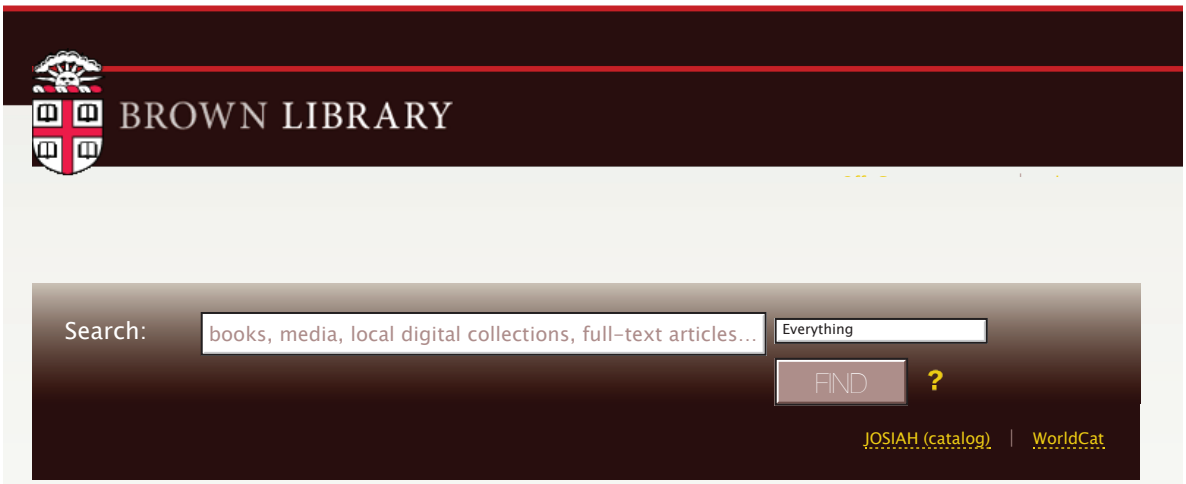
Digital Image Service Points



LIBRARY DEPARTMENTS

Digital Production Services

Digital Production Services (DPS) is responsible for digitization of materials in support of scholarship, research, and teaching, as well as metadata production and consulting services for Library and academic units undertaking digital projects.

DPS work ranges from projects designed in collaboration with Brown researchers and the Library's Center for Digital Scholarship to the digitization of "signature collections" from Brown's world-renowned Special Collections. DPS also offers imaging and metadata consulting for grants and other University initiatives.

DPS Staff

- **Ann Caldwell**, Department Head
- **Catherine Busselen**, Metadata Librarian
- **Lindsay Elgin**, Digital Photographer
- **Robin Wheelwright Ness**, Digital Production Specialist
- **Ben Tyler**, Digital Imaging Specialist

DPS Department Blog

- **Curio**: imaging rare, unusual, and intriguing objects at the Brown University Library

Digitization | Metadata | Contact | Rights & Reproductions

Digitization

Digital imaging technology has become ubiquitous, but in order to achieve high quality image capture and reproduction DPS adheres to imaging best practices established by the cultural heritage and library communities at large. In addition to the image capture stage, color management workflows and principles are also important to implement in relation to viewing conditions (display environments and monitors) and printing (output devices and materials; DPS does not offer printing services).

Handling guidelines provide instruction on the proper handling of archival and special collections materials during digitization, and are modified for specific projects based on the materials being digitized and their condition. Review of the condition of the materials takes place prior to the beginning of a digitization project and is done in consultation with Preservation staff. Special care is taken with fragile, rolled, or oversize materials.

The various tasks performed by Digital Production Services are tracked by an in-house project management system. From the creation of a digital surrogate entry to the publication of its METS record, the system also records user permissions, equipment and software registration, and provides links directly into the Brown Digital Repository (BDR). Security is integrated with a campus-wide authentication system. [top]

RECOMMENDED IMAGE FORMATS

	File Format	Color Space	Resolution
"Master" (archival) file	8-bit uncompressed TIFF (Tagged Image File Format)	Adobe RGB	For images: 600 ppi (min.) at actual size; for text: 300 ppi (min.) at actual size.
Web-based display files	JPEG and JPEG2000	sRGB	JPEG: assorted thumbnail sizes; JPEG2000: varies per view, up to max resolution of "master" file.

[top]

DPS IMAGING EQUIPMENT & SOFTWARE

	Use Cases	Hardware	Software
Flatbed scanning	For flat, printed materials and photographs	Epson Expression 1640XL and 10000XL	SilverFast v6.4 and v8 (via Adobe Photoshop import plugin)
Negative scanning	Slides and 4x5 transparencies	Nikon Coolscan 5000 (slides); transparency adaptors for Epson Expression 10000XL & 1640XL (4x5 transparencies)	Nikon Scan, Epson Scan

Reprographic cameras	For oversize materials and materials requiring special handling (e.g., book cradles)	PowerPhase FX+ scanback with Schneider Apo-Digitar 120mm lens; Leaf Aptus-II 12 digital back with Schneider Apo-Digitar 72mm lens	Phase One 3.6 (Mac OS 9), Capture One (Mac OS X)
Portable digital cameras	For shots of 3D or in-situ objects/artifacts (also used for events photography)	Leaf Aptus-II 12 digital back with Mamiya/Phase One 645 camera & 80mm lens; Canon 5D Mark II with assorted lenses	Capture One, Adobe Photoshop, Adobe Photoshop Lightroom

[top]

IMAGING TARGETS, CALIBRATION/PROFILING SOFTWARE, & RECOMMENDED REFERENCES

Imaging Targets (color swatch and scale references):

- X-Rite ColorChecker cards
- Kodak Color Card
- Image Science Associates targets

Calibration/Profiling software:

- ProfileMaker & i1Profiler (monitors)
- SilverFast IT8 profiling feature + X-Rite neutral gray reference (flatbeds)

Recommended References:

Reference Guides:

- American Society of Media Photographers, *Digital Photography Best Practices and Workflow* (ASMP Initiative Funded by the Library of Congress)
- Columbia University Libraries, *Imaging Standards*
- Cornell University Library, *Moving Theory Into Practice: Digital Imaging Tutorial*
- Federal Agencies Digitization Guidelines Initiative (FADGI): Digitization Guidelines
- FADGI, *Digital Conversion — Documents and Guidelines, A Bibliographic Reference* (PDF)
- Getty Research Institute, *Introduction to Imaging* (Revised Edition)
- UPDIG Coalition, *Universal Photographic Digital Imaging Guidelines*
- U.S. National Archives and Records Administration (NARA), *Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files* (PDF)

Specifications:

- International Color Consortium (ICC color profiles)

- The JPEG Committee Home Page
- TIFF, Revision 6.0 (Format Description via Library of Congress)

Relevant Books:

- *Real World Color Management*

[top]

Outside Services

- Audio Digitization (Music Library)
- Video Digitization (CIS/ITG)

Quick Links:

Ask a Librarian

Josiah (Catalog)

WorldCat / *easyBorrow*

Databases A–Z

eJournals A–Z

eBooks

Course Reserves (OCRA)

MoBUL for your phone

Research:

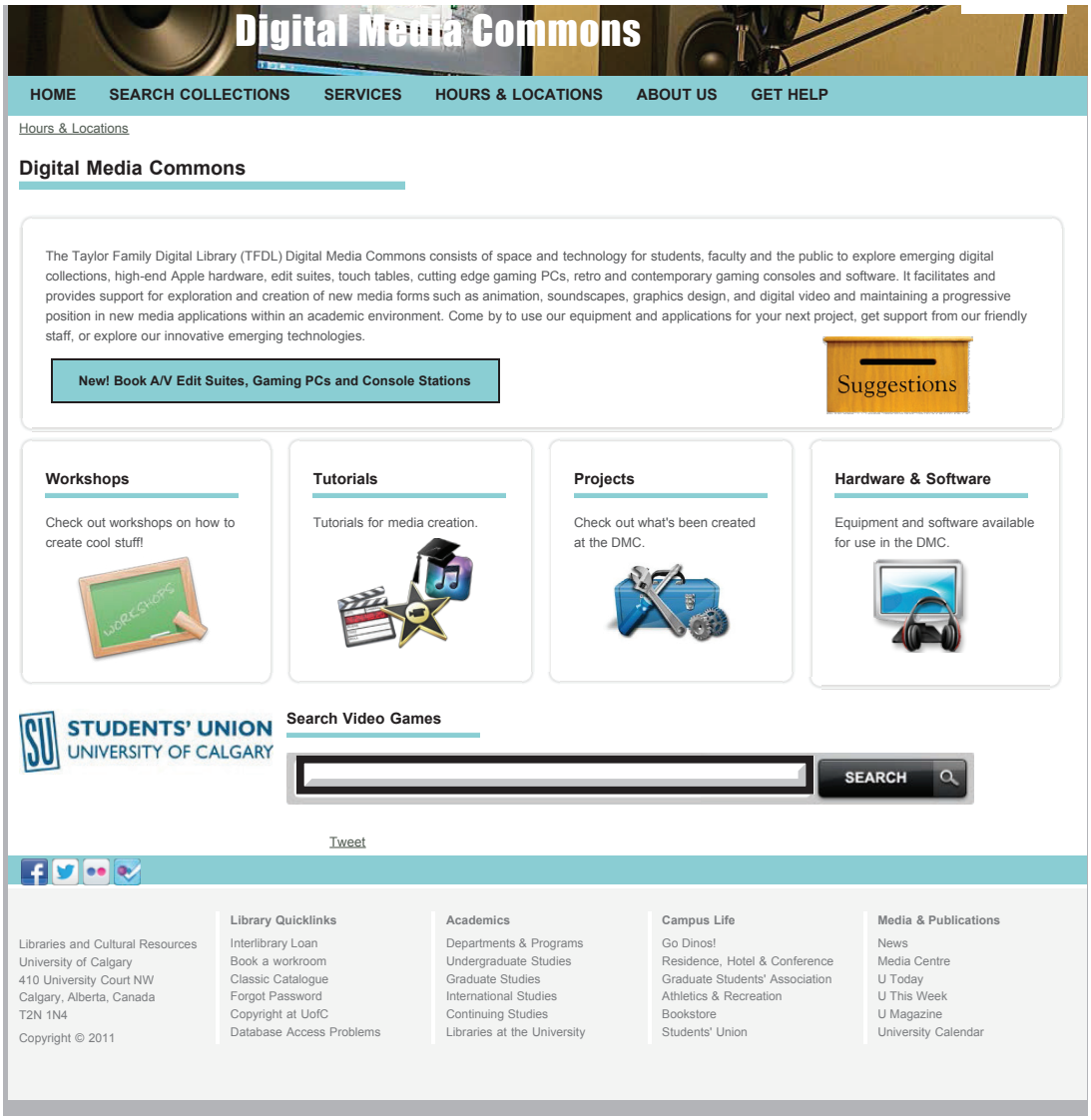
Getting Started

Guides: by Subject / Course

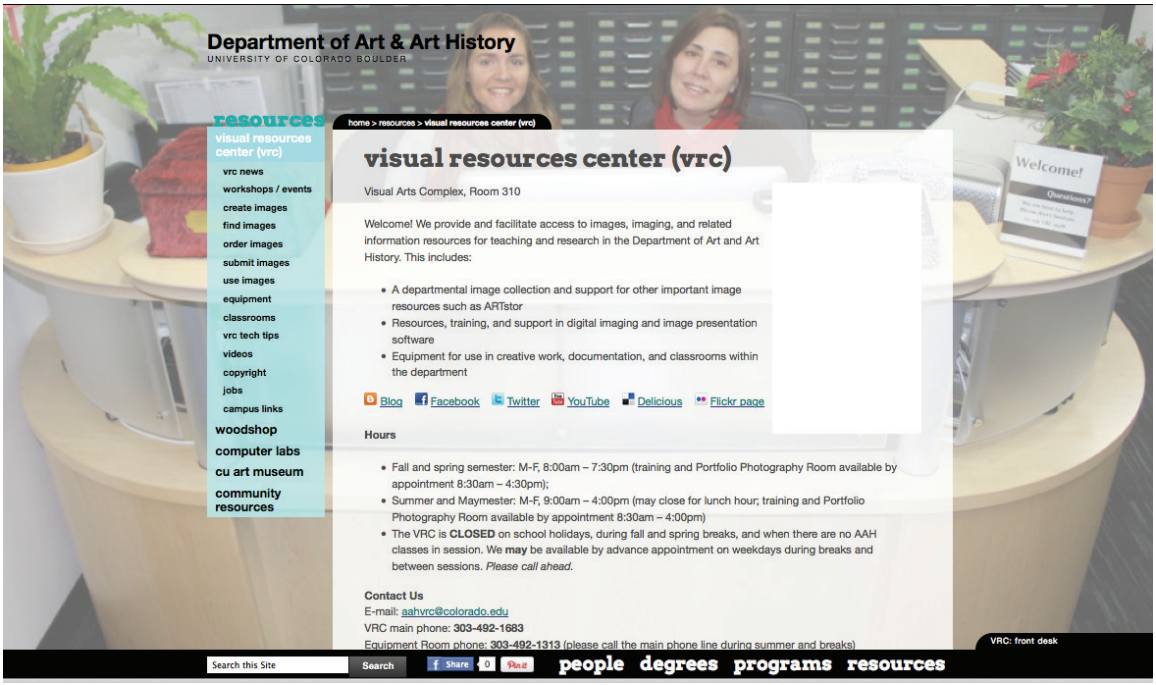
Videos & DVDs

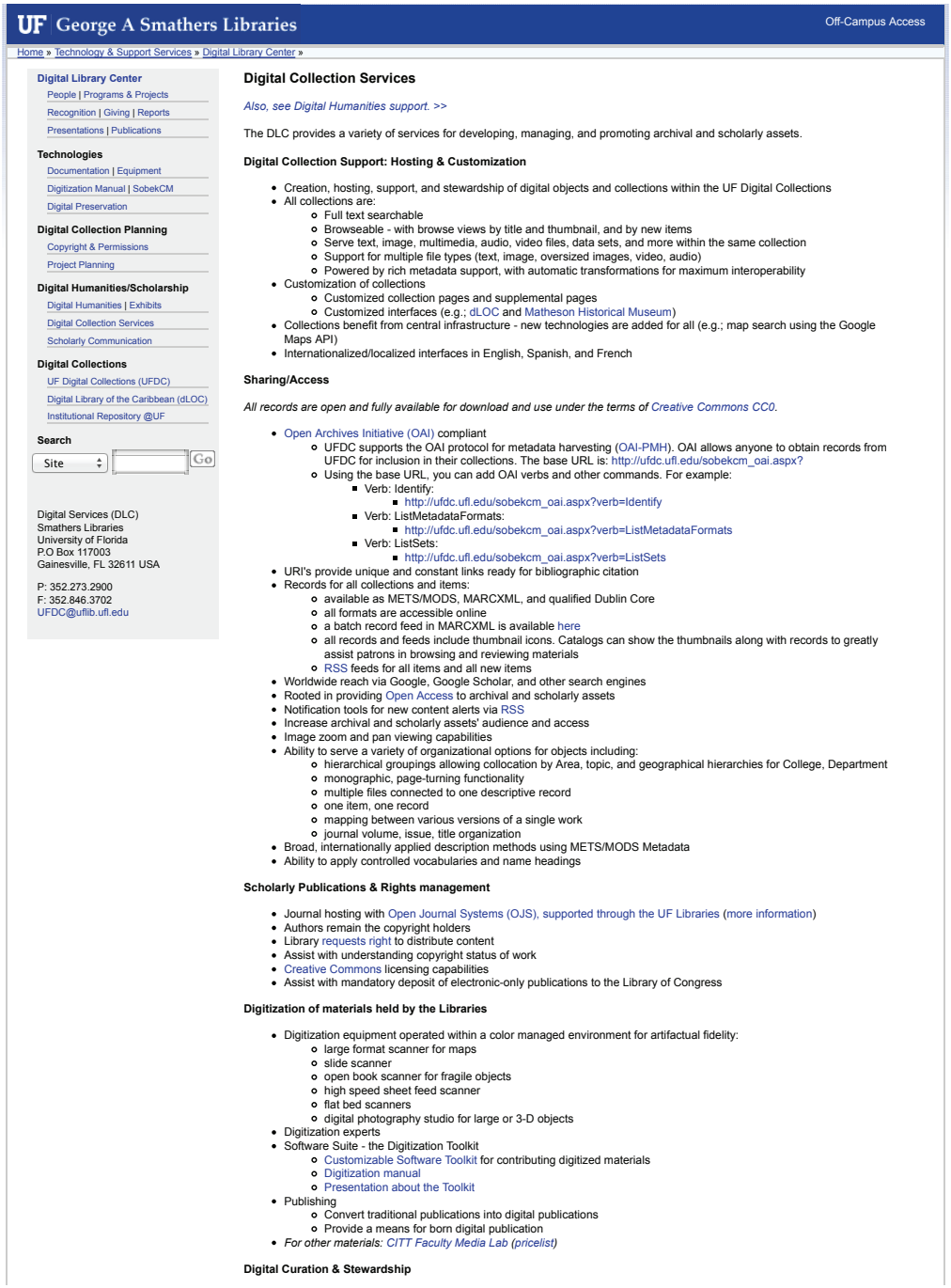
Instructional Images

UNIVERSITY OF CALGARY
Digital Media Commons
http://library.ucalgary.ca/dmc



UNIVERSITY OF COLORADO AT BOULDER
Visual Resources Center
http://cuart.colorado.edu/resources/vrc/





UF George A Smathers Libraries — Off-Campus Access

Home » Technology & Support Services » Digital Library Center »

Digital Library Center
People | Programs & Projects
Recognition | Giving | Reports
Presentations | Publications

Technologies
Documentation | Equipment
Digitization Manual | SobekCM
Digital Preservation

Digital Collection Planning
Copyright & Permissions
Project Planning

Digital Humanities/Scholarship
Digital Humanities | Exhibits
Digital Collection Services
Scholarly Communication

Digital Collections
UF Digital Collections (UFDC)
Digital Library of the Caribbean (dLOC)
Institutional Repository @UF

Search
Site | Go

Digital Services (DLC)
Smathers Libraries
University of Florida
P.O Box 117003
Gainesville, FL 32611 USA

P: 352.273.2900
F: 352.846.3702
UFDC@uflib.ufl.edu

Digital Collection Services

Also, see Digital Humanities support. >>

The DLC provides a variety of services for developing, managing, and promoting archival and scholarly assets.

Digital Collection Support: Hosting & Customization

- Creation, hosting, support, and stewardship of digital objects and collections within the UF Digital Collections
- All collections are:
  - Full text searchable
  - Browseable - with browse views by title and thumbnail, and by new items
  - Serve text, image, multimedia, audio, video files, data sets, and more within the same collection
  - Support for multiple file types (text, image, oversized images, video, audio)
  - Powered by rich metadata support, with automatic transformations for maximum interoperability
- Customization of collections
  - Customized collection pages and supplemental pages
  - Customized interfaces (e.g.; dLOC and Matheson Historical Museum)
- Collections benefit from central infrastructure - new technologies are added for all (e.g.; map search using the Google Maps API)
- Internationalized/localized interfaces in English, Spanish, and French

Sharing/Access

All records are open and fully available for download and use under the terms of Creative Commons CC0.

- Open Archives Initiative (OAI) compliant
  - UFDC supports the OAI protocol for metadata harvesting (OAI-PMH). OAI allows anyone to obtain records from UFDC for inclusion in their collections. The base URL is: http://ufdc.ufl.edu/sobekcm_oai.aspx?
  - Using the base URL, you can add OAI verbs and other commands. For example:
    - Verb: Identify:
      - http://ufdc.ufl.edu/sobekcm_oai.aspx?verb=Identify
    - Verb: ListMetadataFormats:
      - http://ufdc.ufl.edu/sobekcm_oai.aspx?verb=ListMetadataFormats
    - Verb: ListSets:
      - http://ufdc.ufl.edu/sobekcm_oai.aspx?verb=ListSets
- URI's provide unique and constant links ready for bibliographic citation
- Records for all collections and items:
  - available as METS/MODS, MARCXML, and qualified Dublin Core
  - all formats are accessible online
  - a batch record feed in MARCXML is available here
  - all records and feeds include thumbnail icons. Catalogs can show the thumbnails along with records to greatly assist patrons in browsing and reviewing materials
  - RSS feeds for all items and all new items
- Worldwide reach via Google, Google Scholar, and other search engines
- Rooted in providing Open Access to archival and scholarly assets
- Notification tools for new content alerts via RSS
- Increase archival and scholarly assets' audience and access
- Image zoom and pan viewing capabilities
- Ability to serve a variety of organizational options for objects including:
  - hierarchical groupings allowing collocation by Area, topic, and geographical hierarchies for College, Department
  - monographic, page-turning functionality
  - multiple files connected to one descriptive record
  - one item, one record
  - mapping between various versions of a single work
  - journal volume, issue, title organization
- Broad, internationally applied description methods using METS/MODS Metadata
- Ability to apply controlled vocabularies and name headings

Scholarly Publications & Rights management

- Journal hosting with Open Journal Systems (OJS), supported through the UF Libraries (more information)
- Authors remain the copyright holders
- Library requests right to distribute content
- Assist with understanding copyright status of work
- Creative Commons licensing capabilities
- Assist with mandatory deposit of electronic-only publications to the Library of Congress

Digitization of materials held by the Libraries

- Digitization equipment operated within a color managed environment for artifactual fidelity:
  - large format scanner for maps
  - slide scanner
  - open book scanner for fragile objects
  - high speed sheet feed scanner
  - flat bed scanners
  - digital photography studio for large or 3-D objects
- Digitization experts
- Software Suite - the Digitization Toolkit
  - Customizable Software Toolkit for contributing digitized materials
  - Digitization manual
  - Presentation about the Toolkit
- Publishing
  - Convert traditional publications into digital publications
  - Provide a means for born digital publication
- *For other materials: CITT Faculty Media Lab (pricelist)*

Digital Curation & Stewardship

- Internships (internship policy; available internships; internships with partners: Samuel Proctor Oral History Program)
- Content Knowledge & Outreach
- Collection Support & Processing
- Metadata Coordination
- Preservation & Archiving
  - Bit level archiving
  - Multiple redundant data back-ups provided
  - Migration of various formats supported
  - Ability to archive all format types
  - System interoperability
- Training on technologies for digital stewardship
- Digital curation for data sets
- Digital curation for digital scholarly works (following established guidelines to support evaluation)
- Digital humanities (speculative computing) project collaboration and supports; see example projects:
  - Curated online exhibits: by scholars and students with scholarly review
  - Digital Library of the Caribbean : Teaching Materials Collection: graduate humanities students developed materials as part of coursework)
  - Arts of Africa: curated online collection from library and museum materials, with related physical exhibit
  - Digital Vodou: curated scholarly archive of primary and research materials
  - Supporting interns, fellows, and visiting scholars
  - Collaborative support on projects (speculative; reflective; interpretive; analytical) and to support existing research enhanced with technology

Authors and Patrons

- myUFDC
  - self-submittal system for the UF Institutional Repository
  - user tools for saving searches, creating and sharing collections, and many others
- reference support by email, phone, and mail for all collections

Standards Compliant

- METS Metadata
- Digitization standards followed:
  - High resolution TIFFs or A/V for archiving
  - JPEG2000 format for viewing

Digital Collection Development, Project Management, and Post-Development Tools & Services

- Funding: Grants and assistance locating other funding opportunities
- Project Development Resources
  - Copyright and permissions
  - Digital Collection development template
  - Sample Operational Workflow for digitization (draft)
  - Information for potential partners
- Evaluation:
  - Online usage statistics provide usage counts overall, by collection, and by item
  - Annual usability studies
  - User feedback
- Promotion:
  - Collection Findable through main UFDC site, which is already optimized for search engines; through the UF Catalog; through WorldCat
  - Promoted through the UFDC Blog; through RSS feeds; through press releases and training classes
  - Development of promotional materials (brochures, exhibits, slideshows)
- Additional
  - Assistance available for loading to external sites (YouTube, Flickr) for promotion
  - New technologies benefit all when implemented

Last modified: Sunday January 15 2012 Int

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Send suggestions and comments to ufdc@uflib.ufl.edu.
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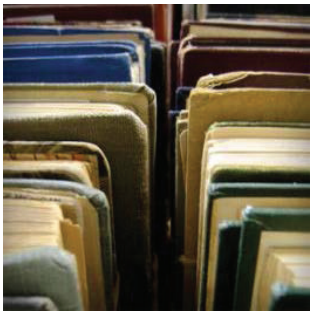
UF UNIVERSITY of FLORIDA
The Foundation for The Gator Nation

UNIVERSITY OF MICHIGAN
Digital Library Production Service (DLPS)
http://www.lib.umich.edu/digital-library-production-service-dlps

Digital Library Production Service (DLPS)
Staff
All DLPS Collections
Featured Digital Collections
History & Mission
Papers & Presentations
Access & Use Policy
OAIster

Home > Services > Digital Library Production Service (DLPS)



Digital Library Production Service (DLPS)

Staff Listing

The Digital Library Production Service (DLPS) was formed in 1996 to provide infrastructure for campus digital library collections, including both access systems and digitization services. DLPS is a unit of the University Library, and is part of its Library Information Technology Division. DLPS is also responsible for the Digital Library eXtension Service (DLXS) and host services for other academic institutions and non-profit organizations.

A unit within DLPS is the Digital Conversion Unit (DCU) which digitizes original materials including books, photographs, journals, rare documents and artifacts primarily for the University Library using flatbed & planetary scanners and digital photography.

We can work with you to digitize and host image and text collections. Please start with these workflow documents.

DLPS provides access to over 200 text, image, and finding aid collections that collectively provide access to over a million digital objects.

- Staff: Departments & Contact Information
- Papers & Publications
- History & Mission
- Access & Use Policy
- Past Projects (e.g., OAIster)

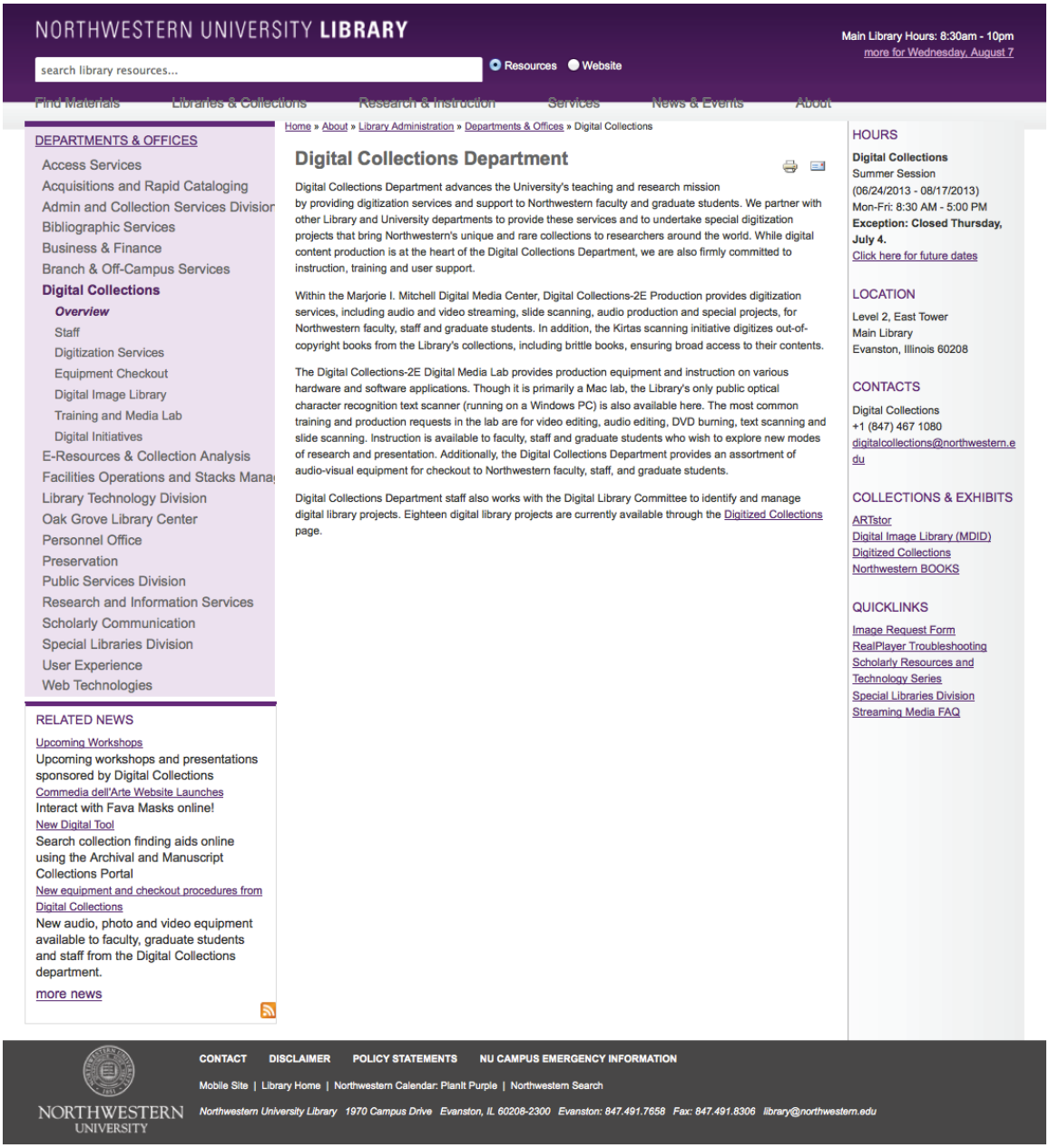
Quick Links

- List of All DLPS Collections
- View Usage & Size Statistics
- Search Items Within Collections
- Featured Digital Collections
- Common Collection Access Problems

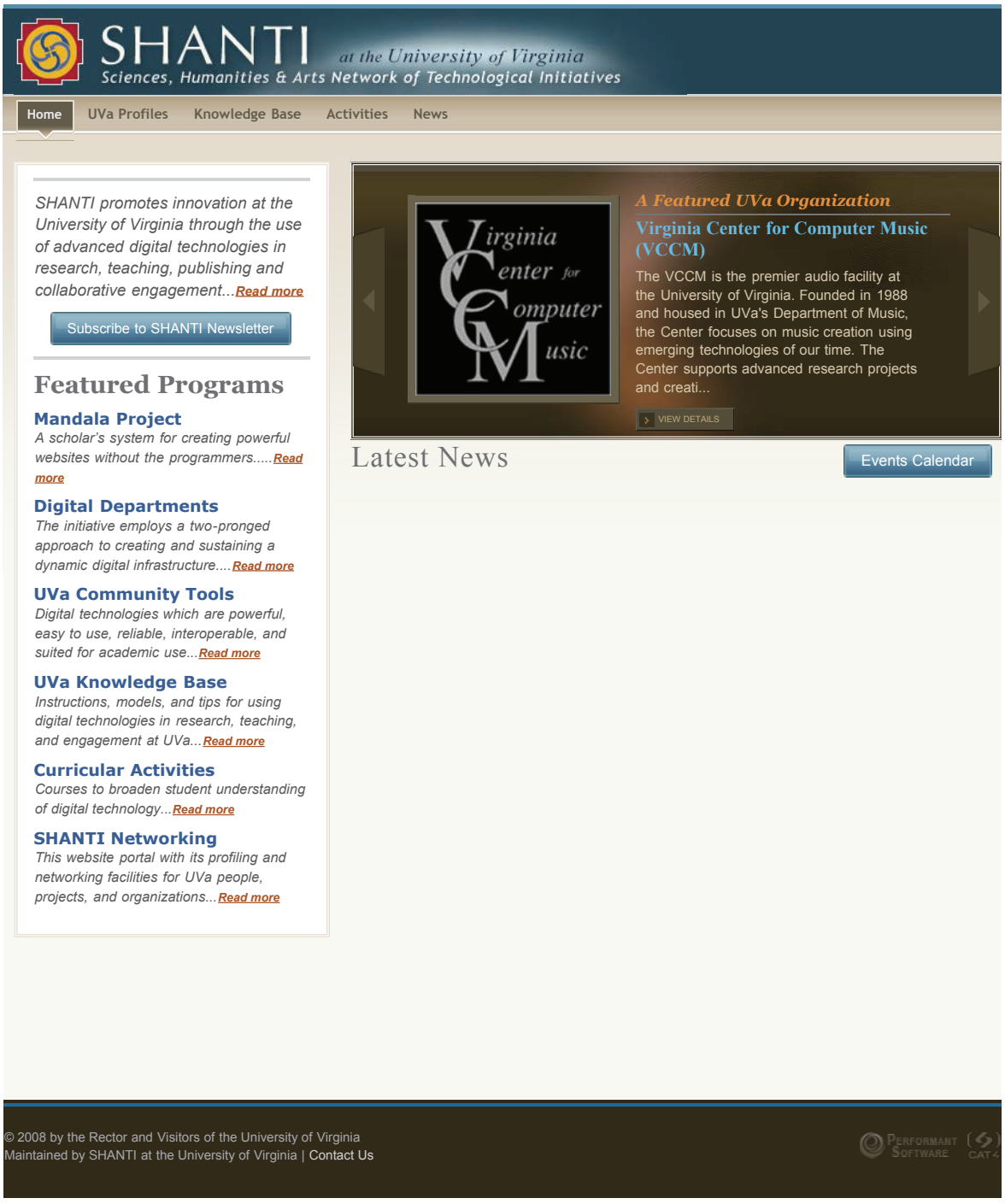
Send comments and questions to DLPS Help.

Page maintained by Kat Hagedorn
Last modified: 01/29/2013

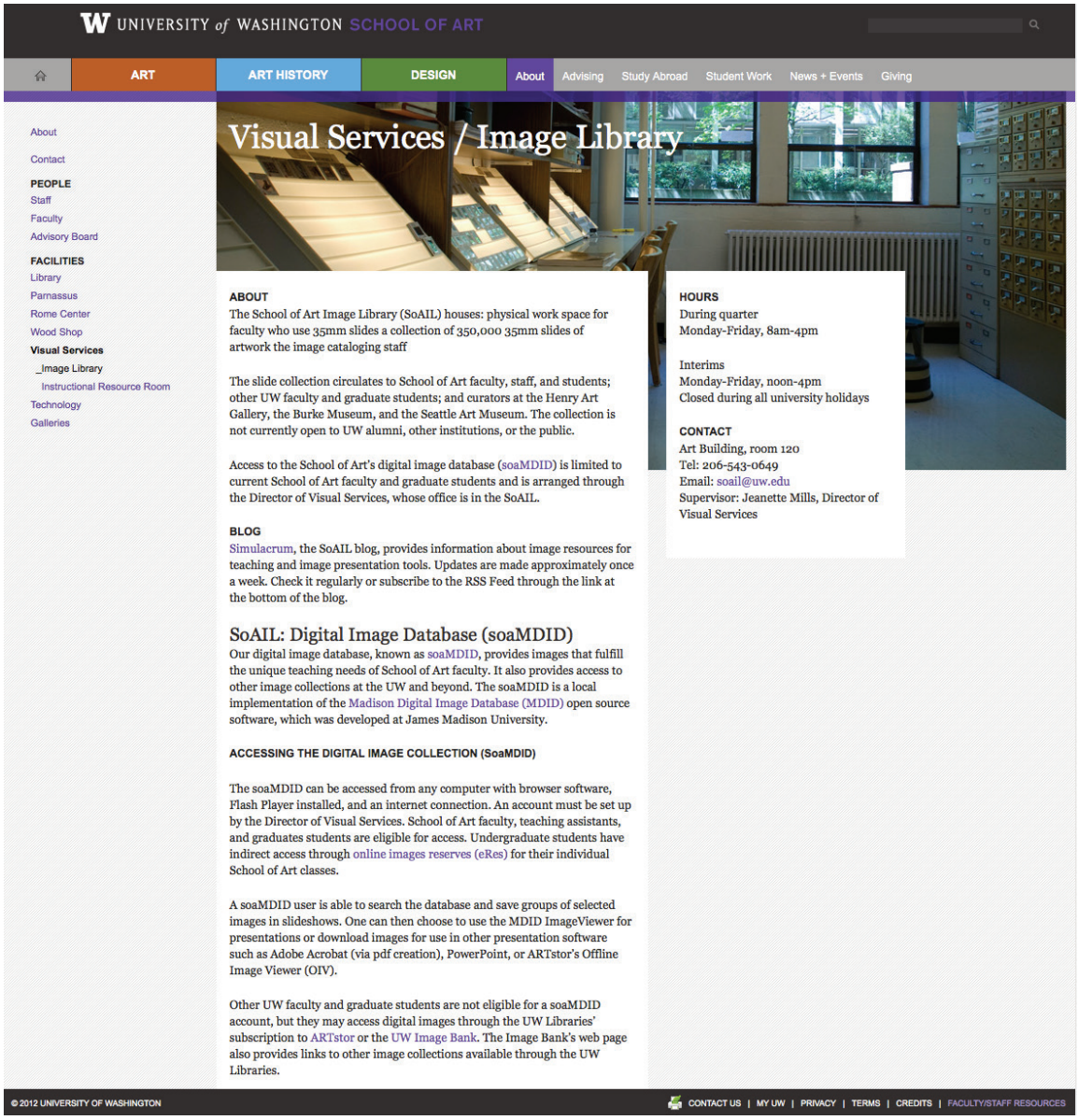
NORTHWESTERN UNIVERSITY
Digital Collections Department
http://www.library.northwestern.edu/about/library-administration/departments-offices/digital-collections



UNIVERSITY OF VIRGINIA
SHANTI: Sciences, Humanities & Arts Network of Technological Initiatives
http://shanti.virginia.edu/



UNIVERSITY OF WASHINGTON
Visual Services /Image Library
http://art.washington.edu/about/artfacilities/visual-services/image-library/



UNIVERSITY OF WASHINGTON
Visual Services /Image Library
http://art.washington.edu/about/artfacilities/visual-services/image-library/

TRAINING

Once an account has been established, the new user(s) will receive an email from the Director of Visual Services that includes information on scheduling a training session. Group training sessions for School of Art graduate students who are not teaching assistants will be scheduled at least once a year or through a request to the Director of Visual Services. More information can be found on the Visual Services Vimeo channel.

TERMS OF USE

The collections accessed through soaMDID are only for use by current UW School of Art faculty, staff, and students for purposes related to the UW's teaching mission. Other uses may be a violation of the U.S. Copyright Code. Publication is not allowed. By using the soaMDID, account holders are agreeing to these terms.

SoAIL: 35mm Slide Collection

The slide collection circulates to School of Art faculty, staff, and students; other UW faculty and graduate students; and curators at the Henry Art Gallery, the Burke Museum, and the Seattle Art Museum. The collection is not currently open to UW alumni, other institutions, or the public.

ORIENTATION

When visiting the SoAIL for the first time, please ask a staff member for an orientation. We can also provide a map of the collection.

Slide carousels are available for checkout from the SoAIL.

LOAN PERIODS AND RESTRICTIONS

Note: all slides may be placed on hold up to one week prior to checkout.

School of Art (SoA) Faculty
Loan period: 1 week
Faculty with slide-intensive courses are assigned work areas in the SoAIL. People with these spaces do not need to check out slides, provided that the slides remain in their SoAIL work space (except for in-class use).
Slides taken to offices or for use in non-class lectures must be checked out.

Non-SoA Faculty and Curators
Loan period: 24 hours

Graduate Students
Loan period: 24 hours (teaching status does not alter loan period)

Undergraduate Students
Loan period: time of class
Slides may be borrowed only for assigned class presentations.
No browsing is allowed; students must be looking for specific artists.

FEES

Replacement of lost or overdue slides is $10 per slide. Repairs to damaged slides or slide mounts is prorated based on damage.

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