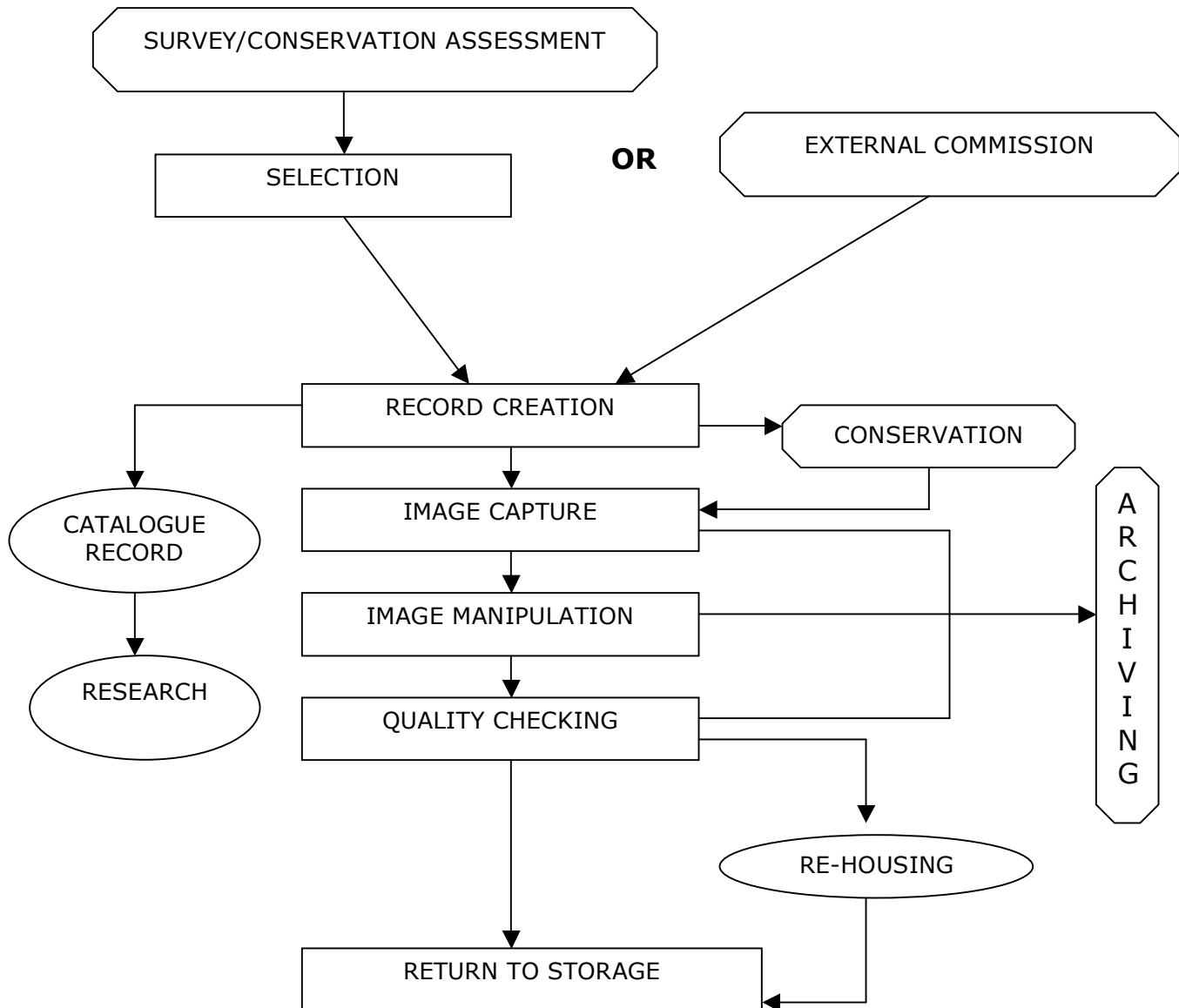


## IDP – WORKFLOW CHART



- SURVEY/CONSERVATION ASSESSMENT : A conservation assessment is carried out by qualified staff prior to selection.
- SELECTION : Objects are selected based on their physical condition and IDP work schedule. If the item is considered physically fit to withstand digitisation it is transferred to the IDP digitisation studio.
- CONSERVATION : In the case of objects requiring conservation prior to digitisation, a bid is submitted to the conservation department to schedule the work.

- EXTERNAL COMMISSION : In the case of external commission a condition survey can be carried out by IDP staff if required prior to start work. IDP can advise on conservation requirements and provide estimates of work to be carried out.
- RECORD CREATION : An item record is created on the 4D database before any work is started including conservation. The item record contains information about the physical make up of the item as well as information about provenance, storage location, catalogue informations etc.
- IMAGE CAPTURE : The object is photographed in the IDP studio or on location depending on the project requirements.
- IMAGE MANIPULATION : Images post production is carried out in the IDP studio using Photoshop CS3.
- QUALITY CHECKING :
- RE-HOUSING : After completion of the digitisation, the item can be returned to storage. If any additional conservation/preservation work is needed this is carried out at this stage, especially for items needing re-housing.
- ARCHIVE : A copy of all records created are archived by IDP in RAW format.
- Any additional information regarding the item can be included on the 4D database; this include conservation records, catalogue entries, research inputs etc.