

# Methodology Behind Complex Digitization Projects

**Justyna Badach**  
Head of Imaging Philadelphia Museum of Art

























Properties Info

No Properties

Photography

Histogram Navigator

16.67%

Libraries Adjustments

My Library

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Layers Channels Paths

Kind

Normal Opacity: 100%

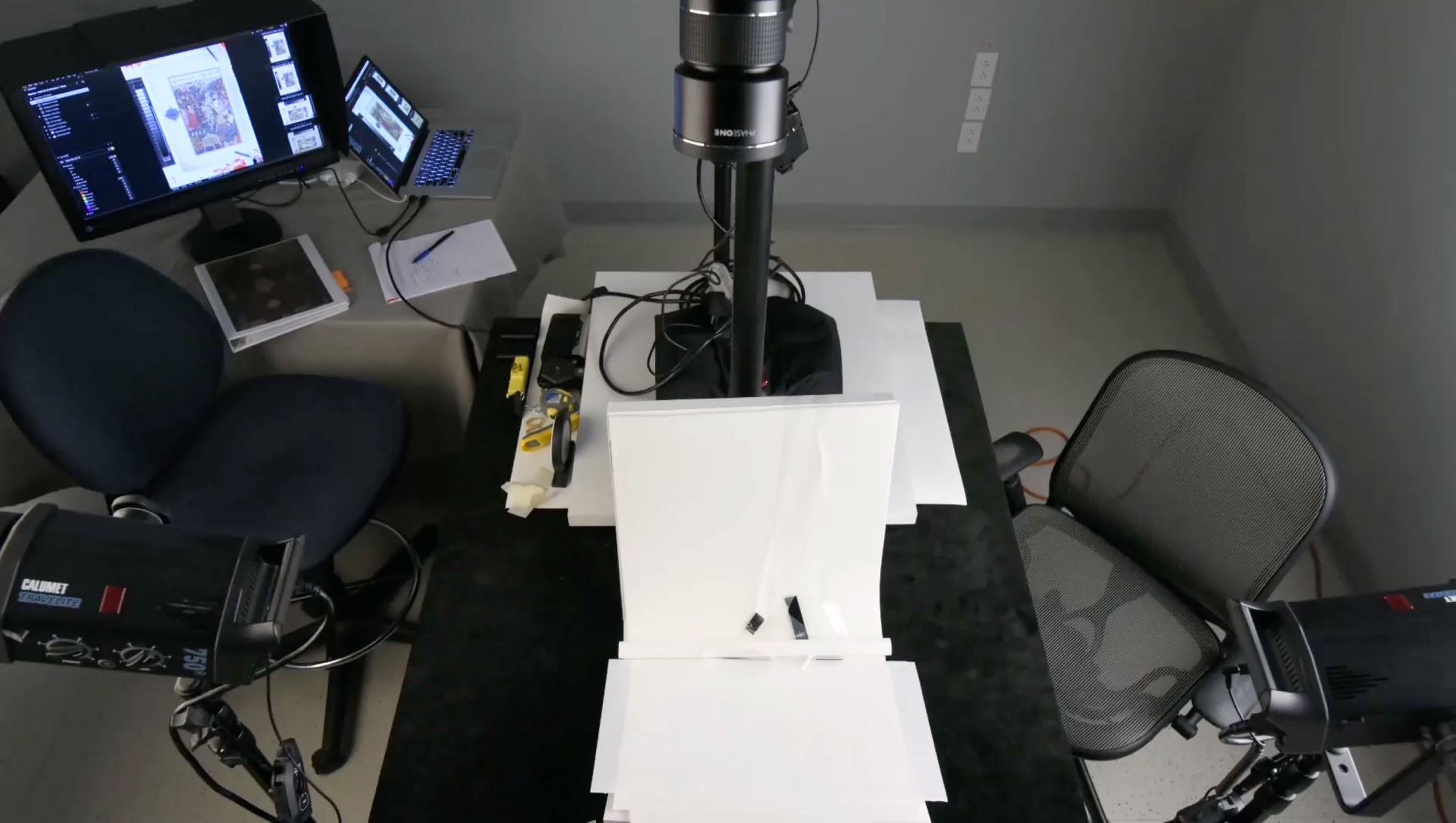
Lock: Fill: 100%

Background







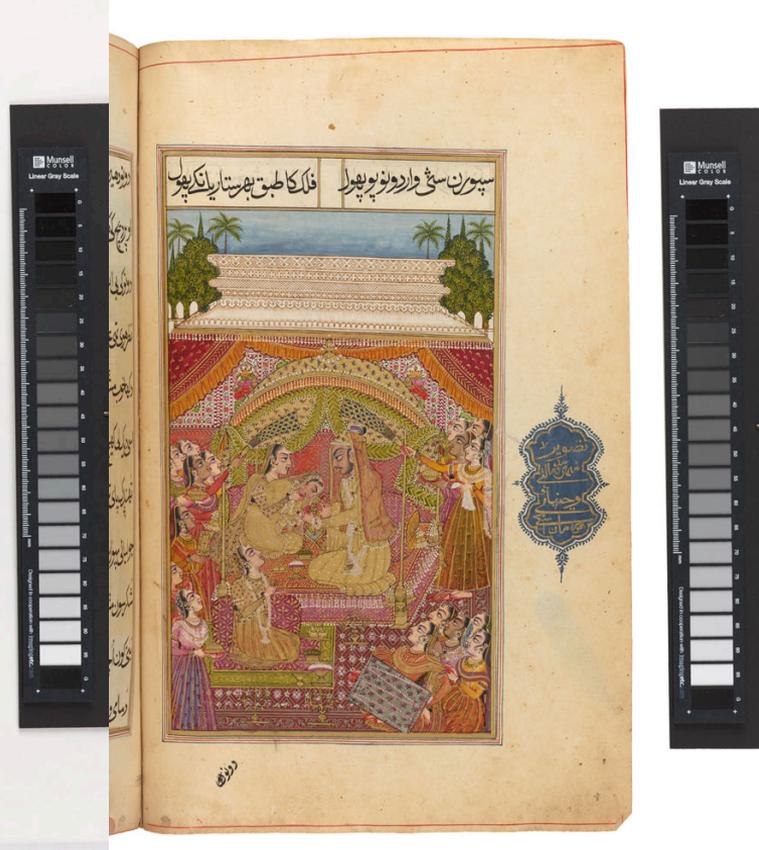
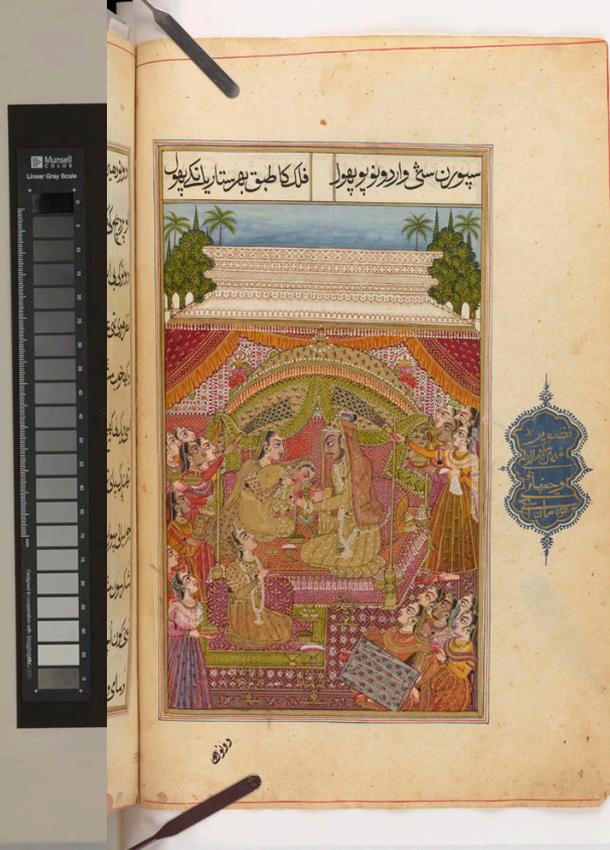
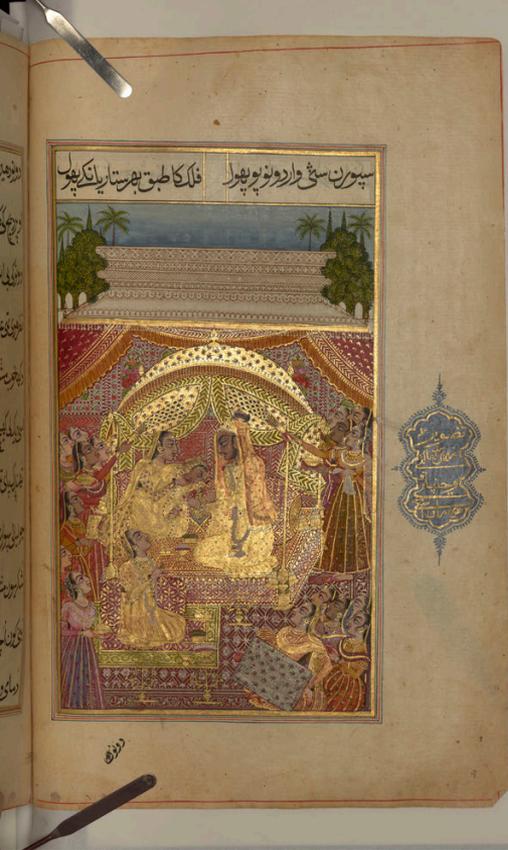


PHASONE

CALUMET  
TRAVELITE

750

CALUMET



Shahzia Sikander  
Artist



## PERELMAN OBJECT STUDIO

Perelman Object Studio is a state of the art facility dedicated to photographing objects located within the Perelman Building. The high quality images produced here are the foundation of the PMA image archive and are used for reproductions in books, publications and promotional materials. Please attach a TMS Photography Order Report to all orders.

### Perelman Object Studio creates two different file types:

<b>DSLR, 120MB TIFF</b>	Good for most uses, including web viewing and print publication
<b>Large format digital, 300MB TIFF</b>	Good for large publication (over 14"), large graphics and commercial reproductions

### Studio fees:

<b>Photography of newly accessioned objects</b>	This photography is funded by IIT.
<b>New photography for Collection and incoming loan objects.</b>	Most works of art - \$40 per shot, \$1 for each additional detail
<b>Unframed prints, drawings and photographs.</b>	\$1 each shot

### Turnaround time:

<b>Objects or paintings.</b>	4 objects per order, standard turnaround time 4 weeks.
<b>Books, prints and photographs.</b>	100 objects per order, standard turnaround time 4 weeks.

\*\*\*Please indicate desired use, format or size. Allow 4 weeks from date of order to desired delivery of images. Orders made with less than 4 weeks production time are subject to studio approval.

\* Prior to placing an order for new photography please determine if the works are in a condition that is ready for imaging. This includes any Conservation treatments and/or necessary unHINGING/ un-corning.

\* Arrangements must be made for the frame shop to remove works on paper from their frame and art

**Perelman Object Studio**  
 Please Fill out this Form to Submit your request

**Department:**

**Artist:**

**Title Accession\Loan\ID Number:**

**Charge line:**

**Job Number:**

**Dimensions:**

**Delivery Date:**   Is this a rush Order?

Please select all that apply for use of Photography:

Website  
  Publication  
  Social Media  
**Other Use:**

Newly Accessioned Object  
  Collection/Loan Object

**Desired Views\Instructions:**

**For Objects to be Photographed on Site (I.E. Duchamp's Large Glass, Sculptures), please fill out location below**

**Location:**



- > Photography Studio
- > Team Resources
- Photography Request By Photographer**
  - Departmental Calendars
  - Department News
  - Shared Files
  - Master Exhibitions Schedules
- > Recent

# Photography Request Forms

+ new item

All Items | [Freelance](#) | [Joseph](#) | ... |  🔍

✓	<a href="#">Edit</a>	<a href="#">ID</a>	<a href="#">PMA Contact Person</a>	<a href="#">Department</a>	<a href="#">Location</a>	<a href="#">Created</a>	<a href="#">Scheduled Date/Start Time</a>	<a href="#">Photographer</a>	<a href="#">Completion Date</a>	<a href="#">Other_Location</a>	<a href="#">Photographer Notification and Calendar</a>	<a href="#">Freelance</a>	<a href="#">Marketing_Public_Use</a>	<a href="#">Record_Documenta</a>
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▾ **Status : Closed** (55)

▾ **Status : Pending** (2)

✓		2007	Adam Rizzo	Education	Philadelphia Museum of Art	3 days ago		In Progress	No	No	No
✓		2006		American Art		3 days ago		In Progress	No	No	No

▾ **Status : Scheduled** (69)



A new Photography Request was created for order number 2010.



○ **Photography Studio <no-reply@sharepointonline.com>**

○ Colomy, Rita; ○ Badach, Justyna

Thursday, October 18, 2018 at 10:57 AM

[Show Details](#)

A new request # 2010 was submitted for approval.

[Click Here to Open New Request](#)

Your order number 2001 was APPROVED.



○ **Photography Studio <no-reply@sharepointonline.com>**

○ Badach, Justyna; ○ Colomy, Rita

Thursday, October 4, 2018 at 10:41 AM

[Show Details](#)

Your **Photography Request** for Order number 2001 has been Approved. The scheduled date is 11/15/2018 9:00:00 AM . When your order is complete we will notify you with any additional instructions. Please use reference number 2001 when inquiring about your order.

Thank You

[Please Click here to open My Photography Request](#)

Photo Request number 1805 is now complete.



○ **Photography Studio <no-reply@sharepointonline.com>**

○ McLaughlin, Allison; ○ Badach, Justyna; ○ Nowlan, Susan

Thursday, October 4, 2018 at 9:43 AM

[Show Details](#)

Your request for order number 1805 for Photography is now complete.

For image request, please contact the library.

Thank you

Oct Nov Dec

Today is Monday, October 15, 2018

Calendars in View

Departmental Calendar

Graydon Wood

Justyna Badach

Timothy Tiebout

Joseph Hu

Juan Arce

> Photography Studio

> Team Resources

Photography Request By Photographer

Departmental Calendars

Department News

Shared Files

Master Exhibitions Schedules

> Recent

October 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
1835 Yoshitoshi prints						
1835 Yoshitoshi prints						
9:00 am 1939 Impressionism - 1 more item		5:00 pm 1958 Collab portrait		1991 Romberg rush + 1 more item		
7	8	9	10	11	12	13
1835 Yoshitoshi prints			post processing			
1835 Yoshitoshi prints			post processing			
1991 Romberg rush						
Timothy Tiebout 10/4/2018 - 10/9/2018 1991 Romberg rush			1860 Impressionism PDP			
1995 SAA galleries formerly 1791			1994 Pub book		11:00 am - 3:00 pm	
1995 SAA galleries formerly 1791			1994 Pub book		6:00 pm - 7:00 pm	
9:00 am - 9:00 am 1940 Impressionism		1981 Pdp Picasso		9:00 am - 10:00 am 9:30-11		1994 Pub book
11:00 am - 12:00 pm 1987 Impressionism 1988-26-32		collapse		9:00 am 1985 womens com in st 9:00 am 1985 womens com in st		collapse
collapse		collapse		1975 Fab fashion pre press/insta collapse		collapse
14	15	16	17	18	19	20
post processing				1949 Inv City PDP obj		
post processing				1949 Inv City PDP obj		
1948 Vogel chairs				1929 EAA ceramic		
9:00 am 1941 Impressionism Var collapse		1890 PDP framed collapse				
collapse		collapse				
21	22	23	24	25	26	27
Post Processing						
1951 Invisible city pdp			post processing			
1951 Invisible city pdp			post processing			
12:00 pm - 1:00 pm 1943 Impressionism		1891 Pdp Cohen gift				
2:00 pm - 3:00 pm 2005 Marisol PDP		10:00 am - 3:00 pm 1989 Gallery 174 (gallery 174)		collapse		
2:00 pm - 3:00 pm 2005 Marisol PDP		1989 Gallery 174 (gallery 174)		collapse		
collapse		2:00 pm - 3:00 pm 1941 Impressionism in perelman		9:00 am 1934 Minimalist and Mod collapse		
collapse		collapse		9:00 am gallery 179		
collapse		collapse		9:00 am 1988 Gallery 179		
collapse		collapse		9:00 am gallery 179		
collapse		collapse		9:00 am 1988 Gallery 179		
collapse		collapse		collapse		
28	29	30	31	1	2	3
1891 Pdp Cohen gift						
1857 silver new acq						
9:00 am - 12:00 am 1944 Impressionism		12:00 am - 9:00 am 1944 Impressionism		1916 doll c+T		
				1916 doll c+T		

- Home
- Photography Request Forms
- Photo Attachments/Forms
- My Photography Request
- Photography Dropbox
- Organizational Chart
- > Team Resources
- > Recent

**Photography Request Form**

Request Form ID # 1,986 **STATUS:** Sched. **Start Time:** 11:00:00  
**Scheduled Date:** 12/17/2011 **End Time:** 12:00:00  
**End Date:** 12/14/2011 **End Time:** 12:00:00  
 Add Scheduled date to Calendar

**Object:** PMA Events, Programs, People  
**Studio:** Installations  
**Curator Package:** Perelma Installations  
**Post Production retouching:** n Object Press Package  
**Photographer:** Justyna Badach  
**Subject:** 1988 Yoshi Toshi  
**Completion Date:** \_\_\_\_\_

**Interior Site:** \_\_\_\_\_  
**Exterior Site:** \_\_\_\_\_

**Requestor Expected Delivery Date:** \_\_\_\_\_

**This a rush Order?**

**Created By:** \_\_\_\_\_  
**Department:** Prints, Drawings and Phv  
**ATTACHMENTS:**  
 Click here to attach a file  
 ->Photography Order Report - Yoshitoshi triptychs need full image.pdf



**Chargeline:** 11-1852-16332-00011  
**Job Number:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

**Length of Time at Location Start:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Length of Time at Location End:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Artist:** Tsukioka Yoshitoshi  
**Title Accession/LoanID Number:** see attached list  
**Dimensions:** see attached list  
 Newly Accessioned Objects  Collection/Loan Object

**Event, Program, Person's Name and/or Title:** \_\_\_\_\_

**Event Details:** \_\_\_\_\_  
**Event Start Event End Time:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Exhibition Title:** \_\_\_\_\_

**Post Productions Retouching:**  
 This is a part of the Library/IPMA Archive  
**Image Catalog Number:** \_\_\_\_\_  
**For Use of Photography:**  
 Website  Publication  Social Media **Other Use:** \_\_\_\_\_

**Needs:**  
 Art Handler  Lighting Required  Add to TMS

Individual views of Yoshitoshi prints to be stitched together as triptychs. Kindly figure out pricing before starting order. Thank  
**Desired Views:** You!



File Home Insert Page Layout Formulas Data Review View

Calibri 11 A<sup>+</sup>

Wrap Text

General

Normal Bad

Good Neutral

Insert Delete Format

Σ AutoSum

Fill

Sort & Filter Find & Select

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	E	F	G	H	J	K	L	N
	Media	Object Number	Mnemonic	Classification	Culture	Display Name	Object Name	Title Sort		Date	Medium
2	1	1971-4-11a	PDP	Photographs		Charles Nègre		Cheval dans la cour du Quai Bourbon		c. 1851-1860	Salted paper print from a paper negative
3	1	1971-4-11b	PDP	Photographs		Charles Nègre		Cheval dans la cour du Quai Bourbon		c. 1851-1860	Waxed paper negative
4	1	1971-4-12	PDP	Photographs		Charles Nègre		Portrait of a Woman		c. 1852	Calotype negative on wax paper
5	1	1971-4-13	PDP	Photographs		Charles Nègre		Portrait of a Woman		c. 1852	Calotype negative on wax paper
6	1	1971-4-14	PDP	Photographs		Charles Nègre		A Young Girl from Arles		1852	Salted paper print from a paper negative
7	2	1971-4-15a	PDP	Photographs		Charles Nègre		Port of Marseilles		1852	Salted paper print from a paper negative
8	1	1971-4-15b	PDP	Photographs		Charles Nègre		Port of Marseilles		c. 1852	Wax paper print
9	1	1971-4-16	PDP	Photographs		Charles Nègre		St. Gilles-du-Gard		1852 (negative); printed later	Salted paper print (modern) from original paper
10	1	1971-4-17	PDP	Photographs		Charles Nègre		Side of Cathedral		c. 1852 (negative); printed later	Salted paper print (modern) from original paper
11	1	1971-4-18	PDP	Photographs		Charles Nègre		Man Seated on Bench		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
12	1	1971-4-19	PDP	Photographs		Charles Nègre		Man Seated on Chair on Garden Path		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
13	1	1971-4-20	PDP	Photographs		Charles Nègre		Paris: Watercress Seller on the Quai		1851 (negative); printed later	Salted paper print (modern) from original paper
14	1	1971-4-21	PDP	Photographs		Charles Nègre		Grasse: A Lemon Tree		1852 (negative); printed later	Salted paper print (modern) from original paper
15	1	1971-4-22	PDP	Photographs		Charles Nègre		Port of Marseilles		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
16	1	1971-4-23	PDP	Photographs		Charles Nègre		Arlesienne Seated Near a Basket		1852 (negative); printed later	Salted paper print (modern) from original paper
17	1	1971-4-24	PDP	Photographs		Charles Nègre		Peasant Girl		1852 (negative); printed later	Salted paper print (modern) from original paper
18	1	1971-4-25	PDP	Photographs		Charles Nègre		Children in Garden		c. 1853 (negative); printed later	Salted paper print (modern) from original paper
19	1	1971-4-26	PDP	Photographs		Charles Nègre		Woman Seated on Bed		c. 1850 (negative); printed later	Salted paper print (modern) from original paper
20	1	1971-4-27	PDP	Photographs		Charles Nègre		Boy Kneeling Looking at Book		c. 1851-1854 (negative); printed later	Salted paper print (modern) from original paper
21	1	1971-4-28	PDP	Photographs		Charles Nègre		Roman Ruins		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
22	1	1971-4-29	PDP	Photographs		Charles Nègre		Colosseum		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
23	1	1971-4-30a	PDP	Photographs		Charles Nègre		Sculpture of Two Saints: St. Gilles-du-Gard		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
24	1	1971-4-30b	PDP	Photographs		Charles Nègre		Sculpture of Two Saints: St. Gilles-du-Gard		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
25	1	1971-4-30c	PDP	Photographs		Charles Nègre		Sculpture of Two Saints: St. Gilles-du-Gard		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
26	1	1971-4-31	PDP	Photographs		Charles Nègre		Paris: The Entrance to the Sacristy, Notre Dame		c. 1853 (negative); printed later	Salted paper print (modern) from original paper
27	1	1971-4-32	PDP	Photographs		Charles Nègre		Bearded Man Seated on Porch		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
28	1	1971-4-33	PDP	Photographs		Charles Nègre		Procession of Sculptured Figures, St. Gilles-du-Gard		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
29	1	1971-4-34	PDP	Photographs		Charles Nègre		Papal Palace at Avignon		1852 (negative); printed later	Salted paper print (modern) from original paper
30	1	1971-4-35	PDP	Photographs		Charles Nègre		Landscape: After the Storm		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
31	1	1971-4-36	PDP	Photographs		Charles Nègre		Cathedral Sculpture		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
32	1	1971-4-37	PDP	Photographs		Charles Nègre		Paris: Notre Dame Cathedral with Apse and Sacristy from		1854 (negative); printed later	Salted paper print (modern) from original paper
33	1	1971-4-38	PDP	Photographs		Charles Nègre		Paris: Saint-Germain l'Auxerrois		1853 (negative); printed later	Salted paper print (modern) from original paper
34	1	1971-4-39a	PDP	Photographs		Charles Nègre		Cloisters of St. Trophime, Arles		1852 (negative); printed later	Salted paper print (modern) from original paper
35	1	1971-4-39b	PDP	Photographs		Charles Nègre		Cloisters of St. Trophime, Arles		1852 (negative); printed later	Salted paper print (modern) from original paper
36	1	1971-4-40	PDP	Photographs		Charles Nègre		Romanesque Sculpture, St. Trophime		c. 1850s (negative); printed later	Salted paper print (modern) from original paper
37	1	1971-6-2	PDP	Photographs		Charles Nègre		Reportage sur L'Asile Imperial de Vincennes: La Visite de		1859-1860 (negative); printed later	Salted paper print
38	1	1971-6-3	PDP	Photographs		Charles Nègre		Reportage sur L'Asile Imperial de Vincennes: Le		1859-1860 (negative); printed later	Albumen silver print
39	1	1971-6-4	PDP	Photographs		Charles Nègre		Reportage sur L'Asile Imperial de Vincennes: Le		1859-1860 (negative); printed later	Albumen silver print

- Pull Metadata from Numbers Spreadsheet Timv1 Captureone\_Capture\_Delay\_10sec
- Pull Metadata from Numbers Spreadsheet**
- Stitch with Photoshop
- Get Logs
- Update Scripts Menu
- Open Scripts Folder
- Open Scripting Dictionary

125%

View Zoom

Insert Table Chart Text Shape Media Comment Collaborate

Sheet1 Sheet2 Sheet3

UUID	Headline	Description	Content Category
1963-116-1	Eugène-Louis Boudin	The Bridge over the River Touques at Deauville	Oil on canvas
1963-116-2	Paul Cézanne	Still Life with Flowers in an Olive Jar	Oil on canvas
1963-116-3	Paul Cézanne	View of the Bay of Marseille with the Village of Saint-Henri	Oil on canvas
1963-116-4	Paul Cézanne	Millstone in the Park of the Château Noir	Oil on canvas
1963-116-5	Paul Cézanne	Still Life with a Dessert	Oil on canvas
1963-116-6	Edouard Manet	Le Bon Bock	Oil on canvas
1963-116-7	Edouard Manet	The Folkestone Boat, Boulogne	Oil on canvas
1963-116-8	Claude Monet	The Japanese Footbridge and the Water Lily Pool, Giverny	Oil on canvas
1963-116-9	Pierre-Auguste Renoir	Boy with a Toy Soldier (Portrait of Jean de La Pommeraye)	Oil on canvas
1963-116-10	Pierre-Auguste Renoir	Two Girls	Oil on canvas
1963-116-11	Pierre-Auguste Renoir	Still Life with Flowers and Fruit	Oil on canvas
1963-116-12	Pierre-Auguste Renoir	Portrait of Alfred Bérard with His Dog	Oil on canvas
1963-116-13	Alfred Sisley	The Canal at Saint-Mammès	Oil on canvas
1963-116-14	Vincent Willem van Gogh	Sunflowers	Oil on canvas

Annotations

Tool

Color

Size

Always Display Annotations

Keywords

Enter Keywords...

Metadata

Name	Value
Creator	
Creator's Job Title	
Address	
City	
State/Province	
Postal code	
Country	
Phone(s)	
E-Mail(s)	
Website(s)	
IPTC - Content	
Headline	
Description	
Category	ISO 100 1/125 s 1963-116-1.IIQ
Supplemental Category	
IPTC subject code	
Description Writer	
IPTC - Image	
Intellectual genre	
IPTC scene	
Location	
City	
State/Province	
Country	
ISO Country Code	
IPTC - Status	
Title	
Job Identifier	
Instructions	
Provider	
Source	
Copyright Notice	
Keyword Library	

2018 C1 Metadata Testing Session.cossessiondb

Annotations

Tool  
Color  
Size  
Always Display Annotations

Keywords  
Enter Keywords...

Metadata

Name	Value
Creator	
Creator's Job Title	
Address	
City	
State/Province	
Postal code	
Country	
Phone(s)	
E-Mail(s)	
Website(s)	
IPTC - Content	
Headline	Eugène-Louis Boudin
Description	The Bridge over the River Touques at Deauville
Category	Oil on canvas
IPTC - Image	
Intellectual genre	
IPTC scene	
Location	
City	
State/Province	
Country	
ISO Country Code	
IPTC - Status	
Title	
Job Identifier	
Instructions	
Provider	
Source	
Copyright Notice	
Keyword Library	

1963-116-1.IIQ

1963-116-2.IIQ

1963-116-3.IIQ

1963-116-4.IIQ

1963-116-14



Pull Metadata from Numbers Spreadsheet

125%

View Zoom Insert Table Chart Text Shape Media Comment Collaborate

	A	B	C	D
1	UUID	Headline	Description	Content Category
2	1963-116-1	Eugène-Louis Boudin	The Bridge over the River Touques at Deauville	Oil on canvas
3	1963-116-2	Paul Cézanne	Still Life with Flowers in an Olive Jar	Oil on canvas
4	1963-116-3	Paul Cézanne	View of the Bay of Marseille with the Village of Saint-Henri	Oil on canvas
5	1963-116-4	Paul Cézanne	Millstone in the Park of the Château Noir	Oil on canvas
6	1963-116-5	Paul Cézanne	Still Life with a Dessert	Oil on canvas
7	1963-116-6	Édouard Manet	Le Bon Bock	Oil on canvas
8	1963-116-7	Édouard Manet	The Folkestone Boat, Boulogne	Oil on canvas
9	1963-116-8	Claude Monet	The Japanese Footbridge and the Water Lily Pool, Giverny	Oil on canvas
10	1963-116-9	Pierre-Auguste Renoir	Boy with a Toy Soldier (Portrait of Jean de La Pommeraye)	Oil on canvas
11	1963-116-10	Pierre-Auguste Renoir	Two Girls	Oil on canvas
12	1963-116-11	Pierre-Auguste Renoir	Still Life with Flowers and Fruit	Oil on canvas
13	1963-116-12	Pierre-Auguste Renoir	Portrait of Alfred Bérard with His Dog	Oil on canvas
14	1963-116-13	Alfred Sisley	The Canal at Saint-Nammes	Oil on canvas
15	1963-116-14	Vincent Willem van Gogh	Sunflowers	Oil on canvas

Text 1963-116-14