



## Conservation Workflow: Cleaning, Rehousing, Scanning, and Cataloging

Version 8

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## Introduction

This workflow describes the steps and procedures used to clean, rehouse, scan, and catalog photographic negatives in the Archive of Malian Photography.

## Examine & Clean Negatives

### Lay out supplies

1. Negative
2. Carbon fiber anti-static brush
3. Caned air
4. White cotton gloves
5. Purple rubber gloves
6. 10 ml. alcohol in plastic beaker
7. Solvent (solvon)
8. Pec Pads
9. Cotton swabs

### Examine Negatives for Orientation & Condition Concerns

1. Put on cotton gloves before handling negatives to prevent fingerprints.
2. Identify emulsion side vs. non-emulsion side, because emulsion side more delicate:
  - a. Emulsion side has a matte surface in image areas, glossy surface in non-image areas.
  - b. Non-emulsion side has a continuous glossy surface.
3. Examine condition to determine cleaning needs

### Clean Negatives

1. Wear cotton gloves before handling negatives.
2. Place negative on clean support (acid-free paper), emulsion-side down.
3. Carbon anti-static brush cleaning:
  - a. Carefully brush both sides of negative with carbon brush, keeping negative flat on clean support. Gently pull brush from one side of negative to the other in one smooth motion. Repeat if necessary.

### ONLY if needed:

#### Alcohol cleaning (ONLY if fingerprints or stains are present):

- a. Pour 10 ml. alcohol into plastic beaker.
- b. Dip swab into alcohol to dampen.
- c. Roll over surface gently in area of stain, let dry. Do not scrub.
- d. Change to clean cotton swab when dirty.



- e. Flip over and clean other side if necessary (emulsion side is more delicate so clean with care).

Solvent cleaning (ONLY for stains that don't come off with alcohol):

- a. Exchange cotton cloves for purple gloves.
- b. Spray small amount of solvent on Pec pad or cotton swab (do not spray directly on negative surface).
- c. Roll over surface gently in area of stain. Let dry. Do not scrub.
- d. Change to clean Pec pad or cotton swab when dirty.
- e. Flip over and clean other side if necessary (clean emulsion side with care).

## Preserve & Rehouse Negatives

### Rehousing Supplies

Paper envelopes

Cotton gloves

Photo box

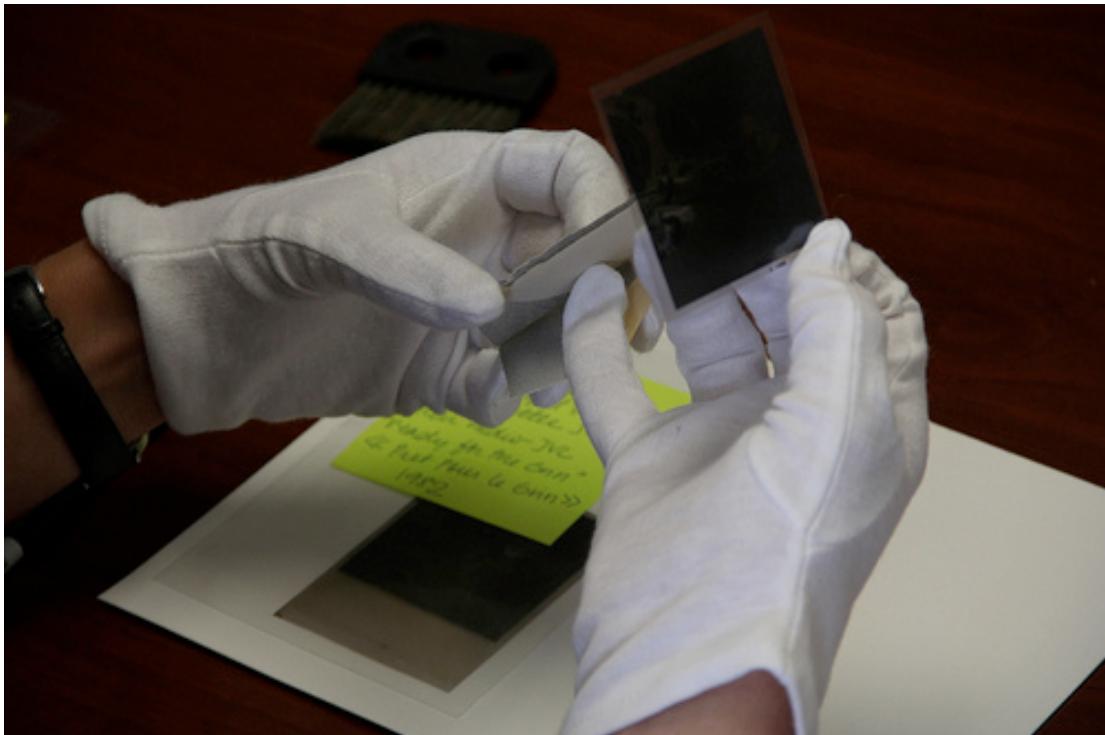
Photo-safe black permanent marker

Scissors

### Steps for Rehousing Scanned Negatives

1. Be sure you have on cotton gloves before touching negative.
2. When starting to work on a new box, write the name of the new box on the outside of the box, for example NEH\_SAKALY\_001
3. Place negative on clean support atop a clean table.
4. Prepare paper sleeve/envelope by cutting to correct size to fit negative (for example cut in half for one or two negatives, leave whole for three or four negatives).
5. Write the name of the original box on the top of the envelope (for example Sakaly January 1958)
6. Write on the envelope the new filename (negative number) and with photo-safe black permanent marker (ex: NEH\_SAKALY001\_195801\_001).
7. If there is an envelope that held the negative in the original box, record the information written on this envelope on the new envelope below the box name
  - a. ENV: \_\_\_\_ (i.e. write the information exactly as it appears on the envelope so it can be easily identified in the future)
8. On the small piece of paper that will remain in the original box, write
  - a. Name of the original box (Sakaly January 1958) at the top left
  - b. The new filename at the bottom (ex: NEH\_SAKALY001\_195801\_001).
  - c. A brief description (no more than 5 words) of the image, for example "Two women in the studio" or "Woman and child at wedding"

9. Put the small piece of paper in the original box (or in KAKI envelope)
10. Place negative inside new envelope, emulsion-side down.
11. Place new envelope in new box standing upright in numerical order (based on file name/negative number)
12. Repeat process for each negative.



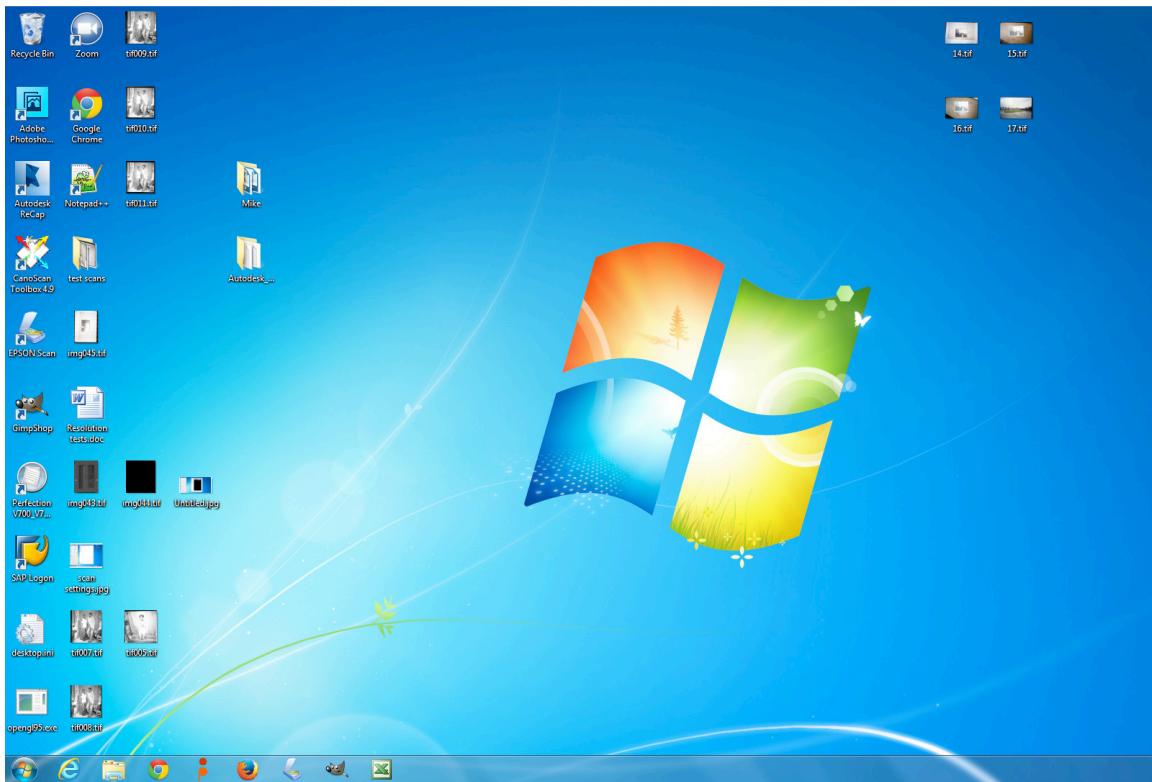
### **Prepare Digital Files and Folders on Computer** (before scanning and cataloging)

1. Turn on power strip -- Scanner can ONLY be plugged into the 110V transformer.
2. Turn on computer and scanner.
3. Open the folder of the Photographer (NEH\_Sakaly) on the computer hard disk.
4. Open or create a sub-folder for the new box (NEH\_Sakaly001).
5. Open or create a new sub-folder corresponding to the name of the original box (NEH\_Sakaly001\_195801)
6. Copy the file named NEH\_MODELE\_EXCEL in the sub-folder relative to the original box and rename it with the name of the original (NEH\_Sakaly001\_195801)



## Scan Negatives

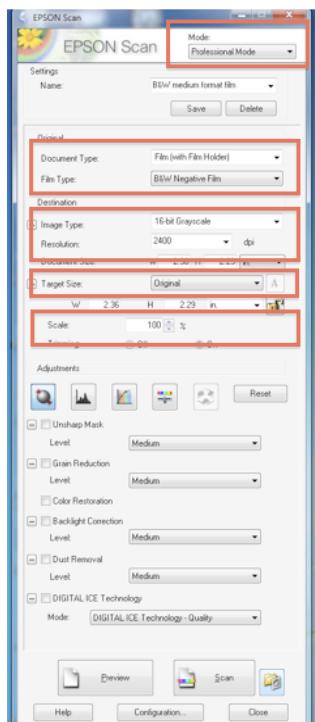
\*\* DO NOT scan during lightening.



1. Turn on power strip -- Scanner can ONLY be plugged into the 110V transformer.
2. Turn on computer and scanner. (Epson Perfection V700 Photo Scanner)
3. Click on EpsonScan to open.
  - a. Mode: Professional



4. Choose pre-set option "Mali Photo" in a new parameters field (see diagram below)
  - a. Document Type: Film with film holder
  - b. Film Type: Black and White Negative
  - c. 16 bit grayscale
  - d. 2400 ppi
  - e. 100% scale (target size) -- adjust + or - as needed to get 100%
  - f. All formatting options and compression should be off (we DO NOT want image sharpening, grain reduction, digital ice, color restoration, etc.)



5. Open PAINT.NET application (to view images after scanning).

6. Scanning the negatives

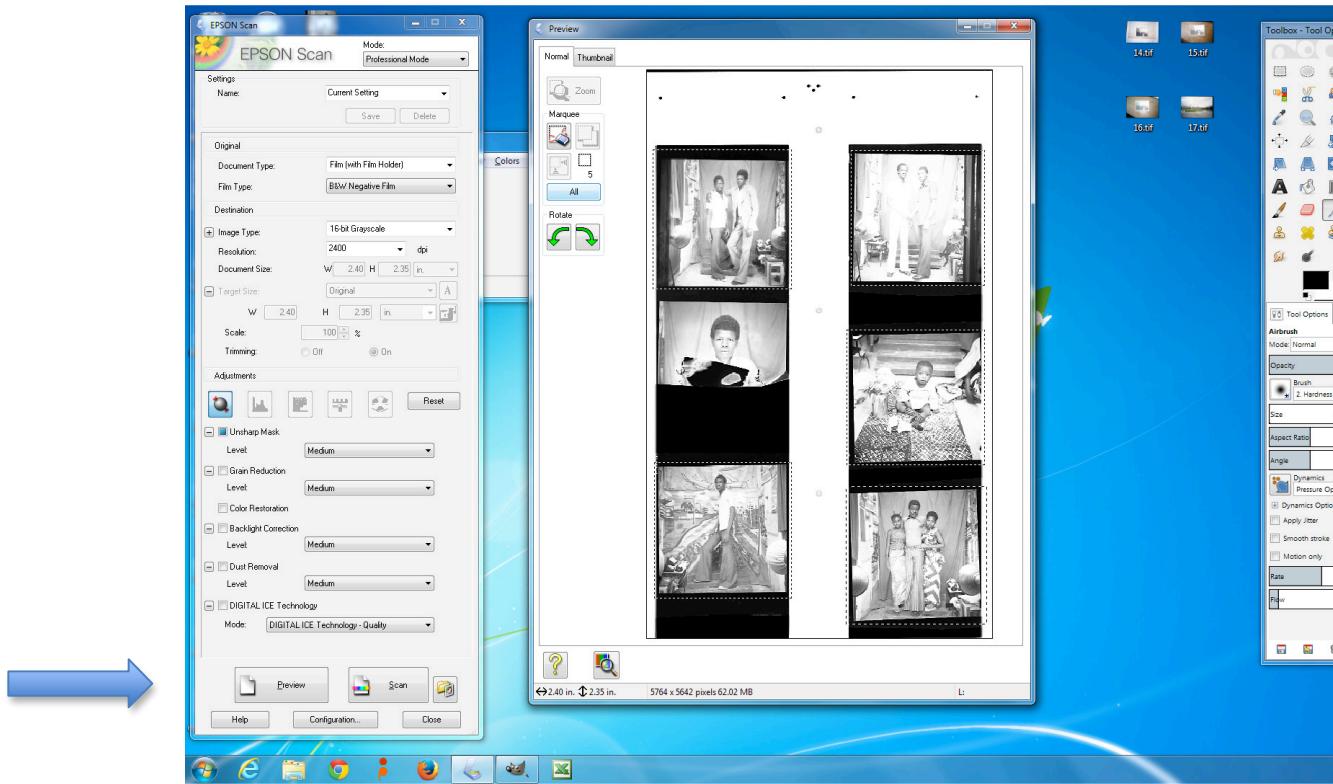
- a. Open scanner and place negative in holder
- b. Make sure that film holder (Dual MF Film Holder for Epson V Series) is placed on the scanner with the notches at the bottom.



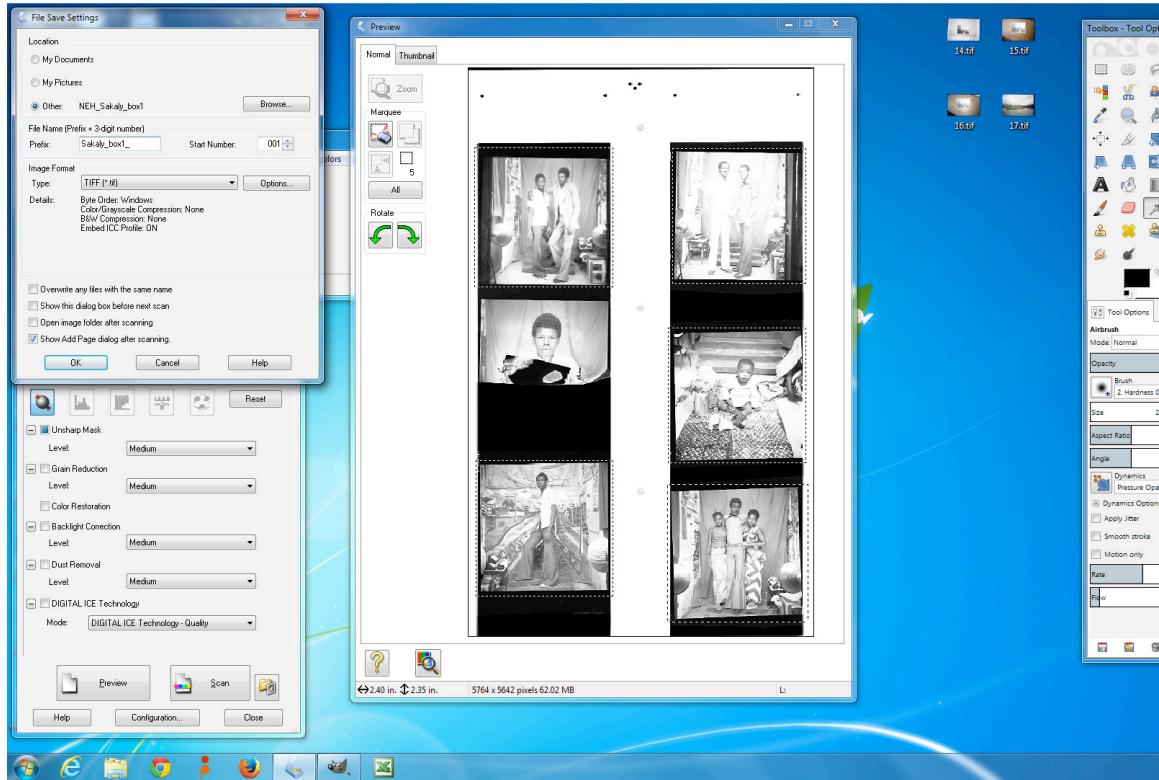
- c. Spray scanner and holder with canned air to clear away dust particles.
- d. Place 6-8 negatives (the number that will easily fit) in film holder with emulsion side up OR (if bowed) with convex side facing up (if this means that the emulsion side is facing downward, the scanned image will need to be flipped in PAINT.NET and saved after scanning).
- e. Place glass on top of negatives (to hold them in place during scanning) -- be sure that the etched side is facing downward (to prevent glare during scanning).

7. Click on "Preview."

8. Select ALL negatives to scan by drawing boxes around each (leaving a bit of extra space around the edges) to select. Be sure that you are in "normal view" (NOT "thumbnail view")



9. Click "All" button on the left to ensure that ALL of the negatives are selected.
10. Verify save file settings (see image below for settings):
  - a. Click on file icon on the bottom right
  - b. Select folder to save image (Example: NEH\_SAKALY001\_195801)
  - c. Set image format type to TIFF
  - d. Choose location where to save: Select Name (Example: NEH\_SAKALY001\_195801\_001)



**11. Click on Scan**

- Be sure not to disturb the table during the scanning process or the resulting images will be blurred. Due to this concern, the scanner should be placed on a separate table from the one with the computer and cleaning supplies.
- This process should take about 10 minutes. During this process, you may enter the catalog information for the previously scanned images to make the most efficient use of your time.

**12. To view scanned image, open it in PAINT.NET by clicking on "File" and "Open"**

- If negative was placed in the scanner with the emulsion side down, be sure to flip the orientation in PAINT.NET before saving.

**13. To save the final scanned image, click on "file" and select "Overwrite."**

**14. The file size should be about 58 MB.**

**15. For subsequent scans throughout the day, after clicking on "Preview," simply move the dotted boxes to the appropriate place to select each negative to be scanned and be sure to click on "All" to ensure that ALL of the negatives will be scanned.**



## Catalog Negatives

Open the AMP catalog template in Excel and save it as a new file using specified file naming convention (NEH\_Sakaly001\_195804).

1. Add new item in numeric row - in chronological order - for each negative
2. Project Name (NEH)
3. Collection (Photographer's last name; ex: Sakaly)
4. Photographer Name (Full name of photographer - Format: Last Name, First Name)
5. Proprietor Name (person making collection available to project; Format: First Name Last Name)
6. Dates of Original Material (Original date of negative - Format: Month-Year)
7. Source Box (Original box information; ex: month and year "Box January 1958")
8. Current Box (name and number of new box; ex: SAKALY 003 or NEH\_KOUYATE001); see naming document for file and folder naming conventions
9. Digital Folder Name (ex: 195801 or NEH\_KOUYATE001\_195808); see naming document for file and folder naming conventions.
10. Unique Identifier (filename without extension, for example NEH\_SAKALY003\_195801\_001)
11. Title (if there is one)
12. Description\_French (Describe the subject and content of the image)
  - a. Use capital letter for proper names and initial words in description and a period at the end of description.
  - b. For guidelines on writing descriptions see below Description Guidelines
13. Description\_English (leave empty - translator will fill in later)
14. Genre French (select from drop down menu, according to list below and description of each category in training)
  - a. Atelier portrait et photographie d'identification
  - b. Atelier portrait et photographie d'identification - Sujet
  - c. Atelier portrait et photographie d'identification - Couple
  - d. Atelier portrait et photographie d'identification - Portrait de groupe
  - e. Reportage Photo
  - f. Reportage Photo - Photo de l'événement
  - g. Reportage Photo - Événement rural
  - h. Reportage Photo - Événement urbain
  - i. Reportage Photo - Événement urbain - Festival
  - j. Reportage Photo - Événement urbain - Politique
  - k. Reportage Photo - Événement urbain - Religieux
  - l. Reportage Photo - Événement urbain - Travail
  - m. Reportage Photo - Événement urbain - Culture
  - n. Reportage Photo - Événement urbain - Fête/Danse
  - o. Reportage Photo - Événement urbain - Mariage
  - p. Autre Photo
  - q. Autre Photo - Portrait



15. Country (Where photo was taken, if known)
16. Region (Where photo was taken, if known)
17. City (Where photo was taken, if known)
18. Original Format (Use one: 6x6cm black-and-white negative or 35mm color negative)
19. Physical Characteristics French - (note any finger prints, scratches, stains, etc.)
20. Physical Characteristics - (leave empty - translator will fill in later)
21. Date ScannedCatalogued (Format: DD/MM/YYYY)
22. Scanner/Cataloger Name (Format: First Name Last Name)
23. Date Translated (leave empty - translator will fill in later)
24. Translator Name (leave empty - translator will fill in later)

## Description Guidelines

1. Because we have created a photographic genre dropdown menu, we do not need to include redundant information in the description (i.e., studio, reportage, portrait, etc.).
2. The primary purpose of the description is to inform general audiences about specialized knowledge or information that may not be readily apparent in the image itself. This may include:
  - o The name of pictured individuals, particularly if they have specific historical, political, or social significance;
  - o This is also true of a person's profession or social role (religious leader or title, political figure or title, popular musician, hunter, dancer, actor, writer, activist, doctor, professor, blacksmith, griot, tailor, photographer, etc.);
  - o A specific city, village, or other location that might not be obvious to the viewer;
  - o Fashion and pop-cultural trends that would not be obvious to foreign audiences, such as the name of particular hairstyles, head ties, dress styles, patterns on printed cloth, emulated poses of movie protagonists or musicians, etc.;
  - o The context of the photograph (voting activity, cultural festival, national celebration, holiday, coup d'etat or other political event, etc.);
  - o Specific props (telephone, flowers, toy gun, radio, moto, automobile, tea pot, painted framing device) and accessories (watch, fountain pen, glasses, sunglasses, cigarette, hat, pith helmet) are also important;



- When backdrops are unique (striped, floral, arabesque, painted scenery), they should be indicated in the description;
  - Anything else that seems culturally, historically, politically, or socially important that would not be obvious to foreign audiences.
3. You DO NOT need to list information that is VISUALLY OBVIOUS, except that we do want to help visitors search the collection according to certain themes. Therefore, it may be useful to state some visually obvious information, such as:
- If the genre is group portrait, it may be useful to state the number and gender of individuals in the description (a man with two women, for example), if it is a family, if it is a group of children, etc.;
  - It may be useful to indicate a profile pose (but not a forward one);
  - It may be useful to reference particular gestures (such as sonsonorli and shaking hands) and fabrics (such as wax print, basin, T-shirt with something culturally relevant on it, etc.).
4. However, it is NOT necessary to state ALL that you see: standing versus sitting, to the right or left of someone, pants and shirt, dress, colors of things (especially since the photos are predominantly black and white and we may not know the exact color of items), etc.

## Back-Up Process

Each PC has its own separate external hard drive. When a box is completely processed, manually backup all files (TIFFs and Excel catalog) onto this external drive. After the back up has been made, transfer a copy of the metadata catalog to the appropriate translator.