

MANAGING DIGITAL IMAGES

A Workshop For SHARE



WHERE ARE YOU NOW?

Most of us have a collection of image files that have already been stored in a method that served the immediate need with little thought given to the long term plan.
"I was planning on doing that when I have time..." you said"

- Questionnaire
- Mountain or molehill?
- Tell me what to do next?!!
- Panic or process?



WHAT IS DAM?

- Digital assets are 'digital materials created or owned by your institution'
- 'DAM is the processes and practices involved in the creation, description, storage, discovery, re-use and preservation of digital assets' Collections Trust



WHY DO WE NEED DAM?

- Collections management
- Accreditation
- Responsibility in the digital age
- Efficient working practice with increasing volumes of files
- Sustainability for future generations

FINDING WHAT WORKS FOR YOU

- No one path will suit everyone
- Best practice needs to be best working practice for your organisation
- Cost effective for your organisation
- Adaptable, flexible and consistent

THE TIMELINE OF A DIGITAL IMAGE

Capture
↓
Input
↓
Working
↓
Archive



CAPTURE DECISION POINTS

- File Format
- Methodology
- Compatibility/future proofing

TIFF DNG
JPEG RAW
JPEG 2000

INPUT DECISION POINTS

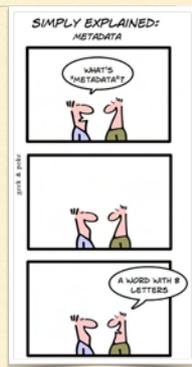
- Software
- File names
- Cataloguing
- Metadata



JUST WHAT IS METADATA?

“Image files without metadata are just a pile of pixels”
Bruce Fraser - PixelGenius.com

- Digital captions and labels
- Data about Data
- Essential for tracking and utilising our collections



21st July 2014

Cyril Banks

STE 000

Originally born in Birchanger. In my father's family there were 7 brothers and there were originally 2 girls. One of the brothers by the name of Joseph known as a peddler he died before the WWI and girl by the name of Florence she died before the war. The remaining brothers were: my father Alfred born in 1879, his brother my uncle John born in 1883, uncle Tommy or Walter was his name in 1885, uncle Frank 1892 and Ernest 1891. Elizabeth the girl in 1888. Florence died before 1887. Uncle Ernest was. STE 002

Going back to Birchanger in the churchyard there is a War memorial and at the top of the column there are three men of the name of Banks. Jorge, John and Jorge Banks. First Jorge Banks was buried in Poperinghe in Belgium. The second, John Banks was buried in a cemetery in Mumbai now known as Bombay and a third one is a cousin of one of those two uncles which I have never been able to find out, but he is missing.

STE003

Both my father and my mother had two previous marriages. My father lost his dear wife from what was known as consumption at the time and my mother lost her husband shot by a sniper in France in 1917 and they got together and married and my father has a son and daughter and my mother already had 2 little boys she lost at 6 months and she had daughter who died when she was 23 in 1928 I remember her Hilary. I was a little boy but in regards to some other family I can only recall a Gwen Banks, whether she was a widow of John I can't swear at the moment, but I know she married a gentleman from Newport in Essex his surname was Harvey and they had a daughter and the last I heard she was living down in Surrey but I don't know where she is or whether she is alive or dead at the moment.

STE 004

I started off being in Birchanger scouts but I wanted a bit more life as a scout so my father saw Mr. Matthews who was a group scout master at Heckwells scouts as it was then and he got me to join them which I did and I thoroughly enjoyed it all. I progressed till being a troupe leader after being a patrol leader and had some great mates there, some were killed in the WWI and some passed away since, but it was great being with them. The times we had, when I think about some of the things we used to do and getting a good laugh as well. Colin Barretts was a great friend of mine and when I told his mother that I decided to join the army she said Oh you silly boy, you silly boy! ha ha ha but I said No I am going. I wanted to go and that was when I was 17 and a half then, but the papers that came back from the Careers office where I volunteered came back before I got home from work and my mother found them and tore them up since she didn't want me to go but I was determined and I got to send them to the different addres which done the trick and I finally joined up on

1st February 1943. In my little book Cyril's Little War it tells you all about what we did, but after when we came out, it was 7 of us eventually and we made a little gang as you might say and we used to meet twice a week. We all go to Reindeer pub, have a small bottle of beer and we all go to cinema. On the Saturday night we'll do the same again we'll go to the pub and have a few drinks and then we used to go to the dance in the Drill Hall at the back of the Market Square.

Just a relation on my mother's side, was in a territorial army there and he lived in the house adjacent to the Drill Hall, so sometimes I used to go up there with them and watch them working in the Drill Hall. The town was a lovely old Market town. You had an old cattle market and a number of different shops and there were so many of them and you never see more than one of the same sorts like now. A lot of individual ones and they were well thought of. It was a great town to be in.

SHARE Museums East
a network of know how

WHAT METADATA IS IMPORTANT?

- Descriptive - how we are most likely to search
- Administrative - when, where and who created, access rights
- Rights management - protecting the ownership of your collection
- Embedded - already with the file

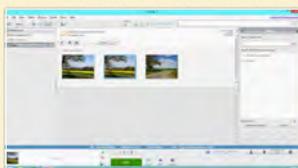
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PHOTOGRAPHY



Photoshop Elements 12



Lightroom 5



Picasa 3



Modes

