

Typical Workflow for Digitizing Newspapers

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Following is a typical workflow with suggested rates and times for digitizing newspapers on a flatbed scanner, with digitizing primarily being done by supervised and trained volunteers, and the digital collection hosted on the organization's own hosting platform.

Activity	Personnel	Rate	Time (in hours)	Dates
Volunteer Training	Curator/Project Manager	3 days	21	
Scanning Newspapers & File Naming	Volunteers	5-10 minutes per newspaper issue (do a test scan to figure out)		
Supervision & Quality Control Checks (Concurrent with scanning)	Curator/Project Manager	2 hours per 7-hour day of scanning		
Storing Digital Objects and Physical Newspapers	Curator/Project Manager Volunteers	10% of total scanning hours		
Training and Supervising Volunteers on Image Formatting & Cleaning	Curator/Project Manager		20	
Image Formatting & Clean up	Volunteers	25% of total scanning hours		
Training & Supervising Volunteer in Creating Metadata	Curator/Project Manager		14	
Creating Metadata	Volunteer	1 minute per issue		
Ingest Digital Collection to Platform, Quality Control/ Assurance	Depends on platform	Depends on platform		
Linking collection to website, publicizing	Curator/Project Manager		8	

Suggested Equipment & Digitization Standards

Recommended Standards

- [Library of Congress Recommended Formats Statement](#)
- [Federal Agencies Digital Guidelines Initiative \(FADGI\): Technical Guidelines for Digitizing Cultural Heritage Materials](#)
 - See pages 21-23 for Master and Access file format guidelines
 - See pages 23-26 for Physical Environment (i.e. lighting) guidelines
 - See pages 27-74 for examples of specific material guidelines
 - **See pages 47-50 for newspaper guidelines**
 - See pages 76-110 for guidelines on equipment, workflow, quality control, and storage recommendations

Equipment by Type

How Equipment Meets Recommended Standards

Imaging (Cameras & Scanners)

Canon EOS 6D

Can capture in RAW format (best format for calibrating lighting in post-production)

Canon EOS 5 Mark II

Can capture in RAW format

Fuji GFX 50 MP DSLR

Can capture in RAW format

Tripod

Helps stabilize camera

Fujitsu PA03641-B305 Document Scanner

Overhead scanner; preferred by FADGI over flatbed scanner but maximum resolution is lower than what is recommended by the ALC&TS (300 or 400 ppi)

Zeutschel OS 10000TT

Overhead scanner; preferred by FADGI over flatbed scanner; can scan at 36-bit (above 24-bit, which is recommended), and can scan at 300 ppi or 600 ppi

Epson DS-50000

Large format document scanner; preferred by FADGI over flatbed scanner; can scan at 600 ppi (exceeds recommendations)

Contex HD5450 Wide Format CCD Scanner	Wide format document scanner; preferred by FADGI over flatbed scanner; can scan at 48-bit depth resolution (far exceeds recommendations). Note: Cost is very high (\$22,900)
Processing Software	
Adobe Lightroom (Lightroom app free on Apple & Android)	Can process Camera RAW format and can export 8-bit, 16-bit, and 32-bit TIFF images (master files) as well as JPEGs (access files). Note: Lightroom Classic can only export 8- or 16-bit TIFFs.
Adobe Photoshop (Lightroom + Photoshop bundle = 9.99/month)	Can process Camera RAW format and can export 8-bit, 16-bit, 24-bit, and 32-bit TIFF images as well as JPEGs (access files). Note: do not select JPEG compression for TIFFs as this is considered "lossy" and will reduce the image quality.
Dark Table (free)	Can work with Camera RAW format and can export 8- and 16-bit TIFFs (master files) and JPEGs (access files).
Irfanview (free)	Can read and save Camera RAW format and can export 32-bit TIFF images (master files) and JPEGs (access files). Note: downloading Irfanview 64-bit allows you to work with VERY large images (64-bit depth), not necessary for image processing (32-bit meets standards).
GIMP (free)	Can read Camera RAW format and can export 16-bit TIFF images (master files) and JPEGs (access files).
Temporary Storage	
Amazon S3	
Google Drive	
Microsoft OneDrive	