



**CANTERBURY DISASTER  
SALVAGE TEAM**



## HOW SAFE IS YOUR HARD COPY?

**Number 41**

**February 2010**

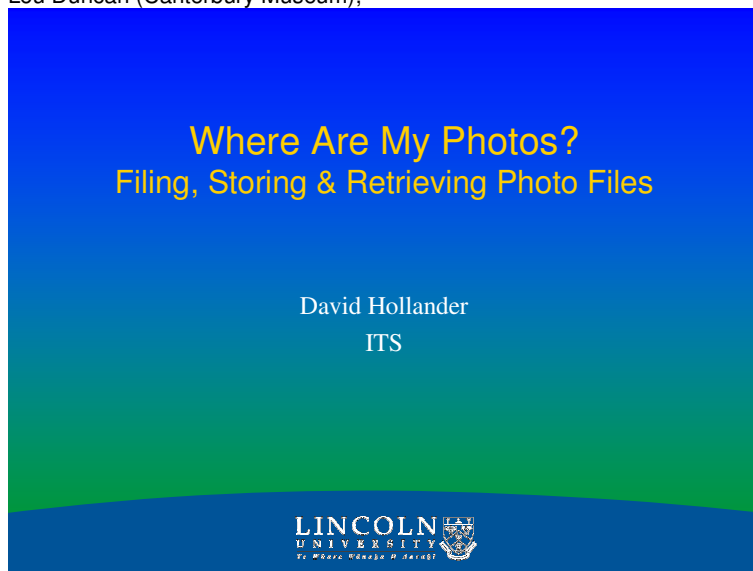
**Guest Editor: Lynn Campbell**

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1. **Where are my photos?** - PowerPoint notes from a talk by David Hollander, Lincoln University
2. **CDST News – Next workshop**

### Committee Members

Lynn Campbell (Christchurch City Art Gallery);  
Rosemary O'Neill (Christchurch City Libraries);  
Graham Penwell (Lincoln University Library);  
Jo Drysdall (Christchurch City Libraries);  
Terri Elder (MacMillan Brown Library);  
Penny Minchin-Garvin (Logie Collection,);  
Jo Smith (Methodist Archives);  
Lou Duncan (Canterbury Museum);



Typical folder of digital images – Does this look familiar?  
 What happens when you want to find a specific one in a list of hundreds?

Name	Size	Type	Created	Modified	Accessed	Photo Taken
JSC09461.JPG	2,136 KB	JPEG Image	7/9/2008 8:38 a.m.	D	NIJON 0200	1944 x 2996 4/5/2008 10:57:19 a.m.
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JSC09511.JPG	2,363 KB	JPEG Image	7/9/2008 8:37 a.m.	D	NIJON 0200	1944 x 2996 4/5/2008 11:20:08 a.m.
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### What are the Problems?

- Large open-ended collections
- How to find particular images, now & in the future?
- How to preserve photo information that is not evident from the photo itself?
- Long-term security and access:
  - backing-up
  - disaster recovery, etc.

### Solutions

- Metadata
- Software:
  - Viewers & Browsers
  - Databases
- Other Techniques:
  - Data security & back-up

## Metadata

- Data about data

*“Structured data that describe characteristics of information-bearing entities to aid in the identification, discovery, assessment & management of the described entities.”*

## Good Metadata adds Value

- Makes an image easy to find in image databases
- Describes the context of an image — its location, time, etc.
- Links an image to its creator, rights holder and, where applicable, licensor
- Describes the allowed usages of an image

## Types of Metadata

- **Descriptive:** resource ID & description, retrieval
- **Structural:** how works relate to other works
- **Administrative:** format, copyright & licensing, etc.
- **Technical:** media-specific information
- **Preservation:** long-term access, provenance, life-cycle information

## What Metadata to Include?

- Creator's details
- Photo date & location
- Keywords
- Captions
- Rights statement

## About Keywords

- Key to successful searching
- Enter
  - Nouns as plurals
  - Verbs as gerunds
- May use a thesaurus or controlled vocabulary

## Tools

- File Browsers & Viewers
- Useful for viewing images and reading metadata
  - Windows Explorer (& MS Photo Info), IPTC Extension (JPG files only)  
<http://photothumb.com/IPTCExt/>
  - IrfanView
  - XnView, etc.
  - Adobe Bridge (part of Photoshop CS)

## Databases

- Good for large collections
- Advanced search features
- Examples:
  - Adobe Lightroom,
  - Canto Cumulus,
  - Extensis Portfolio,
  - iView Media Pro (now MS Expression),
  - Photo Station,
  - ThumbsPlus,
  - *On-line systems: Flickr, Google Picasa, etc.*

## Data Security

- Risks
  - Hard disk failure
  - Over-writing master file
- 'Read-Only' bit
- Painless back-ups?
- Storage hierarchy
  - Fixed HDD
  - External HDD
  - CD/DVD
  - On-line storage

## Data Security & Back-up

- Risks
  - Hard disk failure
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## The ‘Bucket’ Back-up System

- Create a ‘load’ folder on your HDD
- Nominate a maximum folder size based on your CD/DVD writer – 650 MB or 4.5 GB (8 GB & 50 GB!)
- Download all your camera images here until folder is ‘full’
- Then write that folder to CD/DVD (#001)
- Create a new ‘load’ folder (#002, etc.)
- System is scalable – can combine disks as new hi-capacity standards come along

## Further Information

- The DAM Book by Peter Krogh
  - 2006, O’Reilly Media Inc.
- Controlled Vocabulary
  - <http://www.controlledvocabulary.com/>
- Dublin Core
  - <http://dublincore.org/>
- IPTC
  - <http://www.iptc.org/>
- Library of Congress (Prints & Photographs Division)
  - <http://www.loc.gov/rr/print/>

## NEXT WORKSHOP



**Hands On 2 Day Fire Recovery Workshop  
organised in conjunction with The NZ Fire Service  
Contact Lynn Campbell on  
[lynn.campbell@ccc.govt.nz](mailto:lynn.campbell@ccc.govt.nz) for details  
July 2010**