

Community Chest User Manual

Introduction



This Software has been designed and written in co operation with and on behalf of Local history repositories.

Community Chest has an easy to follow structure beginning with the overall organisation, progressing through Collections and ending with individual items, parts of items and their associated digital surrogate if available. Donors and storage locations are attached to the objects in your archive.

Community chest generates a public search database that can be restricted by the organisation to protect any private information.

It facilitates the accession of both the original objects and surrogate digital images to a heritage industry professional methodology and produces an affordable, permanent and searchable database for internal and public use.

It is intended that Community Chest will remain a stable software suite so that any entries made now will be equally valid in 10 or 20 years.

Getting Started

Congratulations you are now starting on the journey that will preserve the history of your environs for the people that come after us.

Step 1 : Install the software provided and insert the serial number provided by Archlife. If you have any issues with this please contact us through the website www.archlife.co.uk.

Step 2 : After install and before use there are a couple of " housekeeping " steps required to create a folder structure that will make Community chest easy to understand and use going forward.

a) In Windows Explorer. On your main drive (usually C) create the following folder

Community holdings

Now under the **Community holdings** folder you have just created..... create 2 folders

Community Chest backup

Working Digital surrogates

Now under the **Working Digital surrogates** folder you have just created..... create folders for the type of digital holding you are likely to have (you can add to this at any time by simply creating another folder)

As a guide initially, you should create the following

Image Library (*storage for your images*)

Archangel Library (*storage for Archangel packages*)

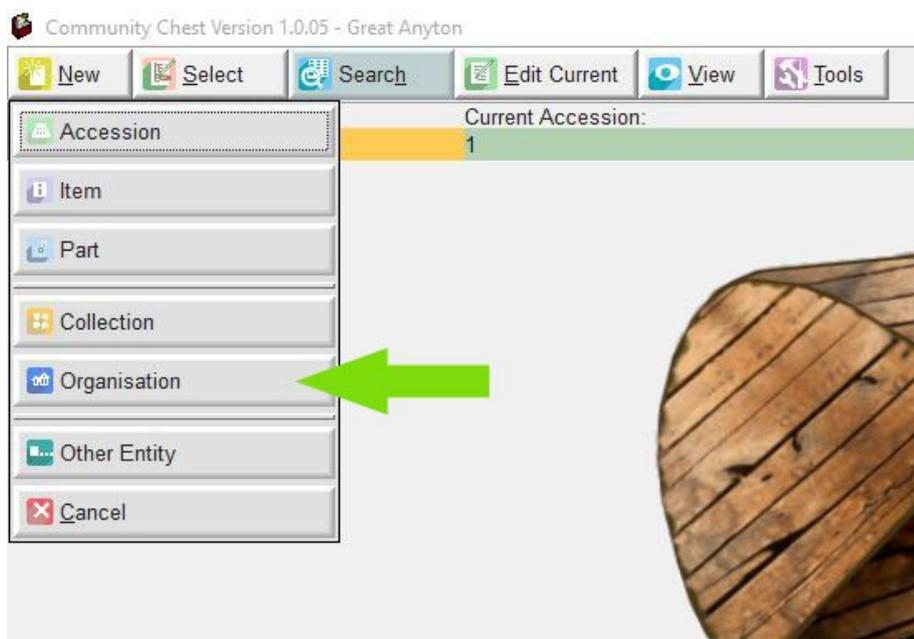
Sound files (*storage for audio files*)

Documents (*storage for text or word docs*)

Videos (*storage for Video files*)

PDFs. (*storage for PDF s*)

Step 3 : Open Community Chest select New > Organisation



Now put in details of your organisation in this example the organisation is called "Myville Local History Society"

The screenshot shows the 'Community Chest' software interface. At the top, there is a status bar with 'Save or Cancel changes to continue' and a 'Help' button. Below this, there are four colored tabs: 'Current Collection:' (orange), 'Current Accession:' (green), 'Current Item:' (purple), and 'Current Part:' (blue). The main window is titled 'New Organisation' and contains the following fields:

- Organisation Id: [Empty text box]
- Organisation Name: [Empty text box]
- Next Accession Number: [Text box containing '1']
- Hide Collection Names if Public: [Checked checkbox]
- Organisation Address: [Large empty text area]

Below the form is an 'Accessions' section with a toolbar containing 'Add', 'Edit', and navigation icons. At the bottom of the window, there is a status bar with 'New', navigation icons, and buttons for 'Undo Changes', 'Save Changes Now', and 'Close'.

The Organisation Id : would be MLHS.

The Organisation Name : Myville Local History Society.

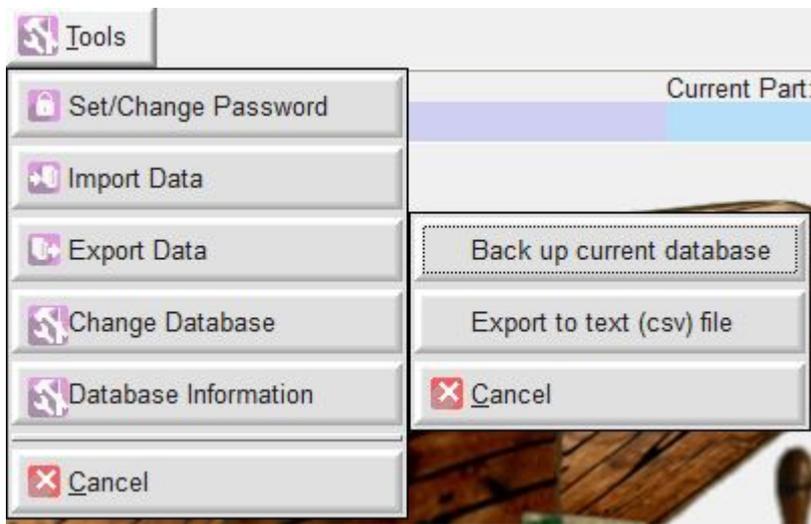
The next accession number is automatic :

Hide collection names if public : tick box is checked if you do not want the collection name details to appear in the public search facility. This may be for data protection. It is always a good idea for an organisation to ask donors and collection owners for a waiver if they want details to be passed on.

The accessions list will be automatically updated as they are added.

Now close and save this screen.

Step 4 : Select Tools> Export Data> Backup current database



Now browse to the folder you created in step 2 (a) e.g. Community holdings/Community chest backup

Close and save.

You are now ready to use Community Chest. So at this stage it is advisable to familiarise yourselves with the 3 main categories we are about to input into Community chest.

ORGANISATION :-

An organisation is basically the entity who has purchased Community Chest and is using it to archive the collections within it's scope.

COLLECTION :-

A collection is all of the objects that are put into the archive by a source. This source can be an individual or another organisation such as a school or church. It can also be a titled Local project such as a " Big Dig". There may be an initial deposit by the source, followed by other deposits made later. They all form part of the same collection and so should be entered into the system as such.

ACCESSION :-

An Accession, is the entry of objects provided by a donor into a Collection. There can be a single accession in a collection such as a photograph album or if an Accession comprises of various objects it can be divided into Items and if required further divided into Parts. The Accession number is sequential under the Organisation and so provides a unique identifier for each entry into your archive.

The Accession Screen is the " jumping off point " for Community chest. You can access all of the required fields from here.

We will use this complex example.

Margaret Hawkins comes in with a collection of local items that her grandparents,

Arthur and May Wiggins, have collected. Some photographs of the Village, farms, Items of Church history. She mentions that there are further deposits to make. She wants to keep some personal items but others, she is happy to leave with the Organisation. How do we cope with all of these circumstances.

Select New>Accession and the accession screen will come up. We simply work down this screen.

Community Chest Version 1.1.02 - Swarden Local History Society

Save or Cancel changes to continue

Current Collection: SFC Current Accession: Current Item: Current Part:

New Accession

Organisation: Swarden Local History Society

Accession Number: 291

Collection: [Dropdown] [Add] [Refresh]

Name of Donor: [Dropdown] [Add] [Refresh]

Acquisition Method: Gift Purchase Loan

Purchase Price: 0

Conditions of Deposit: Open Restricted

Collection Type: Original Copy
Manuscript Printed Material
Photographs Audio
CD-DVD Film
Other

Condition of Acquisition: Poor Fair
Good N/A
Other Condition report

Location of Original: Text Description [Input] -or- From List [Dropdown] [Add] [Refresh]

Location of Digital Surrogate: Text Description [Input] -or- From List [Dropdown] [Add] [Refresh]
Digital File Link/Number [Input] [Add] [Refresh]

Date of Receipt: [Input]
Date of Return: [Input]
Entered By: [Dropdown] [Add] [Refresh]
Date Entered: [Input]

Next Item Number: 1

Data View Type: Full Description

Full Description: [Text Area]

Publish for public viewing

ArCapture [Undo Changes] [Save Changes Now] [Close]

You will already have the organisation and the next sequential accession number filled in. In this example Swarden Local History Society, accession number 291. In the case of our example it would be your organisation and accession number 1.

Now you would create a **collection** for Arthur and May Wiggins by selecting the



Icon next to collection entry. This brings up a new collection screen.

FrmCChestPopupEdit

New Collection

Organisation: Smarden Local History Society

Collection Id:

Collection Name:

Next Collection Part Number:

Collection background information

Under Collection background information you would add as much history as you have on Arthur and May Wiggins. For example they lived in mound cottage for 60 years from 1890 to 1950. Arthur was the village blacksmith. While May used to create flower displays for St Johns Church. This in years to come will give " context " to the collection. The collection ID would normally be AMW. This will now be available on the drop down box , so can be easily selected when further donations to this collection are made.
to View/edit collection details use the.



Icon.

Similarly, the name of **the donor** (in this case Margaret Hawkins is added using the + button next to donor box. Donor Id would be MH, Add as much detail as the donor is happy with.

FrmCChestPopupEdit

New Donor

Organisation Window Snip

Donor Id

Donor Name

Donor Address

Donor Telephone

Donor Email Address

Next we have the section for the deposit details of the accession.

Acquisition Method	Gift <input checked="" type="checkbox"/>	Loan <input type="checkbox"/>
	Purchase <input type="checkbox"/>	
Purchase Price	<input type="text" value="0"/>	
Conditions of Deposit	Open <input checked="" type="checkbox"/>	Restricted <input type="checkbox"/>
Collection Type	Original <input checked="" type="checkbox"/>	Copy <input type="checkbox"/>
	Manuscript <input type="checkbox"/>	Printed Material <input type="checkbox"/>
	Photographs <input type="checkbox"/>	Audio <input type="checkbox"/>
	CD-DVD <input checked="" type="checkbox"/>	Film <input type="checkbox"/>
	Other <input type="checkbox"/>	
Condition of Acquisition	Poor <input type="checkbox"/>	Fair <input type="checkbox"/>
	Good <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
	Other <input type="checkbox"/>	Condition report <input type="checkbox"/>

Fill in as appropriate, "conditions of deposit" is open or restricted, as on some occasions the donor may want to impose a restriction of access to all of the information. "Condition of Acquisition" refers to the physical condition of the objects, some previously assessed objects may come with a condition report from a conservation department. Details of the location of this document if supplied should be added to the description box.

Next the **"Location of the original"** again use the



Icon . This is where the original accession is to be held. Fill in the location details on the screen. This may be a location in your organisation storage facilities or the objects could be returned to the donor and these details should be inserted.

"Location of digital surrogate"

Location of Digital Surrogate	
Text Description	<input type="text"/>
-or- From List	<input type="text" value=""/>  
Digital File Link/Number	<input type="text" value="Z:\Smarden Data\Surrogate Digital File\ARCHANGEL LIBRARY\"/>  

Use a similar method of input to the above,

"Digital file Link/Number "

Using the



Icon allows you to browse to the location of your digital surrogate.

Digital File Link/Number	Z:\Smarden Data\Surrogate Digital File\ARCHANGEL LIBRARY\	 
Date of Receipt	<input type="text"/>	 File or program
Date of Return	<input type="text"/>	 Archanal Library
Entered By	<input type="text"/>	 Image Folder
Date Entered	<input type="text"/>	 Cancel

Navigation icons:      ArCapture

This will be a file or program. For example, PDFs, Videos or any other media. Except for images or Archangel packages, that will open within the Community chest environment. All " other " files will open in whichever program they are associated with, on your PC. IT IS IMPORTANT TO NOTE that if the documents are editable in the program that opens them, then you should first right click the file that you are linking to in "windows explorer", select "Properties" from the drop down menu, then under the "general" tab click the "read only box" and "apply". This could be for example be a "Word " or "Open Office" Document or database. If this is not done then the files can be changed and saved over the digital surrogate. It is not so important for windows media player for audio files or acrobat reader for PDFs as these do not allow the files to be edited. If it is an Image then select "image folder" and then the image file required. These will open up inside the special viewer provided within Community chest. If it is an Archangel package then you need to browse to the appropriate archangel package>angelpak> in order that the "go to" icon functions.



Providing the digital surrogate link is valid, the "go to " Icon will allow you to view the media.

Next the dates for the accession

Date of Receipt	<input type="text"/>	
Date of Return	<input type="text"/>	
Entered By	<input type="text"/>	 
Date Entered	<input type="text"/>	

Mostly self explanatory. "Entered by" is the person within your organisation who has logged the accession. Their details are entered as before and as before it will form part of the drop down list for use in the future.

Next

Publish for public viewing

this is checked when you have completed the accession and are happy to have it in the public domain, via the public search.

Next the Description box



Description

SLHS Accounts 1996 - 2001
2 boxes of memorabilia
Picture, ration books, gas mask pamphlets

This is a concise description of the objects in the accession. So In the description box you would put "Box of photographs of the Village, farms etc. and box containing Items of Church history". As Margaret wants to keep the photos at home but leave the church items with Peopleton LHS. It would be logical to divide this accession in to Two separate **items**. This is done by selecting **list** from the drop down menu next to the **DATA VIEW TYPE**. Then the ADD button at the top of the item box. In the new item screen put short description such as "box of local photographs" in the description box then in the full description you can give details of the photos mentioning any key words you need to identify the individual photos. This will form part of the public search. Save and close.

Repeat for the second Item, in this case the Church history.

You now have the Collection of Arthur and May Wiggins with a single accession that comprises of 2 items.

Lastly, you need to enter the location for each item both the originals and if available the digital surrogates.

How to use data view types

DATA VIEW TYPES.

List of items



Next Item Number

Data View Type

Items

There are no items to display

Where you have an accession with item and parts. This is the appropriate data view type. You will have the opportunity to input the full description and locations when you get to the item or part level

Full description



Next Item Number

Data View Type

If you have one object in the accession. This is the appropriate data view type. You enter in the full description box as much information as you have on the accession

try to include all of the words that you would expect to search with to find this accession.

Description and items

The screenshot shows a software interface with the following elements:

- Next Item Number:** A text input field containing the number '1'.
- Data View Type:** A dropdown menu currently set to 'Description and Items'.
- Full Description:** A large, empty text area with a vertical scrollbar on the right side.
- Items:** A toolbar containing icons for 'Add', 'Edit', and navigation (back, forward, search). Below the toolbar, the text 'There are no items to display' is centered.

Combining the two previous screens where you have a main description of the accession that you might want to separate in to the individual item and parts later when you have the opportunity.

Import transition.

The screenshot shows a software interface with the following elements:

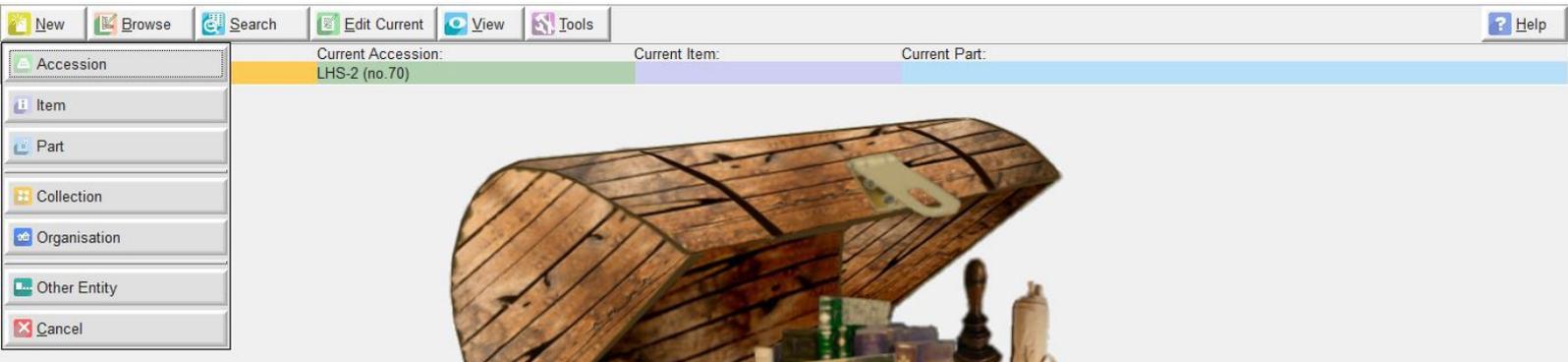
- Data View Type:** A dropdown menu currently set to 'Import Transition'.
- Full Description:** A section containing two main buttons: 'Create Item from Selection' and 'Set Item from Selection'. The 'Set Item from Selection' button has a checked checkbox labeled 'Append'.
- Summary/Full Description:** Below the main buttons, there are two pairs of tabs. The first pair is under 'Create Item from Selection' and the second pair is under 'Set Item from Selection'. Each pair has a 'Summary' tab and a 'Full Description' tab.
- Text Area:** A large, empty text area with a vertical scrollbar on the right side, positioned below the tabs.

Here is a specialist screen that allows you to "dump" previously gathered information (in text format) for an accession and then sub divide it into items and parts at a later date. Hopefully, this may stop you having to repeat work.

You can now proceed to the next accession

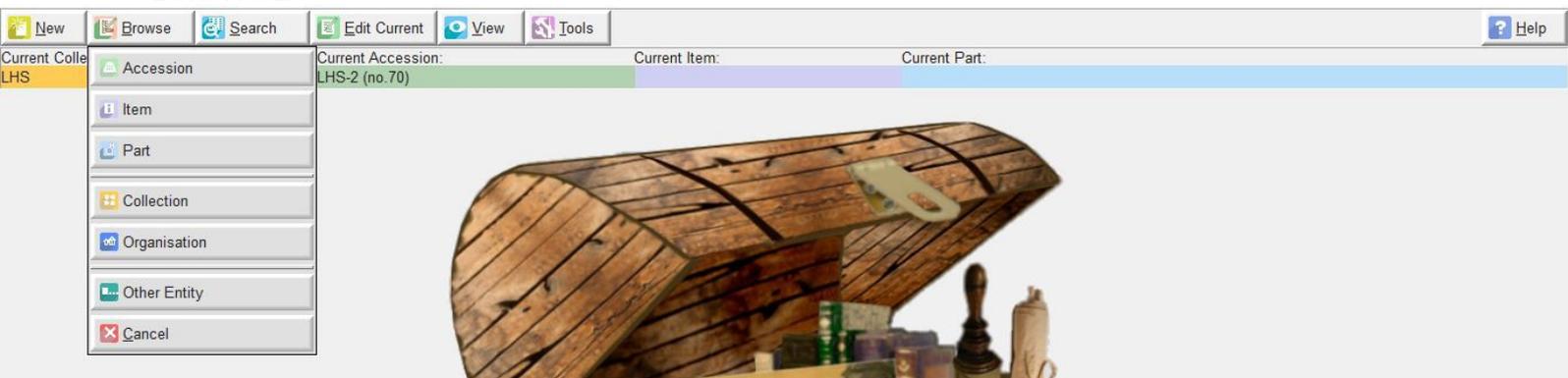
MENUS

NEW



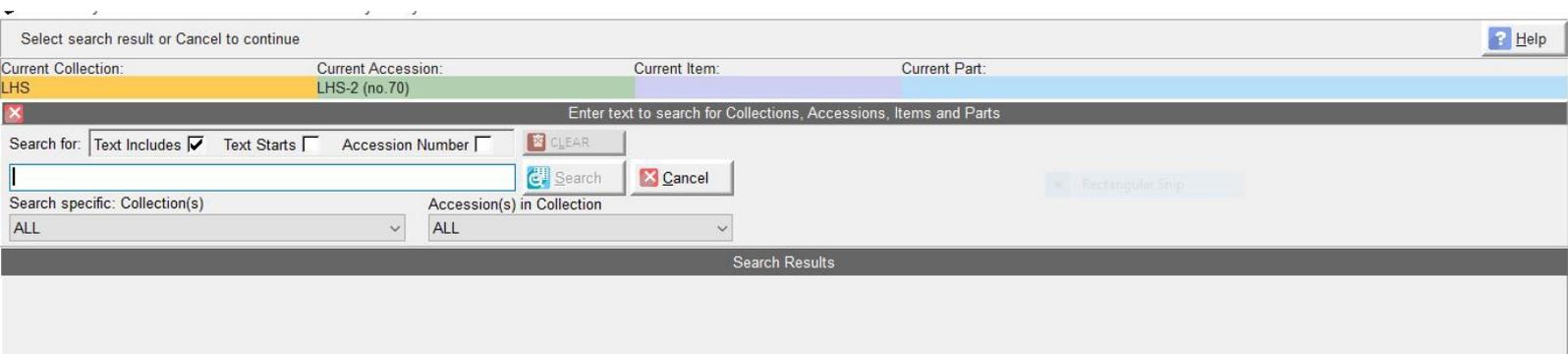
To create any new entry without going through the accession screen.

BROWSE



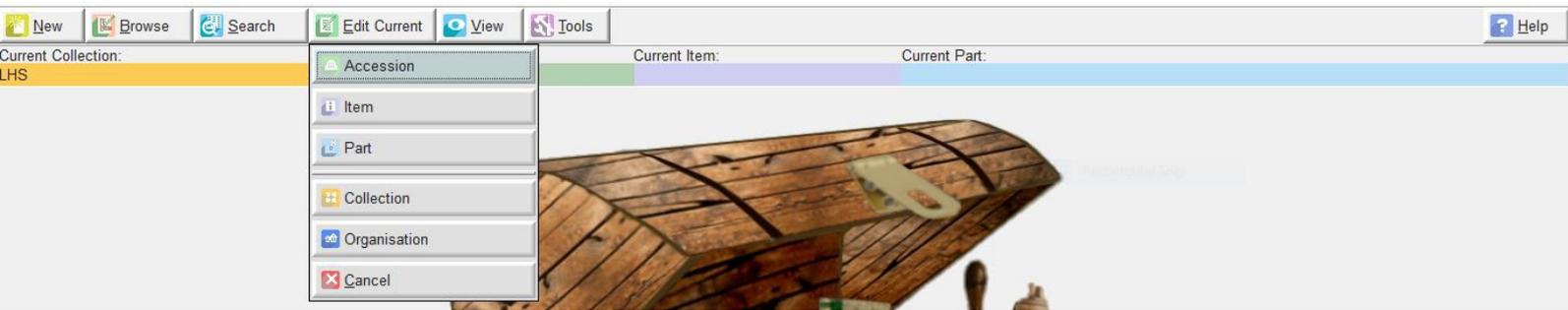
Here you can browse to any of the drop down list for editing or information

SEARCH



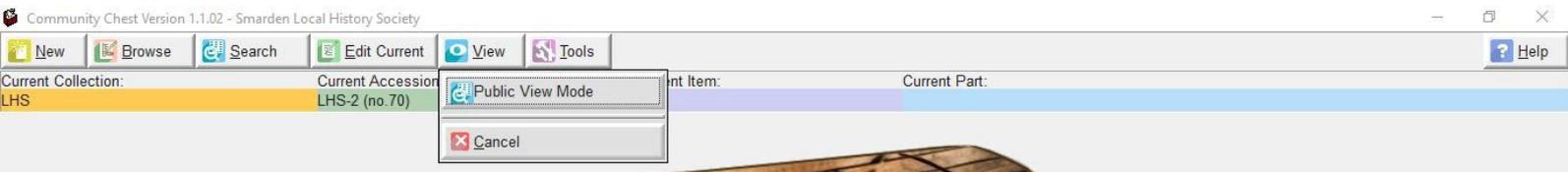
Here you can search across all entries for words or names and go straight from the results to the accession or item or part. Click on cancel to return to main program.

EDIT CURRENT



Go to current entry for editing.

VIEW



Switch to public view software. Without going through desk top Icon.

TOOLS.

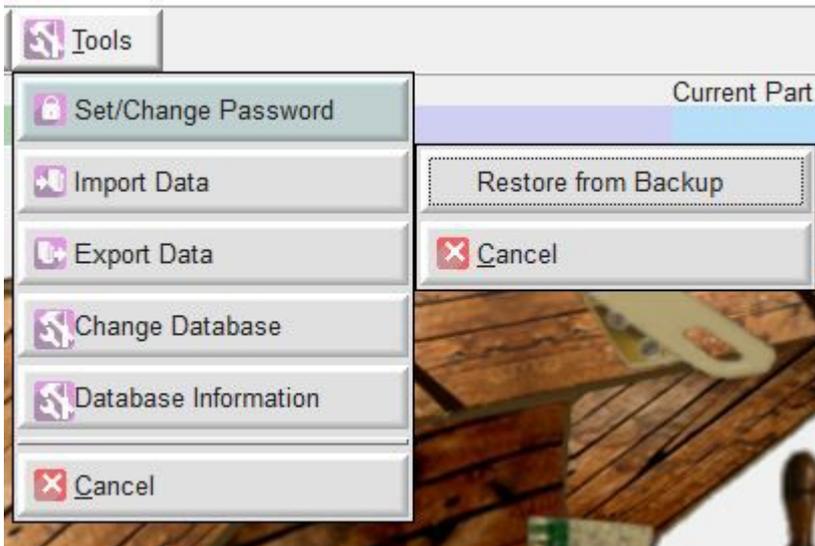


Set/change password.

A screenshot of the 'Enter New Password' dialog box. It has two input fields: 'Enter Password' and 'Confirm Password'. Below the fields are buttons for 'Clear', 'OK', and 'Cancel'. The dialog box has a close button (X) in the top right corner.

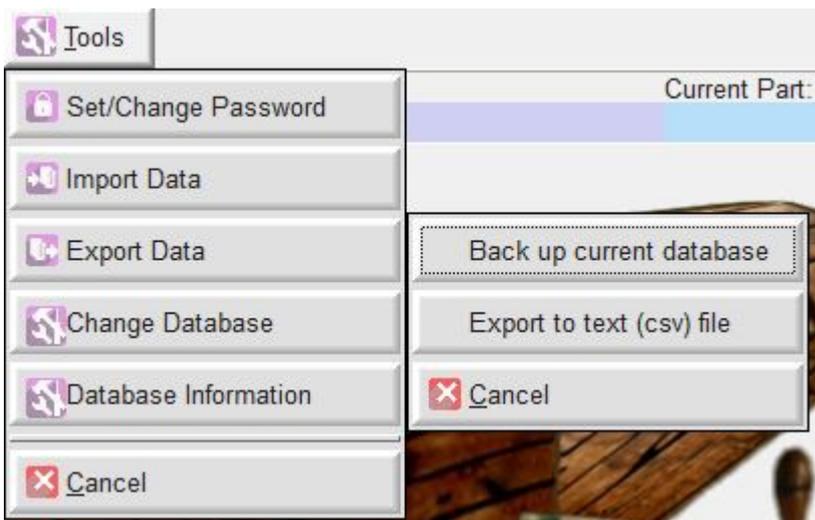
To allocate a password for security. To separate master view from public access.

Import data



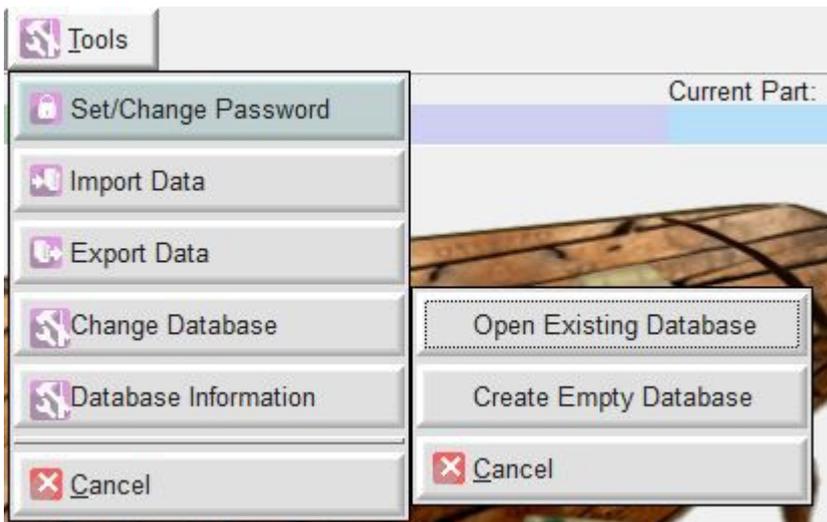
Here you can overwrite the current database from the database located in the backup folder.

Export data



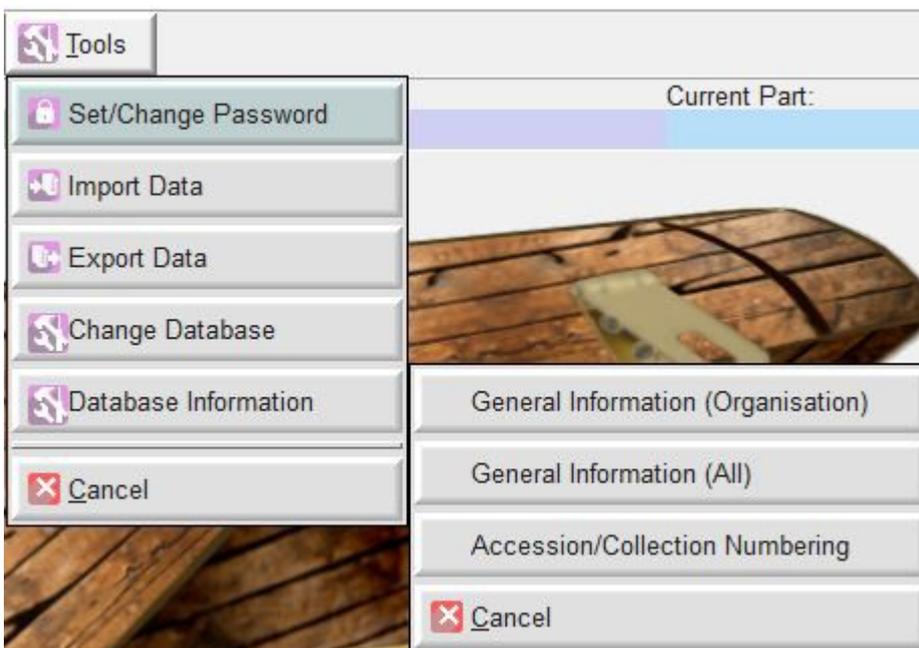
Here you back up the current data base to the back up folder. You can also export the Community chest data base as a comma delineated data for export to another type of data base.

Change Database



Should you be foolish enough to be using two versions of Community Chest, here is where you switch between. Or create the alternate.

Database Information



General information (organisation) Will give you the statistics on your organisation entries.

General information (All) Will give you the overall statistics

Accession/Collection Numbering. This will give you a list of all of the anomalies (duplicate numbers or names etc.) that have been created during your entries. You will need to note them and then correct via the appropriate view/edit screen.

You now have enough information to create an archive that will be an asset to the future of your community.

ADDITIONAL INFORMATION

Definitions :-

Organisation :-

The organisation, is entity that is in control of the Community Chest archive. e.g Ourtown Local History Society

Collection :-

A collection, is the name of the grouping under which you are going to hold the originals and digital surrogates. There can be multiple accessions under a collection.

Accession :-

An Accession, is the entry of objects provided by a donor into a collection. The accession screen of Community chest is the main point for entering information. There can be a single accession in a collection such as a photograph album or if an accession comprises of various objects it can be divided into items and if required further divided into parts.

Item :-

An item, is an object that is included in an accession, there can be multiple objects in an accession for example a single donor may bring in a photograph album, various souvenirs belonging to them and a box of postcards. these would be items described and inputted under an accession

Part :-

A Part is, the further breaking down of an accessions items into more detailed units. in the example above the various souvenirs would be detailed as parts of the items of the accession.

The following can be pre-populated so that they can be called up as appropriate in the accession screen.

Donor :-

A donor is, An entity that provides the material for a collection. This can be an individual or another organisation, a school for example. If it is an organisation then it is best to also add the position of a contact at that organisation for future reference.

Location :-

A Location is, a detailed description of where the original material of the accession is being stored. This could be a place in the archive or additional safe storage or the donor's address if the object is retained by them.

The location of a digital surrogate is where the digital file can be accessed.

User :-

The User is, The person who has entered the information into Community Chest.

SAMPLE THESAURUS

When using a database to catalogue collections it is useful, if not essential, to create a Thesaurus (controlled vocabulary) of terms to ensure common terminology is used by those entering information. Failure to do so will necessitate entering alternative terms when using the search facility. For example: Automobile or Car; Motorbike or Motorcycle; Ship or Boat or Vessel. A Thesaurus also encourages the use of a hierarchy of terminology, which will assist researchers when undertaking a broad or specific search. Major institutions, such as The British Library and The Library of Congress, produce Thesauri running to many volumes. These can be used but it is also acceptable to produce your own Thesaurus, relevant to the subjects within your collections. Attached is an example of one suitable for your local history society that may be adapted to your own requirements.

Thesaurus - Terminology Hierarchy

Agriculture & Livestock - Farm Machinery - Threshing - Horse Rake - Farming - Hay - Land Girls - Farms (see Buildings) - Harvest - Hops - Measuring - Pickers - Pocket - Sampling- Stringing - Livestock - Horses - Sheep -

Markets (see Commerce & Trade) -

Orchards - Sale of (see Sales & Auctions) -

Weather (see Weather)

Archaeology Associations,

Clubs, and Societies - Ashford Divisional Liberal Association - Bell Ringers - Boys' Club - British Legion - Chess Club - Choral Society - Cricket Club - Conservative Association - Conservative Association - Women's Branch - Dramatic Society -

Farmer's Union - Football Club - Friends of Smarden Church - Gardeners' Society - Goal Running Club - Historical Society- Hockey Club - Ladies - Junior Imperial League - Kent County Association for the Blind - Mothers' Union - National Farmers' Union - Nursing Association - Old People's Tea - Rat and Sparrow Club - Royal British Legion - Short Mat Bowls Club - Slate Club - Society for the Propagation of the Gospel in Foreign Parts - St. Michael's Guild - Whist drive - Women's Institute - Women's Voluntary Services - Young Farmers' Club (Union) Births & Baptisms

Buildings - Sale of (see Sales & Auctions) - Lease of (see Sales & Auctions) - Estates - Barns - Town Barn, The - Farms- Houses- Forges - Inns & Public Houses - Mills - (see also Windmills)- Oasts - Post Office- Sports Pavillion- Streets - Windmills Census Charities

Church - Baptist - Chapel - - Burial Grounds - Meeting House- Church of England (Parish Church) - Bells - Churchyard - Clock - Exterior view - Guild (see Associations, Clubs, and Societies) - History of - Interior view - Memorials -

Parochial Church Council - Registers (Baptismal, Marriage, Burial) - Register - Services - Sunday School - Non-Conformity Civic - Fire Brigade - Infant Welfare Centre - Parish Council - Journal - Parish Meeting - Police - Special Constables

- West Ashford District Council Commerce & Trade - Accounts - Auctions (see Sales & Auctions) - Businesses & Shops - Bakers - Barbers - Bicycle - Blacksmith - Boot maker (see Shoe & Boot makers) - Butchers - Candle makers - Carpenters - Cider wholesalers - Clock makers - Commission Agents - Dressmaker - Garages - Glaziers - Grocers - Hairdressers - Millers - Milliners - Plumbers - Saddlers - Shoe & Boot makers- Tailor - Tinman - Newspapers - Kentish Express - Star, The - Bethersden Marble (manufacture) - Markets - Cattle - Corn - Milling - Brewing - Brick manufacture - Charcoal manufacture - Cider manufacture - Cloth manufacture - Spinning - Weaving Customs & Traditions - Beating the Bounds - Guy Fawkes - Mayday Deaths - Burials - Obituaries - See also `Church Registers' Domestic- Birds - Inventories Education - Council Schools - Colleges [named] - Royal Schools of Music - Lectures & Demonstrations [various - educational] - Schools - School Children [named] - School Masters/Teachers [named] Fairs & Fetes - Carnival & Fete - Conservative Fete - Dance - Fairs - Bell Fair - Michaelmas Fair - Flower Show - Garden Fete - Royal Events - Coronation - Jubilee - Annual Rural Fete [Village -] - Sports Day [Village -] - Goal Running - Race- Bicycle - Children's - Egg & Spoon - Obstacle - Sack - Fight - Race - Tug-of-War

Genealogy - Family [names] - Individuals [named] - Unknown See also `Census' - See also `Church `Registers' - See also `Education - Schoolchildren' - See also `Deaths - Obituaries' Land -

Boundaries - Beating the Bounds (see Customs & Traditions) - Boundary Markers - Districts & Parcels - Fields - Geology - Soil - Indentures Leases - Maps & Plans- Ownership - Title Deeds Law & Order - Trials Letters - From & To [by name] Marriages - Between [by name] Medical - First Aid - Fund-raising - Health - General - Small Pox - Typhoid - Practitioners [by name] - Doctors - Nurses Miscellaneous Music Postal Service Rivers & Canals - Beult - Otter - Rother

Roads - Bridges (named) - Stile - Town, The - Condition (Roads) - Footpaths -

Maintenance - Origins - Parish - Road Surveyor - Roads (named – see also Buildings) - Toll Roads & Turnpike Sales & Auctions - Arable Land - Furniture & Household Effects - Farming Stock – alive & dead - Pastures - Properties, - Lease - Timber

Sport - Cricket - Smarden Team - Darts- Football - Smarden Team - Goal Running - Grass Track Racing - Greyhound Racing - Hockey - Ladies Hockey Team - Horse Racing - Mid Kent Stag Hounds (MKSH) - Hunting - Deer cart - Fox - Hounds - Mid Kent Stag Hounds (MKSH) - Motor Racing - School - Cricket Club - Netball - WKSSA - Shoot - Bird - Clay Pigeon - Sparrow & Pigeon - Vermin - Skittles - Sports Day [Village - Smarden] see Fairs & Fetes- Tennis

Transport - Air - Blue Car Motor Service - Carriers & Hauliers - Cycle - Bicycle - Tricycle - Horse, Pony, & Donkey - Motor car - Motorcycle - Rail - Central Kent Railway - South Eastern Railway - Ship

War - WW1 - WW2 - Battles - Waterloo - Civil Weather – Records

DIGITAL IMAGING

IMAGE MANAGEMENT for Community Chest and Archangel
Before creating a digital image collection it is important to establish some fundamental principles based on your society's requirements.

Firstly you should create a MASTER from your source original, this should always be the highest quality image obtainable based on what type of archival material you are reformatting. This negates the need to re-capture at a later date. It is important that material on loan be copied at a high resolution as the opportunity may not arise again. The MASTER should be an uncompressed file saved either as TIFF or minimum compression JPEG. Apart from any necessary straightening, cropping, and titling, nothing should be done with this image except the production of a WORKING COPY. The MASTER is then backed up for the future. All further images whether for printing or web or catalogue are derived from the WORKING COPY (see WORKING COPY)

A bit of background on the resolution of digital images that may help.

In the normal course of digital camera photography the ppi (pixels per inch) capture resolution and dpi (dots per inch) print resolution are often interchangeable. There is a difference however and this is very important for us in the archiving environment.

In the world of photography you are usually taking a picture of rolling hills in the setting sun, or your Red Setter rolling in the hills, the physical size of the original scene is incalculable and so the capture resolution can not be calculated and is therefore meaningless. All you can do is make sure that you have enough sensor pixels in the camera to output the scene at the size that you want to print it at, So if you want to print out the image to an A1 size poster at 300 dpi you will need a higher resolution camera than if you want just a 5x4 photo print or just to display it on a computer screen which is around 100 dpi these days. Either way the size of the sensor will dictate the size of the image that you can output to with clarity.

In our world, there is a vital difference. We need to ensure that we capture all of the information that is contained in the original document and therefore the capture resolution has meaning. You have to have a high enough capture resolution to ensure that you retain all of the detail from the original source.

Our advantage is that we invariably know the actual size of the object we are capturing. Whether it is a ledger book, a post card, a postage stamp. anything we put in front of the camera we can physically measure. By dividing the size of the sides of the sensor e.g. 4000 x 6000 or 2000 x 3000 (in pixels) by the size of the original object (in inches) e.g. 8 x 11 providing you fill the frame. We can give our images a capture resolution that is measured in ppi (Pixels per inch).

The target figures that will ensure that you do not lose any detail from the original and also allow you to print an excellent surrogate are as follows :-

For written originals at 300 ppi.

For photographs at 720 ppi

For 35 mm transparencies at around 2400 ppi

You should choose a camera and lens combination that allows you to do this. The good news is that cameras that can achieve these results are now readily available and affordable from large manufacturers such as Nikon and Canon.

This is a brief outline of the principle and there are subtleties but these can all be worked out once the above is understood.

WORKING COPY.

The Working Copy has a number of functions:

- 1) To protect the Master from inadvertent alterations, deletion, etc.
2. To provide a surrogate copy which can be adjusted to provide the best possible image by removing dust & scratches, colour and tonal improvements, etc.
3. To improve accessibility by altering file type, file size, etc. What is the purpose of the image to be produced from the WORKING COPY? - this will dictate the required resolution of your derived digital images e.g. a lowdefinition catalogue of subject or donation based images, or images for inclusion on a web-site may only require thumbnails, whereas preservation action to negate the need of accessing original material, or the production of hard copy images for exhibitions and sale, or surrogate copies of photographs loaned to the society will require high definition surrogates

With reference to 3 above, it may be desirable to change the file type from TIFF to JPEG or JPEG to PDF or other file types depending on the systems you are using. Reducing file size will improve the speed of access in a large digital collection. For example a collection of 50Mb images may be required for printing large, high quality images but if reduced to 500Kb images Public access either on a laptop or over the web will be vastly improved. You may therefore find that it is desirable to have a number of file sizes for a single image.

Creating a digital surrogate

Process

1 Scan or capture the image at a high resolution and save in uncompressed format. This is the MASTER IMAGE

2 From the Master image copy and save an image as an uncompressed JPEG This is the WORKING COPY

3 If desired - Improve the quality of this image by removing dust & scratches, adjusting colour balance, adjusting tonal balance, adjusting contrast, etc. Now save as WORKING COPY

4 You can now produce as many file variations as required from the WORKING COPY. Reduce file size by reducing image dimensions e.g. to 500Kb for using in an Archangel Package, to 100Kb for Web Site, etc. Convert to PDF or other format. Always return to the primary Working Copy for producing new files.

A useful tool for making these alterations is one of the Adobe Photoshop type programmes. Freeware software is also available for this sort of conversion.

Storing digital surrogates

As can be seen from the above a number of files of the same image may be produced. It is therefore important that a suitable titling system is introduced. Whilst images should be stored by their collection, or subject if that is the way collections are handled, it is very useful to have a folder, a "digital image store" that incorporates all images from all collections, with a single consecutive numbering system.

For example if DI 00001, DI 00002, DI 00003, etc. is used

a folder for MASTERS, will contain the images D1 00001m, D1 00002m, D1 00003m

a folder for WORKING COPIES, will contain the images D1 00001wc, D1 00002wc, D1 00003wc

a folder for ARCHANGEL IMAGES, will contain the images D1 00001aa, D1 00002aa,

D1 00003aa

a folder for WEB IMAGES, will contain the images D1 00001wi, D1 00002wi, D1 00003wi.,

Each file will be the same image but in an altered file type or size and therefore can easily be identified. It is of course not necessary to create all forms initially but any additional image types will easily fit into the system.

Ensure you back-up at least Masters and Working Copy files.