

PHOTOGRAPH ARCHIVING ACTIVITY PROCEDURE

Prepared By:-	Approved By:-
	
Name: Rasyidah Mohd Daud	Name: Nor Hasyimah Mustapa
Position: Head, Archives Management Section	Position: Chief Librarian
Date: 15/7/2026	Date: 15/7/2026

1.0 OBJECTIVE

The following are the objectives of this procedure:

- 1.1 To illustrate the archiving and digitizing process of photograph resources for IIUM Library's archives collection.
- 1.2 To demonstrate quality production of digitized images uploaded into IIUM Archives Repository (iArchives) complete with metadata records.

2.0 SCOPE

This procedure applies to the archiving and digitizing of still photographs. This procedure is also applicable to the IIUM Campus Libraries.

3.0 ACCOUNTABILITY

- 3.1 The following offices are accountable for the Photograph Archiving Procedure:
- a) Dar al-Hikmah Library- Custodian
 - b) Knowledge Management and Repositories Section- Owner
 - c) Archives Management Section- Operations

4.0 ABBREVIATION

Dpi	dots per inch
KMS	Knowledge Management Section
OCAP	Office for Communication, Advocacy and Promotion
LA	Library Assistant
SLA	Senior Library Assistant

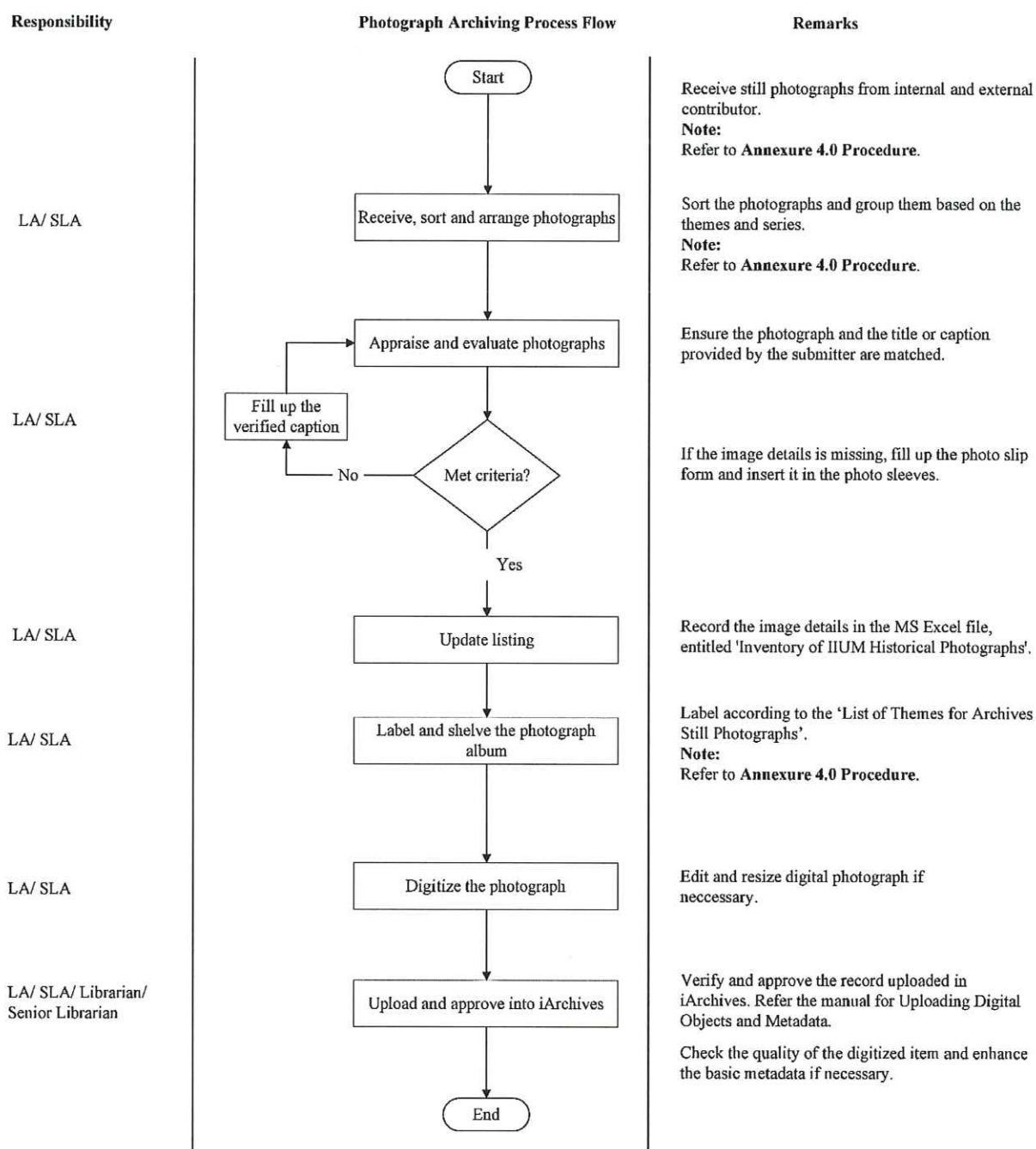
5.0 REFERENCE

- 5.1 Excel file: Inventory of IIUM Historical Photograph (Google Drive)
- 5.2 Sorting Still Photograph Guidelines (UIAM.LIB.GUI.100-1/7/8)
- 5.3 Manual for Uploading Records into iArchives (UIAM.LIB.MAN.100-7/3/1)
- 5.4 Excel file: iArchives Statistics (Google Drive)

6.0 RECORD RETENTION PERIOD

5 years.

7.0 PROCESS FLOW



ANNEXURE

1.0 TERMINOLOGIES

TERMS	DEFINITION
Archiving	Archiving is storing historical records or documents in an archive.
Caption	Photo captions, also known as cutlines, are a few lines of text used to explain and elaborate on published photographs.
Digitizing	Digitization is the process of converting information into a digital format.
Digital photograph	A digital photograph is typically created solely by computer-based photoelectric and mechanical techniques, without wet bath chemical processing. The captured images are digitized and stored as a computer file ready for further digital processing, viewing, electronic publishing, or digital printing.
iArchives	An integrated repository system to store and organize the digital files, assets or contents of IIUM such as digital photographs, publications, documents, videos and audio.
Mediabank	The former integrated repository system used to store and organize the digital files, assets or contents of IIUM such as digital photographs, publications, and documents.
Metadata	Information that is given to describe or help the user to use other information.
Still photograph	An image of an object, person, scene, etc, in the form of a print or slide recorded by a camera on the photosensitive material.

2.0 MAIN QUALITY INPUT

- 2.1 Still photographs received by the Library or those already available in the archives collection (received from OCAP) when the Knowledge Management Section (KMS) was established.
- 2.2 They were made up of photos, with captions or titles.

3.0 MAIN QUALITY OUTPUT

- 3.1 All photographs are kept in the album, sorted and grouped based on the selected themes and series.
- 3.2 Selected photographs are digitized, resized, uploaded into iArchives, complete with metadata, and retrievable whenever necessary.

4.0 PROCEDURE

NO.	ACTIVITY	REFERENCE	PIC
10.1	Receive, sort and arrange photographs. Receive still photographs from internal and external contributor. Note: Update log sheet/ MS Excel file: 'Inventory of IIUM Historical Photograph'. Sort the photographs and group them based on their themes and series. Arrange all the sorted photographs in the archives photo album.	Log sheet / MS Excel file: 'Inventory of IIUM Historical Photograph' Sorting Still Photograph Guidelines	LA/ SLA
10.2	Appraise and evaluate photographs. Ensure the photograph and the title or caption provided by the submitter are matched.		LA/ SLA
10.3	Verify photographs. If the title/caption is missing, fill up the photo slip form and insert it in the photo sleeves.	Photo slip form	LA/ SLA
10.4	Update listing. Record or write the title of the event with its date, its theme, quantity and the album number in the MS Excel file.	MS Excel file: 'Inventory of IIUM Historical Photograph'.	LA/ SLA
10.5	Label and shelve the photograph album. Label the photo album accordingly.	Sorting Still Photograph Guidelines	LA/ SLA



	Prepare the label by typing the group themes and paste the label on the spine of the photo album. Arrange the photo album by each dedicated theme and its running number. Arrange the photo album by each dedicated theme and its running number.		
10.6	Digitize the photograph The selection criteria for scanning/digitization are as follows: - Clear information: title or caption or description; - Clear image quality, - Good angle of the subject, - New photograph Note: These criteria are also applicable for a photo that are already in digital format (in CDs and servers). Proceed to edit photos if the photos received are already in digital format. Scan photograph by using photograph scanner. Standard format: - Master file: TIFF, 300 dpi - Surrogate file: JPEG, 300 dpi. Edit the digital photograph by using photo editing software, and save. Note: Save the edited digital photo in JPEG format. Delete the	MS Excel file: 'Inventory of IIUM Historical Photograph'	LA/ SLA

	digital photo in TIFF format after the editing process is done. Resize digital photograph using photo editor software if necessary.		
10.7	Upload digital photograph/resized digital photograph into iArchives Key in basic metadata for each event.	Manual for Uploading Records into iArchives	LA/ SLA
10.8	Verification and Approval/Quality check. Check and approved the quality of the digitized photograph and the metadata.	Manual for Uploading Records into iArchives	Librarian/ Senior Librarian
10.9	Record and compile all the related statistics. Record and compile the productivity statistics.	MS Excel file: iArchives Statistics	LA/ SLA/ Librarian