Typical Workflow for Digitising Photographs

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Following is a typical workflow with suggested rates and times for digitising 3300 photographs on a flatbed scanner, with digitising primarily being done by supervised and trained students, and the digital collection hosted on the organisation's own website platform.

Activity	Personnel	Rate	Time (in hours)	Dates
Project Management and Administration	● Project Manager ● Collections Manager		15 hours	
Equipment setup, confirmation of quality control and metadata standards	● Project Manager ● Collections Manager ● Archival Assistant		20 hours	
Orientation and training of students	● Project Manager ● Archival Assistant ● Summer student		20 hours	
Scanning	● Archival Assistant ● Summer student	5 minutes per photograph	300 hours	
Post-processing	● Archival Assistant ● Summer student	25% of total scanning time	75 hours	
Scanning QA/QC	● Collections Manager	20% of total scanning time	60 hours	
Metadata entry	● Archival Assistant ● Summer student	2 minutes per photograph	110 hours	

Metadata QA/QC	● Collections Manager	30% of total metadata entry time	35 hours
Data processing, upload and maintenance of digital collection to hosting platform	● Archival Assistant ● Summer student	~1.5 minutes per photograph	85 hours

Suggested Equipment & Digitization Standards

Recommended Standards

[Federal Agencies Digital Guidelines Initiative (FADGI): Technical Guidelines for Digitizing Cultural Heritage Materials](#)
- See pages 19-21 for Master and Access file format guidelines
- See pages 21-24 for Physical Environment (i.e. lighting) guidelines
- See pages 25-69 for examples of specific material guidelines
  - **See pages 47-51 for prints and photographs**
  - See pages 51-60 for photographic transparencies and photographic negatives
- See pages 71-105 for guidelines on equipment, workflow, quality control, and storage recommendations

[American Library Association Minimum Digitization Capture Recommendations](#), Page 9 of 14
- For photographs specifically:
  https://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#photographic_processes

Equipment by Type	How Equipment Meets Recommended Standards
Imaging (Scanners)	
Fujitsu fi-7700	Can scan up to 600 dpi (meets and exceeds recommendations by FADGI and ALA)
Epson Expression 10000XL flatbed scanner	Large size, can scan up to 48-bit and 4800 resolution (exceeds bit-depth and resolution recommendations by FADGI and ALA)

Epson Perfection V600 through V800 (different models)	Can scan up to 48-bit colour depth and 16-bit greyscale and 4800 resolution (V800 can scan up to 6400 dpi, far exceeds recommendations) (meets and exceeds bit-depth and resolution recommendations by FADGI and ALA)
Contex HD5450 Wide Format CCD Scanner	Large format scanner. Can scan up to 48-bit colour depth. Note: Very expensive.
Processing Software	
Adobe Lightroom (Lightroom app free on Apple & Android)	Can process Camera RAW format and can export 8-bit, 16-bit, and 32-bit TIFF images (master files) as well as JPEGs (access files). Note: Lightroom Classic can only export 8- or 16-bit TIFFs.
Adobe Photoshop (Lightroom + Photoshop bundle = 9.99/month)	Can process Camera RAW format and can export 8-bit, 16-bit, 24-bit, and 32-bit TIFF images as well as JPEGs (access files). Note: do not select JPEG compression for TIFFs as this is considered "lossy" and will reduce the image quality.
Dark Table (free)	Can work with Camera RAW format and can export 8- and 16-bit TIFFs (master files) and JPEGs (access files).
Irfanview (free)	Can read and save Camera RAW format and can export 32-bit TIFF images (master files) and JPEGs (access files). Note: downloading Irfanview 64-bit allows you to work with VERY large images (64-bit depth), not necessary for image processing (32-bit meets standards).
GIMP (free)	Can read Camera RAW format and can export 16-bit TIFF images (master files) and JPEGs (access files).
Temporary Storage	
Amazon S3	
Google Drive	
Microsoft OneDrive	