

Digitization 101

Hands-on and How-to set up your own digital collection



Edith (McCroskey) Ray in the film room of the Whitman County Library,
<http://www.washingtonruralheritage.org/cdm/singleitem/collection/whitman/id/678>

evan.robbsos.wa.gov
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<http://www.sos.wa.gov/library>

What do I need to create a digital collection?

- ❖ People
- ❖ Partnerships
- ❖ Collection
- ❖ Budget
- ❖ Equipment
- ❖ Storage
- ❖ Time



Evan Robb performs large-format digitization, Omak Library, NCRL, 2012

People

Who do you currently have available to work on the project?

coordinators

- ❖ staff or volunteers
- ❖ How many person hours do we have per week month year?
- ❖ Where will they work?
- ❖ Partner organizations
 - Historical societies
 - Senior centers
 - Local schools



What to choose

Historic Value

Local or national relevance

Preservation

Fragility

Uniqueness

Evaluation

Condition

Format

Special equipment

Is a high quality file available?



Looking for a future for Roslyn's coal, Roslyn Heritage Collection
<http://www.washingtonruralheritage.org/cdm/singleitem/collection/roslyn/id/338/>

Pilot project



Does it fit your environment and resources?
How much time is needed?
Use it to gain financial & community support

Copyright & Permissions

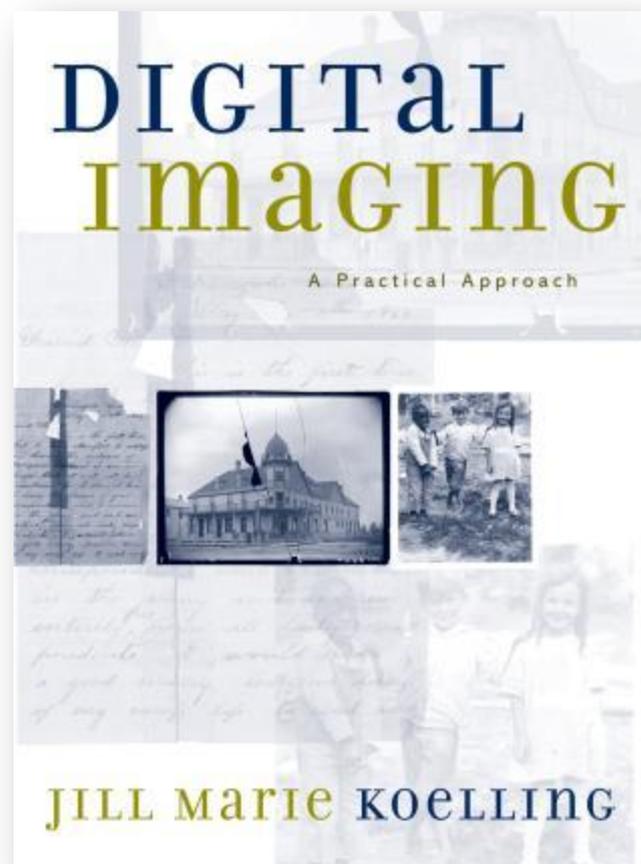
- **Rights vs. Permission:** majority of local history materials are still under copyright or orphaned works (rights holders are unknown).
- Works ***published*** before 1923 are in the public domain (including newspapers), but ***unpublished*** works may still be under copyright.
- When rights holders can be identified, just ask for their permission!

Tools for basic copyright research:

- [The Legal Genealogist \(blog\): *Copyright and the Newspaper Article*](#),
Judy G. Russell (2012).
- [Copyright Term and the Public Domain in the United States](#), or
the Peter Hirtle (Cornell University Libraries) Copyright chart.
- [*Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives, and Museums*](#). (Hirtle, Hudson, and Kenyon) – free PDF (in depth)
- [The Online Books Page, Copyright Registration and Renewal Records](#)
University of Pennsylvania Library
- [Stanford University Copyright Renewal Database](#)
For works published between 1923 and 1964.

Imaging Standards & Best Practices

- [Collaborative Digitization Program \(CDP\) Best Practices.](#)
Includes best practices for audio and Dublin Core metadata.
- [Minimum Digitization Capture Recommendations.](#) Association for Library Collections & Technical Services (ALCTS)
- [Technical Guidelines for Digitizing Cultural Heritage Materials.](#) Federal Agencies Digitization Guidelines Initiative.
- Koelling, Jill Marie. [Digital Imaging: A Practical Approach.](#) Walnut Creek, CA: Altamira, 2004. Print.
- [Washington Rural Heritage – localized standards and practical digitization instructions.](#)



Metadata

Types of Metadata

- ❖ Descriptive
- ❖ Technical
- ❖ Administrative

Considerations

- ❖ Domain and scope of collection and materials
- ❖ Localized fields are great!
- ❖ Utilizing controlled vocabularies, name authorities, ISO standards
- ❖ Usage and input guides for consistency
- ❖ Interoperability
- ❖ Crosswalks to other metadata schemes
- ❖ Content / Digital Asset Management

Budget

Can't hide this one; we all know it's a big deal

It's okay to start small – remember the pilot project?

Ideas:

- Partnering orgs can help fundraise or lend labor/equipment
- Grants
- Friends of the Library
- Community support, i.e. local businesses or foundations
- Skilled volunteers

DIY or Outsource?

Advantages of DIY

- If you want it done right.....
- Greater control of, well, everything
- Initial investment of basic equipment can last you a long time
- Choose your own standards

Advantages of Outsourcing to a Vendor

- Speed/Time involved
- Equipment doesn't expire
- Expense of licensing software
- Specialized digitization services (audio, film, video, etc.)

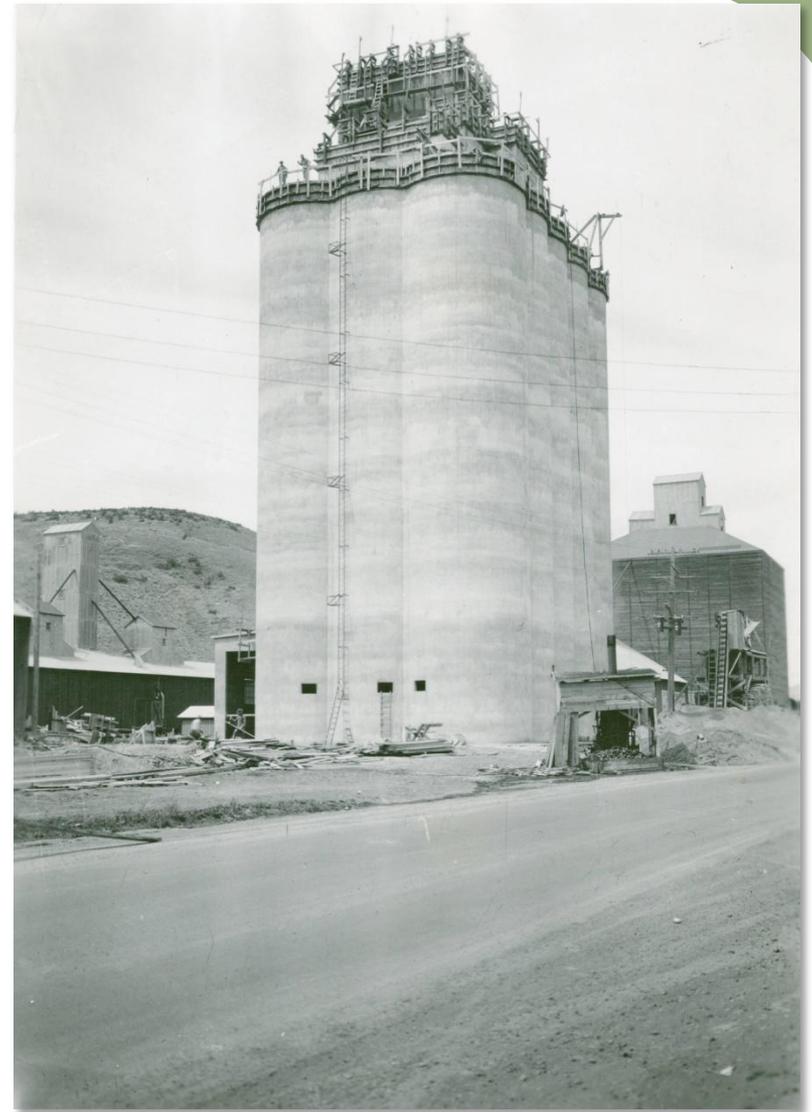
Storage

Kinds of storage

- Hard drives large and small
- Cloud storage
- Servers
- CDs and DVDs

Best practices

- Backups – early & often
- Off site storage
- Hard drive considerations



Construction of Pomeroy Grain Growers' cement grain elevator (1949),
<http://www.washingtonruralheritage.org/cdm/singleitem/collection/pomeroy/id/681/rec/2>

And now for the extra fun part....



10 min Break

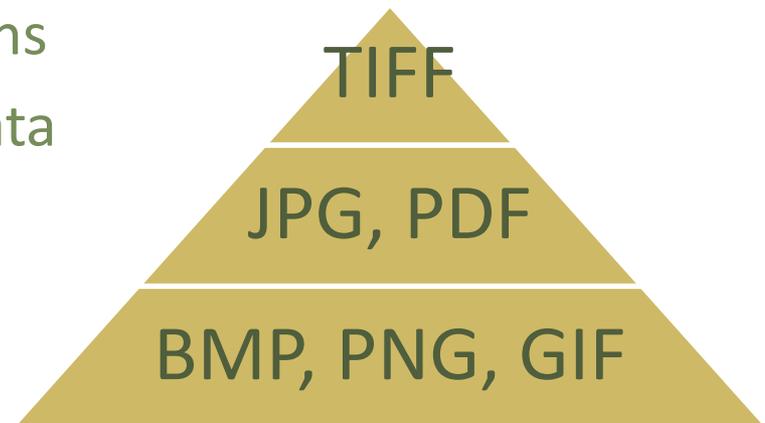


Hands on digitizing

File derivatives

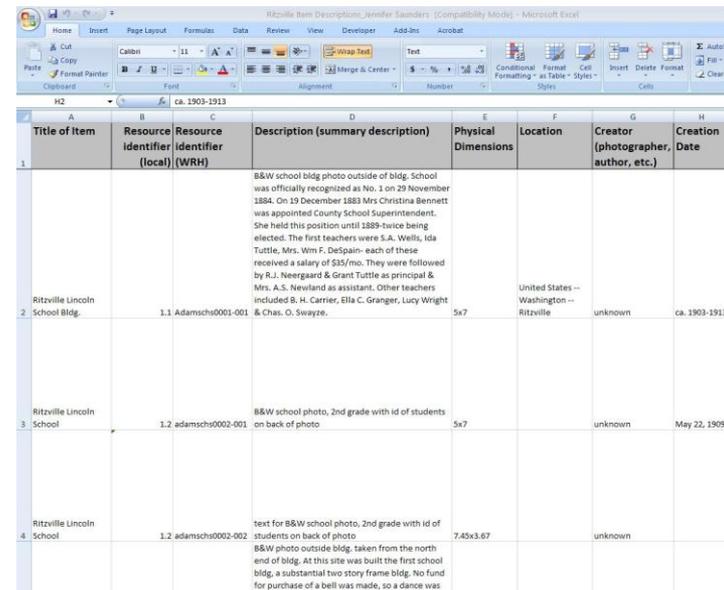
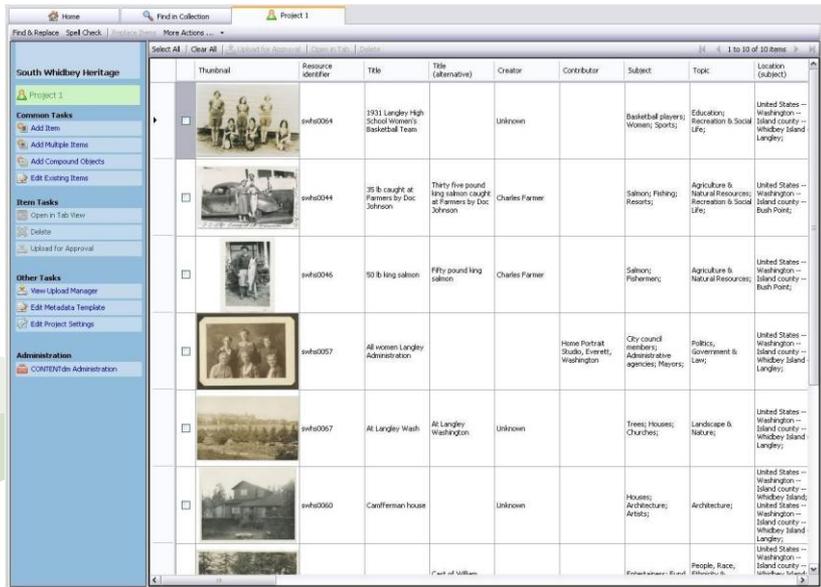
Tip: Handle your master files as little as possible

- Create Manageable File Sizes
- Editing Software
- Adobe Bridge & Photoshop actions
- Using Your Images and related data



Creating Metadata

Spreadsheets and other tools for creating consistent, structured data



Microsoft Excel or Access

CONTENTdm Project Client

Resources

Subject

AAT

AGROVOC

ITIS

LCSH

MESH

NLM

TGM

TGN

Date

DCMI Period

W3-CTDF

Type

DCMI Type

Format

IMT

Input

Title? [+] [-]

Title

Creator? [+] [-]

Creator

Subject? [+] [-]

Subject

Description? [+] [-]

Description

Advanced Dublin Core Generator - Click to Try!

South Whidbey Submission Form

Please use this form to create initial descriptions for digitized material as well as to track and document copyright research and permissions gathering. This form should be filled out as you scan each item. The form populates a spreadsheet which will be used to load material to the Washington State Library's CONTENTdm digital library software. To view the spreadsheet, or to edit previously saved form submissions for the same item (i.e., to make a correction or add additional information), go to: <http://bit.ly/STuECY>

Sno-Isle Libraries cataloging staff will complete metadata creation, including subject indexing of material. If you have questions, please contact Evan: evan.robb@sos.wa.gov
 * Required

Item Information

Descriptive cataloging about the topical content and physical format of the item being digitized.

Resource identifier *

An item consisting of one file should be named in the following manner: acme0001.tif. Items consisting of multiple files (e.g., sides, pages, etc.) should be named: acme0001-001.tif, acme0001-002.tif, and so on.

Title *

Whenever possible, transcribe directly from item (e.g., photo caption, description on back of photo, etc.).

Google Forms

Masters, derivative files, editing software

Archival TIFF →	Full Res JPEG →	Web JPEG
		
<p>Format: TIFF File name: acme0001.tif Resolution: 1100 ppi Pixel dimensions: 4161 x 3065 Color space: Adobe RGB 1998 File size: 36.5 MB</p> <p>Note: Slightly crooked. Original photo is slightly faded and washed out.</p>	<p>Format: JPEG, Quality level 10 File name: acme0001.jpg Resolution: 1100 ppi Pixel dimensions: 3959 x 2820 Color space: Adobe RGB 1998 File size: 6.51 MB</p> <p>Note: Straightened, cropped, brightness & contrast have been adjusted. Still a large-ish file in terms of file size and resolution.</p>	<p>Format: JPEG, Quality level 8 File name: acme0001.jpg Resolution: 300 ppi Pixel dimensions: 1080 x 769 Color space: Adobe RGB 1998 [sRGB is also fine] File size: 276 kB</p> <p>Note: Looks the same but is lower resolution, re-saved as a “medium” quality JPEG. Reasonable file size for Web display. *Make sure to inspect the image at 100% zoom level to ensure you are happy with the quality. If not, start over from your full resolution JPEG.</p>

[Washington Rural Heritage: Image Worklow & File Naming guidelines.](#)

Image editors we frequently use: Adobe Photoshop, Adobe Photoshop Elements, GIMP (free), IrfanView (free).

[Good comparison of raster graphics editors \(Wikipedia\).](#)

Audio: Audacity (free), foobar2000 (free)

Video: Final Cut, Adobe Premiere, Adobe Media Encoder

Thank you!

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TRIP – IG (Technology Resources for Information Professionals)
Washington National Digital Newspaper Program