***Digitising your collections***

State Library of Queensland

Online collections and resources training

**Trainer’s Session Plan**

 **Time:** 3 hours

**About the session**

This session aims to provide a basic overview of information and advice for digitising your collections, family treasures and precious memories.

**Learning Intention:** For participants to learn the basic knowledge and skills to use a scanner, camera or smartphone to digitise their own collections at home. Participants should be encouraged to bring along their own collections to the session and practice scanning & photographing items. Request that the participants bring along a USB stick to take their digital image files home. High quality digital copies of participant’s collections that relate to the local history of your area could be donated and added to the local history section of your community’s library.

**Equipment needed:** Laptop with scanning and image editing software (Eg. GIMP free software preloaded) installed, flatbed scanner, DSLR camera with tripod, smartphone with Google PhotoScan installed, projector, screen or wall for projection, printed participant guides. To give participants practice scanning multiple laptops and scanners will need to be sourced, if this is not possible digitisation skills can be demonstrated via the projector and you could set up individual session times for participants to book into and return to your library at a later date to use the scanner.

**Program timings**: This program could be offered in the morning or afternoon; timings below are a suggestion and can be changed to suite.

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| **Timing** | **Allocation** | **Activity** | **Resources** |
| 9.15-9.30am | 15 minutes | Register participants, set up tea and coffee station for participants on arrival.  |  |
| 9.30 – 9.35am | 5minutes | Welcome participants, [acknowledgement of country](https://www.reconciliation.org.au/wp-content/uploads/2017/11/Welcome-to-and-Acknowledgement-of-Country.pdf), trainer introduces themselves, sets out the housekeeping points to note for the venue.Talks about State Library of Queensland, explain what State Library is and what services it offers to regional users. | Provide the attendees with a printed handout of the following guides: * [SLQ Guide - Caring for your collections Digitisation](http://www.slq.qld.gov.au/__data/assets/pdf_file/0004/402187/Caring-for-your-collections-Digitisation.pdf)
* [SLQ Guide - Information Guide 9: Scanning and Capture Guide for image-based material](http://www.slq.qld.gov.au/__data/assets/pdf_file/0004/284908/2017-Info-Guide-9-Scanning-and-Capture-Guide_v3.pdf)
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| 9.35am – 10am | 25 minutes | Introduction to digitisation * Go through the learning aims of the training session.
* What is digitisation? Discuss what can be digitised.
* Why is digitisation important? Explains the benefits.
* Participants briefly share with the group what collections they want to digitise and why.
* Equipment needed. Explain to participants if they don’t have access to a flatbed scanner they can use camera or the *Google PhotoScan* app for smart phones . Participants could book in and use library’s equipment.
* Watch video – *Caring for your Collections*: *How to digitised your collections* [*https://vimeo.com/album/5088835/video/262919728*](https://vimeo.com/album/5088835/video/262919728)

 | * Power Point
* [SLQ Guide - Caring for your collections Digitisation](http://www.slq.qld.gov.au/__data/assets/pdf_file/0004/402187/Caring-for-your-collections-Digitisation.pdf)
* Video (1min 44sec) Google PhotoScan - <https://youtu.be/MEyDt0DNjWU>
* Video Caring your Collections (1min 59sec) - [*https://vimeo.com/album/5088835/video/262919728*](https://vimeo.com/album/5088835/video/262919728)

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| 10.00 -10.30am | 30 minutes | Scanning and capture * Explain capture specifications and guidelines.
* Demonstrate scanning using a flatbed scanner, following instructions pg. 4-6. Talk about the difference between saving files in jpg or TIFF format.
* Demonstrate the capture method with a DSLR camera, following instructions pg. 7-10.
* Demonstrate an alternative - *PhotoScan by Google* App. <https://youtu.be/MEyDt0DNjWU>
 | * Power Point
* [SLQ Guide - Information Guide 9: Scanning and Capture Guide for image-based material](http://www.slq.qld.gov.au/__data/assets/pdf_file/0004/284908/2017-Info-Guide-9-Scanning-and-Capture-Guide_v3.pdf)
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| 10.30 -10.45am | 15 minutes | **Morning Tea** |
| 10.45 - 11.05am | 20 minutes | **Basic image editing*** Demonstrate how to make an image more clear by adjusting the brightness, contrast, colour balance, sharpness.
* Demonstrate cropping an image.
* Demonstrate re-sizing/ reformatting an image.
* Follow instructions pg. 11-16.
 | * Power Point
* [SLQ Guide - Information Guide 9: Scanning and Capture Guide for image-based material](http://www.slq.qld.gov.au/__data/assets/pdf_file/0004/284908/2017-Info-Guide-9-Scanning-and-Capture-Guide_v3.pdf)
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| 11.05 – 11.25 am | 20 minutes | **Preservation and storage of your digital files*** Watch Video - *Preserving your digital treasures* - <https://vimeo.com/62131787>
* Discuss the 4 steps involved preserving digital files.
* Discuss the different methods of saving image files.
* Discuss about saving the master file image then saving copies when the master is edited or changed.
* Discuss backing up files via external hard drives or cloud services.
* Follow instructions pg. 18-19.
 | * Power Point
* Video *Preserving your digital treasures* (3min 39sec) <https://vimeo.com/62131787>
* [SLQ Guide - Information Guide 9: Scanning and Capture Guide for image-based material](http://www.slq.qld.gov.au/__data/assets/pdf_file/0004/284908/2017-Info-Guide-9-Scanning-and-Capture-Guide_v3.pdf)
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| 11.25 -11.45am | 20 minutes | **Copyright*** Discuss how it’s the participant’s responsibility to check the copyright status of photos they want to digitise. As a guide, Copyright has expired on photographs taken before January 1955. If you legally own a copy of a photograph you are able to make another copy for private use.
* Watch State Library of Queensland’s Copyright & Digitisation video <https://vimeo.com/128837435>
 | * Power Point
* Video (18mins 23sec) SLQ Copyright & Digitisation - <https://vimeo.com/128837435>
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| 11.45am- 12.30pm | 45 minutes | **Practice Session*** Q&A session
* Get participants who brought in items to digitise to have a go on the equipment. If you don’t have multiple scanners, set up individual times with participants so they can come back to the library and have practice.
* Participants can take their files home if they have a USB stick.
* Q&A session.
* Explain State Library’s *Ask Us* Service. Very helpful for regional members.
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| 12.30pm | **End of training session** |