How to build a DIGITIZATION MAKERSPACE

Sharon Barnes

Technology Consultant

sharon@sckls.info

1-800-234-0529 x135

WHAT IS A MAKERSPACE?

> *A makerspace is a collaborative work space… for making, learning, exploring and sharing that uses* **high tech** *to* **no tech** *tools.*

https://www.makerspaces.com/what-is-a-makerspace/

For today's purposes, the definition of a

Digitization Makerspace is...

PATRON WORKSTATION

- Computer with extra desk area
- Flatbed scanner
- Software
- Instructions

Sounds pretty simple, right?

But it requires thought and preparation!

WHAT COULD IT BE USED FOR?

SCANNING

- Photos
- Documents
- Slides/Negatives

SAVING

- USB drives
- Cloud storage
- Preservation / Digital repair

SHARING

- Physical media
- Social media
- Genealogy website

HOW DOES IT WORK?

BUT **WOULD** IT BE USED?

- FIRST - Visit with staff members
- Talk to patrons who are interested in genealogy or local history

BUT **WOULD** IT BE USED?

- Connect with a local history organization
- Consider partnering with a local service organization
- Remember that any new program takes time and effort for success!

DO I HAVE TO BE AN EXPERT?

No, but…

One library staff member should be designated as ‘project lead’

This person should have a good working knowledge of scanning and photo editing

It’s an advantage if other staff members have some basic knowledge

DO I HAVE TO BE AN EXPERT?

How-to instructions should be easily available to patrons, whether in print or as desktop shortcuts

Put a copyright notice on the scanner!

Language Suggested for the Notices Required by the Copyright Revision Act of 1976

2. For the notice to be displayed on unsupervised reproducing equipment located in a library or archives as required in subsection 108 (f)(1):

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

DO I HAVE TO BE AN EXPERT?

Make it clear from the outset that staff assistance is limited – this is SELF SERVE

Advise that patrons may need to research specific topics on their own (and point the way)

Some patrons may want to bring an ‘assistant’, which could be a good thing!

WHAT WILL I NEED? ($$)

- A distinct workspace (dedicated?)
- Computer - not Chromebox
  - Robust antivirus to auto-scan USB devices
- Flatbed scanner
  - ex. Epson Perfection V600 ($230)
- Software
  - Photoshop Elements (TechSoup $30)
  - includes Premiere Elements video editing

WHAT WILL I NEED?

- Policy development/guidelines
  - Time limits? Advance scheduling?
  - Expectations of staff assistance
- Staff training
  - Personal practice time
  - Share at staff meeting?
- Instructions
  - Step-by-step for beginners
  - Hardware/software

WHAT WOULD THEY NEED? (💼)

- Their own…
  - Pictures
  - Documents
  - Slides
  - Negatives
- File storage
  - USB drive
  - Cloud storage
- Time

HOW DO I GET THE WORD OUT? (📣)

- Start with patrons (identify an 'influencer')
- Social media
  - "Can you identify…?" campaign – photos of local businesses, events, people
- Partner with local organizations
- Plan an event
  - 'Rollout party' or Scanning Day
  - Collaborative local history

Questions?

Scanning Demonstration

Basic Photo Editing Demonstration

MORE INFORMATION

"**Digitization Makerspace Resources**" document for links to:

- Suggested Purchases
- Desktop Shortcuts
- Printables
- Information for Librarians

MORE INFORMATION

Adobe

PHOTOSHOP ELEMENTS | Learn & Support | Get Started | User Guide | Tutorials

Retouch and correct photos

Search Adobe Support

Go to Photoshop Elements User Guide

Remove spots and unwanted objects

Photoshop Elements has several tools you can use to remove small flaws, such as spots or unwanted objects, fro
your images.

Remove spots and small imperfections

The **Spot Healing Brush** quickly removes blemishes and other imperfections from your photos. You can either c
once on a blemish, or drag to smooth away imperfections in an area.

Easily remove spots or imperfections using the Spot Healing Brush tool.

1. Select the **Spot Healing Brush** tool.
2. Choose a brush size. A brush that is slightly larger than the area you want to fix works best so that you can
   cover the entire area with one click.
3. Choose one of the following **Type** options in the **Tool Options** bar.

Proximity Match Uses the pixels around the edge of the selection to find an image area to use as a patch

Photoshop Elements tutorials

Search Adobe Support

Dive right in and do something incredible with your photos

Learn the basics or refine your skills with tutorials designed to inspire

Getting started with Photoshop Elements


Photoshop Elements 2019 Overview
Watch, 4 min

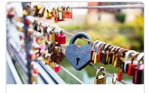

What is Elements Organizer?
Watch, 3 min


Use Guided Edits overview
Watch, 7 min


Working in Quick Edit
Watch, 6 min


Find photos faster with Smart Tags
Watch, 2 min

Beginning editing


Resize a photo


Working in Quick Edit


Use Guided Edits overview


An introduction to selections and selection tools


Have more fun with filters

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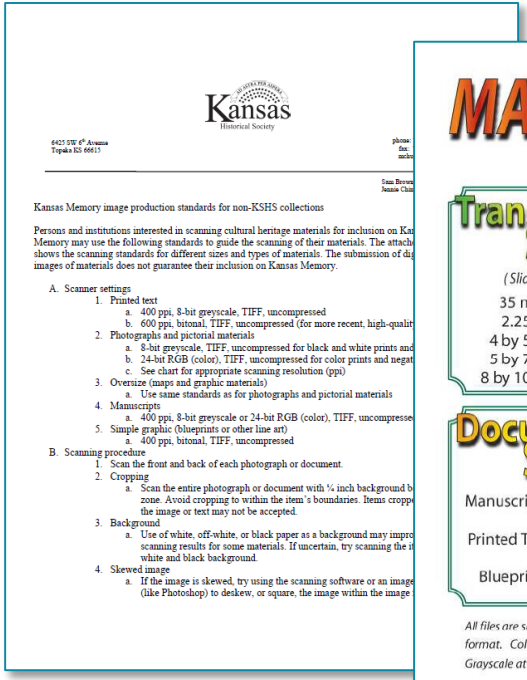
MORE INFORMATION

Printable files for instant reference



Kansas
Historical Society

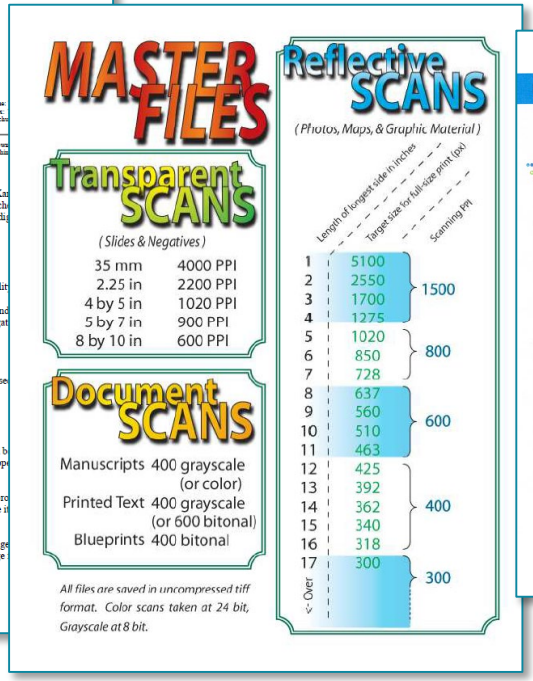
6425 SW 6th Avenue
Topeka KS 66615

Kansas Memory image production standards for non-KSHS collections

Persons and institutions interested in scanning cultural heritage materials for inclusion on Kan
Memory may use the following standards to guide the scanning of their materials. The attach
shows the scanning standards for different sizes and types of materials. The submission of di
images of materials does not guarantee their inclusion on Kansas Memory.

A. Scanner settings
   1. Printed text
      a. 400 ppi, 8-bit greyscale, TIFF, uncompressed
      b. 600 ppi, bitonal, TIFF, uncompressed (for more recent, high-qualit
   2. Photographs and pictorial materials
      a. 8-bit greyscale, TIFF, uncompressed for black and white prints and
      b. 24-bit RGB (color), TIFF, uncompressed for color prints and negat
      c. See chart for appropriate scanning resolution (ppi)
   3. Oversize (maps and graphic materials)
      a. Use same standards as for photographs and pictorial materials
   4. Manuscripts
      a. 400 ppi, 8-bit greyscale or 24-bit RGB (color), TIFF, uncompresse
   5. Simple graphic (blueprints or other line art)
      a. 400 ppi, bitonal, TIFF, uncompressed

B. Scanning procedure
   1. Scan the front and back of each photograph or document.
   2. Cropping
      a. Scan the entire photograph or document with ¼ inch background b
      zone. Avoid cropping to within the item's boundaries. Items cropp
      the image or text may not be accepted.
   3. Background
      a. Use of white, off-white, or black paper as a background may impro
      scanning results for some materials. If uncertain, try scanning the i
      white and black background.
   4. Skewed image
      a. If the image is skewed, try using the scanning software or an image
      (like Photoshop) to deskew, or square, the image within the image



MASTER FILES

Transparent SCANS

(Slides & Negatives)

35 mm	4000 PPI
2.25 in	2200 PPI
4 by 5 in	1020 PPI
5 by 7 in	900 PPI
8 by 10 in	600 PPI

Document SCANS

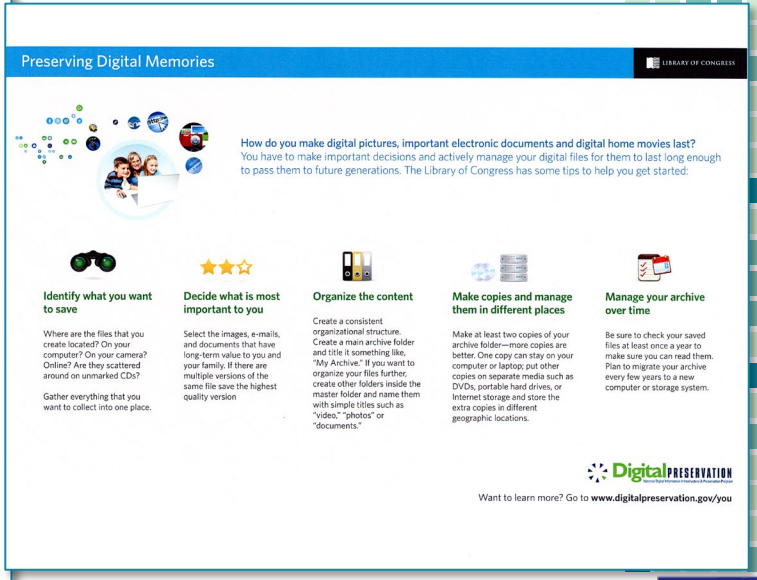
Manuscripts	400 grayscale (or color)
Printed Text	400 grayscale (or 600 bitonal)
Blueprints	400 bitonal

All files are saved in uncompressed tiff format. Color scans taken at 24 bit, Grayscale at 8 bit.

Reflective SCANS

(Photos, Maps, & Graphic Material)

	Length of longest side in inches	Target size for full-size print (ppi)	Scanning PPI
1	5100		
2	2550		1500
3	1700		
4	1275		
5	1020		
6	850		800
7	728		
8	637		
9	560		600
10	510		
11	463		
12	425		
13	392		
14	362		400
15	340		
16	318		
17	300		300
<- Over			



Preserving Digital Memories

LIBRARY OF CONGRESS

How do you make digital pictures, important electronic documents and digital home movies last? You have to make important decisions and actively manage your digital files for them to last long enough to pass them to future generations. The Library of Congress has some tips to help you get started:

Identify what you want to save

Where are the files that you create located? On your computer? On your camera? Online? Are they scattered around on unmarked CDs?

Gather everything that you want to collect into one place.

Decide what is most important to you

Select the images, e-mails, and documents that have long-term value to you and your family. If there are multiple versions of the same file save the highest quality version

Organize the content

Create a consistent organizational structure. Create a main archive folder and title it something like, "My Archive." If you want to organize your files further, create other folders inside the master folder and name them with simple titles such as "video," "photos" or "documents."

Make copies and manage them in different places

Make at least two copies of your archive folder—more copies are better. One copy can stay on your computer or laptop; put other copies on separate media such as DVDs, portable hard drives, or Internet storage and store the extra copies in different geographic locations.

Manage your archive over time

Be sure to check your saved files at least once a year to make sure you can read them. Plan to migrate your archive every few years to a new computer or storage system.

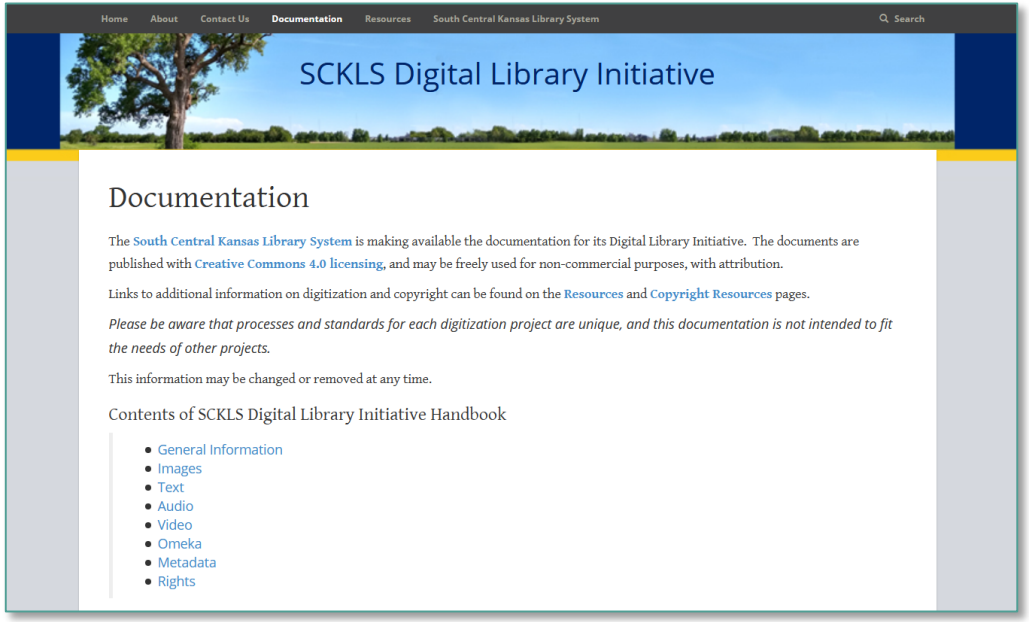
DigitalPRESERVATION

Want to learn more? Go to **www.digitalpreservation.gov/you**

SCKLS

MORE INFORMATION

Complete documentation for the
SCKLS Digital Library Initiative is freely available online at
https://digitalsckls.info/documentation



MORE INFORMATION

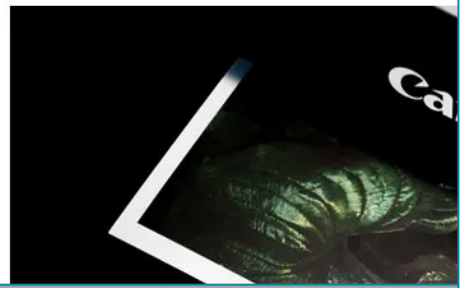
Find free information (prin

https://www.familytreema

Flatbed Sc
Photo Ne

Best Resolutions
Photos and Dc

By Allison Dola



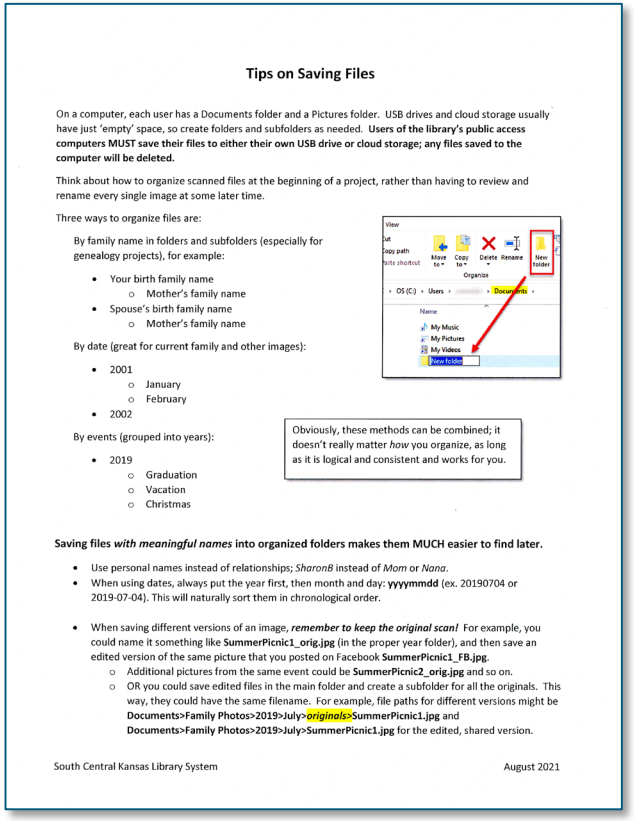
3 Places to Share Family History Documents and Images Online

By Sunny Jane Morton

Every day is a great one to start sharing all those family history discoveries that have been languishing in your files and albums. Digitizing your family history is an important first step to preserving your research and memories—and great inspiration for sharing those great newspaper articles, photos, obituaries, military records and other items you've found in the course of your genealogy discoveries. Here are three kinds of places you can share family mementos and photos online:

MORE INFORMATION

“Tips on Saving Files” document



Tips on Saving Files

On a computer, each user has a Documents folder and a Pictures folder. USB drives and cloud storage usually have just 'empty' space, so create folders and subfolders as needed. **Users of the library's public access computers MUST save their files to either their own USB drive or cloud storage; any files saved to the computer will be deleted.**

Think about how to organize scanned files at the beginning of a project, rather than having to review and rename every single image at some later time.

Three ways to organize files are:

By family name in folders and subfolders (especially for genealogy projects), for example:

- Your birth family name
  - Mother's family name
- Spouse's birth family name
  - Mother's family name

By date (great for current family and other images):

- 2001
  - January
  - February
- 2002

By events (grouped into years):

- 2019
  - Graduation
  - Vacation
  - Christmas

Obviously, these methods can be combined; it doesn't really matter *how* you organize, as long as it is logical and consistent and works for you.

Saving files *with meaningful names* into organized folders makes them MUCH easier to find later.

- Use personal names instead of relationships; *SharonB* instead of *Mom* or *Nana*.
- When using dates, always put the year first, then month and day: **yyyymmdd** (ex. 20190704 or 2019-07-04). This will naturally sort them in chronological order.

- When saving different versions of an image, ***remember to keep the original scan!*** For example, you could name it something like **SummerPicnic1_orig.jpg** (in the proper year folder), and then save an edited version of the same picture that you posted on Facebook **SummerPicnic1_FB.jpg**.
  - Additional pictures from the same event could be **SummerPicnic2_orig.jpg** and so on.
  - OR you could save edited files in the main folder and create a subfolder for all the originals. This way, they could have the same filename. For example, file paths for different versions might be **Documents>Family Photos>2019>July>originals>SummerPicnic1.jpg** and **Documents>Family Photos>2019>July>SummerPicnic1.jpg** for the edited, shared version.

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Questions? Ideas?

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