

Archives of Michigan

702 W. Kalamazoo St. / Lansing, MI 48915

Michigan.gov/mhc/archives / michiganology.org

517.335.2576 / archives@michigan.gov

Archives of Michigan digitization equipment:

TTI (Tarsia Technical Industries) vacuum table with tethered camera capture system (a.k.a. the “Death Star”):

- ~ \$38k / Nikon D850 DSLR camera / CaptureOne software
- max. document size: 35” x 23”
- ideal for fragile documents or unusual shapes

Contex HD oversize scanners (x2):

- ~ \$9-10k each / NextImage software
- max. document size: 52” wide x nearly any length
- ideal for large drawings or maps

InoTec Scamax 4x3 M06 document scanners (x2) (a.k.a. “Hans & Franz”)

- ~ \$42K each / Scamax Scan+ software
- Feed scanner for large quantities of documents, index cards, etc.
- Belt feed rather than rollers, to handle mixed materials and paper types
- Our newest equipment, has proven to be a little fussy

Mekel Mach 10 microfilm scanner

- ~ \$70k / QuantumScan & QuantumProcess software
- Scans a typical roll of microfilm in about 6 minutes
- Great for preservation work, software is flexible but processing can be time consuming for films in less than ideal condition

Although the equipment above is likely out of a society’s price range, there are several key points to consider before starting a digitization project and/or making any purchase:

- Project analysis – What is it you want to scan? Why?
- What does the end product look like?
- Be thoughtful on workflow, what specific tasks need to be completed.
- Back-end work is just as important (if not more so) as the actual scanning.
- It always takes more time than you think!

How these questions are answered will impact the project itself and may influence purchase decisions.

Shelby Nelson
Museum & Communications Assistant
Greater West Bloomfield Historical Society
<https://www.gwbhs.org/>
Free Admission, Donations Appreciated
Open: 1st/2nd/4th/5th Sundays & 3rd Fridays 1-4 pm Other times by
appointment. **Call 248.757.2451**

Database Options:

- **Tropy (FREE)** - AASLH has a free recorded webinar and resources on how to use it (I am not familiar with it, but was designed for archives).
 - Link to product: <https://tropy.org/>
 - Link to AASLH webinar: <https://learn.aaslh.org/products/recorded-webinar-intro-to-tropy-managing-archival-research-photos-and-building-digital-collections>

- **PastPerfect Museum Software** - Most museums and historical societies use a version of this software. There are various pricing options and packages available - all small organizations I have worked with have only ever made the initial purchase unless they put their collection online)
 - Link to PastPerfect: <https://museumsoftware.com/>

- **MINISIS Inc.** (price unknown, but I assume it costs more than PastPerfect) - Typically used by larger historical societies (the Historical Society of Iowa recently switched to this database for State Archives that are searchable online, I personally do not know much about it).
 - Link to MINISIS Management for Archives: <https://minisisinc.com/pages/products-m2a.html>

Equipment Options:

- Use your **cell phone** (it's basically free)! At the very least, you can take a high quality picture with a smartphone. Using Your phone may also work better for larger items (like a map) than multiple scans on a scanner.
 - **Apps** to consider (all have a free basic package, but you can pay for more features): Adobe Scan; Microsoft Lens; SwiftScan

- Epson Scanners are what I have always seen used for photographs, but really any **flatbed scanner** works for text (it is important to use a flatbed so that documents do not get bent or stuck in the machine).
 - Epson Perfection V600 Photo Scanner (approx. \$350): flatbed is large enough for standard documents and can scan in a high resolution for photographs
 - Plustek OpticBook 3800L Book Scanner (approx. \$300): flatbed fits letter size paper and should scan text very well.

- Local businesses organizations may be willing to sell or donate their old printer/scanners to you!

Free Online Resources:

- AASLH
 - Technical Leaflet: Choosing a Collections Management System
https://learn.aaslh.org/products/technical-leaflet-286-choosing-a-collections-management-system#tab-product_tab_overview
- Connecting to Collections Care
 - Archive Processing - Principles and Practical Strategies
<https://connectingtocollections.org/archival-processing/>
 - Imaging in Context: Introduction to Still Image Digitization for Smaller Institutions
<https://connectingtocollections.org/imaging-in-context/>
 - Imaging in Context: Introduction to Still Image Digitization for Smaller Institutions
<https://connectingtocollections.org/digitization/>

Funding Opportunities:

- Federal
 - [Council on Library and Information Resources \(CLIR\)](#)
 - [Conservation Center for Art & Historic Artifacts \(CCAHA\)](#)
 - [Institute of Museum and Library Services \(IMLS\)](#)
 - [National Endowment for the Humanities \(NEH\)](#)
 - [National Historical Publications & Records Commission \(NHPRC\)](#)
 - [National Trust for Historic Preservation](#)
- State
 - [Michigan Humanities Council](#)
 - [Michigan State Historical Records Advisory Board](#)