

# How to bring hundreds of years and thousands of documents to life

A five-step process built to empower access, research, and discovery everywhere



**I**nstitutional archives around the world are home to countless collections of unique primary sources, just waiting to be discovered. But without the time or funding to visit these remote locations, researchers remain isolated from the resources that are critical to their work. Now, through modern technology and methodical digitization, previously untapped collections are being restored, revitalized, and enhanced to enable seamless access and discovery.

## 1 Identify Partners

Long before the digitization process begins, potential partnerships are identified with scholarly societies and institutions that offer historically significant and narratively-rich archives. Once a partnership is solidified, an inventory of each item is taken — often leading to the discovery of previously unknown, valuable research content.



## 2 Restore and Preserve

A careful restoration process is integral to enable the preservation of each material. This includes repairing damaged documents and stabilizing the content to safeguard against the wear of time. Digitization not only mitigates the risk associated with physical examination, but also improves the condition of the original sources.

**Repair damage, stabilize the documents, and preserve for future use.**

## 3 Digitize and Enhance Discovery

State-of-the-art technology is used to scan high-res images and perform Optical Character Recognition (OCR), enabling discovery of handwritten text. Descriptive metadata, including headers, names, places, and dates, is also manually keyed-in and interpolated with existing catalogs or finding aids to optimize search.



## 4 Protect Original Order

Upon a subsequent quality assurance process, each piece of content is tagged with the exact folder, box, and collection it came from, preserving the original hierarchy and structure of the physical archive.

**Enrich the research process with content that can be easily searched and downloaded.**



## 5 Invite Access and Empower Discovery

Finally, each distinct archive is made available via institutional access, transforming a previously obscured portion of the scholarly record into an indispensable, integrated resource for researchers worldwide.



Provide Immersive Experiences



Enable Worldwide Discovery



Inspire Unprecedented Innovation

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