12d001155	5	5	RUSH	MQ			
69	11/30/2012	120260	Zurier	12d001156	12d001157	2	2	Special Collections items	sbj			
70	12/4/2012	120258	Siegfried	12d001158	-	1	1		sbj			
71	12/4/2012	120259	Siegfried	12d001159	12d001164	6	6		sbj			
72	12/5/2012	n.a.	Coll. Dev.	12d001165	-	1	1	slide re-scan; during Intern training session (deacc. involved)	sbj			
73	12/5/2012	120257	Siegfried	12d001166	12d001168	3	3		sbj			
74	12/5/2012	120160	Zurier	12d001169	12d001172	4	4	lantern slides	sbj			
75	12/6/2012	120256	Siegfried	12d001173	12d001186	14	14	RUSH: Monique Johnson for S. Siegfried	sbj			
76	12/11/2012	120263	Willette	12d001187	-	1	1		sbj			
77	12/11/2012	120264	Siegfried	12d001188	12d001194	7	7		sbj			
78	12/11/2012	120262	Siegfried	12d001195	12d001223	29	29	RUSH: Monique Johnson for S. Siegfried	sbj			
79	12/14/2012	120254	Perlove	12d001224	12d001417	194	194		MQ			
80	12/17/2012	110260	Gazda	12d001418	12d001435	18	18		jh			
81	12/17/2012	120265	Perlove	12d001436	12d001560	125	125		sbj			
82	12/21/2012	120261	Coll. Dev.	12d001561	12d001584	24	24	Diane Kirkpatrick Collection slides	MQ			
83												
84	1/9/2013	120272	Schroeder	13d000001	13d000008	8	8	Coll Dev / permissions	MQ			
85	1/23/2013	130006	Kee	13d000009	13d000012	4	4		MQ			
86	1/25/2013	130007	Kee	13d000013	13d000018	6	6		MQ			
87	1/30/2013	130003	Kee	13d000019	13d000032	14	14		MQ			
88	2/4/2013	130004	Kee	13d000033	13d000035	3	3		sbj			
89	2/5/2013	130008	Kee	13d000036	13d000047	12	12		MQ			
90	2/11/2013	130014	Zurier	13d000048	-	1	1	RUSH	sbj			
91	2/13/2013	130016	Siegfried	13d000049	13d000050	2	2	RUSH (personal slides for UMDL); order 130016 pt.1	sbj			
92	2/13/2013	130016	Siegfried	SS130016_01	SS130016_02	2	2	RUSH (personal slides not for UMDL); order 130016 pt.2	sbj			
93	2/13/2013	130015	Kee	13d000051	13d000074	24	24		MQ			
94	2/22/2013	130017	Gazda	13d000075	13d000079	5	5		sbj			
95	2/25/2013	130018	Gazda	13d000080	-	1	1	RUSH (tiff for publication); UMDL processing = normal	sbj			
96	2/25/2013	130019	Siegfried	13d000081	-	1	1	RUSH (ILL book)	sbj			
97												
98												
99												
100												

Sheet1



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Workflow - S. Bjork, iDigBio, March 2013



12d000467.tif



12d000468.tif



12d000469.tif



12d000470.tif



12d000471.tif



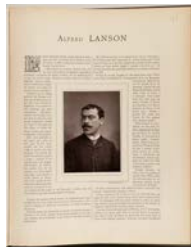
12d000472.tif



12d000473.tif



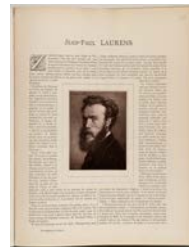
12d000474.tif



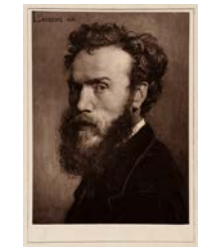
12d000475.tif



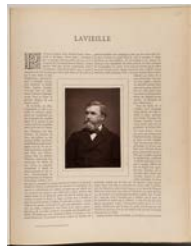
12d000476.tif



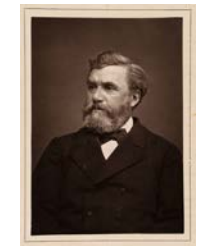
12d000477.tif



12d000478.tif



12d000479.tif



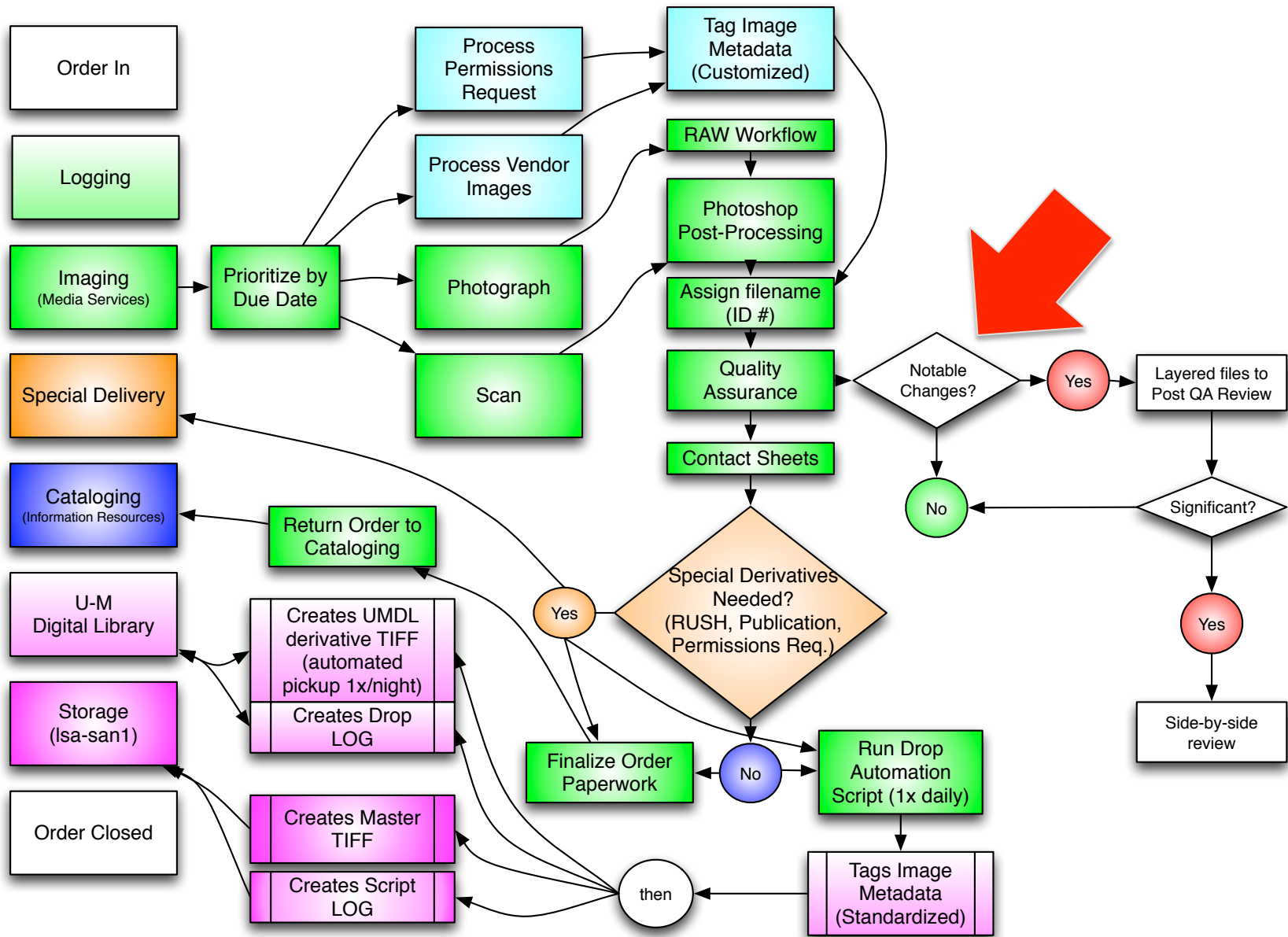
12d000480.tif



12d000481.tif



12d000482.tif

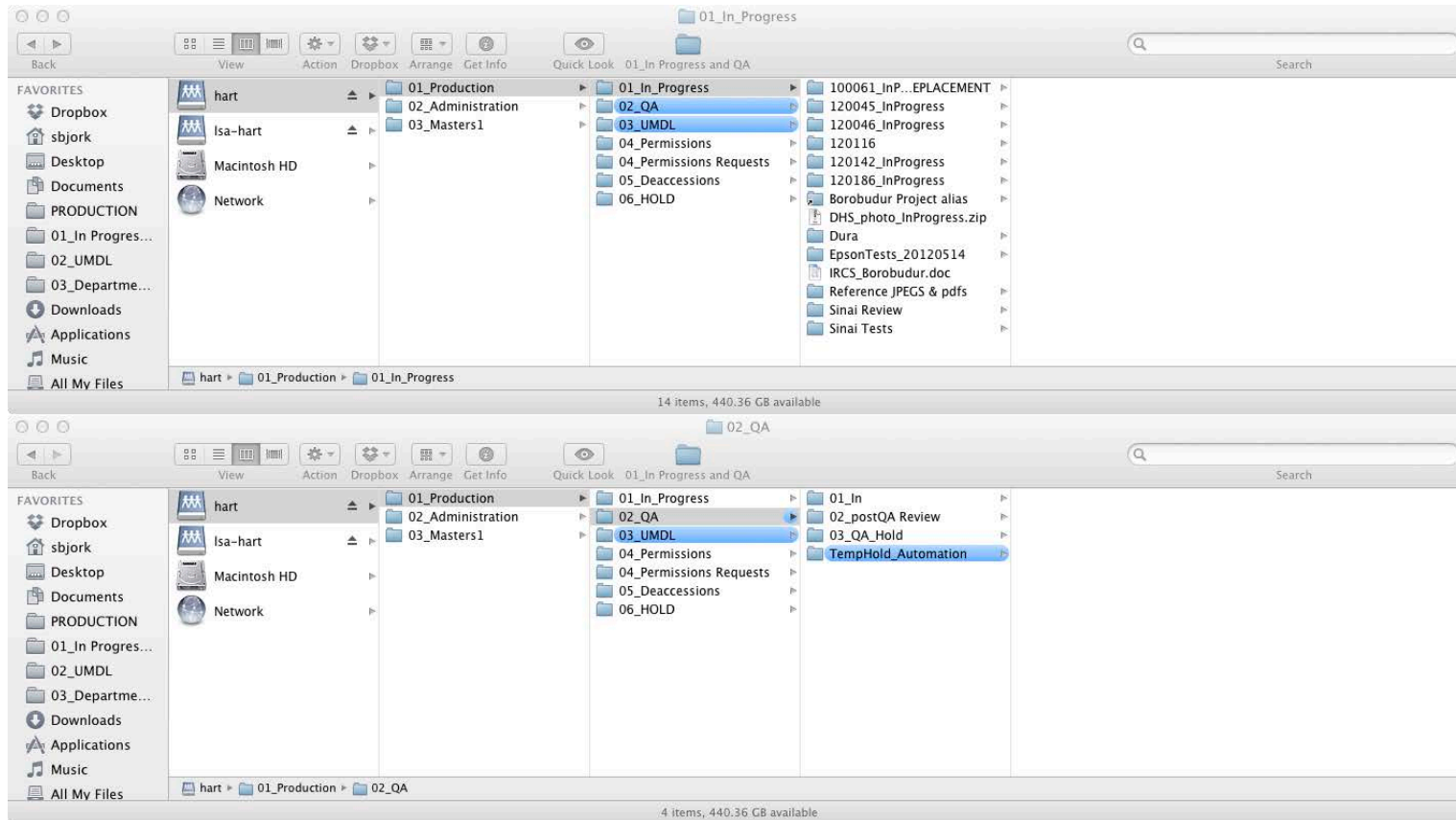


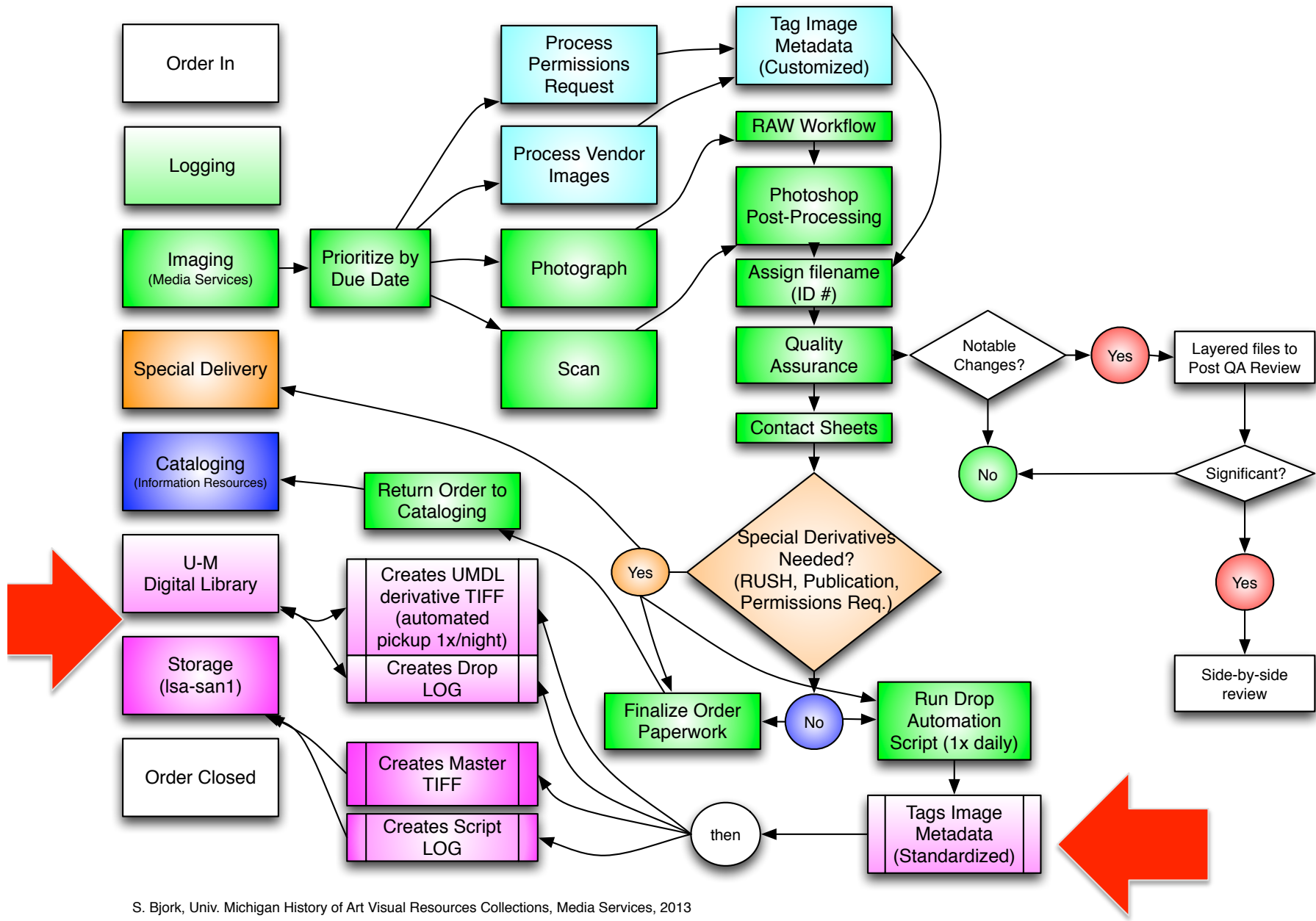
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Workflow - S. Bjork, iDigBio, March 2013

History of Art Server Workflow Folder Structure – 1st Partition of lsa-san1

This document shows the directory structure developed to handle the flow of History of Art images from creation to Quality Assurance to UMDL delivery and Masters storage.





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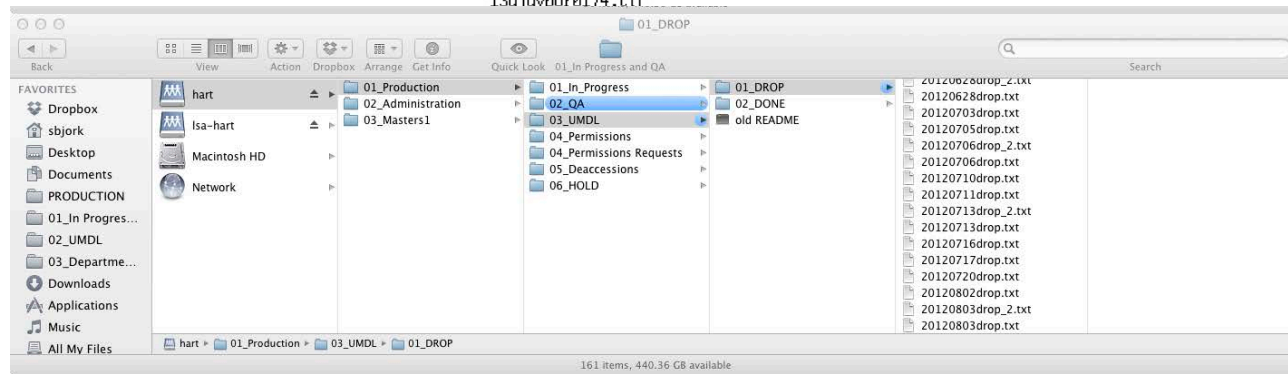
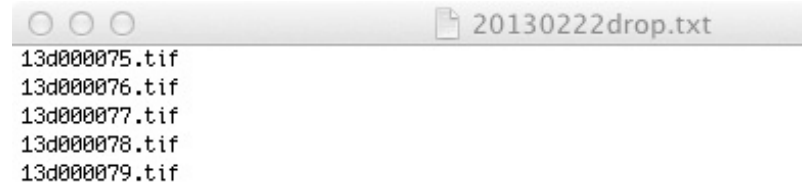
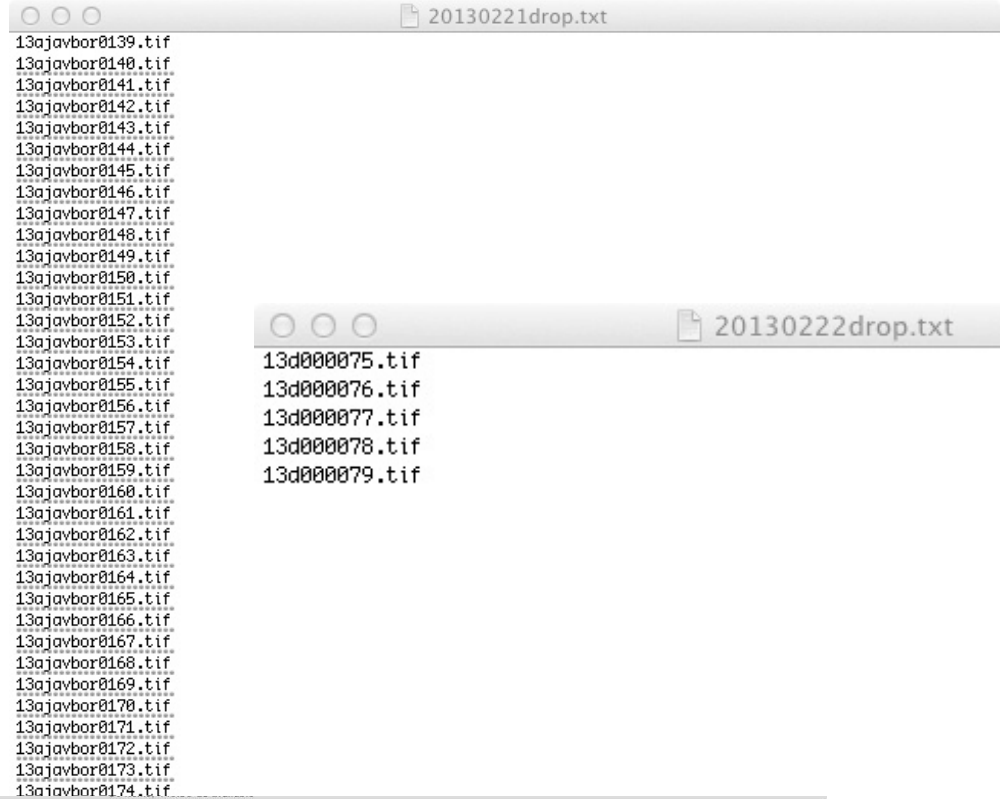
Workflow - S. Bjork, iDigBio, March 2013

Images Across LSA Museums and Collections
Appendix DS: History of Art - UMDL Drop Automation, Sample Script Results Log

History of Art - Sample of a Results Log from our UMDL Drop Script ("Automation" written by M. Quirk)

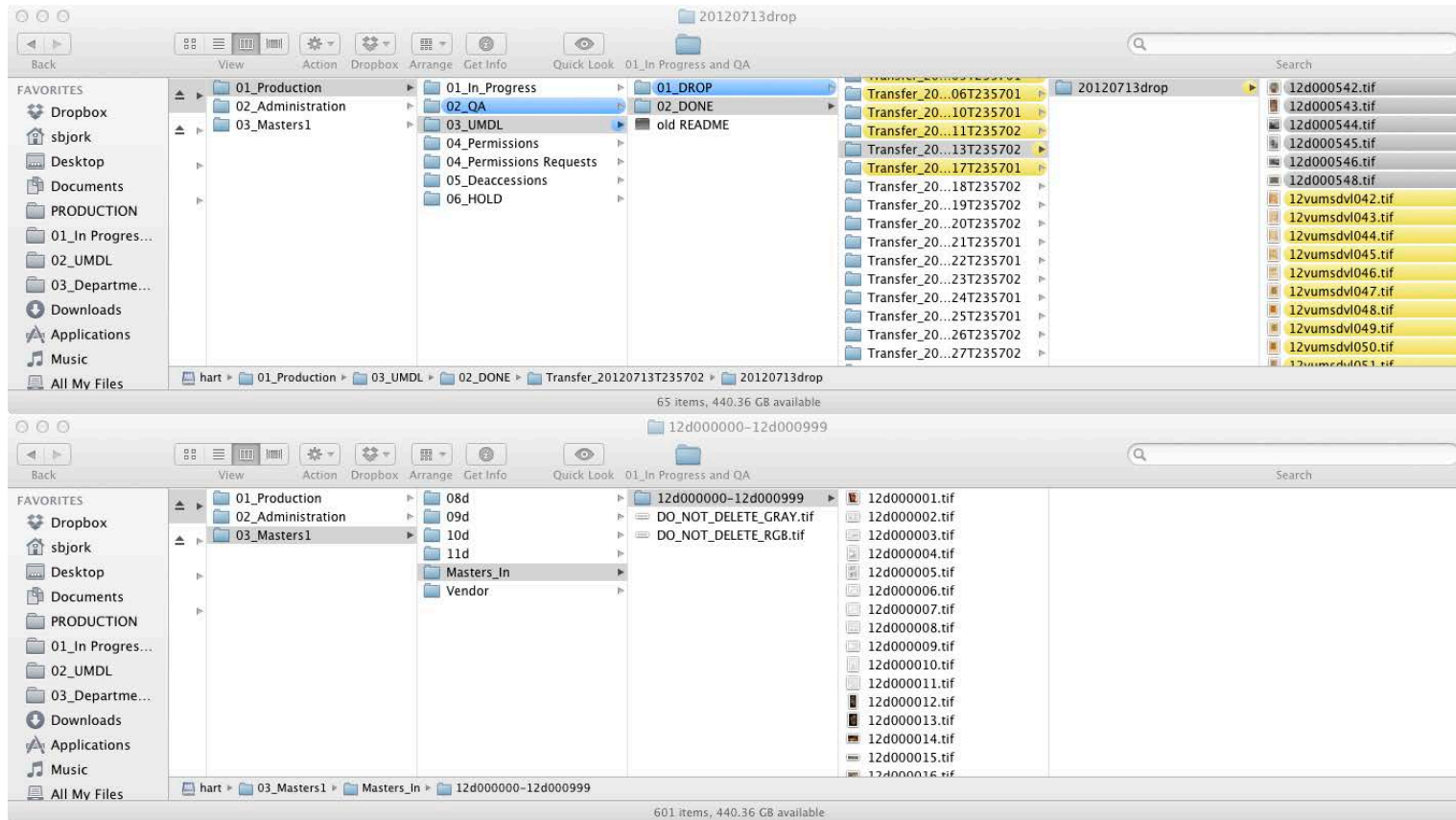
This document shows the steps that are automated in prepging and uploading files to "UMDL_Drop" and "Masters/..." directories on our server space. This particular drop contained only one image file.

```
Logging script results to /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/20120803drop.log.txt
Updating file metadata
===== /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/120800588.tif
  2 directories scanned
  1 image files updated
Setting RGB images to use sRGB color space
===== /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/120800588.tif
Rewriting /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/120800588.tif...
  Editing tags in: ICC_Profile IF00 TIFF
  FileType = TIFF
  MIMEType = image/tiff
  ExifByteOrder = II
  Rewriting IF00
  Rewriting XMP
  Rewriting IPTC
    [nothing changed]
  Rewriting Photoshop
  Rewriting ExifIFD
  Writing ICC_Profile as a block
  Copying 1 image data blocks
  Copying Mac OS resource fork
  2 directories scanned
  1 image files updated
Setting Greyscale images to use Generic Greyscale color space
----- /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/120800588.tif (failed condition)
  2 directories scanned
  1 files failed condition
  0 image files read
Finding any images with incorrect byte order
- (failed condition) means that the image has the CORRECT byte order
----- /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/120800588.tif (failed condition)
  2 directories scanned
  1 files failed condition
  0 image files read
Organizing files into Temp directory
===== /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/120800588.tif
'/Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/120800588.tif' --> '/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/NewMasters/120800588.tif'
Created directory /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/NewMasters
  2 directories scanned
  1 directories created
  1 image files updated
Finding any duplicated files in current load
  2 directories scanned
  0 image files read
Creating UMDL_hold folder
/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/NewMasters -> /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold
/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/NewMasters/120800588.tif -> /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold/120800588.tif
Transferring files into Masters directory
===== /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/NewMasters/120800588.tif
'/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/NewMasters/120800588.tif' --> '/Volumes/hart/03_Masters1/Masters_In/120800588-120800999/120800588.tif'
  1 directories scanned
  1 image files updated
Finding any duplicated files from past loads
  1 directories scanned
  0 image files read
Removing color profile from Greyscale UMDL files
----- /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold/120800588.tif (failed condition)
  1 files failed condition
Organizing UMDL_hold files into drop folder 20120803drop
===== /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold/120800588.tif
'/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold/120800588.tif' --> '/Volumes/hart/01_PRODUCTION/03_UMDL/01_DROP/20120803drop/120800588.tif'
Created directory /Volumes/hart/01_PRODUCTION/03_UMDL/01_DROP/20120803drop
  1 directories created
  1 image files updated
Creating directory file for 20120803drop
Cleaning up temporary folders
--- End of log ---
```

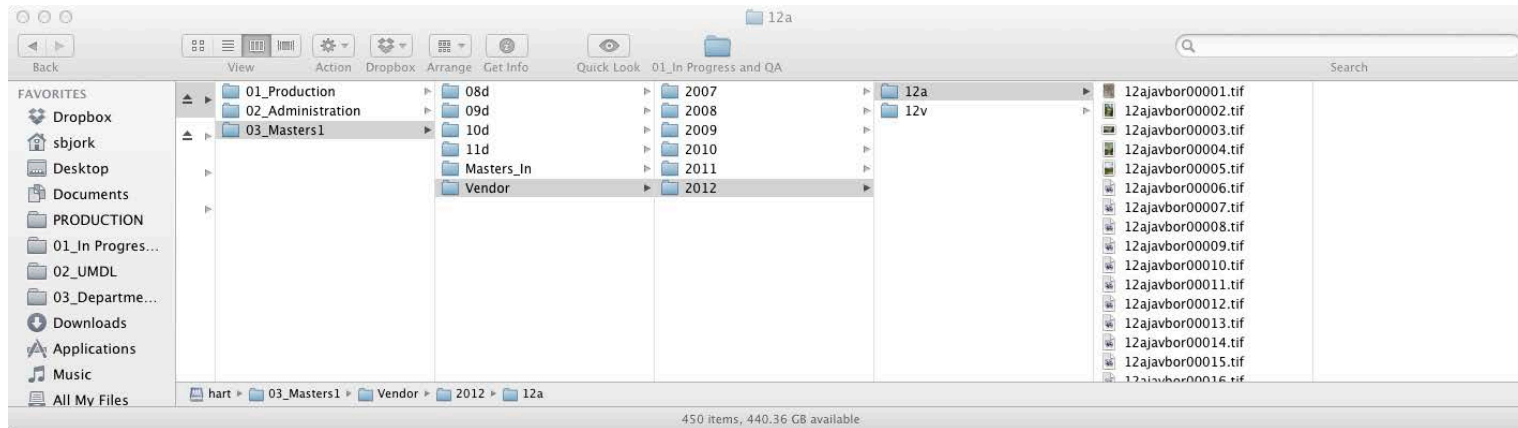


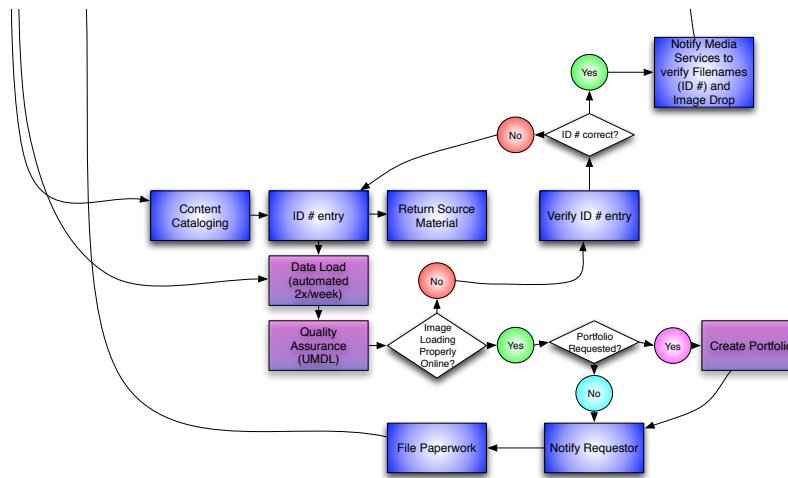
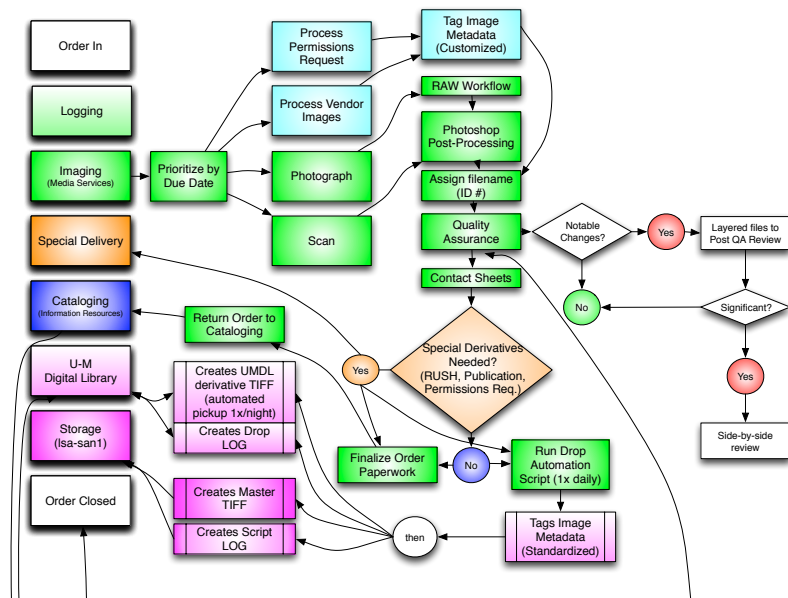
Images Across LSA Museums and Collections
Appendix D4: History of Art Asset Workflow

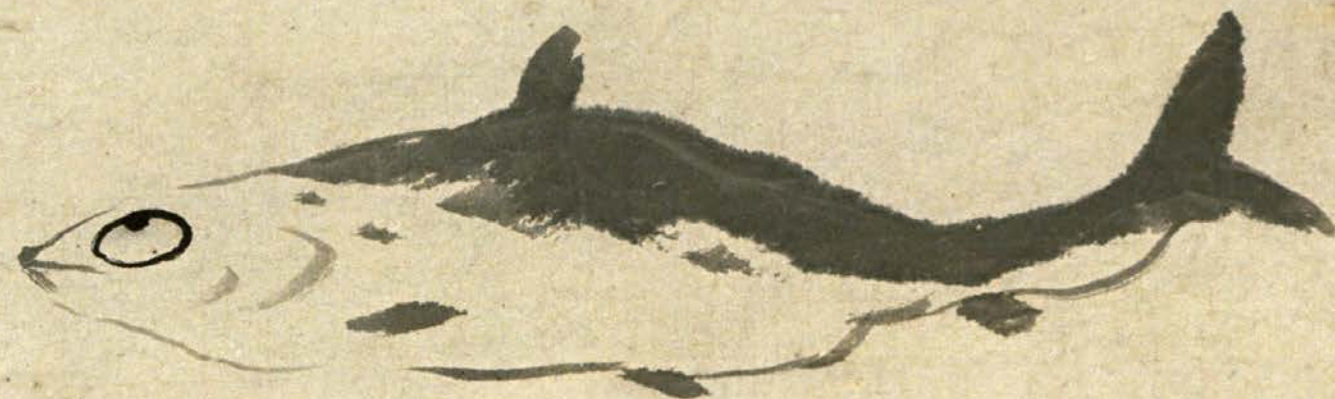
History of Art Server Workflow
Folder Structure – 1st Partition of lsa-san1



History of Art Server Workflow Folder Structure – 1st Partition of lsa-san1









sbjork@umich.edu

Workflow - S. Bjork, iDigBio, March 2013