LIBRARY DIGITIZATION PROCESS
Increase Access to Your Collections

Accessibility to information is made easier with digitized collections. Your archival-quality images and their derivatives should be created by someone with experience and a knowledge of current industry standards. We've been experts for over 30 years and we'll leave you feeling prepared with an accurately digitized collection that's ready to be accessed.

STEP 1
Project Management

Your Digitization Project Manager will be your point of contact for the duration of the project. They are assigned the overall responsibility of ensuring the digitization workflow meets your requirements and collection's needs.

STEP 2
Quality Care

Quality begins as soon as we receive materials, which are carefully inventoried and secured in our material storage area. Your project manager will discuss handling requirements, digitization methodologies, and specifications with you before we begin.

STEP 3
Digitization

With the project plan nailed down, we'll begin digitization. We can work with a range of material types: from bound items, newspapers, and microfilm to negatives, color slides and more. Our equipment is calibrated every day to ensure FADGI metrics allowing us to consistently provide the highest quality images.

STEP 4
Metadata

Metadata comes in many varieties: structural, technical, administrative, and preservation metadata are collected and delivered as a standard part of the digitization project in the format that best suits your needs.

STEP 5
Derivatives

Once the archival files have passed image inspection and the metadata has been collected, we'll create derivative files. Backstage offers a wide range of derivatives, including JPEGs, JPEG-2000 files, and searchable PDFs.

STEP 6
File Validation

After the derivatives are created, all files 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 verification.

STEP 7
Digital Asset Management Systems

If you are planning on uploading the files to a digital asset management system, or DAM, Backstage will ensure your files are ready; you will receive an organized bundle that is ingest-ready at the conclusion of the project.

STEP 8
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.

Contact Us: info@bslw.com | 1.800.288.1265

Backstage LIBRARY WORKS