

*The simple complexity of digitization; How to plan a Digitisation Project – a Swedish Example*

Digitisation as a concept is used in numerous ways. In this context digitisation implies the entire process of transferring physical objects from the collections to produce their digital equivalent.

This involves:

- selecting the objects/originals
- preparation and after-treatment
- “image capture”, to produce a digital image by scanning or digital photography
- follow-up control and processing of files and in specific cases OCR (Optical Character Recognition).
- Registration
- depositing of material in digital image archives and catalogues
- ventures to secure long-term preservation of digital material and permanent access
- packaging for users

The use of digitisation enables the study of objects and collections, used and spread via the Internet, without exhausting the originals. Digitisation is an option enabling easy access to books, periodicals, pictures and other objects, thereby avoiding the exposure of the original material to standard library routines. This is to the advantage of the educational system, its researchers, as well as the general public. A major concern is to engage the interest of young people of their cultural heritage and in this the school system has an important function to fulfil. To maintain a democratic system it is important that everyone can access our common history. This is the foundation, as is the making of this material freely available to the citizens.

The literary, scientific and cultural magnum opus, *Suecia antiqua et hodierna* (1660-1715) is a work of distinction from Sweden's period as a great power. Now, the entire work has been digitised and catalogued - image by image and presented in its entirety on a web site where you can browse through the images and descriptive texts about the *Suecia* and its 353 illustrations depicting Sweden's period as a great power.