

eLab-oration: Production Model and Workflow of a Digital Imaging Lab

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Abstract:

The Digital Imaging Unit (DIU) at the New York Public Library produces high-quality digital captures of collection materials for research and private use. Since returning to work in July 2020, the demand of digitization work during a pandemic has led to the evolution of a new production model and workflow management. With limited workstations, building an efficient ecosystem allows the team to keep track of digital projects, document the digitization process, and manage quality control to ensure archival integrity. In a slew of social distancing and sanitizing measures, lessons have been learned and improvements have been made, through trial and error and lots of communication.

In anticipation of an increased need for digital access, the DIU plans to expand library services by upgrading its lab equipment and building satellite photography bays. By adopting effective practices, the model will strengthen collaboration and transparency across the network. The poster will highlight the moving parts of DIU's operation, including project management, production workflow, digitization equipment research, and workplace culture.

About the authors:

Jeanie Pai is the Special Projects and Services Coordinator in digital research at the New York Public Library. She comes from a background in cultural programming and is active in community-based archives projects. Jeanie was a recipient of the Archives Processing Fellowship at Queens College and the Donald Peterson Student Travel Award (given by SAA).

Sonny Smith is a Collections Photographer at the New York Public Library. Complemented by a particular interest in historical photographic processes, their creative and academic background in fine art has driven their work within the cultural heritage sector for over a decade.