**DIGITISATION STANDARDS FOR FAMILY HISTORY DONATIONS**

Thank you for choosing to deposit your family history with SAG. This document will help you format and organise your donation to the correct digital standards for our archive. To help our cataloguing we ask that you also fill out and return the attached **Digital Donation Summary Form**.

**File type**

We can work with all file formats provided they can be later rendered into PDF files.

**We prefer** the below types of file formats for digital donations:

* **PDF files** for all paper/written documents
* **TIFF files** for all photographs
* We also accept files from family history software such as **GEDCOM** files. We ask that these files to be donated with a corresponding ancestor tree.

For documents larger than A3 in size (such as maps and charts), or for footage files please contact the society to discuss the nature of the items and the standards preferred.

**File size**

If you are scanning hard copies to donate we suggest that you scan your documents to the following standards:

* **Paper/written documents**

File type: PDF

Resolution: 200dpi

Colour level: Colour

* For paper documents of more than one page: save all pages in order and in a single PDF File.
* **Images/photographs**

File type: TIFF

Resolution: 600dpi

Colour level: Colour

* For photographs: save each image as a separate file.

If you have collections of multiple images such as photo albums, faded or damaged materials such as nineteenth century documents please contact our archivist to discuss the nature of these items and how best they can be scanned for donation.

**Delivering your files**

Please deliver your files on either a hard drive or USB disk. Please note, this will not be returned.

**Folder/File Naming Conventions**

*Folders*

Each donation is different – but our suggested folder naming convention is to organise your digital material broadly into family group folders that make sense for your collection. You **do not** need to separate these further into types of materials (pictures, certificates, family trees etc.). What is most important is that your files are numbered and correspondingly numbered and described in the attached summary document.

*Files*

Files in each folder should be numbered in ascending order and named with a brief description. For example:

**Folder title >** JONES family of Melbourne

**Files in folder**  **>** 01. Bob in Scarborough 1930.tiff

> 02. Anne in Lutwyche QLD 1965.tiff

> 03. Birth certificate of Bob 1902.pdf

File names should be numbered to correspond with the number/description listed in the Digital Donation Summary Form.

**Cataloguing your collection**

To help our cataloguing we ask that you fill out the attached **Digital Donation Summary Form**. This includes providing us with:

* A brief family history
* A family tree chart
* A list of the folders in your digital donation
* A list describing the files contained within each folder
* An outline of each folder’s significance within the overall collection, such as how they relate to other materials

When describing your files in page two of the summary document, the more information you can provide the better. For example, descriptions of photographs will ideally include the people featured in the photo, the place and year it was taken.

An example of a description in the **Digital Donation Summary Form** that corresponds with the above file name “01. Bob in Scarborough.tiff” may be written as

1. Photograph of Bob Jones on Scarborough Beach WA. 1930.

See the Digital Donations Summary Document for further examples

Digital donation summary document

The purpose of this document is to provide an overview of the family history to help our cataloguers describe and index materials in the MIDAS catalogue, which will help researchers use the materials. The level of detail should be commensurate with information you have and the size of the donated materials – for example a small donation will require just a brief summary.

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| **Whose family history is it?**  This could be the donor, or the person on whose behalf the donation is made. | |  | |
| **List the four grandparents of this person, with the year of birth and year of death.** If the person was adopted, additional sets of grandparents should be listed | | | |
| **Father’s father** | **Father’s mother** | **Mother’s father** | **Mother’s mother** |
|  |  |  |  |
| **Which countries are covered by the family history?** List them under the appropriate grandparent | | | |
| **Father’s father** | **Father’s mother** | **Mother’s father** | **Mother’s mother** |
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| **Write a short summary of the family history**, including any migrations, people who held significant positions or were involved in significant historical events, and any other event or characteristic which makes the family history interesting. | | | |
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| **Attach a family tree chart** of the direct line of the donor covering all the generations included in the donated materials. | | | |
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**Organising your files**

Please list the folders, and the files contained in each folder, in your donation below. Files should be numbered in this list to correspond with the number on the file name. When describing your files please provide as much information as you can.

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| **List of digital folders in donation**  (See examples below) | **Description of files in folders** |
| JONES family of Melbourne | 1. Photograph of Bob Jones on Scarborough Beach WA. 1930 |
|  | 1. Photograph of in Anne Jones in Bradshaw Park in Lutwyche QLD 1965 |
|  | 1. Birth Certificate of Bob Jones |
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| SMITH-ROBERTS Family | 1. Diary of Mary Smith |
|  | 1. Wedding photo Mary and James Roberts, Wollongong, 1980 |
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| Briefly outline each folder’s significance within the overall collection being deposited and how they relate to other materials. | |
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