Go with the Flow
Workflow – iDigBio
Sally Bjork
University of Michigan History of Art

Workflow - S. Bjork, iDigBio, March 2013
Workflow - S. Bjork, iDigBio, March 2013
Workflow - S. Bjork, iDigBio, March 2013
Workflow - S. Bjork, iDigBio, March 2013
Order In

Logging

Imaging
(Media Services)

Special Delivery

Cataloging
(Information Resources)

U-M Digital Library

Storage

Order Closed

Workflow - S. Bjork, iDigBio, March 2013
S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013
Rush?

Faculty

Collection Development, General

Collection Development, Special Project

Vendor

Permissions Request

Yes

No

Teaching

Publication

Archival

Non-Archival

Logging

Imaging (Media Services)

Special Delivery

Cataloging (Information Resources)

U-M Digital Library

Storage

Order Closed

S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013
**IMAGE REQUEST SHEET**

- All orders will be processed as quickly as possible. Large orders with short deadlines may not be realistic with the volume of work in-house. VRC staff will work with you to parse out large orders so that images will be available as needed. In order to assure that images are ready when you need them please work ahead of the deadline so that all parties have time to process.
- Please use an Image Request Sheet for each book, group of slides, etc. for which you need images digitized.
- Complete cataloging information for every image must be provided using platemarkers or Image Request Detail Sheets when the order is submitted. Missing information may result in delayed turnaround.
- Personal slides must be marked with professor's initials. We will add initials to unmarked slides.

**ORDER REQUEST INFORMATION**

<table>
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<tr>
<th>FACULTY/STAFF NAME:</th>
<th>SUBMITTED BY:</th>
<th>EMAIL:</th>
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**ITEM INFORMATION**

Please complete one form per book/slide set. Please use separate forms for different materials types.

<table>
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- Online Image Collection checked for existing images; if submitting an image for replacement, please note this.
- Copyright permissions cleared, if necessary (attach info.) See VRC staff for guidance.

**PURPOSE**

All images will be digitized, catalogued and added to UMDL

**SPECIAL SERVICE REQUESTS:** Check all that apply.

- Post Images to UMDL portfolio
- You Send It
- TIFFs for Publication
- Lecture number or title for websites, etc.

**OTHER SPECIAL INSTRUCTIONS:** UMDL portfolio name, Lecture number or title for websites, etc.

**SOURCE INFORMATION**

Please keep copyright limits in mind when selecting images from books.

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Workflow - S. Bjork, iDigBio, March 2013
S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013

Workflow - S. Bjork, iDigBio, March 2013
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**BELOW FOR VRC USE ONLY, PLEASE**

- Deaccession

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**SPECIAL INSTRUCTIONS**

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**DIGITAL ENTRY**

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**Materials Returned To:**

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Workflow - S. Bjork, iDigBio, March 2013
Workflow - S. Bjork, iDigBio, March 2013

S. Bjork, Univ. Michigan History of Art Visual Resources Collections, Media Services, 2013
Media Services
Imaging Workflow: BOOKS

Capture / Processing

Initial / Date

Order # ________________

QA Done: ________________

_ Shoot images

_ Assign Order # as folder title (i.e.: 090158, 099010, etc.)

_ Process RAW files
  - tone, color, crop, export tiffs
    o set export size large enough for final crop of 3072 pixels on long side

_ Process tiff files
  - Transform, crop, spot, resize (final image, long dimension = 3072 px), sharpen, perform local tone/color adjustments, etc. as needed
  - Save final as layered tiff with sRGB profile and IBM Byte Order

_ Assign digital file #s & double-check after renaming
  - UMDL: [yy]d#####, eg.: 10d001122
  - Personal: [II][Order#]###, eg.: ES100150_099

_ Process Deaccessions, if applicable

_ Upload the Order folder containing all layered tiffs to QA:
  "lsa-san1.lsa.umich.edu/hart/01_Production/02_QA/01_In/"

_ Record Stats

_ Update Hulk

Quality Assurance

Initial / Date

_ Confirm folder and filenames, check dimensions, color space, copyright status

_ Perform QA Imaging adjustments if necessary (tone/color/sharpness, etc.), confirm dimensions

_ Flatten, Save, byte order, etc.

_ Make contact sheets

_ Create and deliver special derivatives (YouSendIt, etc.), if applicable; Info: __________________________

_ Send derivative notification email, if applicable

_ QA review of deaccessions, if applicable

_ Drop tiffs for UMDL/Masters Automation

_ Delete all prior image derivatives associated with Order from the server(s)

_ Record Stats, Update Hulk & Order Board

Notes:

S. Bjork, 2009; rev. 6/15/2012

Workflow - S. Bjork, iDigBio, March 2013
**Initial / Date**

_____ _____ Shoot images

_____ _____ Assign Order # as folder title (i.e.: 090158, 099010, etc.)

_____ _____ Process RAW files
  • tone, color, crop, export tiffs
    o set export size large enough for final crop of 3072 pixels on long side

_____ _____ Process tiff files
  • Transform, crop, spot, resize (final image, long dimension=3072 px), sharpen, perform local tone/color adjustments, etc. as needed
  • Save final as layered tiff with sRGB profile and IBM Byte Order

_____ _____ Assign digital file #s & double-check after renaming
  • UMDL: [yy]d#####, eg.: 10d001122
  • Personal: [II][Order#]###, eg.: ES100158_099

_________________________  __________________________

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**Notes:**

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**Workflow** - S. Bjork, iDigBio, March 2013
Media Services
Imaging Workflow: SLIDES

Capture / Processing
Initial / Date

Assign Order # as folder title (i.e.: 090158, 099010, etc.)

Process Existing Images
- Pull slides with existing images
- Review digital files for either Retro Image Processing or Re-scan
- For re-scans, prep existing files for De-accession
- Perform Retro Image Processing on remainder of existing files.
- Save as layered tiffs with IBM Byte Order

Scan New Images
- Specifications
  - Scan @ 4000 ppi
  - Final crop (excluding any masking on the slide) to be downsampled to 3072 pixels for the long dimension
- Assign digital filenames
  - (write number on the back of slide; for de-accessions, cross out old number)
  - UMDL: [yy]d######, i.e.: 09d001122
  - Personal: [II][Order#]_###, i.e.: ES090158_099

  - Recommendations
    - Scan in batches of mode (rgb (24 bit), gs (8 bit), etc.) and mount type (cardboard, gepe, metal, taped glass, etc.)
    - Check each image at 100% for sharpness, ICE halos and Newton rings; re-scan without glass or ICE as needed

Process tiff files
- Convert color profile (1st step)
- Crop, transform, spot, resize, sharpen, perform local tone/color adjustments, etc., as needed
- Save final as layered tiff with sRGB profile and IBM Byte Order

Upload the Order folder containing all layered tiffs to QA:
  "lsa-san1.lsa.umich.edu/hart/01_Production/02_QA/01_In/"

Record Stats

Update Hulk

QA Done: ____________________________

Order # ______________________

Quality Assurance
Initial / Date

Confirm folder and filenames, check dimensions, color space, copyright status

Perform QA Imaging adjustments if necessary (tone/color/sharpness, etc.), confirm dimensions

Flatten, Save, byte order, etc.

Make contact sheets

Create and deliver special derivatives (Yousendit, etc.), if applicable; Info: ____________________________

Send derivative notification email, if applicable

QA review of deaccessions, if applicable

Drop tiffs for UMDL/Masters Automation

Delete all prior image derivatives associated with Order from the server(s)

Record Stats, Update Hulk & Order Board

Workflow - S. Bjork, iDigBio, March 2013
**Capture / Processing**

*Initial / Date*

Assign Order # as folder title (i.e.: 090158, 090010, etc.)

Process Existing images
- Pull slides with existing images
- Review digital files for either Retro Image Processing or Re-scan
- For re-scans, prep existing files for De-accession
- Perform Retro Image Processing on remainder of existing files.
- Save as layered tiffs with IBM Byte Order

Process New Images
- Specifications
  - Scan @ 4000 ppi
  - Final crop (excluding any masking on the slide) to be downsampled to 3072 pixels for the long dimension
- Assign digital filenames
  - UMDL: [yy]d######, i.e.: 09d001122
  - Personal: [II][Order#]_###, i.e.: ES090158_099

  - Recommend
  - Scan in batches of mode (rgb 24 bit), gs (8 bit), etc.) and mount type (cardboard, gepe, metal, taped glass, etc.)
  - Check each image at 100% for sharpness, ICE halos and newton rings; re-scan without glass or ICE as needed

Process tiff files
- Convert color profile (1st step)
- Crop, transform, spot, resize, sharpen, perform local tone/color adjustments, etc. as needed
- Save final as layered tiff with sRGB profile and IBM Byte Order

Upload the Order folder containing all layered tiffs to QA:
"lsa-san1.lsa.umich.edu/hart/01_Production/02_QA/01_In/

Record Stats

Update Hulk

Workflow - S. Bjork, iDigBio, March 2013
### Capture / Processing

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<td>Binder #</td>
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- Create and log order (one per binder; use special Borobudur Order Cover Sheets)
- Scan original photographs (do NOT scan images from publications, as evident in filename)
  - Specifications and process
    - 600 ppi @ 100% zoom, reflective, rgb (24 bit), tiff, no compression
    - Include greyscale in scan, leaving a buffer to crop out of final image
    - Set scan area to include all greyscale patches and edges of photo, click auto, set midpoint to 1.02
    - Temporary filename: Existing accession number
    - Convert profile, run action “Borobudur initial...” to create initial layers; set individual points as noted in layers using the white, mid grey and black points on the greyscale; adjust sharpening as needed; crop and save (sRGB profile assigned; IBM Byte-order).

- Scan original slides
  - Identify slides to scan
    - Weed out duplicated or similar views, especially site shots
  - Specifications and process
    - 4000 ppi, transmissive, rgb (24 bit), tiff, no compression
    - Use profile to “vueboro v0.4.ini” for a flatter curve (best results for initial scan in this collection)
    - Temporary filename: Existing accession # or temporary sequential #
    - Basic post-scan processing: Convert profile, set tone/color with curves, crop (excluding rounded corners where possible; do NOT crop rounded corners if this would cause valuable information in the image to be deleted), downsample final image to 3600 pixels on the long dimension, sharpen and save (sRGB profile assigned; IBM Byte-order).

- Batch Rename and check metadata
  - Rename all files, in the sequence they appear in the binder, using the archives filing name convention: [YY] + a + [3-digit region code] + [collection code] + [4-digit sequential].tif; Borobudur example: 13ajavbor0001.tif, 13ajavbor0002.tif, etc.
  - Manually re-order images in Bridge
  - Batch rename files based on the above example
  - Write the new digital filename on the original (use pencil; for prints, write number on the paper attached to the photo; for slides, write on the back of the slide mount):

- Contact Sheets
  - Create contact sheets for all images in the order using the following settings:
    - 16 per page (4x4 columns/rows)
    - 10 pt font (to fit filenames under thumbnails)
    - Header, right-hand corner: “Borobudur Binder #[n]. [Order #]”
    - Number in footer, right-hand corner.
    - Print in color and attach to order
  - Place the pdf in the contact sheet folder (alias located in /01_InProgress/)

### Quality Assurance

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- Confirm folder and filenames
- Perform QA Imaging adjustments if necessary (tone/color/sharpness, etc.)
- Confirm dimensions
- Confirm color space/profile
- Confirm copyright status
- Update metadata with project identification
- Flatten and save
- Drop tiffs using UMDL/Masters Automation
- Delete all prior image derivatives associated with Order from the server(s)
- Create reference jpegs for cataloging (1024px; place in /01_Production/Reference
  - [JPEGs.../Borobudur.../])

### Notes:

- Mark all images as "copyrighted" in metadata.

### Upload the Order folder containing all tiffs to QA:
  - ['lsa-san.lsa.umich.edu/hart/01_Production/02_QA/01_In/']

### Record Stats

### Update Hulk & Order Board

### Submit to Cataloging
Scan original photographs (do NOT scan images from publications, as evident in filename)

- Specifications and process
  - 600 ppi @ 100% zoom, reflective, rgb (24 bit), tiff, no compression
  - Include greyscale in scan, leaving a buffer to crop out of final image
  - Set scan area to include all greyscale patches and edges of photo, click auto, set midpoint to 1.02
  - Temporary filename: Existing accession number
  - Convert profile, run action “Borobudur initial...” to create initial layers; set individual points as noted in layers using the white, mid grey and black points on the greyscale; adjust sharpening as needed; crop and save (sRGB profile assigned; IBM Byte-order).

Scan original slides

- Identify slides to scan
  - Weed out duplicated or similar views, especially site shots
- Specifications and process
  - 4000 ppi, transmissive, rgb (24 bit), tiff, no compression
  - Use profile to “vueboro v0.0.4.ini” for a flatter curve (best results for initial scan in this collection)
  - Temporary filename: Existing accession # or temporary sequential #
  - Basic post-scan processing: Convert profile, set tone/color with curves, crop (excluding rounded corners where possible; do NOT crop rounded corners if this would cause valuable information in the image to be deleted), downsample final image to 3600 pixels on the long dimension, sharpen and save (sRGB profile assigned; IBM Byte-order).

Batch Rename and check metadata

- Rename all files, in the sequence they appear in the binder, using the archives filenaming convention: [YY] + a + [3-digit region code] + [collection code] + [4-digit sequential number].tif; Borobudur example: 13ajavbor0001.tif, 13ajavbor0002.tif, etc.
  - Manually re-order images in Bridge
  - Batch rename files based on the above example
  - Write the new digital filename on the original (use pencil; for prints, write number on the paper attached to the photo; for slides, write on the back of the slide mount):
    - Mark all images as "copyrighted" in metadata.

Workflow - S. Bjork, iDigBio, March 2013
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Workflow - S. Bjork, iDigBio, March 2013
This document shows the directory structure developed to handle the flow of History of Art images from creation to Quality Assurance to UMDL delivery and Masters storage.
Images Across LSA Museums and Collections
Appendix D5: History of Art - UMDL Drop Automation, Sample Script Results Log

This document shows the steps that are automated in prepping and uploading files to "UMDL_Drop" and "Masters/..." directories on our server space. This particular drop contained only one image file.

Logging script results to /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/20120803drop.log.txt

Updating file metadata
======== /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif
2 directories scanned
1 image files updated
Setting RGB images to use sRGB color space
======== /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif
Rewriting /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif...
Editing tags in: ICC_Profile IFD0 TIFF
FileType = TIFF
MIMEType = image/tiff
ExifByteOrder = II
Rewriting IFD0
Rewriting XMP
Rewriting IPTC
[nothing changed]
Rewriting Photoshop
Rewriting ExifIFD
Writing ICC_Profile as a block
Copying 1 image data blocks
Copying Mac OS resource fork
2 directories scanned
1 image files updated
Setting Greyscale images to use Generic Greyscale color space
-------- /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif (failed condition)
2 directories scanned
1 files failed condition
0 image files read
Finding any images with incorrect byte order
-------- /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif (failed condition)
2 directories scanned
1 files failed condition
0 image files read
Organizing files into Temp directory
======== /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif
'/Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif' --> '/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/NewMasters/12d000588.tif'
Created directory /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/NewMasters
2 directories scanned
1 directories created
1 image files updated
Finding any duplicated files in current load
-------- /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif (failed condition)
2 directories scanned
1 image files updated
Finding any duplicated files from past loads
-------- /Users/sbjork/PRODUCTION/02_UMDL/01_In_ToBatch/120170/12d000588.tif (failed condition)
2 directories scanned
1 image files updated
Removing color profile from Greyscale UMDL files
-------- /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold/12d000588.tif (failed condition)
1 directories scanned
1 image files updated
Organizing UMDL hold folder
-------- /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold/12d000588.tif
'/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold/12d000588.tif' --> '/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold/12d000588.tif'
1 directories scanned
1 image files updated
Creating UMDL_Hold folder
'/Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_hold' --> /Volumes/hart/01_PRODUCTION/02_QA/TempHold_Automation/UMDL_Hold
1 directories scanned
1 image files updated
Cleaning up temporary folders
--- End of log ---
History of Art Server Workflow
Folder Structure – 1st Partition of Isa-san1

Images Across LSA Museums and Collections
Appendix D4: History of Art Asset Workflow

S. Bjork, August 2012

Workflow - S. Bjork, iDigBio, March 2013
Images Across LSA Museums and Collections
Appendix D4: History of Art Asset Workflow

History of Art Server Workflow
Folder Structure – 1st Partition of isa-san1

Workflow - S. Bjork, iDigBio, March 2013