

Digitisation: planning and processes

Wednesday 12 December 2018

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 and enable virtual reunification of collections. But how do you know where to start? What equipment do you need, what type of image should you create, how do you prepare items for digitisation and make plans for their digital access?

This training day concentrates on 'still image' capture and includes the processes involved in planning 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, file formats, condition assessments, choosing equipment and planning for online access. You will be invited to sign up for one of two available tours: the British Library Imaging Services studio or the Qatar Digitisation Project studio.

For further information about the course, please contact the Course Organiser: cpd@westdean.org.uk or +44 (0) 1243 818219.

For further information about booking, please telephone the Bookings Office: +44 (0) 1243 818300.

Website: www.westdean.org.uk

Programme

9.30	Registration and coffee on arrival
10.00	Welcome and introductions
10.00-10.30 (5 mins QA)	Planning for digitisation and project outline Rossitza Atanassova , Digital Curator Digitisation, Collections Division
10.30-11.00 (5 mins QA)	Copyright, licensing and data protection Ben White , Head of Intellectual Property, Chief Librarians Office Collections Division
11.15	<i>Break</i>

11.30-12.00 (5 mins QA)	Setting up a digitisation studio Fiona Clancy, Digitisation Project Manager
12.00-12.30 (5 mins QA)	Pre-digitisation condition assessments, British Library experience Gayle Whitby, Digitisation Conservation Team Manager
12.30-13.30	<i>Lunch can be purchased from the nearby British Library Terrace Restaurant or nearby on the Euston Road or St Pancras International Station</i>
13.45-14.45	Tour of either the Imaging Services studio or Qatar Digitisation Project studios
15.00-15.30 (5 mins QA)	Imaging standards and equipment Karl Harris, Imaging Services Manager, St Pancras Studios, Operations Division
15.30-16.00 (5 mins QA)	Digitisation Workflow Sotirios Alpanis, Digital Workflow Manager, Qatar
16.00-16.30	Re-use of digital content and wrap-up Rossitza Atanassova, Digital Curator Digitisation, Collections Division
16.30-16.45	End