# **Pixels to Purpose:** Transforming a Rights & Reproductions Department to Support a Sustainable Digital Collection by Dana M. Lamparello 🛸



# Objective

To build a sustainable digital collection by repurposing digital images originally created to fulfill internal and external reproduction orders executed by the Historical Society of Pennsylvania's (HSP) Rights & Reproductions (R&R) Department.



Because R&R was not treating the amassing digital files as their own valuable collection, ~3,000 (out of over 4,500 total) legacy digital surrogates suffered from:

Striking a balance between what is "appropriate" or



- Inconsistent image quality
- Little to no metadata
- Arbitrary or unformatted file names
- Inconsistent file formats
- Lack of file storage structure

### **Steps in Assessing HSP's Legacy Digital Collection**

- 1. Set quality standards for digital images:
  - Minimal Model 300dpi at ~ 8 x 10 inches, 8-bit color, JPG or TIFF

Quality appropriate for 75% of R&R orders (i.e., print and Web use)

Ideal Model 

400-600dpi at ~ 8 x 10 inches, 24-bit color, TIFF

- 2. Design expanded Dublin Core-based metadata schema and modify legacy Microsoft Access database—which minimally cataloged ~1,500 of over 4,500 total images—to reflect edits.
- 3. Set standards for metadata capture:
  - Minimal Model

Includes collection-level descriptive metadata and basic technical metadata.

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Ideal Model

Includes maximum descriptive, administrative, and technical metadata.

4. Inventory network folders and employee hard drives for usable digital image objects based on criteria detailed in flow chart:



## **Next Steps**

- 1. Tend to "Re-Digitize Queue," changing minimal model legacy digital images to reflect ideal quality standards (ongoing).
- Edit and mine legacy metadata to 2. reflect new metadata schema (ongoing).
- Export metadata and digital images to 3. CollectiveAccess, an open source digital asset management system, to improve internal and public access



#### 400 usable images were added to digital met above criteria and were not duplicates collection and are ready to be searched and/or





