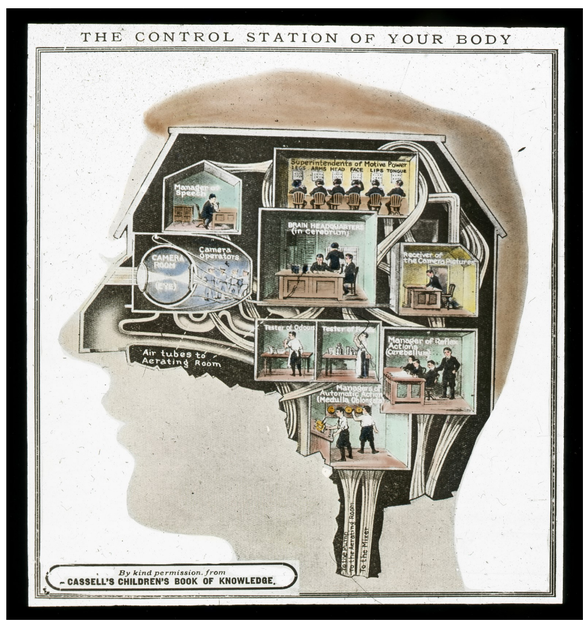
Digitisation : Step by Step

Why digitise?

Digitisation means the content of the slides can be made available to scholars in a format that allows close examination and manipulation of sets of the images without damage to the originals.

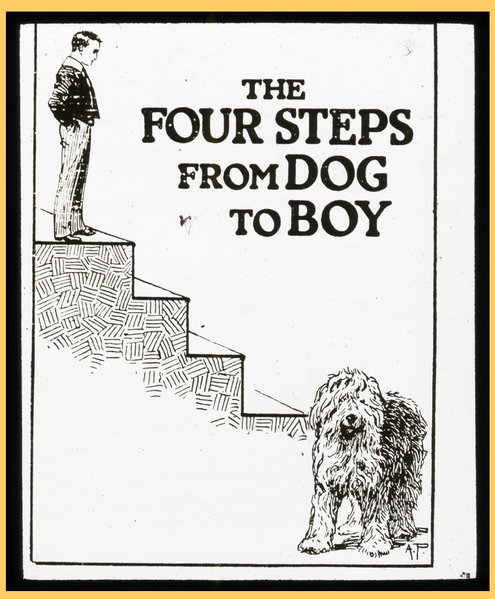
Free Open Access to the digitised files means enables study and use of the images from any location and comparison with those in other collections by researchers across the globe.



Step 1: Scan

An internal grant supplemented support from Townsweb Archiving and the slides were scanned off-site by to 12,000 dpi and we received digital surrogates in a full lossless Tiff format and a web friendly jpeg format at a lower resolution.

Damaged slides were reserved to be hand scanned later.



Introduction

The Livesey Collection lanternslides are stored in archive boxes and polyester pockets. Each use and examination puts the slides at risk and the lack of detailed descriptive metadata increases the handling required to understand the collection.

Many of the sets of slides are incomplete and we are missing many key elements including accompanying texts.

This digitisation project aims for the images to be preserved and at the same time, shared so that they can contribute to the scholarly record while at the same time attracting more contextual details, and links to other collections that will help complete 'virtual' sets.

Step 2: Clear

The slides have mixed provenance. In most cases the manufacturer or creator is not clear.

We searched sources to discover information about the images and if we found rights information sought permission to distribute and store.

Where no information is found we register the images as Orphan Works.

Step 3: Record

The University Digital Archive enables the creation of preservation standard metadata records and secure storage of the files.

The Eprints platform offers access management to file level.

Detailed records to ISAD(G) standard are planned for JISC Archives Hub linked to the archived digital surrogates.

Useful Links

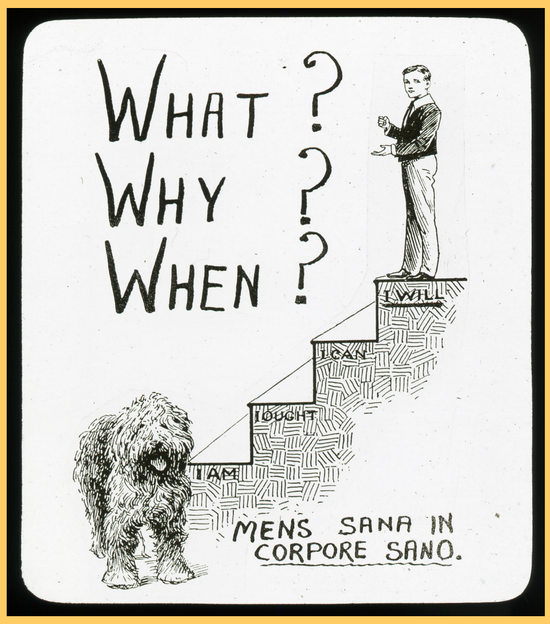
- Townsweb Archiving www.townswebarchiving.com
- UK Orphan Works Scheme www.gov.uk/guidance/copyright-orphan-works
- TinEye Reverse Image search tineye.com
- Lucerna—the magic lantern society www.slides.uni-trier.de/
- JISC Archives Hub https://www.jisc.ac.uk/archives-hub
- UCLan Digital Archive clok.uclan.ac.uk/archives/

Step 4: Tell

The digital images are indexed by Google and the jpegs are available under a CC-BY licence. Twitter is used as the key communication channel through links to established fora.

Twitter handle… **@TeaSip1**

The account has 25 followers. Thirteen images have been shared in 37 tweets so far...



Due Diligence

In order to discover information about the provenance and ownership of the slide images we conducted the following search. This search also complies with the UK Gov IPO guidance for a diligent search.

Using details included in the image and any markings we checked:

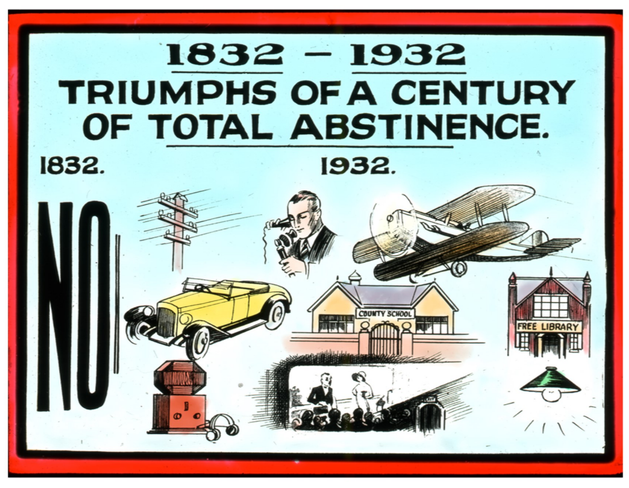
- UK orphan works register
- Lucerna database

Using a copy of the whole image we checked:

- Google image search
- TinEye reverse Image search

Information found was used to locate rights owners and to improve the detail of the metadata. Where nothing was found, the slides were uploaded and we rely upon the **Take Down** policy.

The Future

The key exposure for the collection is its use by researchers across the disciplines and their work will allow us to add to and develop our knowledge of the images and their use in this format. Online exposure will enable links with resources like Lucerna and other temperance collections thus creating more completeness and a fuller record of the medium and this topic.

We hope to sue this project as a springboard to identify and link these images with the text designed to accompany them. Many of these will be in the Livesey Collection and we hope to be able to digitise these and archive them alongside the lanternslides.