

Doing digitisation

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Foyle Room, British Library Centre for Conservation
96 Euston Road
London NW1 2DB

Map: www.bl.uk/aboutus/quickinfo/loc/stp/

Digitisation can increase access to collections, provide surrogates for vulnerable originals, enable virtual reunification of collections or reveal information not available to the naked eye. But how do you know where to start? What type of image should you create, what equipment do you need, how do you prepare items for digitisation?

This training day covers the practical aspects of undertaking digitisation. It is focused on the digitisation of library and archive materials, though the principles are transferable to other formats. The day includes guidance on image specification and file formats, condition assessments, choosing equipment and file management. It includes a tour of the British Library imaging studios.

Programme

10.00	Registration and Coffee on arrival
10.10	Welcome and introductions
10.15	Planning for digitisation and technical standards Rossitza Atanasova, Digital Curator Digitisation, Collections Division, British Library
11.15	<i>Break</i>
11.30	Pre-digitisation condition assessments, British Library experience Gayle Whitby, Digitisation Conservation Team Manager, British Library
12.00	Equipment selection and set-up Fiona Clancy, Photographic Studio Manager, BL/QF Partnership, British Library
12.30	<i>Lunch</i>
13.15	Digitisation Workflow, British Library/ Qatar Partnership Digitisation Project Sotirios Alpanis, Digital Workflow Manager, British Library
14.45	<i>Break</i>

- 15.00 **Document preparation and handling**
Catt Thompson-Baum, Conservation Manager of the Digitisation Services,
Conservation Team, The National Archives
- 15.30 **Tour of the Conservation Studio, 6th Floor British Library, BL/QF Digitisation Project**
Flavio Marzo, Conservation Studio Manager, BL/QF Partnership, British Library
- 16.00 End