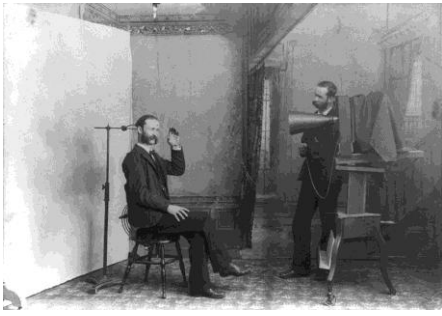


Fundamentals of the Conservation of Photographs



SESSION: Documentation of Photographic Collections

INSTRUCTOR: Klaus Pollmeier, Jürgen Seidel

SESSION OUTLINE

ABSTRACT

All six **DOCUMENTATION OF PHOTOGRAPHIC COLLECTIONS** sessions will give an overview of the basic concepts of the documentation of photographs – as single objects and as collections – in analogue and digital form. These sessions will cover introductions to relevant metadata, suitable database requirements and reproduction techniques with simple and advanced technology.

LEARNING OBJECTIVES

As a result of these sessions, participants should be able to:

- evaluate their current and future documentation practice,
- select suitable databases for documentation
- understand the possibilities and requirements for high-quality analogue and digital reproduction imaging

CONTENT OUTLINE

➤ DAY 1

Morning session:

- Objectives of documentation
- Basic concepts of documentation
- Documentation as a system
- From Analogue to Digital

Afternoon session – Reproductions:

- Objectives
- Technical Requirements
- Workspace Design

➤ DAY 2

Morning Session:

- Applied documentation
- Software (commercial and custom)
- Formats/standards
- Terminology



SESSION OUTLINE CONT'D.

Afternoon session – Reproductions:

- Quality control
- Color management
- Specialized techniques

➤ **DAY 3**

Morning Session:

- Documentation Infrastructure
- Long term preservation of digital information
- Data management & security
- Cost

Afternoon session – Reproductions:

- Practical session

The Distance Mentoring Phase will be used to practice and evaluate different approaches to documentation and reproduction imaging.

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