



# Professional Development: *Preservation and Digitization*

**Register now!**  
**Limited to 30 participants.**

## **Preserving Digital Content and Digitizing Collections** *A Two-Day Virtual Workshop*

### **The Preservation and Digitization Process**

April 26, 2023 (Three 90-Minute Sessions)

- 1) **Preserving Born Digital Content** (9:00am–10:30am ET)  
Alison Fulmer, NEDCC Preservation Specialist
- 2) **Planning for Digital Preservation** (11:30am–1:00pm ET)  
Eli Boyne, NEDCC Preservation Specialist
- 3) **Caring for Originals During Digitization Projects** (2:00pm–3:30pm ET)  
Monique Fischer, NEDCC Senior Photograph Conservator

### **Digitization Technical Requirements and Specifications**

April 27, 2023 (Two 90-Minute Sessions)

- 4) **Understanding Technical Requirements for Digitization: Text and Photographic Materials**  
(9:00am–10:30am ET)  
Terrance D'Ambrosio, NEDCC Director of Imaging Services
- 5) **Understanding Technical Requirements for Digitization: Audio-Visual Materials**  
(11:30am–1:00pm ET)  
Dave Rice (contractor), Archivist/Digital Video Librarian

**Register now for all five sessions for \$150!** As a benefit to members, FEDLINK is covering 50% of the already low negotiated vendor price of \$300.

Registration is not available for individual sessions. Class size is limited to 30 participants.

Only FEDLINK members with a funded FEDLINK Training (FT) account may register. For assistance with your account, contact [fliccfo@loc.gov](mailto:fliccfo@loc.gov).

**Registrants will receive a link to the workshop 24 hours prior to the event.** Recorded sessions will be available for three months following the workshop. For workshop questions, contact [fliccfno@loc.gov](mailto:fliccfno@loc.gov).

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### Day One: The Preservation and Digitization Process

#### (1) Preserving Born Digital Content (9:00am–10:30am ET)

**Webinar Description:** The instructor will cover topics that support the curation of born digital content across its lifecycle, including how to identify rights, transfer content and its ownership to a repository, document and preserve significant properties, and maintain the security and integrity of content over time. How to identify appropriate methods for access will also be covered. Participants will conclude the session with an understanding of the requirements for appraising, transferring, processing, and maintaining the security of born digital collections over time.

**Instructor: Alison Fulmer, Preservation Specialist, NEDCC**

Alison Fulmer provides training programs, assessments, consultations, and disaster assistance to cultural heritage organizations nationwide. Since joining Preservation Services in 2021, she has completed eleven assessments and taught over 70 hours of workshops, webinars, and web courses on physical collection preservation, digital preservation, audiovisual preservation, and emergency preparedness.

Alison earned a BA in Archaeology and a BA in Anthropology from The George Washington University and an MLIS with a concentration in Archives and Information Science from the University of Pittsburgh. She is certified by the Academy of Certified Archivists (ACA) and holds a Digital Archives Specialist Certificate from the Society of American Archivists (SAA).

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#### (2) Planning for Digital Preservation (11:30am–1:00pm ET)

**Webinar Description:** The instructor will introduce a variety of assessment methods that will help an organization launch their planning process. Policies and procedures that form the foundation of a mature digital preservation program will also be covered. Learning goals for this webinar include understanding the stages of building and sustaining a digital preservation program through assessment and the development of policies and procedures to make optimal use of their available resources.

**Instructor: Eli Boyne, NEDCC Preservation Specialist**

From her office in New Orleans, Louisiana, Eli Boyne provides consultations, training programs, assessments, and disaster assistance to a variety of cultural heritage organizations nationwide with a focus on the Midwest and Southeast region of the United States. Since joining NEDCC in 2021, she has completed 9 assessments and consultations, working with academic libraries, digital and audio archives, historic home museums, regional digital library consortia, and a federally recognized tribal nation. She has taught in-person workshops in audio preservation and collections care, and has led over 30 hours of webinars and presentations. Eli earned an MA in Library Science from the University of Iowa and an MFA in Book Arts from the University of Iowa's Center for the Book.

### (3) Caring for Originals during Digitization Projects (2:00pm–3:30pm ET)

**Webinar Description:** This session will provide an overview of how to properly care for a variety of collections by stabilizing them before, handling them properly during, and rehousing them after digitization. Materials covered include unbound works on paper; photographic media such as slides, prints, and negatives; and bound materials. Learning goals include understanding how to prevent damage to collections during digitization projects and identifying appropriate solutions to the challenges facing these materials in the context of a digitization project.

**Instructor: Monique Fischer, Senior Photograph Conservator, NEDCC**

Monique Fischer has specialized in the conservation of photographic materials since 1994. In collaboration with the Image Permanence Institute, she was awarded a Technical Achievement Award from the Academy of Motion Picture Arts and Sciences in 1997 for the development of A-D Strips, a tool that detects deterioration in acetate film. Monique lectures extensively on photograph conservation in the US and abroad, and has been awarded two fellowships by the J. Paul Getty Trust to investigate the longevity of digital output media. She is a Fellow of the American Institute for Conservation (AIC). Monique received a B.A. in Chemistry from Smith College, and a M.S. in Art Conservation with a concentration in Photographic Materials from the Winterthur / University of Delaware Program.

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## Day Two: Digitization Technical Requirements and Specifications

### (4) Understanding Technical Requirements for Digitization: Text and Photographic Materials (9:00am–10:30am ET)

**Webinar Description:** This webinar will cover the technical requirements necessary for creating accurate and useful digital surrogates of text-based and photographic media. Participants who complete this webinar will be able to identify the equipment required for reformatting photographic media and text-based documents, as well as methods for performing optical character recognition for modern paper documents, predict storage requirements, name files, and review digital surrogates for quality control purposes.

**Instructor: Terrance D'Ambrosio, Director of Imaging Services, NEDCC**

Terrance D'Ambrosio has worked in the field of digital imaging and visual resources since 2007. Terrance confers with NEDCC's clients to evaluate their collections and develop digital imaging proposals and specifications, and works closely with the Center's paper and book conservation laboratories on projects that require both conservation treatment and digital imaging. He sets standards for quality control and workflow in NEDCC's Digital Imaging department, and maintains best practices for digital capture and preservation. He is a graduate of Vassar College with a degree in Art History, and previously managed the Digital Imaging Unit of the New York Public Library.

### (5) Understanding Technical Requirements for Digitization: Audio-Visual Materials (11:30am–1:00pm ET)

**Webinar Description:** This webinar will cover the technical requirements necessary for safely and accurately converting audio, video, and film materials to a digital format. Participants will gain an understanding of the equipment used to reformat these diverse media types, and of methods for file naming, estimating storage space needs, and performing automated and manual quality control. Additional resources shared at the end of the webinar will help participants to further understand the nuanced technical needs for these media types and devise a plan for reformatting their own collections.

**Instructor: Dave Rice, Archivist/Digital Video Librarian**

Dave Rice is an audiovisual archivist and technologist. His work focuses on independent media, open source technology in preservation applications, and quality control analytics. He worked as an archivist or archival consultant at media organizations like CUNY, Democracy Now, the United Nations, WITNESS, Downtown Community Television, and Bay Area Video Coalition. He is a graduate of the L. Jeffrey Selznick School of Film Preservation and based in New York.

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