**Cataloging Photographs**

1. If the image is printed as a postcard, determine first if we already have one in the collection. Do a keyword search from the main menu (Research button, select Keyword). If it is a duplicate, hand it off to the archivist.
2. Determine the Object ID number, which uniquely identifies each object, unlike the accession number.

Ex. 177700-0005-001

177700 is the main subject number found in the numeric photo thesaurus topic listing.

0005 is the consecutive number given to the photo.

001 indicates the item is a photographic print (includes ambrotype, daguerreotype, tintype, stereograph)

002 indicates a postcard

003 indicates a negative or slide

004 indicates a digital image

* Consult the numeric photo thesaurus to determine the topic listing. Floods = 177700.
* Find the next available Object ID number. Click on Find in Photos, select “Objectid” as the indexed field, then search for the subject number. Select Browse after the first record appears and scroll to the end of the entries for that topic number to determine the next available ID number. Ex. 17700-0187-001 was the last entry, so 177700-0188-001 is the next number to use.
* Write the ID number on the back of the photo in pencil along the upper left edge or along another clear edge away from other notations.
1. In the record view, select Add.
2. Enter the 8-digit accession number. The donor’s name will appear in the form.
3. Enter the new Object ID number.
4. Enter the Object name (choose from list below). Click Add. Select Documentary Artifact in the pop up box that appears.

Ambrotype

Daguerreotype

Negative, Film

Negative, Glass Plate

Print, Digital

Print, Photographic

Postcard

Stereograph

Tintype

Transparency, Slide

Transparency, Lantern-Slide

1. Enter information in the following fields:
* Description: Describe the content of the photo, particularly unique characteristics. Write out the month and any street names, if applicable (ex. November, Ninth St.). Include any information written on the photograph (front or back) in quotes.
* Title: If no formal title is provided, create a title based on the content of the photo.
* Photographer: If known
* Studio: If known
* Place: Record the place that the photo depicts, entered from the general to the specific. Separate terms with semi colons; abbreviate “Street” as “St.”, “Avenue” as “Ave.” etc. Enter township names as “Town of Union” etc.

Ex. For 201 East Lake Street in Eau Claire, enter the following: Eau Claire; Downtown; 201 E. Lake St.

* Event: Enter significant events as applicable, such as World War II or 1884 Flood.
* Processing Method: If applicable, indicate if the image is a daguerreotype, ambrotype, albumen print, etc. Press F7 to see a list of options.
* Date: The year the photo was made. If the year is unknown, enter the early and late date as a range (ex. 1900-1910). If the exact date is known, enter it as MM/DD/YYYY.
* Year Range: If the date of the photo is known, enter the same year in both fields.
* Catalog Date: Today’s date entered as MM/DD/YYYY (should auto-fill).
* Cataloged by: Your name (press F7 to add your name to the list of options).
* Print Size: Measure the size of the image and not the mounting. Ex. 5x7 is 5 inches high by 7 inches wide. Press F7 to see a list of existing options, and add the dimensions to the list if you’ll be entering several of the same size.
* Provenance: Enter any known information about the source or ownership of the photo, or if the image came from an album or scrapbook.
* Copyrights: Unless otherwise specified, enter the following copyright info using the current year: “Copyright © 2018 Chippewa Valley Museum. This resource may be copied freely by individuals and libraries for personal use, research, teaching (including distribution to classes) or any 'fair use' as defined by U.S. copyright laws. Anyone interested in any other use of this resource, including for-profit Internet editions, should contact Chippewa Valley Museum (info@cvmuseum.com).”
	+ If the copyright is retained by another party, indicate that information.
* People, Classification, Subjects, Search Terms:
	+ People: List any identified individuals last name first (Smith, Patricia L.)
	+ Subjects: Record the subjects and incidental details captured in the image using descriptive words that would be helpful in locating the photo.
		- Click in the field and hit F7 to view a list of established options. Begin typing the term you had in mind to locate it in the list.
		- Terms not on the list can be added manually to the field. Check the Library of Congress Thesaurus for Graphic Materials for the best current terms. <https://www.loc.gov/rr/print/tgm1/tgm1.txt> . Ctrl+F to bring up a search box. Codes are as follows:
			* Use: means the heading term is outdated and the term listed here should be used instead
			* UF = Used for [use the top term instead of this one]
			* BT = Broader terms
			* NT = Narrower terms
			* RT = Related terms
		- Enter each term on a separate line.
		- For names of companies and organizations, search the F7 list for the most commonly used format.
* Custom: Mounted Y or N; Color B&W, etc.; Duplicate Y or N
1. If the photo is part of a photo album or scrapbook, fill in the following fields:
	* Provenance: Include the name of the album or archival collection containing the image, and the page number on which the image is located. (ex. Bullis Farm Scrapbook, p. 2).
	* Home Location: Indicate the shelf location of the album or archival collection to make retrieval possible (ex. 11-14-05-04).
	* Related: see #9 to link the photo to the album or scrapbook.
2. If the item is closely related to another item (object, photo, album, etc.), link the ID numbers using the Related tab (ex. a photo located in a photo album.) In the Related Objects window, select Edit, then enter the ID number of the other item and hit Enter. The rest of the information will autofill and you can click the “Add this relation” button. The other item will automatically be linked to the one you are working on.

**Scanning Photographs**

**Set-up**:

1. At the beginning of each session, open Photoshop/Edit/Color Settings and verify that Photoshop Color Settings match below.



1. Check that the scanner bed is clean.
2. Record Object ID number in the digitization binder.

**Pre-scan**:

1. *Photos*: Place photo in the upper right corner on the scanner bed. Sides of photo should not touch edges of flatbed unless it has a mat that will not be scanned. Place as straight as possible.
	1. Vertical photos: Top pointed to back of flatbed
	2. Horizontal photos:
		1. < 8.5” point top to back of flatbed
		2. > 8.5” point top to left side of flatbed

*Negatives & Slides*: Replace reflective document mat with film holder or film area guide. If scanning a non-standard negative, use film area guide. Place film emulsion side up.

1. Go to scanning screen at File/Import/Epson V600.
2. Select “Preview” to scan.
3. Fit marquee box around the photo, leaving a ¼” to 3/8” border. Exception: if the mat has writing, type indicating the photographer, or any other historical information, outline the mat and the photo.
4. Set scanning specifications (only the fields that may change are indicated in this listing):
	1. *Document type*
		1. Prints: Reflective
		2. Film negatives & slides: Film (with film area holder) or Film (with film guide)
	2. *Film Type* (only when scanning negatives and slides)
		1. Slides: Positive film
		2. Negatives: Negative film (choose color or b/w depending on original)
	3. *Image Type*
		1. Black & white (only true black and white): 8-bit grayscale
		2. Color (including sepia, etc.): 24-bit Color
	4. *Resolution*: Find longest edge (see document size under Image Type after preview). Round to nearest size in chart below and enter indicated resolution. Do not use drop down list.

|  |  |
| --- | --- |
| **Original Image Size** | **Resolution** |
| *Longest edge, in inches* | *ppi* |
| 11 | 450 |
| 10 | 500 |
| 9 | 525 |
| 8 | 600 |
| 7 | 675 |
| 6 | 800 |
| 5 | 950 |
| 4 | 1200 |
| 3 | 1600 |
| 2 | 2400 |
| 1 | 4800 |

* 1. *Scale*: 100%
	2. *Adjustments*: Histogram button. Output: 9 and 247. Adjust input arrows so that the black arrow is just outside the left side of peak, and white arrow is just outside the right side of peak.
	3. *Unsharp Mask Filter*: Make sure it is NOT checked.

**Scan:**

1. Select Scan. Close out Epson Scan screen to get back to Photoshop.
2. Write down Resolution and File Size in binder while scanning.

**Quality Control Check:**

1. Check Histogram (Image/Adjustments/Levels). Rescan if needed, making sure that the pre-scan histogram output levels are between 9 and 247.
2. Visually check to see if scan color matches original. If not, go back to pre-scan steps, change Configuration button to Continues Color. If that improves the file, save it. If not, rescan back at ICM color.
3. Verify that negatives were not scanned backwards.
4. Check that all edges of the photo are showing. A mat with historical information should be considered part of the image and all four sides should be showing with the image.

**Save:**

1. Determine the next available file name by consulting the photo thesaurus and the master file name sheet in the binder (or by checking the Master files on the server). Each file name has a three-letter subject prefix (see photo thesaurus) followed by five digits (ex: rec02102.tif is photo #2102 in the recreation category).
2. Save as a TIF file in the Masters folder on the server at Z:\Archives\Digitization Project\Masters.

**Create a Reference File:**

1. Save the file as a JPG in the References file on the server at Z:\Archives\Digitization Project\References. The file name will include the master file name + r.jpg (ex: rec02102r.jpg).
2. Rotate file to orient to viewer if necessary under Image/Rotate Canvas/(pick correct direction).
3. Straighten the image under Image/Rotate Canvas/Arbitrary, then type in a percentage, usually somewhere between 0.5 and 1.0%.
4. Crop the edges. Choose the crop symbol from the artist’s palette, fit marquee to just the edges, click crop symbol again.
5. If it’s slightly fuzzy, sharpen by selecting Filter/Sharpen/Unsharp Mask.
6. Under Image/Image Size, resize to 150 dpi (or 300 dpi if the image is smaller than 4”, 1000 dpi for slides).
7. Check histogram and adjust as needed: Adjustments/Levels/Set Histogram and move the black and white arrows to the edges of the peak.
8. Save again.
9. Write digital master file name (rec02102.tif) on the back of the original photo near the ID number.
10. Write the digital file name in the binder, along with the date and your initials in the appropriate columns.
11. Update the last file name(s) used in the master photo sheet in the digitization binder once you are finished scanning for the day.

**File Resolution Charts** for scanning other materials:

Printed Text (typed documents, books w/illustrations, newspapers, pamphlets)

|  |  |
| --- | --- |
| Original Document Size (longest edge in inches) | Resolution (ppi) |
| >10 | 60 |
| 7 - 9 | 80 |
| 6 | 100 |
| 5 | 120 |
| 4 | 150 |
| 3 | 200 |

Graphic materials, maps, handwritten manuscripts/letters

|  |  |
| --- | --- |
| Original Document Size (longest edge in inches) | Resolution (ppi) |
| >10 | 300 |
| 7 - 9 | 400 |
| 6 | 500 |
| 5 | 600 |
| 4 | 750 |
| 3 | 1000 |
| 2 | 1500 |

**Upload Reference Image to PastPerfect**

1. Click on **Image Management**. Click “**Attach a new image**” button in the upper right corner. Type the reference file # and enter. Add the following information:
	1. Equipment used to acquire = Epson Photo V600
	2. Settings and Resolution = 150
	3. Grayscale or RGB (color)
	4. Created by = Your initials
	5. Date created = Date scanned
	6. Location of high-resolution archival image = Master File Name
2. Click OK.
3. Exit Image Management.
4. Enter the digital reference file name (ex rec02102r.jpg) in the Other # field.
5. In the Custom field, add the image size and resolution.
6. Save.
7. Indicate that the photo is in PastPerfect in the digitization binder by adding your initials and the date in the last column.