LIBRARY DIGITIZATION PROCESS

Increase Access to Your Collections

As you think about your collections and how to provide remote, electronic access consider partnering with Backstage Library Works. Backstage's digitization team will provide high-quality, cost-effective professional digitization services with our 30 plus years of experience to connect you to the knowledge held by your collections.

Our digitization team will leave you feeling prepared for anything once your collections are imaged.

Step 08: Lifetime Quality Guarantee

We will correct to your satisfaction, and at our expense, any problem with our services, no matter when such a problem comes to light.

STEP 08

Step 07: Digital Asset Management Systems

If you are planning on uploading the files and metadata to a digital asset management system, or DAM, Backstage can help with that. We can assist you with any step of the process, whether to ingest the files and metadata into your DAM or provide the necessary derivatives needed for your DAM.

STEP 07

Step 06: File Validation

After the derivatives are created, your files and derivatives are validated before delivery. This includes but is not limited to file naming schema, file validation, technical metadata checks, and equal count of derivatives to archival TIFF count. If at any point we find an error with the files, the files will be sent back to the production team and corrected.

STEP 06

Step 05: Derivatives

Once the archival files have passed image inspection and the necessary metadata is collected, we'll create the required derivatives for your project. Backstage offers a wide range of derivatives to meet your needs, including JPEGs, JPEG-2000 files, and searchable PDFs.

STEP 05

Step 04: Metadata

Metadata comes in many varieties, each playing a critical role in providing access to your collections. Structural, technical, administrative, and preservation metadata needs are collected and delivered as a standard part of the digitization project. Backstage's metadata is delivered in the format that best meets your needs.

STEP 04

Step 03: Digitization

Our technicians will digitize each item in your collection according to your specifications. We have experience working with a wide range of material types, from bound items, newspapers, and microfilm to negatives and color slides. Our equipment is calibrated every day to ensure FADGI metrics, allowing us to provide the highest quality images.

STEP 03

Step 02: Quality

Quality begins as soon as we receive your collection. Materials are carefully inventoried and stored in our secure material storage area. Your project manager will discuss materials handling requirements, digitization methodologies, and specifications with you before we begin. Our team focuses on attention to detail at every step in our workflow. We take pride in their role in your project.

STEP 02

Step 01: Project Management

Your Digital Project Manager will be the main point of contact for the duration of the project. They are assigned the overall responsibility to ensure the digitization project meets the requirements and needs for your collection.

STEP 01

Backstage
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