

Digital Image Documentation Procedure

Includes: Receiving as Loaned objects, Lending to Third Party for Scanning, Return of Original Objects, Accessioning and Cataloging of Digital Files

Purpose:

SCHS has been borrowing original photographs from owners and scanning them into digital format for a long time before the date of this document. As we continue to adhere to Professional Standards, Museums are becoming more aware of this practice and how to address the problems associated with borrowing originals and lending them to another individual who then digitizes the images on behalf of the museum. Until now, the museum played no part in this process, neither the intake, the loan to the scanner, nor the documentation of this important collection.

The implementation of this practice began with the collection 2018.19, when the first Incoming Loan, Outgoing Loan, and return of the Incoming Loan was recorded, and the images were cataloged under the Collection Name 5 Digital Reproductions, by Rebecca DuBey, Museum Curator on April 4, 2018.

Date of Implementation:

April 4, 2018 TEST

Standards:

Accession Record:

Numbering Images in Files: Standard Accession Number

Other Number: use Incoming Loan Number

Credit Line: Loaned for Digitization by ____

Received as: Photograph and Return

Catalog Records:

Numbering Images in Catalog: standard Object ID

Collection: 5 Digital Reproductions

Object Name: Photograph

Status: Restricted Item

Medium: Digital File

Processing Method: Digital

Original/Copy: Digital File

Lexicon: Photograph

File, Digital

Image, Digital

Location: History Center: SCHSServer

Use Global Update to change:

Status: Restricted Item

Original/Copy: Digital File

Home Location: Building: History Center

Room: SCHSServer

Inventory Date

Inventory By

Procedure For Intake and Lending to Third Party

1. Intake Loaned photographs, Accession and catalog assigning Loan Numbers and prepare Incoming Loan Agreement
2. Owner signs Incoming Loan Agreement
3. Duplicate Incoming Loan catalog records to create Accession and Catalog records for an Outgoing Loan
4. Produce Outgoing Loan Agreement with Person who will make scans (Scanner), provide Catalog records to Scanner using the Accession records and catalogs
5. Borrower (Scanner) signs Outgoing Loan Agreement
6. Receive the returned Outgoing Loan from Scanner; Process returned Outgoing Loan
7. Receive Scanned Images and Original Images from Scanner, Inventory, and Process Returned Outgoing Loan
8. Prepare DOG for Owner
9. Return Incoming Loan to owner and Process the Incoming Loan return; have them sign DOG
10. Link scanned images to Prep area and to Photograph file
11. Link scanned images to Catalog Records

Procedure for Intake and Scanning in House

1. Intake Loaned photographs, Accession and catalog assigning Loan Numbers and prepare Incoming Loan Agreement
2. Owner signs Incoming Loan Agreement
3. Scan originals
4. Duplicate Incoming Loan Catalog records, Accession the copies, see below