YOU CAN THINK BIG (AND GO BIG) IN A SMALL SHOP
### WHAT IS LARGE-SCALE?

<table>
<thead>
<tr>
<th>TRADITIONAL DIGITIZATION</th>
<th>LARGE-SCALE DIGITIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual items identified during scanning</td>
<td>No item-level identification: entire folders scanned</td>
</tr>
<tr>
<td>Descriptive metadata applied to each item</td>
<td>Archival description only (e.g., at the folder level)</td>
</tr>
<tr>
<td>Robust portals for search &amp; browse</td>
<td>Finding aid / collection guide as access point</td>
</tr>
</tbody>
</table>

WHAT IS A SMALL SHOP?

1 DIGITAL PRESERVATION LIBRARIAN (FT)
1 PHOTOGRAPHER (FT)
1 DIGITAL SPECIALIST (FT)
1 DIGITAL TECHNICIAN (FT)
2 SCANNING TECHNICIANS (PT)
ASSESS YOUR COLLECTION
STICK TO ESTABLISHED STANDARDS
AUTOMATE AND HACK
ASSESS YOUR COLLECTION
ASSESS YOUR COLLECTION
STICK TO ESTABLISHED STANDARDS

- Follow standards and best practices
- Digitizing at the highest appropriate resolution
- Ensure naming conventions are logical and computer friendly
- Limit to commonly used “archival formats”
STICK TO ESTABLISHED STANDARDS

Follow standards and best practices when creating content
✦ Digitizing at highest appropriate resolution
✦ Digitizing at the highest practical resolution
STICK TO ESTABLISHED STANDARDS

Follow standards and best practices when creating content
✧ Digitizing at highest appropriate resolution
✧ Digitizing at the highest practical resolution

4.75” x 6.75”
STICK TO ESTABLISHED STANDARDS

Limit to commonly used “archival formats”

PDF/A

Designed for long-term use and widely adopted. Device Independent, self contained.

TIFF-UNC

Widely used and lots of software for viewing. Bit rot resistant.
STICK TO ESTABLISHED STANDARDS

Ensure naming conventions are logical and computer friendly and explore nested naming.
AUTOMATE AND HACK
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