

OFFICIAL



# **Digital Photography Toolkit**

**2023**

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## 1. Introduction

This Digital Photography Toolkit (“Toolkit”) is designed for individuals who are considering offering digital photographs to the State Library of South Australia (“Library”).

The Toolkit provides information about the Library’s collecting intent, the process of offering photographs for assessment, and advice on the technical standards.

## 2. Definition and scope of the Library’s pictorial collections.

The Library's pictorial collection provides historical and contemporary visual information documenting all aspects of life in South Australia. It is a documentary collection rather than a collection of photographic art and other art works, although some images have significant artistic merit and may be the work of professional photographers or artists.

The Library selectively collects images that document the events, people, places and changing environment of South Australia.

Individual photographs, images, or groups that do not have wide historical and research value are not usually collected. Smaller collections may be considered if they are of high significance, they meet the overarching selection criteria identified above, and they depict some aspect of South Australian life not well-represented in the collection.

## 3. How can I offer digital photographs to the Library?

The Library welcomes offers of photographs by various methods, including donation, purchase and through the Cultural Gifts Program.

Acquisitions and donations of photographs will be pursued subject to the Library’s capacity and will be assessed according to the Library’s [Collections Policy](#), against overarching selection criteria of content, use and viability.

To offer material to the Library, you should complete an *Offer of Archival Material* form (see Section 2: Form 1). This form is important as it formally triggers the offers and acquisitions process.

The completed *Offer* form should be emailed [SLSA:ArchivalCollections@sa.gov.au](mailto:SLSA:ArchivalCollections@sa.gov.au)

### 3.1 Technical standards

#### *Image resolution*

The Library accepts archival-quality digital photographs at a minimum resolution of 10 Megapixels in a lossless format.

When capturing live events, portraits, architecture, etc., use the highest quality, largest image settings available on the camera. Using these settings will give images with pixel dimensions of at least 5000 pixels on the long side. Using RAW as the capture format is preferred.

#### *Colour space*

Use Adobe RGB (1998) colour space.

### *File type*

Save images as uncompressed TIFF files (not RAW format) in high bit-depth (48 bits per pixel, i.e. 16 bits per R, G & B channel).

### *Geolocation data*

Location and GPS coordinates should be enabled on cameras, if possible, to provide the Library with location information in the Exif data. This allows Archival Collections staff to be able to include accurate location metadata in the catalogue record.

## **3.3 File transfer**

After a completed *Offer* form is received, Library staff may ask you to transfer your images to the Library for further assessment. The preferred method for file transfer is by link to a secure OneDrive folder.

The use of any other method of file transfer will need to be approved in advance with Library staff, to ensure suitability and conformity with [South Australian Cybersecurity Framework](#).

## **3.5 How will my offer be assessed?**

All photographs are assessed against selection criteria of content, use and viability defined by the Library's *Archival Collections Policy*. Considerations include:

1. whether the content is likely to be significant, will add to an understanding of South Australian history, meets priority collecting areas, does not overlap significantly with other material, and will be of use to future researchers.
2. whether the copyright status and access conditions will not unreasonably limit their access and use.
3. whether the technical standards will meet our archival standards.
4. whether the donor is willing to complete a Deed of Gift which documents copyright conditions, and how the Library may use the photograph.

## **3.6 Letting you know the outcome**

After a completed *Offer* form is received, Library staff will acknowledge receipt of your offer.

After initial appraisal, Library staff will let you know if we wish to progress with the assessment of the material and discuss the next steps.

## **3.7 Mobile phones**

The Library does not normally accept photographs unless they meet the required content and technical standards. However, there may be occasions when we consider significance of the content over format, for example in the case of floods, fires or other unplanned events which require a rapid response. Photographs (and videos) taken with mobile phones may be the only way of documenting these events.

Most smartphone cameras default to taking pictures in JPEG format. It is the most common image format, primarily because it compresses the photos. You can take more pictures because the size of each photo is reduced, but the compromise is that each photo displays less information, resulting in lower quality overall.

Most phones do not shoot RAW by default; you will need to use a third-party camera app to activate RAW capability.

## 4. Checklist:

### 4.1 Making an offer

- Complete an *Offer of Archival Material* form (see Section 2: Form 1) email it to SLSA:ArchivalCollections@sa.gov.au. A member of Library staff will get in touch with you to discuss your offer.
- Indicate in your email to SLSA:ArchivalCollections@sa.gov.au your preferred method of file transfer ([preferably via the SLSA One Drive](#), or other method to be approved).
- If requested, complete a Preliminary Indication of Rights form (Section 2: Form 4), to indicate whether you will transfer copyright to the State Library or will grant a License so that the Library can make the photographs available online..

### 4.2 If your offer is considered for formal appraisal

- Complete the Spreadsheet for Photographers (Section 2: Form 2).
- Complete the Photo/Video release form if your photos contain identifiable people (Section 2: Form 3).
- Transfer your photos to the Library for appraisal. A member of Library staff will get in touch with you to discuss the outcome of your offer.

## 5. Resources and further reading

State Library of New South Wales, *What is digital preservation?*, accessed 7 August, 2023, <https://www.sl.nsw.gov.au/public-library-services/digital-practice-guidelines-public-libraries/digital-preservation>

Shilling, Sophie, *Collecting and preserving digital materials: a how-to guide for historical societies*, accessed 7 August 2023, <https://www.history.org.au/wp-content/uploads/2018/12/Collecting-and-Preserving-Digital-Materials.pdf>

Library of Congress, *Personal archiving: preserving your digital memories*, accessed 7 August 2023, [https://www.digitalpreservation.gov/personalarchiving/documents/PA\\_photo.pdf](https://www.digitalpreservation.gov/personalarchiving/documents/PA_photo.pdf)

Library of Congress, *Transferring photos you're your camera to your computer*, accessed 7 August 2023, [https://www.digitalpreservation.gov/personalarchiving/documents/photo\\_transfer.pdf](https://www.digitalpreservation.gov/personalarchiving/documents/photo_transfer.pdf)

Library of Congress, *Scanning your personal collections*, accessed 7 August 2023, [https://www.digitalpreservation.gov/personalarchiving/documents/scanning\\_collections.pdf](https://www.digitalpreservation.gov/personalarchiving/documents/scanning_collections.pdf)

## Section 2: Forms

The following forms are associated with offering digital photographs to the Library:

1. *Offer of Archival Materials* form
2. *Spreadsheet of photographs*, for listing the photographs, photographer, location, and other details (page 10) – required only if your offer is considered for formal appraisal.
3. *Photo/Video Release Form*, if the photographs include people who can be identified (page 11)
4. *Photographer preliminary indication of rights*

## 1. Offer of Archival Materials

This form collects information about archival materials being offered to the Library. Archival materials include letters, photographs, pictures, minute books, notebooks, diaries and other original or unpublished materials. The [Collections Policy](#) and Archival Collections Policy detail priorities and exclusions.

Please provide as much information as possible about the materials being offered as this will assist the Library in assessing the material. Please attach photographs of the collection if possible.

### Contact Information

Name:
Address:
Phone:
Email:
Date:

### Provenance of the Material

What is your relationship to the material? <input type="checkbox"/> Creator <input type="checkbox"/> Owner <input type="checkbox"/> Executor of Estate/Agents of Owners <input type="checkbox"/> Employee <input type="checkbox"/> Relative <input type="checkbox"/> Vendor <input type="checkbox"/> Other Further details (as required):
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### The Materials on Offer

Creator name (the individual/organisation who created the materials):
Creator information:
Description (why was the material created, what people, events, places, subjects are documented?):
Why are the materials significant?:



Dates:
Format (select applicable): <input type="checkbox"/> Manuscript <input type="checkbox"/> Pictures <input type="checkbox"/> Photographs <input type="checkbox"/> Drawings <input type="checkbox"/> Printed <input type="checkbox"/> Audio <input type="checkbox"/> Oral History <input type="checkbox"/> Photocopies <input type="checkbox"/> Other Further details:
Digital: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please specify format: <input type="checkbox"/> Text <input type="checkbox"/> Image <input type="checkbox"/> Moving Image <input type="checkbox"/> Audio <input type="checkbox"/> Website <input type="checkbox"/> Other Further details:
Quantity (e.g. 12 photographs, 10 boxes): Further details:
Condition: <input type="checkbox"/> Good <input type="checkbox"/> OK <input type="checkbox"/> Poor Further details:
Location: <input type="checkbox"/> Own premises <input type="checkbox"/> Storage facility <input type="checkbox"/> Other (provide details) Further details:
Is there an item listing for the material? <input type="checkbox"/> Yes (please attach) <input type="checkbox"/> No
Any further information (for example, references to relevant research etc.):   

### Form of Offer

<input type="checkbox"/> Donation <input type="checkbox"/> Purchase <input type="checkbox"/> Cultural Gifts donation
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### Conditions of Offer

If you are considering any conditions upon the offer of the material please state:   
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Submit form to: [SLSA.ArchivalCollections@sa.gov.au](mailto:SLSA.ArchivalCollections@sa.gov.au)

## 2. Spreadsheet of photographs

Index number	Creator / photographer	Location of photograph (address)	Title of photograph (i.e. Name of event or activity, and place)	Created date (date photograph was taken). E.g. 2020 January 1	File name	File size	File type	Further information about the photograph, including names of people, locations, buildings, events. Can include a statement about a series of photographs explaining the context of the image, and why it was taken.	Keywords / subjects	Final version of photograph. How has it been edited or processed from RAW image?	Privacy - subjects of photos - are there permissions? Can they be named on catalogue?

An electronic version of this spreadsheet in Excel will be emailed to you if your offer is considered for formal appraisal.



### 3. Photo/Video Release Form

The State Library of South Australia collects photographs of people and events for its Archival Collection which are then made available to the public on its website. Please sign this release form to grant the Library permission to use your and/or your child's photo.

I hereby grant permission to the State Library of South Australia to use my photograph on its website or for other purposes including media publicity and publication.

I waive any interest I may have in the copyright to my image now or at any future time and acknowledge that I am not entitled, nor shall in the future be entitled, to receive any payment or consideration in respect of it. I understand that once my image is posted on the State Library of South Australia's website, the image can be downloaded. Therefore, I agree to indemnify and hold harmless from any claims the Libraries Board of South Australia.

Name:

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Address:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature:

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Date: \_\_\_\_\_

For persons under the age of 18, the permission of a parent or guardian is required on this Photo/Video Release Form. I hereby grant permission to the State Library of South Australia to use the photograph of my child as outlined above.

Name of Child Under 18:

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Signature of Parent or Guardian:

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Date:

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## 4. Preliminary indication of rights and access



Prior to the Library's agreement to acquire this collection, it is important for the Library to have an indication of what you are willing to permit regarding copyright, access and usage of your material.

### Use and Reproduction:

For material that is in copyright, copyright owners can grant licences that specify how the material can be used. Whilst the Library recognises that not all vendors/donors will wish to assign copyright to the Library, it is important that the Library is able to use the material so that it can preserve the material for all time, make it accessible onsite and online to as many clients as possible. Therefore the Library's preference is that licences be granted to, at least, cases 1 - 4 below.

1. The Library may supply copies/reproductions, or allow clients to make copies/reproductions, for the purpose of research and/or study.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. The Library may make preservation or working copies/reproductions of the material to help preserve the original.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. The Library may make copies/reproductions (printed or digital) for curatorial and catalogue purposes related to any exhibition of the materials and allow other libraries, museums and similar organisations to do so on a non-commercial basis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. The Library may reproduce the material in the Library's publications and for Library publicity purposes on a non-commercial basis. This may include books, brochures, posters, postcards and the Library's website and associated social media accounts.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. The Library may make copies/reproductions of the material for third parties (such as other libraries, museums and similar organisations), and authorise such third parties to reproduce and publish the material on a non-commercial basis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Name:**

**Signature:**

**Date:**