



**CANTERBURY DISASTER  
SALVAGE TEAM**



## HOW SAFE IS YOUR HARD COPY?

**Number 41**

**February 2010**

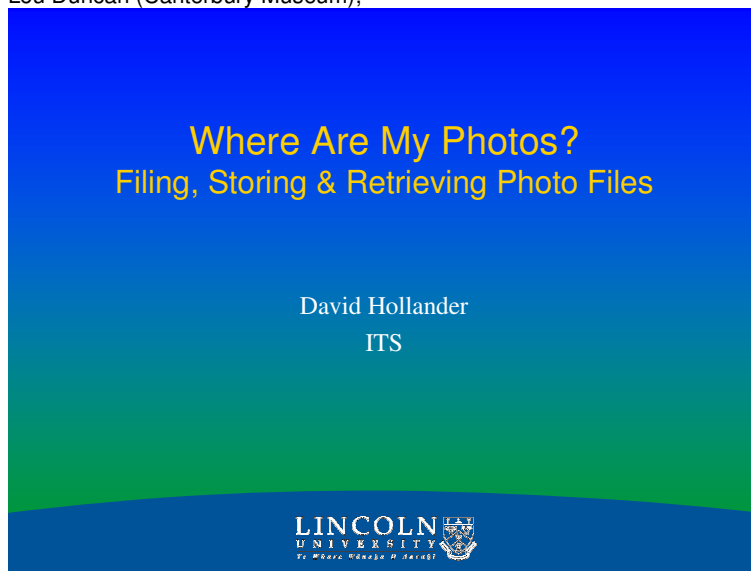
**Guest Editor: Lynn Campbell**

### CONTENTS

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
JSC0941.JPG	2,136 KB	JPEG Image	7/9/2008 8:38 a.m.	D	NIJON 0300	1944 x 2996 4/5/2008 10:57:19 a.m.
JSC0946.JPG	2,438 KB	JPEG Image	4/9/2008 10:58 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 10:58:46 a.m.
JSC0947.JPG	2,586 KB	JPEG Image	4/9/2008 10:58 a.m.	D	NIJON 0300	2896 x 1944 4/5/2008 10:58:47 a.m.
JSC0948.JPG	1,620 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 10:59:50 a.m.
JSC0950.JPG	2,264 KB	JPEG Image	4/9/2008 11:00 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:00:39 a.m.
JSC0952.JPG	2,203 KB	JPEG Image	4/9/2008 11:00 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:01:01 a.m.
JSC0953.JPG	2,130 KB	JPEG Image	4/9/2008 11:02 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:02:19 a.m.
JSC0954.JPG	2,265 KB	JPEG Image	4/9/2008 11:02 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:02:24 a.m.
JSC0955.JPG	2,111 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:03:49 a.m.
JSC0956.JPG	2,377 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:03:51 a.m.
JSC0958.JPG	2,612 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:05:17 a.m.
JSC0959.JPG	2,481 KB	JPEG Image	4/9/2008 11:05 a.m.	D	NIJON 0300	2896 x 1944 4/5/2008 11:05:41 a.m.
JSC0961.JPG	2,208 KB	JPEG Image	4/9/2008 11:05 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:05:43 a.m.
JSC0961.JPG	2,416 KB	JPEG Image	4/9/2008 11:06 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:06:30 a.m.
JSC0962.JPG	2,290 KB	JPEG Image	4/9/2008 11:06 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:06:32 a.m.
JSC0963.JPG	2,270 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:06:48 a.m.
JSC0964.JPG	2,811 KB	JPEG Image	7/9/2008 8:37 a.m.	D	NIJON 0300	1944 x 2996 4/5/2008 11:07:04 a.m.
JSC0965.JPG	2,660 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:07:06 a.m.
JSC0967.JPG	2,740 KB	JPEG Image	4/9/2008 11:08 a.m.	D	NIJON 0300	2896 x 1944 4/5/2008 11:08:38 a.m.
JSC0968.JPG	2,742 KB	JPEG Image	4/9/2008 11:08 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:08:39 a.m.
JSC0969.JPG	2,264 KB	JPEG Image	4/9/2008 11:09 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:09:28 a.m.
JSC0970.JPG	2,207 KB	JPEG Image	4/9/2008 11:10 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:10:09 a.m.
JSC0971.JPG	2,097 KB	JPEG Image	4/9/2008 11:10 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:10:05 a.m.
JSC0972.JPG	2,087 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:10:22 a.m.
JSC0974.JPG	2,207 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:10:44 a.m.
JSC0975.JPG	2,253 KB	JPEG Image	4/9/2008 11:11 a.m.	D	NIJON 0300	2896 x 1944 4/5/2008 11:11:08 a.m.
JSC0976.JPG	2,406 KB	JPEG Image	4/9/2008 11:11 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:11:12 a.m.
JSC0977.JPG	2,161 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:11:54 a.m.
JSC0979.JPG	2,199 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:12:12 a.m.
JSC0980.JPG	2,487 KB	JPEG Image	4/9/2008 11:12 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:12:47 a.m.
JSC0981.JPG	2,449 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:13:24 a.m.
JSC0982.JPG	2,110 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:13:26 a.m.
JSC0984.JPG	2,249 KB	JPEG Image	4/9/2008 11:15 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:15:04 a.m.
JSC0985.JPG	2,510 KB	JPEG Image	4/9/2008 11:15 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:15:25 a.m.
JSC0986.JPG	2,518 KB	JPEG Image	4/9/2008 11:16 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:16:38 a.m.
JSC0987.JPG	2,496 KB	JPEG Image	4/9/2008 11:16 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:16:32 a.m.
JSC0989.JPG	2,317 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:17:14 a.m.
JSC0991.JPG	2,221 KB	JPEG Image	4/9/2008 11:17 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:17:22 a.m.
JSC0993.JPG	2,317 KB	JPEG Image	4/9/2008 11:17 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:17:38 a.m.
JSC0995.JPG	2,232 KB	JPEG Image	4/9/2008 11:17 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:17:41 a.m.
JSC0997.JPG	2,275 KB	JPEG Image	4/9/2008 11:17 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:17:55 a.m.
JSC0998.JPG	2,267 KB	JPEG Image	4/9/2008 11:18 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:18:27 a.m.
JSC0999.JPG	2,290 KB	JPEG Image	4/9/2008 11:18 a.m.	R	NIJON 0300	2896 x 1944 4/5/2008 11:18:28 a.m.
JSC1000.JPG	2,711 KB	JPEG Image	4/9/2008 11:19 a.m.	D	NIJON 0300	2896 x 1944 4/5/2008 11:19:48 a.m.
JSC1001.JPG	2,616 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:20:08 a.m.
JSC1002.JPG	2,296 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:20:15 a.m.
JSC1003.JPG	2,122 KB	JPEG Image	7/9/2008 8:37 a.m.	D	NIJON 0300	1944 x 2996 4/5/2008 11:20:26 a.m.
JSC1004.JPG	2,200 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:20:35 a.m.
JSC1006.JPG	2,363 KB	JPEG Image	7/9/2008 8:37 a.m.	D	NIJON 0300	1944 x 2996 4/5/2008 11:22:08 a.m.
JSC1007.JPG	2,407 KB	JPEG Image	7/9/2008 8:37 a.m.	R	NIJON 0300	1944 x 2996 4/5/2008 11:22:08 a.m.

## 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
  - Over-writing master file
- ‘Read-Only’ bit
- Painless back-ups?
- Storage hierarchy
  - Fixed HDD
  - External HDD
  - CD/DVD
  - On-line storage

## 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**