**Southwestern Ontario Digital Archive**

**Digitization Guidelines and Standards**

**Updated: Katharine Ball, December 13, 2023**

These are our general digitizing guidelines and standards. There are also specific instructions for digitizing each particular collection.

**Photographs, Postcards, Ephemera, Negatives, etc.**

The photographs, postcards, and ephemera are scanned on the flatbed scanner (Epson GT-2000)

The negatives are scanned on the Epson Perfection V800/V850 scanner.

Format: .tif (high quality, non-proprietary, lossless); purpose: for archival preservation and higher quality access

Resolution: 600 ppi

Scanned to an external hard drive (currently SWODA4) and backed up to the s: network drive, which is then regularly backed up to the OCUL Ontario Library Research Cloud.

Depending on the collection: files may undergo basic cropping, rotating, balancing, and renaming.

Jpg format files are created using IrfanView. These are used for quick access.

The .tif and .jpg files for each item are uploaded into SWODA Images (<https://swoda.uwindsor.ca/swoda-images>) and extensive metadata is creating using Dublin core standards. The SWODA Images database is backed up in IT Services.

Periodically, online archival copies of the SWODA Images database (both images and metadata) are created using Permafrost and Archivematica. This was last done during Summer 2019.

**Books, Directories, Yearbooks, Small Newspapers and Magazines**

They are scanned on the Ristech Book2Net III scanner.

Format: .tif (high quality, non-proprietary, lossless); purpose: for archival preservation and higher quality access

Resolution: 400 ppi

Scanned to an external hard drive (currently SWODA4) and backed up to the s: network drive, which is then regularly backed up to the OCUL Ontario Library Research Cloud.

Depending on the collection: files may undergo basic rotating, balancing, and renaming.

PDF files for public access are created using Adobe Acrobat. They are also given ocr processing, are cropped, and are backed up in the same way as the .tif files.

The PDF files are posted online to the Internet Archive (<https://archive.org>). This is for additional backup and also for the superior search functions and ease of access that the Internet Archive offers.

The items are then put online at Scholarship@UWindsor (<https://scholar.uwindsor.ca>) under the Southwestern Ontario Digital Archive Collection. Each item is available for direct download and for online viewing using the BePress reader. A link to the Internet Archive record is also provided.

**Newspapers**

(those destined for INK: Our Digital World Newspaper Collection <http://ink.ourontario.ca>)

**Digitizing from print:**

They are scanned on the Ristech Book2Net III scanner.

Format: .tif (high quality, non-proprietary, lossless); purpose: for archival preservation and higher quality access

Resolution: 400 ppi

Scanned to an external hard drive (currently SWODA4) and backed up to the s: network drive, which is then regularly backed up to the OCUL Ontario Library Research Cloud.

Depending on the collection: files may undergo basic rotating, balancing, renaming and cropping.

The .tif files are then given to Art Rhyno for further processing.

**Note:** Art Rhyno is also digitizing microform newspapers, and sometimes directories, in his office using his own set-up.