



Digitisation Toolkit

Organising Queensland Heritage Collections

Conducting a basic inventory

Before you digitise, you will want to create a basic inventory of your organisation's heritage collections. This will provide you with a master list and an overview of what you have and the various formats you will need to consider before you progress with selection and digitisation of individual pieces or collections. If you already have an inventory list or an inventory database, read through this guide for helpful hints.

Getting started

1. Check and organise your physical collections

You can do this by setting up an **Master Inventory List**. Microsoft Excel is excellent to use for this task as the spreadsheets they provide will allow you to easily add and move information as needed. It also provides a great way to retrieve statistics on what you have and plan to digitise. In your spreadsheet, at a minimum, record the following information:

- Collection or Accession Number
- Collection Title
- Description
- Number of items, type of format, number of pages
- Where the physical collection is located
- Accession record information, including deed of gift
- Copyright information
- Digitised elsewhere
- Notes

2. Create separate work sheets in your master inventory spread sheet for the following:

- Physical heritage collections
- Born digital heritage collections (must have computer or device to view) – because there is no physical item to fall back on, these files are more at risk
- Community heritage collections (do you store/house for others?)
- Corporate Image files (keep these separate from heritage collections)

Next steps

1. Watch the SLQ video <http://vimeo.com/62131787> to learn how to organise and properly preserve your born digital files (see *Introduction to digitisation* info guide for definition of born digital)
2. Set up a computer directory to house your master inventory list/spread sheets
3. Update your master inventory list with each new donation or accession

Preparing specific items for digitisation

After conducting the steps above, you may wish to begin preparing specific items for digitisation. To ensure this process is done properly, we suggest undertaking the following tasks:

- Set up password protection for master lists
- Set up a Job Sheet and a spreadsheet when there are numerous items to be digitised from a collection – make copies of the master list for working files
- Set up separate computer directory folders for digitised files based on format
- Check to see if selected materials are digitised elsewhere (e.g. quick search in Google, Trove, SLQ catalogue, Libraries Australia, Text Queensland)
- Ensure that you have copyright permission www.copyright.org.au to digitise and place online
- Provide a Creative Commons licence creativecommons.org.au where you own copyright (retain copyright and make accessible)
- Ensure proper file storage and backup for your physical and digital files once your collection items are scanned
- Update your spreadsheets after digitisation is complete

Additional resources:

- *SLQ Copyright Page* <http://www.slq.qld.gov.au/home/copyright>
- *Australian Copyright Council Duration of Copyright* <http://www.copyright.org.au>
- *Creative Commons licences* <http://creativecommons.org.au>

Need further information?

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