

# Case Study: Digitizing Negatives

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Mandy Altimus Pond | Massillon Museum

## Getting Started:

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### Project Toolkit:

- For easy reference and detailed instructions, visit the *Faces of Rural America* photo and negative digitization toolkit:
- <http://www.massillonmuseum.org/collections-toolkits>

### What collections do I chose first?

- Which items are accessed most frequently?
- Which items do researchers request?
- Which items are in the worst shape?
- Do they smell like vinegar?
- Poor conditions? Might as well rehouse them while you're here!
- What is most important to your collection? To your city or township?

### Digital Cameras

- Higher megapixels=better quality
- Point and shoot cheap cameras do not let you adjust exposure and flash like DSLR cameras do
- Point and shoot usually have lower megapixels
- May get a grant to offset the cost
- Add a camera to a wishlist in your newsletter. Someone may sponsor your equipment!
- <http://www.bhphotovideo.com/>

### Equipment Checklist:

- Digital Camera
- Lightbox
- Copystand
- Scanner
- Backup Harddrive/Offsite Cloud Storage
- Collections Database Software or Photo Organization
  - Past Perfect
  - Picasa

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## Places to share your photos:

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### **Flickr**

- Free
- Up to 1 TB space (terabyte = 100 gigabytes GB, or 1,000,000 megabytes MB)
- Can organize in albums
- Can tag and add metadata to photos and albums

### **Facebook**

- Free
- Interactive
- Shareable content

### **Your Website**

- Control over content and sharing
- You know your own system

### **History Pin**

- Add history in context of today's streets
- Shareable
- Helps you, your staff, volunteers, and patrons know where historic businesses and houses were
- Can create tours within your city and invite patrons to use on their mobile devices

### **Other publications:**

- Newsletter
- Annual Report
- On computers for researchers (minimize photo handling)
- In schools
- Presentations
- Reproduce the photos and create exhibits for your institution, or travel these reproductions within your community

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# Massillon Museum's Virtual Exhibits:

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### **Massillon Museum's Virtual Exhibits and Collections:**

<http://www.massillonmuseum.org/virtual-exhibits>

### **Massillon Museum's *Documenting American Prosperity* Online Exhibit:**

<http://www.massillonmuseum.org/gallery/documenting-american-prosperity-massillon-independent-negatives-1947-1950>

### **Massillon Museum on Youtube:**

<https://www.youtube.com/massillonmuseum>

### **Massillon Museum's Flickr Page:**

<https://www.flickr.com/photos/massmuarchives/albums>

## Questions?

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