Museum School for Adults

Images & Recordings

Today's Agenda

- General overview of different formats for image and audio recording

- How to plan a system for organizing

    - preservation and storage

        - Systems (the how)

        - Materials (the what)

- Conversion to newer formats

Meet the DPM Staff

Patricia Kendall
Museum Director

Alaina Perry
Museum Coordinator

Marianne Martilla-Klipfel
Curator of Exhibits

Jay Hopkins-Entzel
Curatorial Assistant to
Exhibits

Dick Schooley
Museum Custodian

Sherri Rawstern
Curator of Education

Kristin Boeshans
Curator of Education

Brandon Duxbury
Curator of Collections

Levi Margolies
Curatorial Assistant to
Collections

**Guest
Speaker:**

Barry Kusler

Preserve Conserve Restore

PRESERVE
- act of preventing or neutralizing the deterioration of objects through proper storage and handling techniques.

CONSERVE
- the practice of mitigating further deterioration. Reversible stabilization is any treatment that can be undone with no ill effect to the artifact.

RESTORE
- attempts to return an artifact back to its original condition.
  - restoration equals permanent change.
- "Once changed, an object's provenance has also been altered and it is no longer a true document of its place in history."

Handling the Item

- Clean station
- Clean hands
- "Never do anything to an artifact that you cannot undo"
- Some materials are or become chemically unstable
- "Retain the context"
  - Is it organized in an important or meaningful way?
    - Could give you information!
  - Avoid mixing up boxes/piles/collections

Care for Originals

- Supplies
  - Avoid acid-free papers whose surface pH registers above 8
    - pH pen
  - Plastics are not created equal
  - Passed P.A.T. (Photographic Activity Test)
    - safest for long-term storage
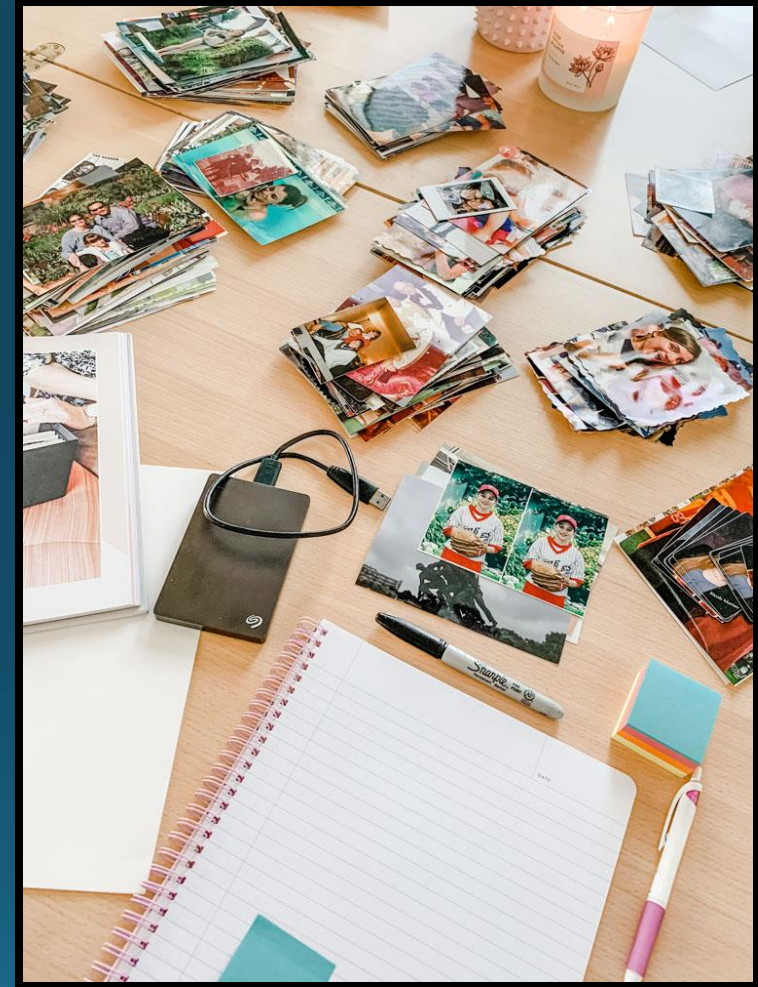
Getting quality copies

- Professionals
- DIY
  - Work Station
  - Equipment

- Where is it going?
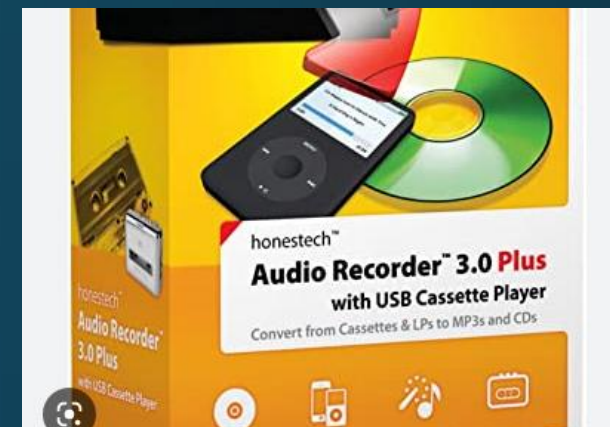- How is it going to get there?

Workstation

- Stay out or pack away?
  - Kitchen table vs. office area
- Potential Hazards
  - Food/Beverage
  - Pets
  - Curious people
  - Windows/doors
  - Proximity concerns (candles, etc.)

Convert it: Audio

- Vinyl Record transfer
- Cassette tapes

- audacityteam.org
  - Audio editor
    - Free, open source software

- Microphones!
  - Lapel mics are friendly

Audio/Visual

- Audio/Visual Converter

- audacityteam.org
  - Audio editor

Convert it: Images

- Film to Digital converters
  - negatives, slides, some movie film, physical photos
- Reel2Digital converters
  - 8 mm and Super 8 film
- Photo Scanners
  - old photos = doesn't pull on or manipulate the original
- Your phone
  - use a stationary setup and diffused lighting
    - Buy lightbox or DIY

Getting a good picture of the picture

- Camera setup/stabilization

- Lighting- "soft & diffused"

- Photobox
    - Purchase
    - DIY
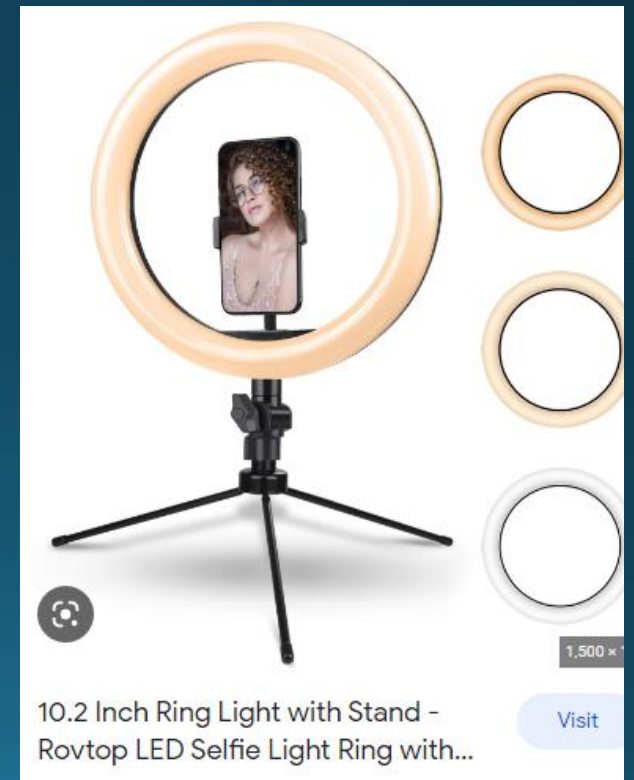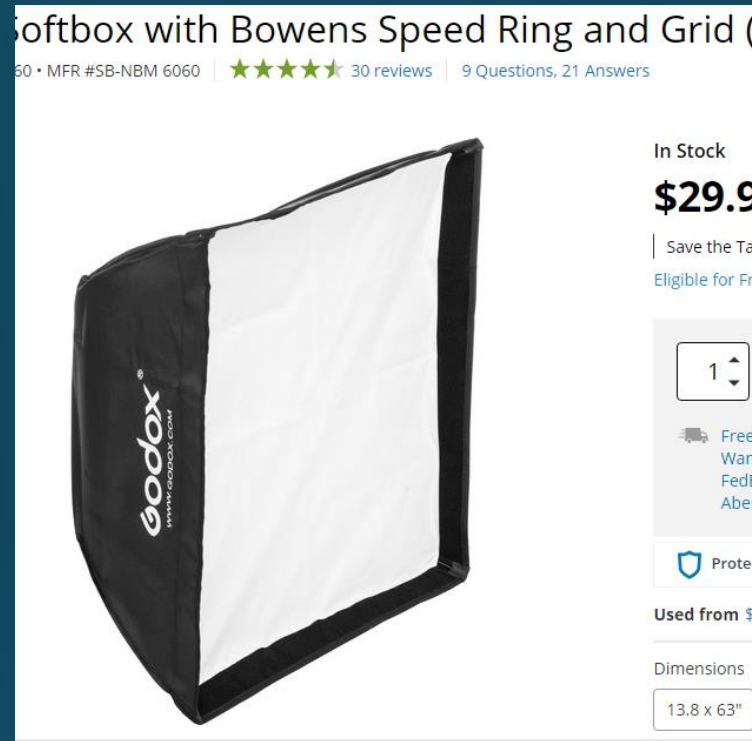
- Avoid "bullseye" lights or shadows

Image Files

.jpeg (aka .jpg)

- Balances file size and image quality
- Most common
- Compresses the image = fit more on your storage
  - Suitable for most needs, but you cannot blow them up for larger prints

.tiff

- For high-quality scans of images
  - Huge files!
- Sacrifices storage space (doesn't compress files)
- Best for images you plan to manipulate or enlarge
- Problems sharing – too big to send

Other types :   .raw   .pdf   .png   .heif   .gif

Mail-in Services

- No time/space, etc. = Hire someone

- Sending originals = some risk
  - FotoBridge
  - iMemories
  - Legacybox
  - ScanMyPhotos

$$$

DIY

Where should it go?

- Cloud services
  - Online
    - not lost if one device fails
  - Apps: Google Photos, iCloud Photo Library, Photo Vault, etc.
- External device
  - Memory card, hard drive, zip drive, etc.
- A device
  - Computer/iPad/Phone
    - Possible to lose the device, and your photos
- "There's an app for that"

Databases
Apps
Platforms

- Watch for …
  - Do you retain the rights to your photos?
  - Conversion quality
    - Can you enlarge it without losing clarity?
  - Prices and fees
  - What features do you want?
    - Sharing
    - Color correction and cropping (standard)

What about the stuff on my phone?

- Make it a routine
  - Download it – to a device or external storage or…
  - Upload it – to a cloud or database

- Organize it
  - Remove detritus
  - Use your Favorites Folder
  - Delete duplicates with software
    - PhotoSweeper
    - Photos Duplicate Cleaner

3-2-1 **backup standard**

- 3 Copies
- 2 Different types of media (computer + external hard drive)
- 1 copy off-site (iCloud, Google Photos, etc.)

What Now?

Services: Local/Regional

- Photo Xpress
- The Frame Guy
- Harold's Photo (Sioux Falls)

Supplies

- https://www.gaylord.com/resources
- http://www.lightimpressionsdirect.com/

Take-home Handout

- Local and Regional Services
  - Send-away services ($$$)
- Highlights to remember
- Learn more …
  - Websites/blogs
  - Recommendations
  - "deeper dive"