

The Society of Indiana Archivists invites you to join us for our Fall Workshop, **Digitizing Photographic Collections**.

Due to the large interest of this workshop, we have reached the limit on attendance. Registration is closed. We apologize that on site registrations will not be available this year.

When: Friday October 5, 2012: 9:00 AM-4:00 PM

Where: Indiana State Library, Indianapolis, Indiana

Cost: \$30 for members, \$40 for non-members

Learn the basics of digitizing photograph collections at this one-day workshop. Participants will learn about the best practices for creating and maintaining digital collections.

- How to decide if a scanning project is right for your collection
- Workflow and staffing needs
- Technical standards, equipment and preservation
- Metadata and providing access to images
- Collaborating with others
- Funding sources
- Contributing to "Indiana Memory" at the Indiana State Library

The information will benefit anyone managing photographic collections at archives, libraries, museums, or historical societies and is open to participants from all sectors.

Presenters Joan Hostetler and John Harris own [Heritage Photo & Research Services](#). They regularly consult about photograph preservation and digital imaging with historical societies, museums, libraries, and archives throughout Indiana. Hostetler studied preservation and archives management at the George Eastman House International Museum of Photography and Film and has owned Heritage Photo since 1998. Harris is a graduate of the Cooperstown Graduate Program of the State University of New York and was Director of Local History Services at the Indiana Historical Society.

Participants of the workshop can earn both LEUs and ACAs for attending.

2012 Fall Workshop Agenda: Digitizing Photographic Collections

October 5, 2012

8:30-9:00 AM: Registration and Coffee

9:00 AM: SIA President Anne Thomason and participants will briefly introduce themselves.

9:15 AM:

"Scanning Basics" Joan Hostetler Presentation

"How to Scan" John Harris Presentation

11:00 AM: Discussion

11:30 AM: Lunch

1:00 PM: Tour

1:45 PM: "Metadata Basics: Cataloging Your Photographs" Joan Hostetler Presentation

2:30 PM: Break

2:45 PM: "Digital Preservation" Joan Hostetler Presentation

3:30 PM: Discussion

4:00 PM: Adjourn

Bibliography and PowerPoint Presentation by [Heritage Photo & Research Services](#).

Parking and Directions

Many downtown garages within walking distance of the State Library offer commercial parking. Metered parking is available on most downtown streets, including Ohio St. and Senate Ave. An [interactive map](#) showing parking in downtown Indianapolis is available from Indianapolis Downtown, Inc.

Indiana State Library
315 West Ohio Street
Indianapolis, IN 46202-3210 [Get Directions](#)