

## WORKFLOW Slide Conservation Project Hamburger Kunsthalle

### 1 - Documentation

- Check quality of slides
- Document material, production and condition details
- Check availability of other editions for possible cooperation
- Photograph mounted slides
- Contact gallery or artist for remaining questions

### 2 - Digitisation

- Unmount slides into polyester pockets
- Transport slides to digitisation company
- Scan 1: slide without sprockets (for projection purposes, must be dust-free, clean-cropped and saved as TIFF and JPG)
- Scan 2: full slide including sprocket (unavoidably dusty, for documentation purposes, saved as TIFF and JPG)
- Make a list of all individual file names
- Check all files during post-production onsite
- Transport slides back to museum or directly to duplication lab
- Send files to museum (e.g. hard drive) and save according to security standards
- Compare digital files on monitor with analogue master slides on lightbox

**In collaboration with conservator**

### 3 - Duplication

- Make tests and share options and results with artist
- Order as many duplication sets as possible (cheaper, less movement of original, less risk of damage)
- Decide on duplicating film, mounts, slide numbering, packaging
- Transport slides back to museum
- Compare duplicates with master slides on lightbox and in projection
- Archive master and duplicates in sub-zero or cold storage

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