

Digitise your memories

Photo preservation station

Sunshine Coast Libraries has a photo preservation station for tech savvy seniors to digitise photos, slides and negatives.

What you can digitise

- Printed photographs (up to A4 size)
- Film negatives (35mm, medium format, 4 x 5 inch)
- Photo slides (35mm)
- Documents (up to A4 size)
Valuable personal documents or historical documents can be scanned. Documents that are required only for record keeping can be scanned in all library branches every day free of charge.

What you need to know

It is your responsibility to check copyright of the photos you want to digitise. As a guide:

- Copyright has expired on photographs taken before 1 January 1955.
- If you legally own a copy of a photograph, you are able to make another copy for private use.

Contact the Australian Copyright Council if you need advice on copyright law. Information and fact sheets are available on their website (www.copyright.org.au).

You need to have intermediate computer skills to operate a Windows laptop. If you are not confident using technology, bring someone with you to help.

What you need to do before your session

- Prioritise what you want to digitise – is it photos, negatives or slides?
- If your item is fragile or very precious, consider taking it to a professional.
- Put each of your items in order so that the most important ones are ready to digitise first. You may not have enough time in your two hour session to digitise all your items.
- Visit the *What's On* page on the Sunshine Coast Libraries website for information on the equipment you will be using.

What you need to bring

- Items you want to digitise.
- Cotton gloves for handling slides, negatives and photos.
- Something to store your digital copies to take home (minimum 8GB, preferably 16GB, USB memory drive, or portable hard drive with USB cable).

How will I know how to use the equipment?

Information about the equipment you will be using is on the *What's On* page on the Sunshine Coast Libraries website.

Printed copies of the guides will be available at the sessions.

A library staff member will show you the equipment, however they will not make the copies for you, or stay for the whole session.

How long will it take?

Scanning photos, documents, slides and negatives will take approximately 3-5 minutes per image.

Sessions are not long enough to edit or enhance digital copies. However, the scanning software has built-in optimisation during the scan process.

The Tech Savvy Seniors Queensland program has been funded by Telstra and the Queensland Government through State Library of Queensland and Department of Communities.

What do I do now that I have things digitised?

National and State Libraries Australasia is a good starting point for steps you can take at home or work to ensure your digital treasures last a lifetime in their Personal Digital Archive Toolkit

(www.nsla.org.au/publication/digital-archive-toolkit).

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