SAVING STUFF
Preservation for the Family Historian
Why Digital Preservation is Important to Everyone

Storing is not Archiving
Digital Stewardship is an Ongoing Task

Create, collect & capture

Organise

Use & disseminate

Protect & preserve

Archive OR Dispose

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STEP 0: CONVERT
ARCHIVING DIGITAL IMAGES

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STEP 1: IDENTIFY
STEP 2: DECIDE
STEP 3: SAVE/EXPORT

What are your goals in preserving your photos?

Do you want a good-looking image as quickly and easily as possible?

Or do you want to ensure that every step of the process was completed with the utmost care toward preserving every bit of image quality?

There is no right answer. But your honest answer will dictate how you should proceed.
STEP 3: SAVE/EXPORT

- Uncompressed
- or
- Compressed
  - or
  - Lossless
  - or
  - Lossy
STEP 3: SAVE/EXPORT

Image credit: American Library Association’s Association for Library Collections and Technical Services

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## STEP 3: SAVE/EXPORT

<table>
<thead>
<tr>
<th></th>
<th>JPG</th>
<th>PNG</th>
<th>JPEG2000</th>
<th>TIFF</th>
<th>RAW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>The most common image format.</td>
<td>Created to improve GIF format without patent and color limitation.</td>
<td>Enhancement of JPEG to support transparency and lossless data.</td>
<td>Lossless and uncompressed data.</td>
<td>Contains the data acquired by sensors almost unprocessed.</td>
</tr>
<tr>
<td><strong>Pros</strong></td>
<td>Small file size; widely supported</td>
<td>Lossless; widely supported; transparency support</td>
<td>Small file size; lossless; transparency support</td>
<td>Lossless</td>
<td>Lossless</td>
</tr>
<tr>
<td><strong>Cons</strong></td>
<td>Lossy compression</td>
<td>Designed for web</td>
<td>Processor intensive’ not widely supported</td>
<td>Large file size</td>
<td>Large file size</td>
</tr>
<tr>
<td><strong>Lossless?</strong></td>
<td>Lossy</td>
<td>Lossless</td>
<td>Lossless &amp; Lossy</td>
<td>Lossless</td>
<td>Lossless</td>
</tr>
<tr>
<td><strong>Commonly Used For</strong></td>
<td>Photography</td>
<td>Icons</td>
<td>JPEG replacement; HD imaging</td>
<td>HD imaging</td>
<td>HDR photography; archiving</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Joint Photographic Experts Group</td>
<td>Portable Network Graphics</td>
<td>Joint Photographic Experts Group</td>
<td>Tagged Image File Format</td>
<td>Raw Image File / Digital Negative Format (open, standardized)</td>
</tr>
</tbody>
</table>
STEP 3: SAVE/EXPORT

<table>
<thead>
<tr>
<th>Format/Use</th>
<th>Capture</th>
<th>Working</th>
<th>Delivery</th>
<th>Archiving</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPEG</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Maybe</td>
</tr>
<tr>
<td>TIFF</td>
<td>Maybe</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PSD</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Proprietary Raw</td>
<td>Yes</td>
<td>Yes</td>
<td>Not best practice</td>
<td>Not best practice</td>
</tr>
<tr>
<td>DNG (Non-Proprietary)</td>
<td>Yes</td>
<td>Yes</td>
<td>Maybe</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Much of this data comes from the fantastic website, dpbestflow.org, from the American Society of Media Photographers.
STEP 4: ORGANIZE

• Create a directory/folder structure on your computer
• Give files descriptive file names
• Optional: Tag files with information about the images (metadata)
• Write a brief descriptive summary of the structure and images
A Formula for File Naming

[yyyyymmdd]
+
[descriptive text]
+
[-version #]
=

A sortable, descriptive file naming convention

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A Formula for File Naming

20150818
    +
AmeliaIsland
    +
-2
    =
20150818AmeliaIsland-2
STEP 5: COPY & MANAGE
Let’s Review!

1. IDENTIFY
2. DECIDE
3. SAVE/EXPORT
4. ORGANIZE
5. COPY & MANAGE
Library of Congress: Digital Preservation

http://digitalpreservation.gov/personalarchiving
GET IN TOUCH!

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