

Photo Preservation

Tips and Tricks

Presentation to the
Friends of the City of Ottawa Archives
&
City of Ottawa Archives

October 26, 2010
Louise Renaud

Lessons learned

■ Photo Enhancement:

- Learned to set the camera
- Learned about improving photography
- Learned how to scan
- Learned about storage

■ Next step.... **Preserve them.**

Photo Preservation

Two Leitmotivs

“Digital information lasts forever or 5 years... whichever comes first.”

Jeff Rothenberg - RAND

“To ensure that (y)our future has a memory and that (y)our memory has a future.”

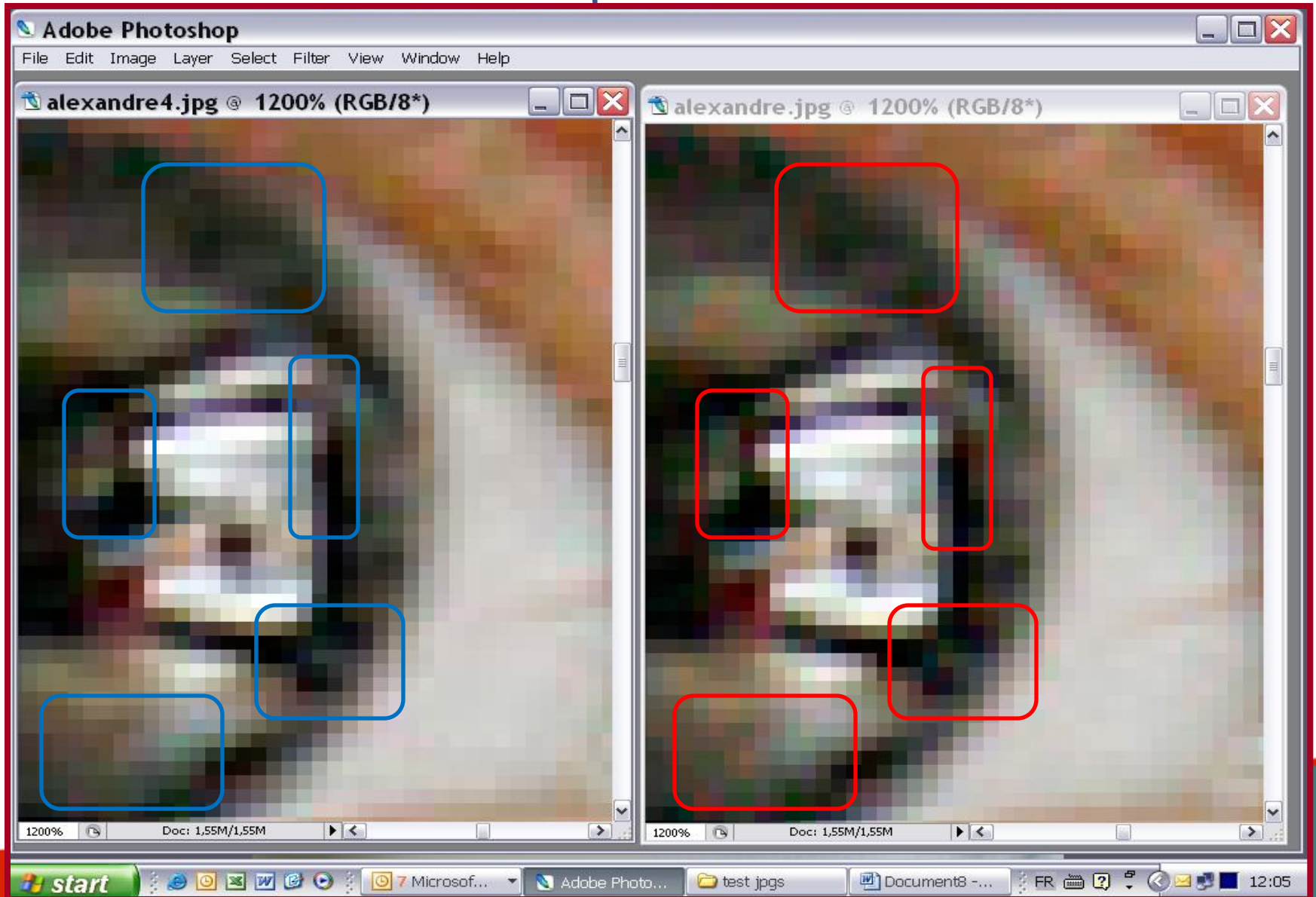
Dr. Luciana Duranti - InterPARES Project

Step One

- **Export photos from your camera:**
 - Transfer your photos as is
 - Do not modify or rename them yet

- **CAUTION:**
 - Be aware of the Jpeg compression snag

Compression



Step Two

Enjoy !

Keep everything – for the fun of it
but...

- **Identify your favourite shots**
 - Pick those you really want to pass down to your grand-children

Step Three

- **Pamper those special shots:**
 1. **Stabilize them**
 - In TIFF format

 2. **Rename them (if desired)**
 - Assign meaningful descriptors
 - Avoid name duplication

Step Three (cont'd)

3. Keep them

- In a logical directory / folder structure
- By content, topic, date, trip...

4. Describe them

- Write a brief description and keep it somewhere – retraceable.

Step Four

■ “LOCKSS” them:

- Apply the “Lots of Copies Keep Stuff Safe” rule.
 - Burn them on Gold CDs
 - Post them on the Web
 - Save them on a drive... “elsewhere”
 - Print them
 - ...Duplicate them

Storage tips

- **Optimize CD storage life by:**
 - Keeping images on CD – not DVD
 - Recording images on CD at mid-speed (i.e. 4X – 12X)
 - Using a **Gold CD** MAM-A
 - Using CD-R only
 - Confirming/validating image transfer
 - Labelling CD (in the hub area) with felt tip water-based marker
 - Keeping thumbnail views with the CD

Step Five...

- **Apply the following principles:**
 - 1. Practice “Technology Watch”**
 - ✓ Monitor development in IT field
 - ✓ Monitor consumer trends
 - ✓ Monitor formats evolution
 - ✓ Surf the Net
 - ✓ Read blogs, wikis, etc.

...Step Five ½...

- **Apply more principles:**
 2. **Take a conservative approach**
 - ✓ Don't be at "forefront", nor behind
 3. **Network**
 - ✓ Attend meetings, presentations, conferences...
 - ✓ Create your own exchange circle

Ownership tips

- **Your camera = your © photo:**
 - Unless written otherwise
 - Unless done under employment
- **Should you plan to publish:**
 - Get release forms signed or proper approval
 - Encapsulate your © ownership in the image metadata folder

Copyright notice

The screenshot shows a Windows XP desktop with a window titled "Photos + subfolders". The window displays a photo of a child wearing a penguin mask. The left sidebar shows various filters, and the bottom pane shows the "File Properties" metadata for the selected image.

File Properties

| | |
|--------------------|-------------------------------|
| Filename | HPIM1612.JPG |
| Document Type | JPEG File |
| Application | Version 1.4200,SN:CN666E61GV5 |
| Date Created | 2010-01-07, 10:12:23 |
| Date File Created | Today, 10:32:14 |
| Date File Modified | Today, 12:49:38 |
| File Size | 1.06 MB |
| Dimensions | 2800 x 2128 |


Copyright Notice

| | |
|--|----|
| No Copyright Notice | 86 |
| © Photo, Louise Renaud, 2010 | 1 |
| © Photo, Canadian Museum of Civilization. □... | |
| © Photograph Canadian Museum of Civilizatio... | |
| Copyright 1,1999 | 1 |
| Copyright 2006 | 1 |

Obsolescence

Keep in mind that you will see
change coming....

...long before
it hits you!



Grand Trunk Railway steam train [1904]
Archives of Ontario, C 7-3, 647



Thank you.

Louise Renaud

Manager, Photos and Copyright

Library, Archives and Documentation Services

Canadian Museum of Civilization

