



Manual of First Line of Conservation before Digitization

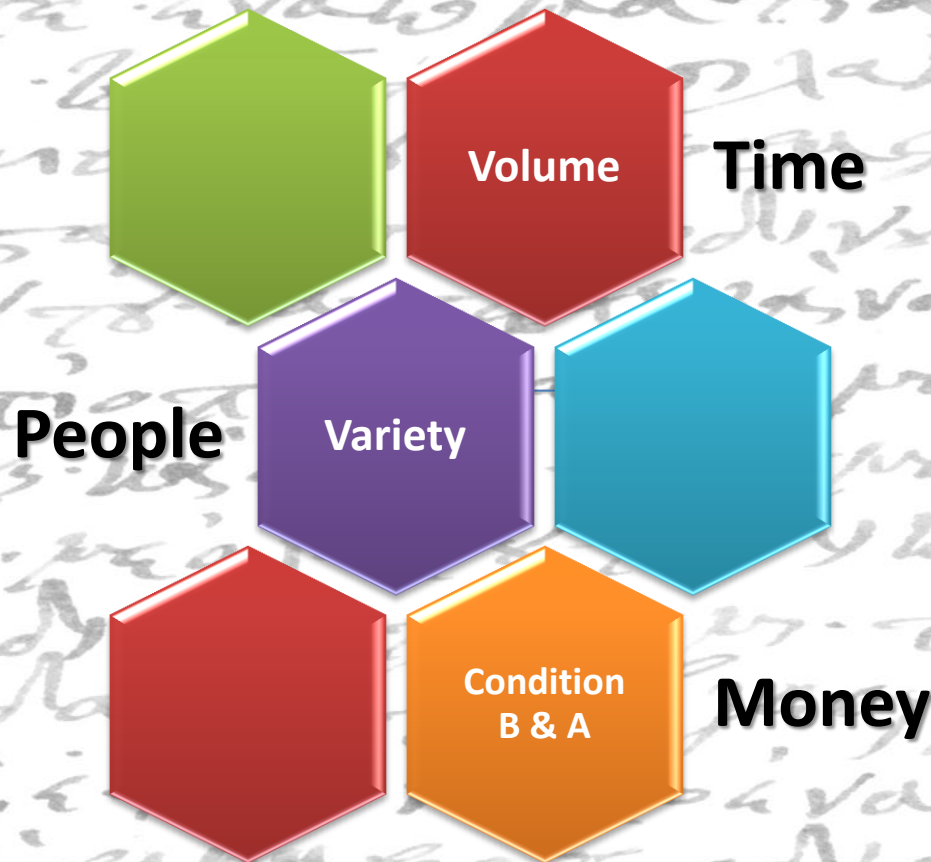
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- Experience in digitization
- First and only digitization program of large scale until now – “Development and distribution of an integrated digital collection of the cultural reserve of the General State Archives”, 2004 – 2008
- Several examples of sparsely digitization during the last 3 years
- Another recent attempt (2016) for a new digitization program of large scale

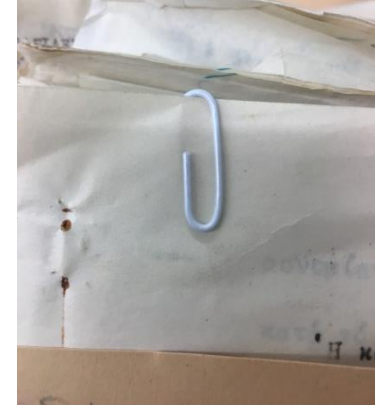
LARGE SCALE DIGITIZATION	DIGITIZATION OF INDIVIDUAL OBJECTS
Time	Time
People	—
Money	—
Volume of the A.M.	Number of pages or pieces
Variety of the A.M.	Kind
Preservation condition	Preservation condition
Condition after digitization	—

Table 1, Large scale digitization vs digitization of individual objects

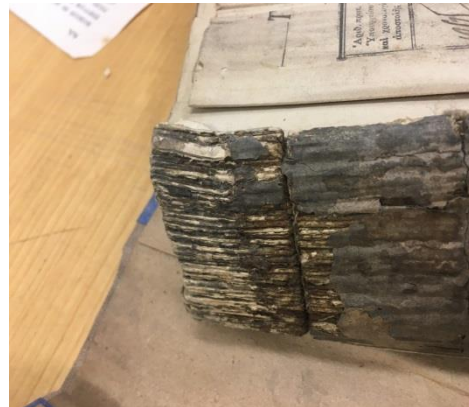
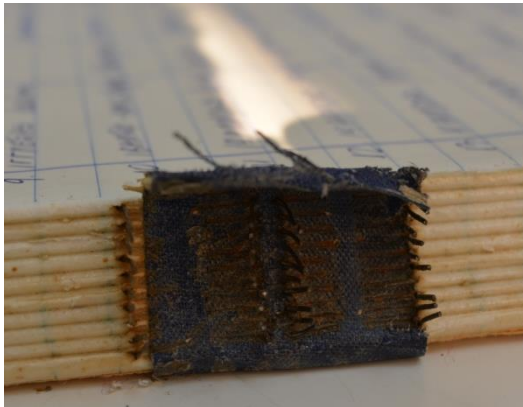


- We won't complete losses in a LSD because of it's **VOLUME**
- We won't complete losses in a I.D due to lack of **TIME**
- We won't unfold folded pages without information in a LSD because it's **TIME** consuming
- We will remove metallic staples either in a LSD or ID because they make digitization process difficult
- We will straighten posters in a ID

First digitization ESPA program (2004 – 2008)

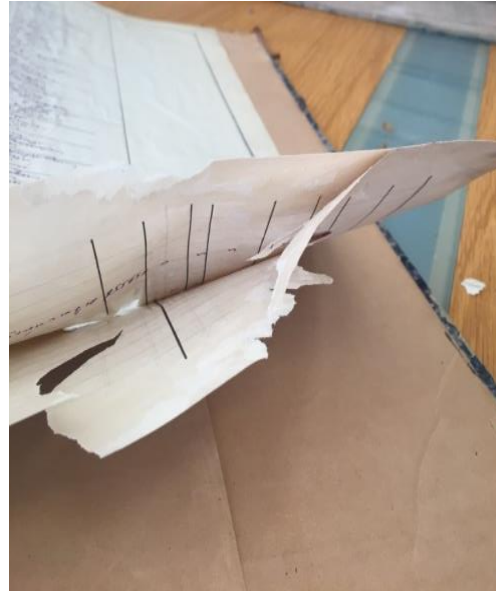
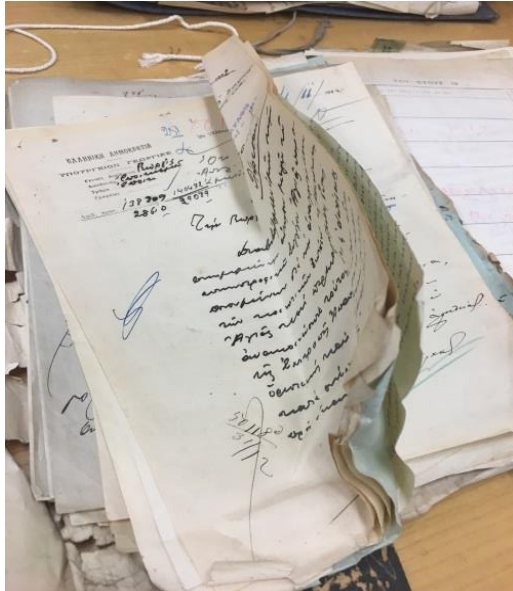


Replace metallic staples



Unbind

First digitization ESPA program (2004 – 2008)



Straighten or separate pages

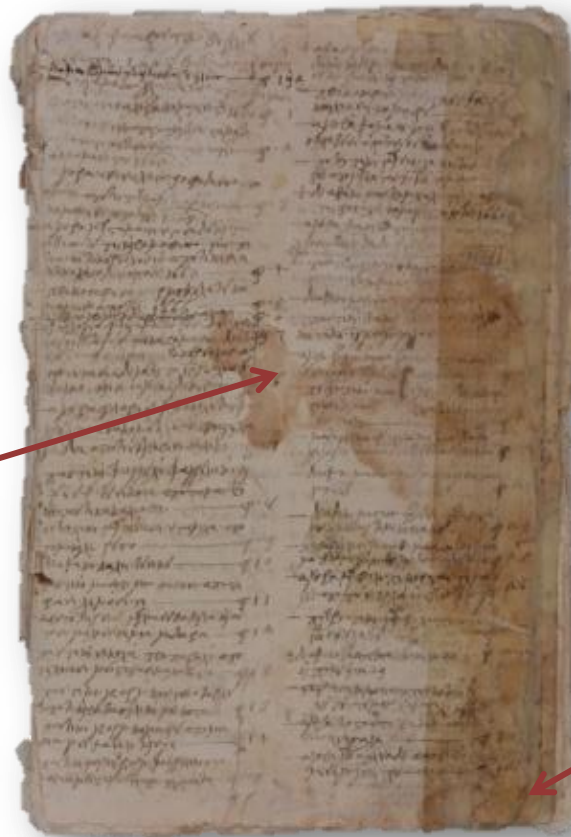
Digitization of individual objects

- Manuscripts
- Books
- Drawings & maps
- Posters
- Photos

Digitization of individual objects



Stains



Brittle edges



Tapes

So..

Preparation process is strictly connected to the archival material and its condition

& Be aware of..

Who will be responsible for the preparation of digitization

What is the main role of the Conservator



Thank you