

Hardware and Software Recommendations

Computer

The hub of any scanning station is the computer. Because archival-quality digital files are very large in size and can be quite taxing on computers, ensure that your computer has adequate RAM and disk space. Remember that image-processing speed will have a direct effect on your workflow and your ability to produce scans in a timely fashion. Critical to the success of any digitization project is a computer with a balance of reliable components, speed and storage that will increase productivity and overall effectiveness.

Scanner

Flatbed scanners are recommended for most digitization projects. Most flatbed scanners can be used for materials in sizes up to approximately 11"x17" (depending on the size of the bed).

A **slide scanner** may be a desired addition if your collection includes large numbers of slides or 35mm/small format negatives.

Flatbed scanner: minimum resolution 1200 dpi with 32 bit depth

Optional Slide scanner: minimum resolution 2400 dpi with 32 bit depth

Digital Camera

Point and Shoot — Consumer-oriented “point and shoot” cameras are generally not suitable for digitization projects. The file size is generally insufficient; the lens quality is limited, and there is no studio flash synchronization.

35 mm Digital Single Lens Reflex — for many digitization projects, a 35mm digital single lens reflex (DSLR) type camera may be the best capture device. The digital DSLR is ideal for making high-quality images and is a simple, cost effective solution. The advantages of this type of camera include: high image quality; appropriate image resolution; ease of use; flexibility in shooting situations; option for tethered shooting; flash synchronization for quick capture; and modest price range.

Digital Audio Recorder

If you are conducting an oral history project and anticipate mounting either **portions of** or entire interviews on the MMP site, the MMP **requires** using a digital recorder. Your digital recorder should have sufficient memory, an external microphone, and the ability to record the interviews as WAV files.

A digital recorder should be able to meet the Digital Audio specifications outlined in the *Guidelines for Media Content*.

Digital Video Recorder

Software

Editing Tools for digital recorders:

WavePad (Mac) - <http://www.nch.com.au/wavepad/index.html>

Audacity (Windows) - <http://audacity.sourceforge.net/>

Storage

Secure long-term digital storage is a crucial component of digital preservation as digital images take up a large amount of space on any computer or network. Always ensure that MMP digital files are backed up to at least two sources. Storage for your MMP collection's master files could include the following: CD-RW drives, DVD-ROM drives, network servers, and hard drives. Also, the OCLC digital archives are offered free of charge as a means to store contributing institutions' digital collections.