

2016 UO SHN Workshop: Basic Digitization

Notes

Introductions:

- Marci Simmons
 - Confederated Tribes of Siletz Indians
 - Cultural Department – Historical Research Clerk
 - This is all new.
 - Currently transcribing historical reels and share them online.
- Amanda Craig
 - Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians
 - Air & Water Protection Specialist
 - Natural Resources Department (merging with Cultural Resources)
 - Writing a protocol for the protection and archiving natural resources knowledge
- Courtney Krossman
 - Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians
 - Archiving artifacts
 - New curation facility -- re-cataloging everything
 - Learn best practices on archives
- Heidi Helms
 - Coos, Lower Umpqua and Siuslaw
 - Tribal Language
 - Connect with everyone
 - Learn best practices, how to organize metadata
- Diane Teeman
 - Burns Paiute Tribe, Culture & Heritage Department
 - Cultural and Heritage Director
 - Digitizing language (less than a dozen speakers)
 - Having elders speak the language and document it.
 - Create apps to make language accessible to the community and others eventually.
 - All our archives and photos will be digitized as well
- Kathy Kentta
 - Confederated Tribes of Siletz Indians
 - Healthy Traditions
 - Work with the community, preserve hunting, fishing traditions
 - Mukurtu
 - Getting protocols and users signing up
 - How to organize photos and digitized materials
- Jessie Plueard
 - Cow Creek Band of Umpqua Tribe of Indians
 - Cultural programs manager.

- o Materials spread out the government's office. How we can use digitization projects to increase accessibility since we don't have the physical object under our management.
- Creston 'Dana' Smith
 - o Warm Springs
 - o Digital Libraries - Audio digitization

Digital Scholarship Center Introduction – Sheila Rabun, UO

- Digitizes materials from UO Libraries.
- Works on digitizing newspaper collections from across the state: currently partners with Confederate Tribes of Grand Ronde and Warm Springs. These digital collections are keyword searchable.
 - o NEH grant: digitize newspapers published before 1922 because of copyright restrictions.
 - o Newspaper digitization projects are grant and donor funded.
 - o Uses funds to reach out to the tribes and help them digitize and make those newspaper collections accessible.
- Institutional repository: theses, scholarly articles etc. (Scholar bank.)
- Works with students and faculty who want to use digital tools for the development of their work.
- Services: Digital production, metadata, website improvement, online platforms (Wordpress, Omeka, Mukurtu)
- Equipment (Workbench)
 - o Flatbed scanners
 - o Large format planetary scanner (for old newspapers)
 - o Microfilm scanner
 - o Audio digitization equipment

Strategic Goals for Digitization – Jennifer O'Neal, UO

- Who are the people you should ask funding for or talk to before digitizing?
 - o Administrators and tribal council
 - o People who control the tribe/institution budget
 - o When writing grants once you get the approval from the tribal council you'll need to think about:
 - What's your strategic goal
 - What's your digital preservation plan (create one)
- Why digitize and how this falls under your institution's mission and goal?
 - o Dana: Prioritize
 - o Jessie: Accessibility. We have so much information housed in different locations, by different individuals, in different formats. It is not easy for everyone to access that.

- o Heidi: Be able to find information, make it searchable (through a database) and accessible.
- o Amanda: Protection and knowledge preservation.
- o Courtney: Make collections searchable and provide access.
- o Diane: Cultural revitalization via accessibility.
- o Kathy: Preservation of materials.
- o Outreach / education: Digitization relates to your own specific traditions, language, and history. Reinvigorating traditional knowledge.
- o Audience: Whom are you digitizing for?
 - General Public: Pow Wow
 - Tribal community: language / traditional knowledge / reclaim content
- o Expectations? Does your tribal council / administrator have expectations about your project or they are waiting for you to propose / develop the idea?
 - Usually they wait for us to propose.
 - Tribal council often do not understand the importance/usefulness of technology or they are not aware of what technology / digitization can do.
 - Warm Springs: Digitizing audio for government-to-government relations. Sovereignty related project.
 - Legal cases?
- o Most of your communities have strategic goals or plans and grants usually ask you to demonstrate how this project in particular is addressing those goals.
- o Once you select your project and write your plan you get more into the details: how much staffing, resources, time, etc will it take? Those details you must be able to answer and write into the grant.
- o Strategic directions and digitization purposes at UO Library:
 - Focusing on developing digital content
 - Digital Preservation
 - Lifecycle of scholarly content
 - Improve the user experience
- o Digitization Selection Questions
 - Research use
 - Teaching use
 - Preservation issues
 - Use for event / exhibit
 - Add material to specific / existing collections
- o Basic Criteria Questions
 - Copyright, privacy, cultural sensitivity.
 - Is it feasible? Equipment, funding, staffing, fits your mission?
- o Digital Collection Development Worksheet (up on the SHN)

Introduction to Digital Preservation – Danielle Mericle, UO

- What is digital preservation?
 - Metadata creation
 - Storage
 - Administration of information
 - It is not just digitizing!
 - What you do organizationally to preserve your materials
 - Avoiding loss of data
 - Make things findable, readable, and searchable.
 - Help for developing workflows and methodologies
 - Responsible stewardship

- Basic goals
 - Make sure things can be read and found.
 - Digital preservation policy for your group/community/institution: All need to agree on what the priorities are.
 - Technical solutions that will help you do all this over time.
- Where do we start?
 - National Digital Stewardship Alliance Criteria
 - Storage and geography:
 - Keep at least 3 copies of your digital files.
 - You want some geographic separation in case of natural catastrophes.
 - Use different types of storage
 - Keep your master copies separate from your access copies
 - Migrate your assets
 - File Fixity and Data Integrity
 - Checksums
 - Information Security
 - Just a few people should manage your institution's data
 - Document who has access to content and when
 - Metadata (covered by Sarah)
 - Capture as much information as possible
 - Formats
 - Know and document your formats (SHN resource)
- Digital Preservation Policy
 - Articulate how you are going to go for preserving your data.
 - Define scope and length of your preservation plan (2-3 years and then review, for example).
 - Policy questions (share templates on the SHN)
- Preservation Repository Basics
 - Preservation repository function (Digital POWRR - [SHN resource](#))
 - Link to SHN digital preservation glossary
- Vendor solutions

- o Open source solutions: available for everyone to use, which doesn't mean it is free.
- o Think of what is your staffing capacity you have? What funds do you have?
- o Archivemativa, Preservica, Archives Direct, Internet Archive
 - Preservica: They have a cloud-based solution for securing storing your digital assets.
- Preservation plan
 - o Selection criteria
 - o File format standards
 - o How are you storing this?
 - o Staff, funding, storage
- Final thoughts:
 - o Start small and then scale up
 - o Consider partnering with other institutions and drive those costs down
 - o 3-3-3 Digital Preservation Plan ([SHN resource from POWRR](#))
 - o Build a system that you, your funders, and your community can trust. Build a trustworthy system.

Project Planning – Julia Simic, UO

- Decisions on project planning inform each other.
- Purpose, scope, audience?
- Selection for digitization:
 - o Who participates?
 - o What kind of materials you have and in what conditions?
 - o Can you outsource your digitization project?
 - What to do if your materials are fragile? Restricted?
 - o What's your timeframe?
 - Milestones are useful, especially for multi year digitization projects.
 - Do you have hard deadlines like grant applications? Make sure you are meeting those deadlines.
 - o Outcomes and assessment
 - Qualitative or quantitative
 - o Budget
 - Funding
 - Think of what your labor, equipment is going to cost you.
 - Have a preservation strategy in place.
 - Evaluate the short-term and long-term cost.
 - Establish strategic partnerships for sharing costs (such as SHN Workbenches and UO!)
 - o Copyright and access restrictions
 - Develop them within your communities.
 - Property rights are different from Intellectual Property rights.
 - Make decisions on an item by item basis

- o Access strategies
 - What kinds of access are necessary according to your community needs and protocols.
 - Digital Asset Management Systems (DAMS)
- o Preservation
 - Figure out how much space all these archive files will take.
- o Digitization Standards ([SHN resource](#))
 - FADGI (Federal Agencies Digitization Guidelines Initiative)
 - Still image guidelines
- o File formats
 - Don't keep files as word docs!
 - Use non-proprietary formats whenever possible.
 - Archival master file: uncorrected, not cropped, keep in the archival preservation system, TIFF format.
 - Service (access) master file: corrected, cropped, web deliverable files, JPEG format.
 - Raw files: unprocessed data created by a DSLR reflex camera. Many cameras have proprietary formats. Huge files – you might have no space to keep these.
 - PDF and PDF/A (archival) for documents. Also for web deliverables.
- o File naming ([SHN resource](#))
 - Keep it simple and readable.
 - Lowercase and avoid spaces and special characters. Use underscore instead of spaces ([SHN resource](#))
- o Equipment and space
 - Find equipment that meet your standards.
 - Physical space should help you also decide on the equipment you need.
 - Light temperature and humidity: keep light level really low and things kept in the same kind of environment in which they are stored.
- o Color management
 - Calibrate your equipment
 - Scan items with a color bar included.
 - Julia will create resource guide for the SHN
- o Project Management
 - Who will be responsible for what?
- o Document everything!
 - Write down your procedures in detail
 - Keep track of who is doing what
 - Make sure the right item is being digitized, if things are being saved properly, etc.
 - Metadata procedures: need quality control
 - Assessment procedures

Metadata for Cultural Materials – Sarah Seymore, UO

- WHO / WHAT / WHEN / WHERE
- Structured why in which we describe information about items
- Descriptive metadata
 - o Important for discovering / searching
 - o Keywords like date/ author / location
 - o Control your descriptions: be consistent and unique
 - o (See metadata slide)
- Dublin Core Metadata Initiative (SHN resource?)
 - o Standard and easy to use
 - o Suggested fields:
 - Title: word or file name
 - Identifier: use the filename itself
 - Creator: who created the item / author. Be consistent on how you are using names (last name, first name for example)
 - Contributor:
 - Coverage: spatial or temporal. Recommend using date for spans of time.
 - Date
 - Description
 - Subject: evaluate using controlled vocabularies
 - Type: Image, moving image, sound, text (be consistent)
 - Format: JPEG, PDF, etc
 - Source: Related resource from which the item is derived
 - Language
 - Publisher: person who produced the item
 - Relation: establish relations between items in your collection.
 - Rights: creative commons, restricted access, Traditional Knowledge Labels
 - o Oral History Metadata
 - Interviewee
 - Interviewer
 - Rights holders
 - Related items like transcripts
- Spreadsheets for cataloging (SHN tutorial managing data spreadsheet)
- Data validation - creating a drop down menu for your excel file
- Embedded metadata: metadata travels with the item
- Example: [Oregon Digital](#)
- [Metadata tutorials on the SHN](#)

Photo Digitization – Randy Sullivan, UO

- Lighting
 - LED = less heat.
 - Use daylight balanced bulbs
- Copy Stand (SHN [resource guide](#) and [tutorial](#) and Randy will provide a resource guide as well).
- Color calibration
 - Color checker card (many types, sizes and prices)
 - White card for white balance
 - Focusing target



- Bridge photoshop
- Flatbed scanners: \$200 - \$3000
- Storage cards: 32 - 128 GB
 - 32 GB is good and have your data stored in different cards
 - Speed: how fast images will upload to your computer. But your computer is so fast also so don't go crazy with speed.
 - Raw images
 - Some cameras have 2 slots: CF card and SD card
- Camera and lens
 - 20 megapixel minimum camera
- Software
 - Lightroom
 - Adobe Bridge
 - Photoshop
 - Lynda.com for tutorials
- Card readers
- Powder free gloves for handling negatives
- Polarizer filters
- SHN resource - Digital Photography of Museum Objects

Historical Sound Recordings – Nathan Georgitis, UO

- Sound recordings are great for research, access, public programming, cultural revitalization.
- There is the thread of technological obsolescence.
- All are at risk due to:
 - Chemical and physical instability of materials and composition.
 - Poor storage conditions and inappropriate handling.
 - Repositories usually focus in other formats and end up mishandling audio recordings.
 - Inability of playing back audio recordings with required technology.
- Preserving them implies a technological endeavor with a very important social component.
- Risk chart (see slides)
- Digitization for preservation and access
 - Creation of copies
 - Proper preparation of sound recordings for playback
 - Optimize playback recordings
 - Quality
 - Creation of multiple files for different uses
- Digital Audio Files (see slides)
 - Preservation master
 - Duplication master
 - Access copies: .wav file ready to share online, email, etc.
 - All should be stored separately
- File management and digital preservation
 - Inventory
 - Core data about the format, content and characteristics
 - Establish physical and intellectual control
 - Human resources
 - FACET resource
 - Start with a spreadsheet, then you might want to move into embedding metadata into the sound recordings or a collections database.
 - Identifiers (use underscore between each component)
 1. Repository code (Yakama Indian Nation YIN)
 2. Format code (Tape or reel, or a number applied to each format or a letter)
 3. 4 or 5 digit item number (00001)
 - Assessing the risk: the possibility that any one media will become inaccessible over time.
 - Prioritizing (see chart)
 - Providers
 - Cost and benefits
 - Collections are shipped back and forth in the mail all the time so evaluate if this is something you are willing to do.

- In house: raise awareness about the importance of these collections and the importance of preserving them.
- Preservation projects
 - Requires money and the time to seat with the reels/cassettes, etc and transfer those into digital formats.
 - Think about staff, time and budget
- Audacity: open source, free software for audio editing ([SHN resources](#))