

Memory Lab

at Emerson History & Genealogy Center

Appointments

- 2 hour length
- Up to 2 per week
- Walk-in availability may be limited, appointments recommended

What to Bring

- USB flash drive
 - Minimum 16GB recommended
- Library flash drives are \$3 and 64GB

Preparing Your Media

- Organize ahead of time
- Remove from albums
- Clean items
- Ensure there's no mold or mildew
- No copyright infringement

Photo Media Formats

- Print photographs
- 35mm slides
- Developed photo negatives
- Also: Documents

Video Media Formats

- 8mm film reels
- VHS tapes
- 8mm and Hi8 cassette tapes
- VHS-C cassette tapes
- Mini DV cassette tapes
- DVD

Note: All video digitization is real-time.

Other Formats

- Regular audio cassettes and microcassettes
- 3.5" floppy disk drives

File Setting Tips

- DPI = dots per inch, aka resolution
 - For documents, 300 dpi
 - For photographs, minimum 600 dpi, maximum 1200 dpi
- JPEG, TIFF, PDF
 - JPEG - standard image file format, smaller size than TIFF
 - TIFF - archival image file format, larger file size than JPEG, recommended for high longevity
 - PDF - not recommended for images, ideal for documents
- Naming conventions
 - Use hyphen - or underscore _ instead of spaces
 - E.g. 1945_SLCL-HeadquartersBranch
 - Avoid special characters
 - E.g. 1945 SLCL first Headquarters!!

Equipment

- Epson Perfection V850 Pro
 - Negatives, slides, photos, fragile items
- Epson FastFoto FF-680W
 - Photos, documents, non-fragile items
- CZUR Scanner
 - Books, scrapbooks, delicate photo albums
- Wolverine 8mm & Super 8 Reels to Digital MovieMaker Pro Film
 - No 8mm film with audio
- ClearClick Video to Digital Conversion
 - Used with all video digitization except for reels