Getting Started Checklist

1. **Call the repository ahead of time.** Ask about their policy on digital photography. Ask if you will be allowed to use flash, a tripod or copy stand, or if there are any other policies you should be aware of.
   a. **NOTE:** If you plan on visiting more than one repository, make a list of each one and outline their specific guidelines. This way there will be no mix-up or confusion, and you won’t get into trouble.

2. **Read through the guide** at [http://uiuc.libguides.com/techives](http://uiuc.libguides.com/techives) so you have an idea of the things to think about throughout the entire process.

3. **Set up a “test run”.** Make a scenario with low light conditions and see if you can photograph a document easily without the use of a tripod, or test out your camera/tripod setup. Many people find they need the tripod, while others say they get quality images without. Test different settings on your camera. See which results you like the best. Take notes, so you remember what you liked and disliked about each.
   a. Also experiment with any software you plan on using, including image editing and organizing software.

4. **Check your equipment.** Make sure all of your equipment is in good working order, your batteries are charged, and you have copies of the recordkeeping sheet if you plan on using it.

5. **Remove any old pictures** from your camera, saving them to your computer and making backups as needed.

6. **Make a list** of all the stuff you’re taking with you. Bring the list along, so when you are ready to go home, you can double check to make sure you don’t leave anything behind.

7. **Predetermine your naming and organizing schemes.** Before you even take your pictures, decide how you are going to organize your photos and how you are going to rename the files, if at all.

8. **Take good notes** while taking your pictures; use the recordkeeping sheet if it helps you, or devise your own method.


If you run into any questions, feel free to email the History, Philosophy and Newspaper Library at hpnl@library.uiuc.edu