Quality Management in a Heritage and Documentary Digitisation Project

Image & Data Processing In the Cultural Heritage Sector Study Day

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ADOCHS Objectives

- To propose **methodological and technical working tools** to ensure the **quality of the digital data** produced at each stage of the process.

- SFE’s Digitization Service
Evolution of the guide elaboration

- **2016**: State of play of digitisation practices in FSEs
- **2017**: Analysis of the scientific and technical literature
  - Evaluation of existing image analysis methods and development of a new analysis method
- **2018**: Literature review on existing metadata quality measures and development of new quality improvement methodologies
- **2019**: Development and dissemination of a good practice guide
- **2020-2021**: Further development and expansion of the guide
Content of the guide

- Interviews of heritage actors involved in digitisation
- Methodological sheets
- Theoretical prerequisites
- Workflow of the digitisation process
- Referrals to existing resources for quality management
Guide Objectives

- Raise awareness of the issue of **good governance of digital data**
- Standardise and harmonise practices within FSI
- Provide a **global perspective and understanding of digitalisation** to make it more meaningful for teams.
Quality definition

“all of the characteristics and properties of a product, a process or a service that influence its ability to meet identified or implicit requirements”

ISO 9000:2015, Quality Management Systems — Essential principles and vocabulary
Example of workflow : CegeSoma
Quality as a common thread

- Definition of a Digital Data Strategy
- Definition of a digitisation policy
- Intellectual and strategic definition of the project
- Dissemination, preservation and management of digitised contents
- Digitisation
- Definition of the technical aspects
Cognitive phase of a digitisation project

Strategic and intellectual definition of a project

Why Digitize?

Digital Data Strategy

Digitisation Policy

Specifications of the project
Some of the Image & Metadata Quality Criterias
Management of the Digitisation Studio

- Temperature
- Relative Humidity
- Lighting
# Methodological Sheets based on Digitisation Workflow

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<th>Definition of the technical aspects</th>
<th>Digitisation</th>
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<td>Choosing digitisation equipment</td>
<td>General rules of capture</td>
<td>Retouching Image file</td>
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<td>Establishing and implementing quality approach</td>
<td>Choosing illuminants</td>
<td>Creating and filling the metadata inventory</td>
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<td>Quality of deliverables</td>
<td>Calibrating the digitisation chain</td>
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<td>How and when to involve quality control</td>
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Methodological Sheets

- Theoretical notions
- Tools
- Practice recommendations
- References to bibliographical sources / tutorials
- References to practices of foreign institutions
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In practice

- Guide available in three languages: English, French and Dutch
- Download on the Cegesoma web site
- French and Dutch versions available from 30 September