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
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.