MSU Archives Digitization Training
Digitization is the process of digitizing analog items to make them available either digitally and/or online.
WHAT ARE THE RESULTS OF OUR DIGITIZATION EFFORTS FOR MSU?

- Check out our Digital Collections!
  
  http://mldm.lib.mnsu.edu/
How am I a part of the MSU Archives Digitization process?

As a student worker in the MSU Archives, you will:

- Log and scan MSU photos and/or negatives
- Store and preserve those MSU photos and/or negatives
- Create the metadata (or descriptions) about MSU photos and/or negatives
- Store your digital and analog images for long term preservation
Scanning MSU photos and/or negatives

With our direction you will log and scan individual photos that document the history of MSU.
STORE AND PRESERVE THOSE MSU PHOTOS AND/OR NEGATIVES

- After scanning each photo, you will place it in a properly sized polypropylene sleeve and label it with an MSU Identifier number.
CREATE THE METADATA (OR DESCRIPTIONS) ABOUT MSU PHOTOS AND/OR NEGATIVES

- Within the Project Client, you will describe each individual photo.

- Ask Anne to quickly review,
- And upload for our approval.
Store your digital images for long term preservation

- You will move your digital images to the folder titled Master-Tiffs-to burn-Step 2.
STORE YOUR ANALOG IMAGES FOR LONG TERM PRESERVATION

- Store your preserved analog images in folders, with location information indicated, in the proper box.
Please watch these Video tutorials and the accompanying handouts

- http://www.mndigital.org/training/tutorials/TitleTutorial/TitleTutorial.html

- http://www.mndigital.org/training/tutorials/DescriptionTutorial/DescriptionTutorial.html