Vertical File Photograph Scanning Project

Valdosta State University Archives and Special Collections

Student Volunteer Program

Your Folder

Choose a folder of photographs from the available list.

◇ You will be responsible for scanning the images in this folder.

◇ Please handle the photographs with care. Hold them by the edges. Don't bend them.

◇ Wear gloves when handling the photographs.

◇ Keep your Vertical File folder of images in your volunteer project folder.

◇ Check your work area before you go. Make sure no photographs are missing.

*If no list is in your folder, check with Archive's staff.

Scanning

Scanners and computers are set up in the Archives. You will be using the program "Epson Scan" to digitize the photos. Photographs must adhere to the following standards:

1. Scan all photos at 600 dpi resolution. 24-Bit Color (for black and white photos), 48-Bit (Color photos). Turn off all photo "enhancement" options, like auto-sharpen, etc.

2. Preview Scan. Crop the scanned area <u>outside</u> of the edges of the photograph. (There should be approximately ¼" inch of blank space around each photo).

Quality check your scans. If the image is not clear, has scan lines

or glare: rescan the image.

3. Save* all photos as .tiff files. (Tagged Image File Format), uncompressed.

*See Organize Section

No effects

Crop outside of edges.
Prove its whole.
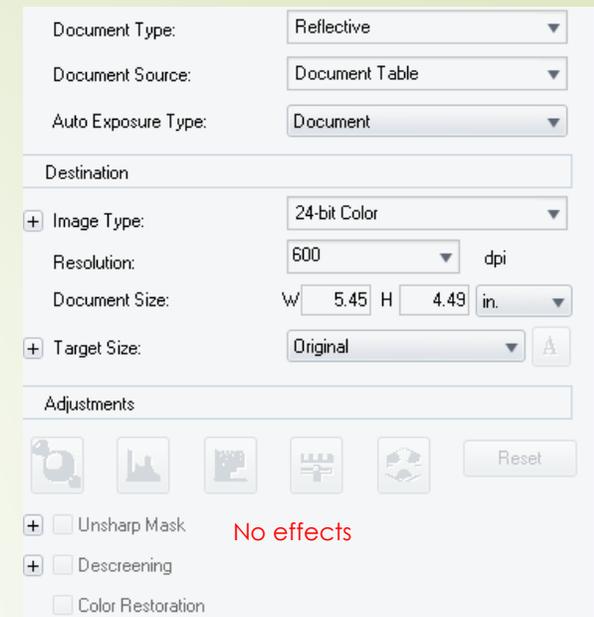
Organize

You will have to organize your scans and save them in the following format:

1. Create a new windows folder in:

V:\dept\Library\depts\Archives\Student-Access\vertical-file_scanning-project

Use this format: "lastname-firstname_semester-YEAR"

- ◈ You will save all of your Tiff files here (from Epson Scan)
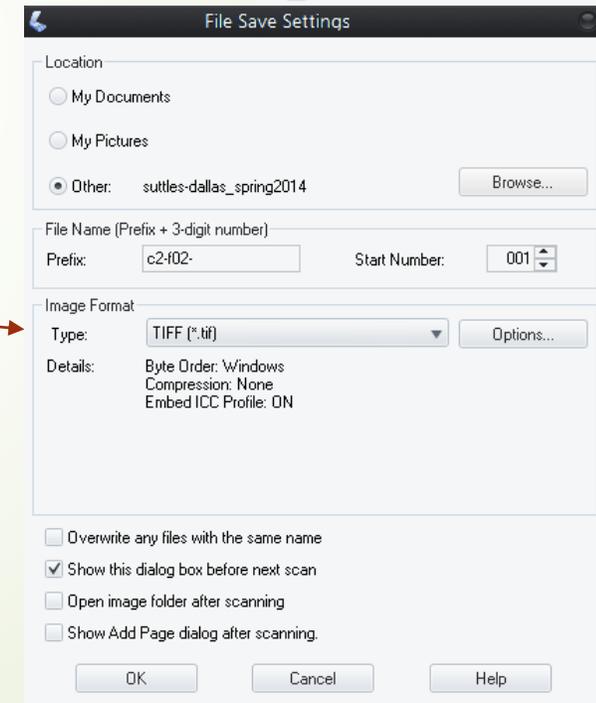
Library ▸ depts ▸ Archives ▸ Student-Access ▸ vertical-file_scanning-project ▸	
Slide show Burn New folder	
Name	Date
📁 suttles-dallas_spring-2014	2/26/2014 2:14 PM
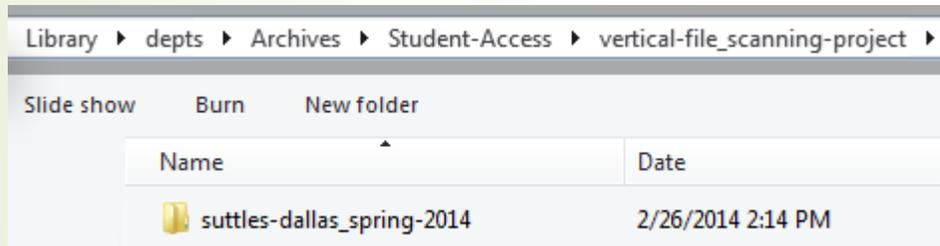
c2-f08-001

2. All scans are to be named using the following format: **c2-f02-001.tif**

- ◈ *Explanation:* cabinet "c" drawer "2" - folder "f" - item number
- ◈ Always use the placeholder zeroes. 10 digits total.
- ◈ Always use lowercase letters. Instead of spaces, use a dash

Metadata

For each image you will input metadata into two locations
1. Vertical File Metadata Form (www.valdosta/archives.edu/forms)

Metadata Form

1. You will begin creating metadata by filling out the following form for each image you scan. You can find the form here: http://bit.ly/Mbi9bZ (bookmark it for quick access.)
2. Follow the instructions on the form and complete it as thoroughly as you can.
3. After you have completed the submission go to http://bit.ly/MbiJ9u

Output Format

Physical Description – Color/Size/Type.
Condition. **Scene Categories.** **Short Description – Names/Event/Place.**
Back of Photograph.

Subject
Sepia 8" x 12" photograph. *Good condition.* *Exterior—Full-length--Group.* *Three students on horseback ride on a trail somewhere on the GSWC Campus grounds for a horse-riding class.* *Back of photograph reads: "Horseback Riding on Campus."*

Keywords: Valdosta State University; Georgia State Womans College; GSWC; Horses; Horse-back Riding; Woods; 1930s; Emma Goldstein; Heather West; Julie Moore;
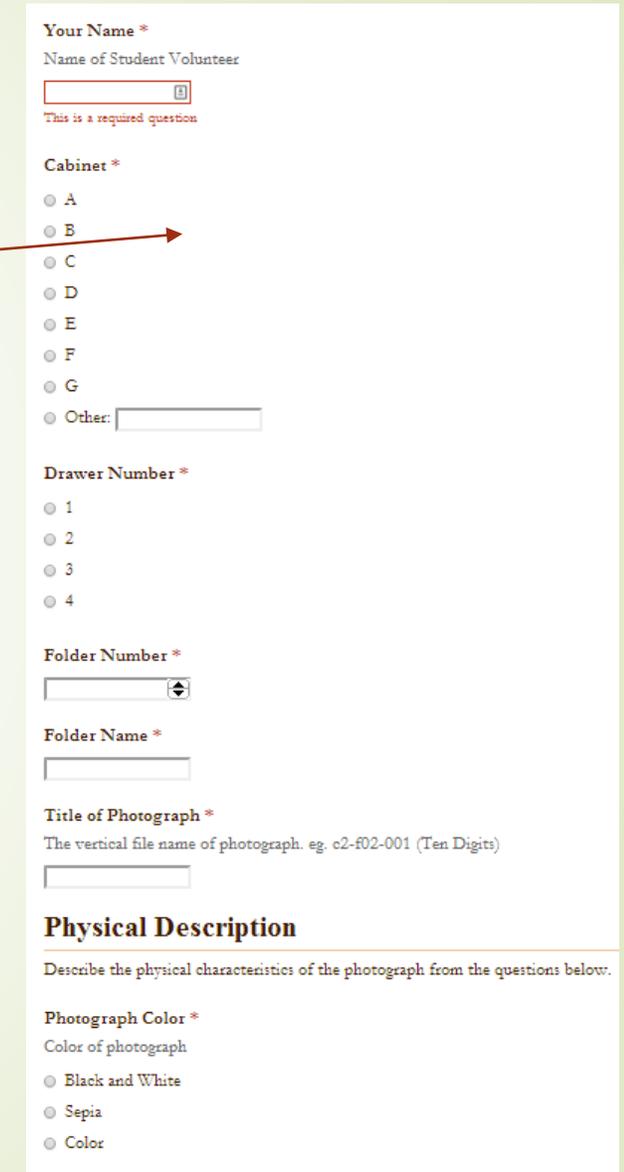
Your Name *
Name of Student Volunteer

This is a required question

Cabinet *
○ A
○ B
○ C
○ D
○ E
○ F
○ G
○ Other:

Drawer Number *
○ 1
○ 2
○ 3
○ 4

Folder Number *

Folder Name *

Title of Photograph *
The vertical file name of photograph. eg. c2-f02-001 (Ten Digits)

Physical Description

Describe the physical characteristics of the photograph from the questions below.

Photograph Color *
Color of photograph
○ Black and White
○ Sepia
○ Color

Tags and Keywords

Use the VSU Controlled Vocabulary
http://archives.valdosta.edu/controlledvocabulary.html

Tags and Keywords are the primary means of searching our photograph collection. They are very important. Follow these rules when tagging photos:

- Enclose multi-word tags in quotations.
- Separate tags with a semicolon ;
- All photos should be tagged "Valdosta State University" (in quotes) first.
- All names in a photograph should be tagged.
- Any Campus Location visible should be tagged. "Georgia Hall"; "Palm's Dining Hall"; Or if vague: Campus; Hallway; Classroom; Dorm; etc...
- Any Event should be tagged. Inauguration; Basketball Game; Move-in Day; Alumni Dinner; Christmas; Easter; Graduation; Concert; etc…
- Any Club or Group should be tagged. "Psi Omega Psi" "Glee Club" "Blazers"
- Any unique qualities that someone might search for should be tagged: "Technology"; "Horseback Riding" "Musicians" "Homecoming Queen"
- Tag Photos with dates by decade in this format: 1930s; 1940s; etc…

Research

We would rather you describe one photograph in great detail than to scan 20 photographs without metadata. This will be the most time consuming part of this project. Be a detective. We want names, dates, and places for all photographs where possible.

Research, Research, Research!

- ◈ Use the Yearbooks, Campus Canopy's, the Archon Database, and the internet to help you figure out as much as you can about a photograph.

- ◈ Use clues in a photograph to help describe it. Zoom in on photos for details. For example: can you read the license plates in the background to get an approximate date.