***Digitising your collections***

State Library of Queensland

Online collections and resources training

**Program**

**Learn to digitise! Creating digital files/ photos of your old family photos, books and other documentary history**

**NOTE: Participants are encouraged to bring along photographs from their own personal collections to digitise at the training session and a USB stick to take home your digital files.**

| Time | Program |
| --- | --- |
| 9:15 - 9:30am | Registration, tea and coffee |
| 9:30 – 9:40am | Welcome to *Digitising your collections*Acknowledgement of country / Venue house keeping  |
| 9:40 – 10:00am | Introduction * Aims of the training course.
* What is digitisation?
* Why is digitisation important?
* Equipment needed – scanner or camera
* Participants briefly share with the group what collections they want to digitise and why.
* Watch video – *SLQ* *Caring for your Collections*: *How to digitised your collections*
 |
| 10:00 – 10:30am | **Scanning and Capture – Using a flatbed scanner or camera to digitise** |
| 10:30 - 10.45am | **Morning tea**  |
| 10.45 - 11.05am | **Basic photo editing** |
| 11.05 - 11.25am | **Preservation and storage of your digital files** |
| 11.25 - 11.45am | **Brief look at State Library of Queensland’s copyright video.** |
| 11.45 - 12.30pm | **Questions and sharing. Practice session for participants to digitise their own collections** |
| 12.30pm  | **End of Training Session** |