

# Preparing collections for digitization

**Anna E Bulow and Jess Ahmon**  
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Just as this book became available for review, I was involved in helping to set up a small digitization suite in our library at Liverpool John Moores University. This new facility will be used by the library staff but will also be made available to academic staff and researchers working on digitization projects. As we were preparing factsheets and guides to the equipment I was interested to see whether this book would be a useful addition to our documentation. The authors, who both work at the National Archives, are recognised experts in preservation and this work is a distillation of their extensive experience working with handwritten and printed documents.

The book has a practical focus, aiming to assist those with responsibility for the preservation of collections to set up processes for the preparation of original documents, image capture and preservation. It covers the digitization process from start to finish, starting with a discussion of the role of digitization in collection management, working through selection, surveying and preparing documents, selecting equipment and workflows for image capture. There is a great deal of information on working with different kinds of documents, illustrated at appropriate points in the text with black and white photographs. The section on dealing with damaged documents is particularly helpful, and as with the other chapters there is consideration of the different options available and a number of useful case studies.

This is a short book with a very clear purpose, which will be of most use to archivists and librarians.

ians responsible for making decisions about what, how and why to digitize. We shall certainly add it to our collections to use in our project planning.