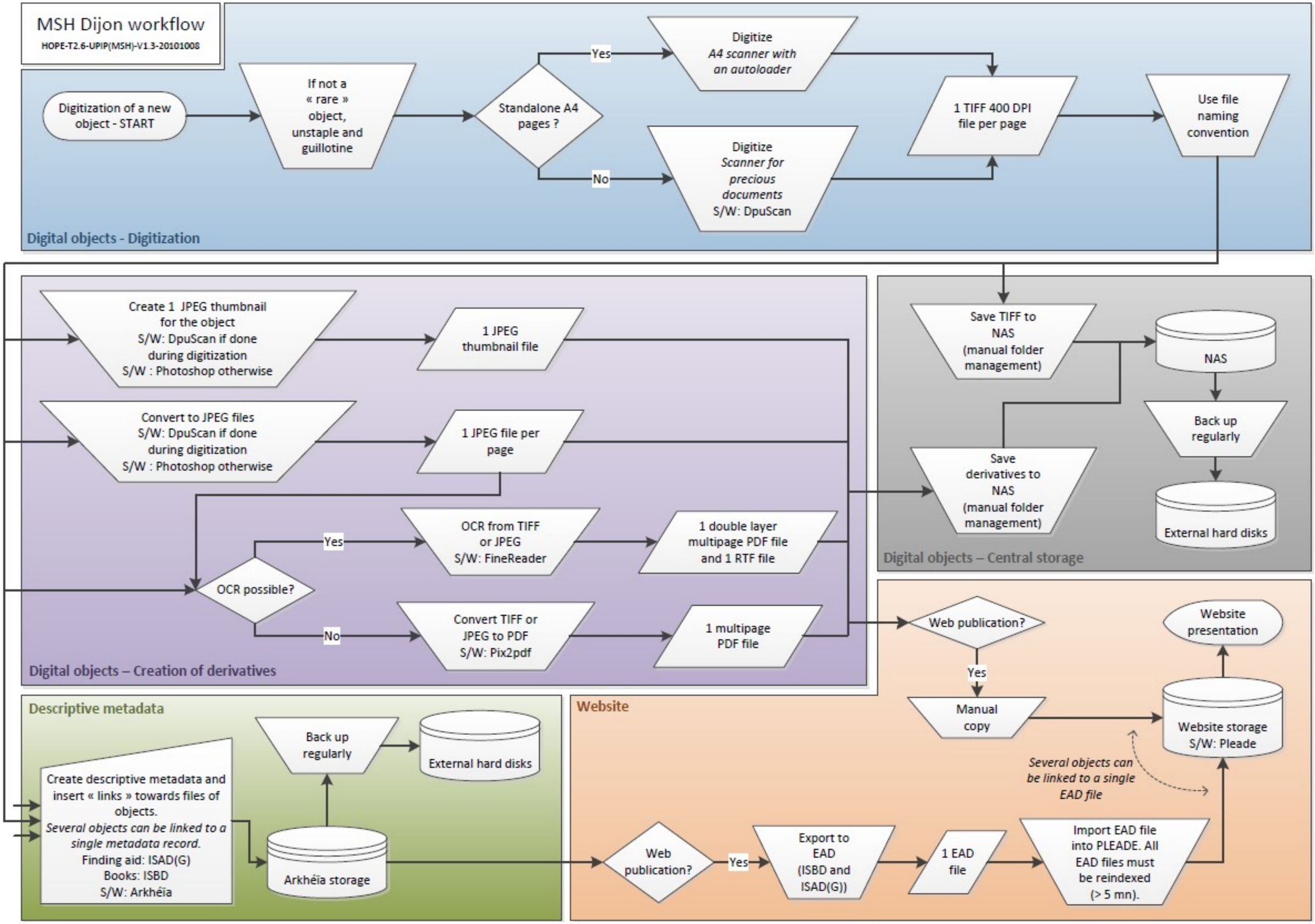
MSH Dijon workflow
HOPE-T2.6-UPIP(MSH)-V1.3-20101008
Digitization of a new object - START
If not a « rare » object, unstaple and guillotine
Standalone A4 pages ?
Yes
No
Digitize A4 scanner with an autoloader
Digitize Scanner for precious documents S/W: DpuScan
1 TIFF 400 DPI file per page
Use file naming convention
Digital objects - Digitization
Create 1 JPEG thumbnail for the object S/W: DpuScan if done during digitization S/W : Photoshop otherwise
1 JPEG thumbnail file
Convert to JPEG files S/W: DpuScan if done during digitization S/W : Photoshop otherwise
1 JPEG file per page
OCR possible?
Yes
No
OCR from TIFF or JPEG S/W: FineReader
1 double layer multipage PDF file and 1 RTF file
Convert TIFF or JPEG to PDF S/W: Pix2pdf
1 multipage PDF file
Digital objects – Creation of derivatives
Save TIFF to NAS (manual folder management)
NAS
Back up regularly
External hard disks
Save derivatives to NAS (manual folder management)
Digital objects – Central storage
Descriptive metadata
Create descriptive metadata and insert « links » towards files of objects.
Several objects can be linked to a single metadata record.
Finding aid: ISAD(G)
Books: ISBD
S/W: Arkhéïa
Back up regularly
External hard disks
Arkhéïa storage
Website
Web publication?
Yes
Export to EAD (ISBD and ISAD(G))
1 EAD file
Import EAD file into PLEADE. All EAD files must be reindexed (> 5 mn).
Web publication?
Yes
Manual copy
Website storage S/W: Pleade
Website presentation
Several objects can be linked to a single EAD file