



Planning for Digital Projects

May 20, 2016

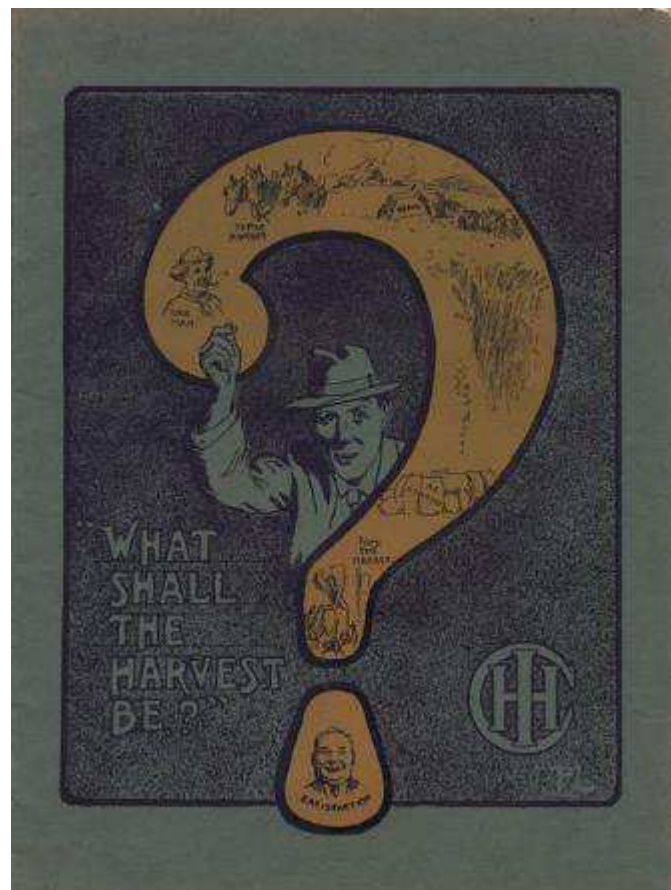
Emily Pfotenhauer

Recollection Wisconsin
Program Manager, WiLS

emily@wils.org

Questions about you...

- How many of you...
 - Have done a digital project?
 - Have some digital stuff but aren't sure what to do with it?
 - Have been thinking about it...?



"Deering Ideal" Stripper Harvester Catalog Cover
Image ID: WHi-27577

What do you mean, digitize?

- Selecting materials
- Reformatting materials (scanning, photographing)
- Creating metadata (standardized, searchable, descriptive information)
- Storing and maintaining digital files and metadata
- Providing access



Wisconsin Historical Society

Building a digital collection

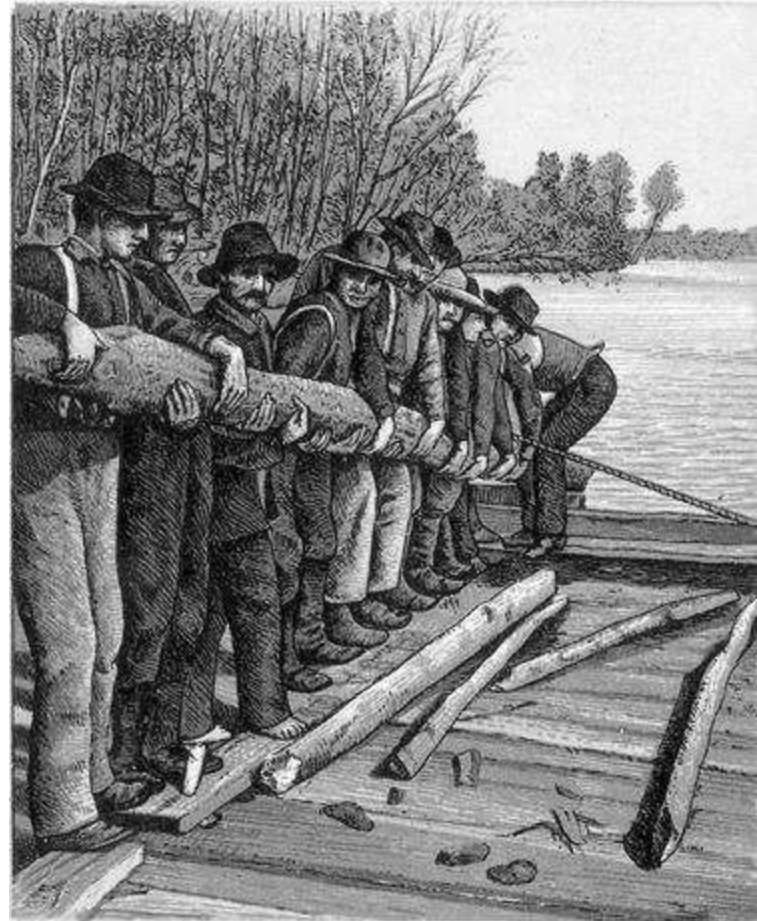
Four Core Elements

- ◉ Select
- ◉ Scan
- ◉ Store
- ◉ Share

Planning - budget

Potential project costs:

- Hardware and software
- Outsourcing to a vendor
- Storage for digital files
- Online access platform
- Archival storage supplies
- Staff/interns/volunteers



McMillan Memorial Library, Wisconsin Rapids

Planning - timeline

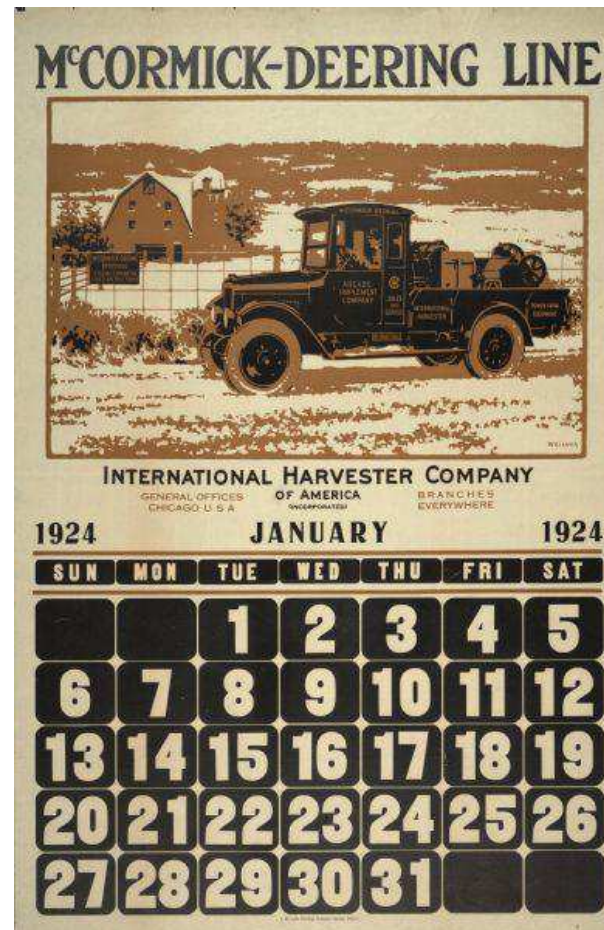
Timeline will vary greatly depending on...

- Project scope
- Types of materials
- Staff experience
- Available resources

One model:

- 1/3 reformatting
- 1/3 metadata
- 1/3 management, quality control, etc.

Source: Steven Puglia, "The Costs of Digital Imaging Projects," RLG DigiNews v. 3, no. 5 (1999)



WHI-4352

Planning - partnerships

- Local historical society, genealogical society, historic preservation association or other org.
- University of Wisconsin Digital Collections
- Consulting from UWM and Marquette (through RW)
- UW-Madison SLIS
- Your system
- Each other!



Murphy Library, UW-La Crosse

Document your decisions

- Document...
 - How you did it
 - Why you did it
 - Where you put it
- Digital Project Planning Template
- Digital Project Planning Worksheet



Sinclair Lewis Typing
Image ID: WHi-51874

recollectionwisconsin.org/scls

Tips from other digitizers

If I could do it all over again, I would:

- Tackle a smaller group of materials at first
- Make sure two people started the project at the same time so we could help each other
- Start with a clearer plan
- Take the time to sort and research the physical collection before digitizing
- Have firm deadlines to help me stay on track

Step 1: Select



Wisconsin Historical Society WHi-36392

Three Key Questions

- **Should** I digitize it?
- **Can** I digitize it?
- **May** I digitize it?



Milwaukee Public Library

Should I?

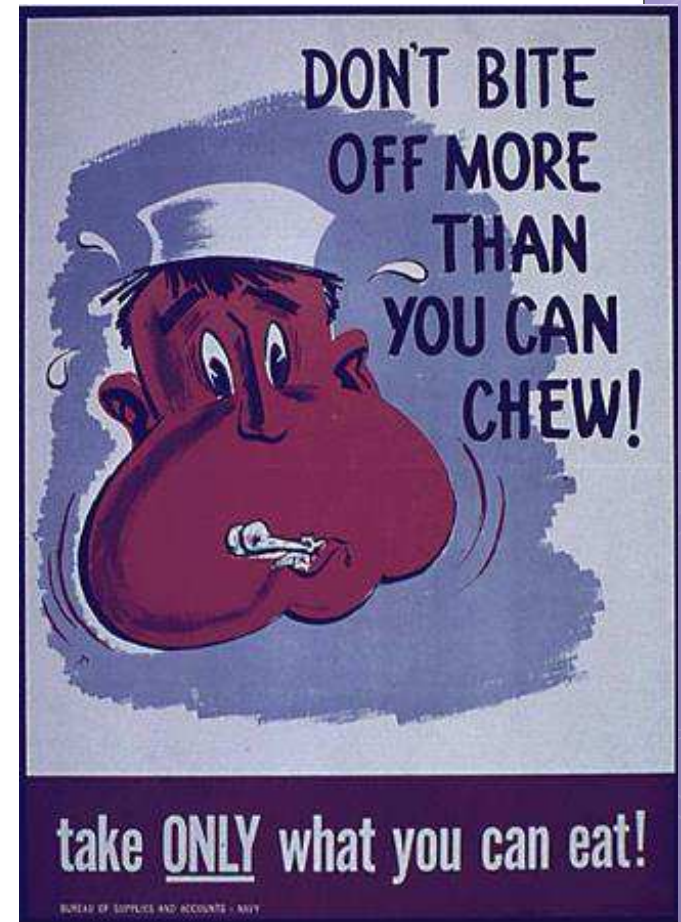
Which materials are...

- most significant to the story of your community?
- most requested/used?
- easiest?
- at risk?

Scope, Size, and Capacity

- Clearly define the scope of your project.
 - Be disciplined about subject scope and significance.
- Be realistic about the scale of your project.
 - Start small. Don't bite off more than you can chew!

Slide adapted from the Public Library Partnerships Project
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National Archives

Can I?



Minimally processed collection



PROCESSED COLLECTIONS



Slide adapted from the Public Library Partnerships Project
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UW-Milwaukee Libraries

May I?

Considering copyright

Owning a physical item does not (generally) mean you hold the copyright to that item.

What's the copyright status?

- ◉ Item is in the **public domain**
 - ◉ No longer under copyright; you're free to use
- ◉ Item is **in copyright**
 - ◉ Contact copyright holder to request permission to publish online
- ◉ Item is an **orphan work**: presumed to be in copyright, but copyright holder is unknown or cannot be located
 - ◉ Risk management decision

What's in the public domain in 2016?

- Any work **published** before 1923
- Works **published** between 1923-1977; copyright was not registered or renewed
- **Unpublished** works; creator died before 1946
- **Unpublished, anonymous** works created before 1896

Small group discussion: Selection



- Describe a collection you're considering digitizing.
 - Why digitize these materials?
 - What challenges might you encounter?

Step 2: Scan



St. Norbert College

Philosophy of Reformatting

Reformat once

- Less handling = less wear
- Do it right the first time
- Digitize for the future:
high quality

Reformatting costs money

- Equipment
- Time
- Storage space



National Archives and Records Administration

When NOT to scan it yourself

- **Oversized** materials
 - Maps, blueprints, etc.
- **Fragile** books, scrapbooks, glass plates, etc.
 - Bindings can be damaged by laying flat to scan
 - Anything with flaking, cracked or otherwise fragile surface
- **Newspapers** or other **microfilm**
 - WHS can scan master microfilm negatives
- **Oral histories, film, or other a/v materials**
 - RADD at UW-Madison SLIS
 - NEH – WI veterans' oral histories project

Recollection Wi – vendor RFQ this summer

Hardware and software

- Flatbed scanner
 - Consider size of scanning bed
- Scanners for special formats
 - Slides
 - Overhead/book scanner
- No scanning “wands” or similar devices
- Photo editing software
 - Photoshop Elements
 - GIMP (open source)



Scanning considerations

BASELINE SETTINGS

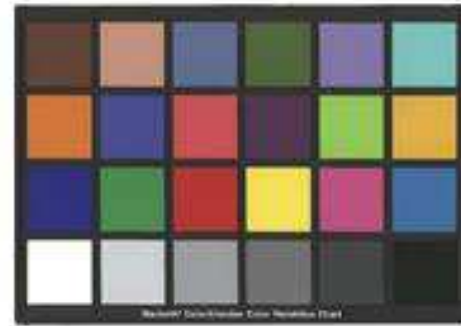
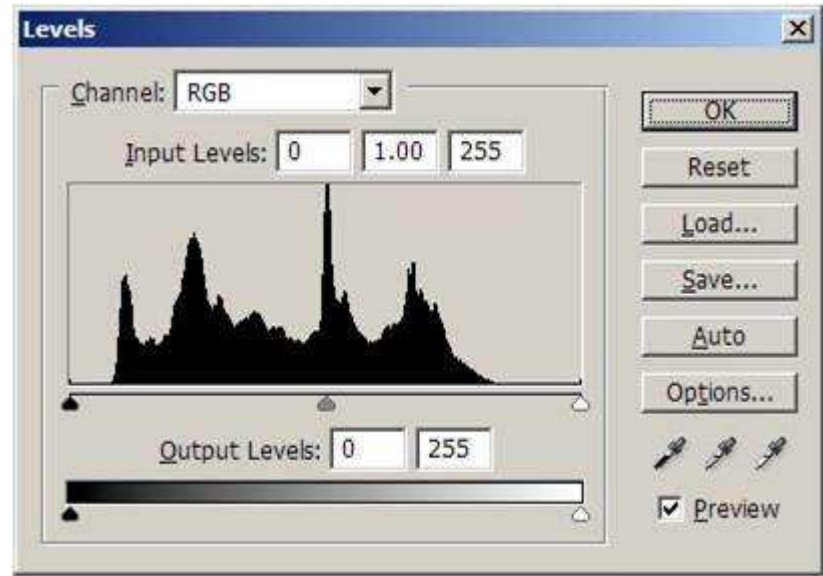
- Save as uncompressed TIFF
- 24-bit color or 8-bit grayscale
- Resolution (ppi) depends on size of original.
Minimum = 300ppi



Scanning considerations

INTERMEDIATE

- Calibrate monitor and scanner
- Adjust light/dark balance with histogram
- Use color targets



Scanning: Quality control

- Review digital files on a regular schedule
- Especially important when working with volunteers, students or vendors!
- Some things to look for:
 - File can be opened
 - File name follows convention
 - Image is not skewed or off-center
 - No unwanted materials (dust, hair) or digital artifacts

Step 3: Store



Manitowoc Public Library/ University of Wisconsin Digital Collections

Key Decision Points

- How are you going to organize it?
- What are you going to store it on?
- Where are you going to store it?



Post Office
Image ID: WHi-9135

File naming

- Keep folder labels and file names short
- Keep naming conventions simple and logical
- Use only lower case letters, numbers, and dashes or underscores
- Don't use spaces or special characters
(^" <> | ? \ / : @ ' * &.)



Wisconsin Historical Society WHi-19562

File naming: Examples

- **Photograph with accession # 2011.32.1**
201132001.tif OR 2011_32_001.tif
- **Series of images by photographer John Smith**
smith001.tif, smith002.tif, smith003.tif
- **Not so good ...**

Glassplate16039 Auto repair in basement025.tif
MPLA.004.95.Vine.003.a.jpg

Maintaining files over time

LOCKSS: “Lots of copies keep stuff safe”

- 2 x 2 x 2
 - Save two copies of each file
 - In two different locations
 - On two different types of storage media



UW-Madison Archives

One TIFF master file (scanned photo) = 20-40MB

Storage media

Technology	Size	Stability	Cost
Flash storage	4 – 256 GB	5-20 years or less	\$0.50/GB
Hard drive	1 TB – ?	25-30 years, prone to mechanical failure	\$0.05/GB +++
CD-R	630–700 MB	100–200 years for high-quality media (MAM-A)	\$2.50/disc = \$3.50/GB
DVD-R/+R	4.7 GB	100–200 years (?) for high-quality media	\$2.50– 4.00/disc = \$0.50– 0.85/GB
The Cloud	1 – 30 TB	?	\$0.002– 0.10/GB monthly

“The Cloud”

- Storage/backup
 - Amazon S3, Google Drive, Dropbox
- Digital repository solutions
 - DSpace, Preservica, Archivematica

Dark archive – no public access

Document your decisions

- Document...
 - Where is it?
 - Who can access it?
(and how)
 - File naming
convention



Sinclair Lewis Typing
Image ID: WHi-51874



Preserving **(D)**igital **O**bjects **W**ith **R**estricted **R**esources

<http://digitalpowrr.niu.edu/>

Step 4: Share



Milwaukee Public Library

Metadata: what is it?

- Descriptive metadata = information about the content of the item
 - What am I looking at?
 - Who created it? When? Where?
 - Who owns it?
 - How can I use it?
- Metadata is what makes your digital content discoverable, searchable and useful for your patrons



Grant County Historical Society

Recollection Wisconsin: Required metadata elements

Element	Definition
Title	Title of item. Assigned by author, or by you
Subject	Keywords selected from a controlled vocabulary list
Type	Image, Text, Sound
Rights	Information about copyright status.
Submitter	Name of your organization.

Spreadsheets for metadata

- Easy to repeat information, through drag-and-drop and copy and paste
- Good for proofreading - can scan down rows to easily identify typos, incorrect data formats, etc.
- May facilitate importing to access platform

Metadata: Titles



Residence of Mrs. Henry Bolting



Photo title formula

SUBJECT, LOCATION, DATE

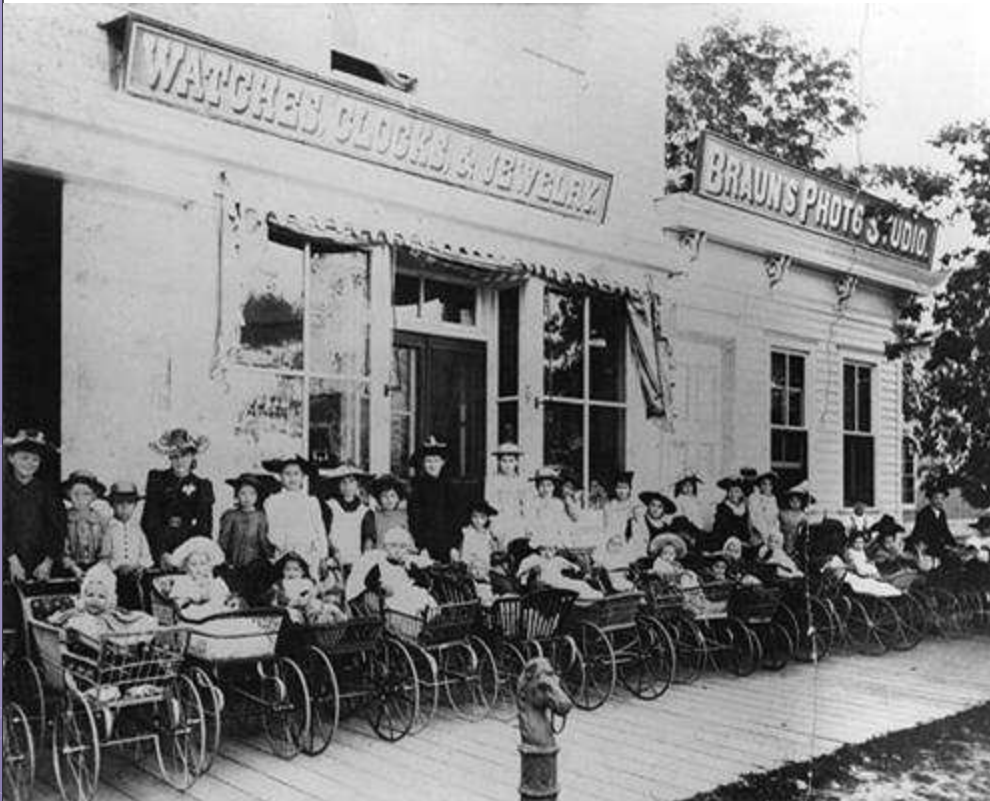
Person, object, building,
etc.

City OR township OR
county

Year or date range

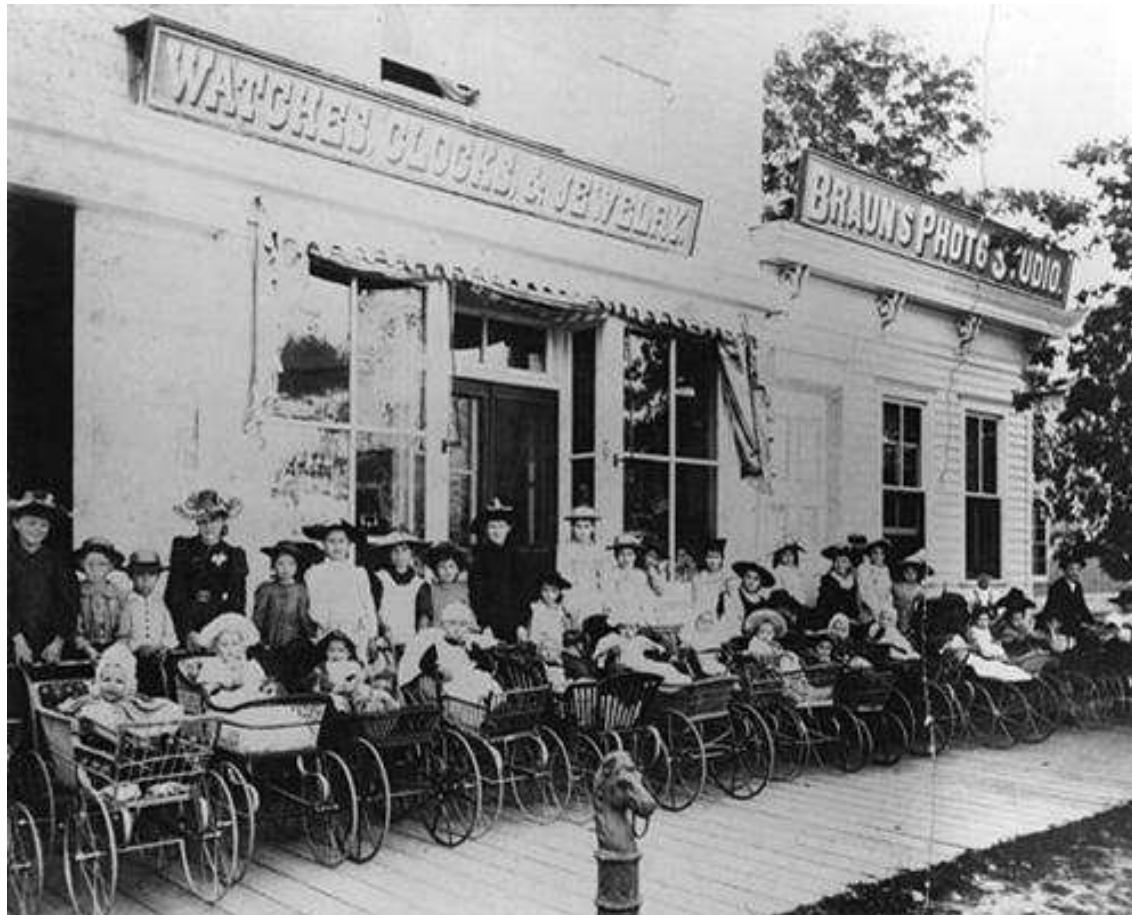
Only include an element IF KNOWN

People and places



- Identify...Who? Where? When?
 - Women
 - Children
 - Babies
 - Carriages/strollers
 - Stores/shops
 - Boardwalk
 - Marathon County
 - 1890-1899

Women and children with babies in carriages, Manitowoc County, 1890-1899



(SUBJECT, LOCATION, DATE)

Buildings and cityscapes



- Identify the name of the street or view
- Identify the location (City OR Township OR County)
 - Identify the date (Year? Date range?)

100 block of South Main Street, Fort Atkinson, 1940-1949



(SUBJECT, LOCATION, DATE)

Metadata: Subject headings

- Terms or phrases assigned to an item to facilitate searching and browsing a collection.
- Consistent use of subject headings helps link related content in your collection and across disparate collections.

Narrow your search by:

▸ Article Title
▼ Subject
frontier & pioneer life (115)
memoir (106)
politicians (99)
german americans (98)
letter (98)
civil war, 1861-1865 (95)
immigration (95)
politics (90)
pioneers (89)
religion (88)
▸ Volume
▸ Year

Controlled vocabularies

- A controlled vocabulary is a standardized, pre-determined list of subject headings.
- Some examples of controlled vocabularies:
 - Library of Congress Thesaurus for Graphic Materials
 - Library of Congress Subject Headings
 - Getty Art and Architecture Thesaurus
 - Nomenclature 3.0

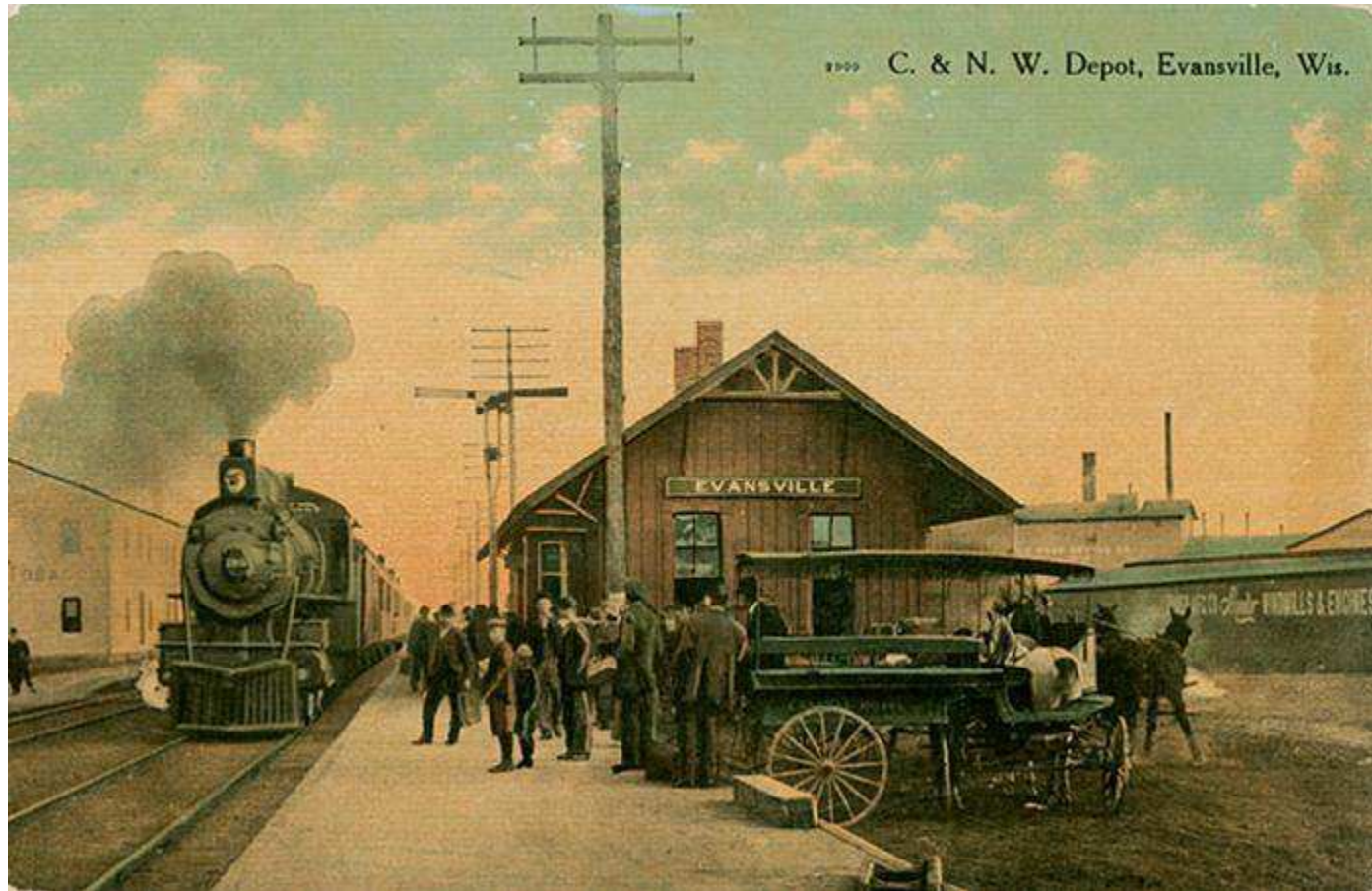


New Berlin Historical Society

Tips for assigning subject headings

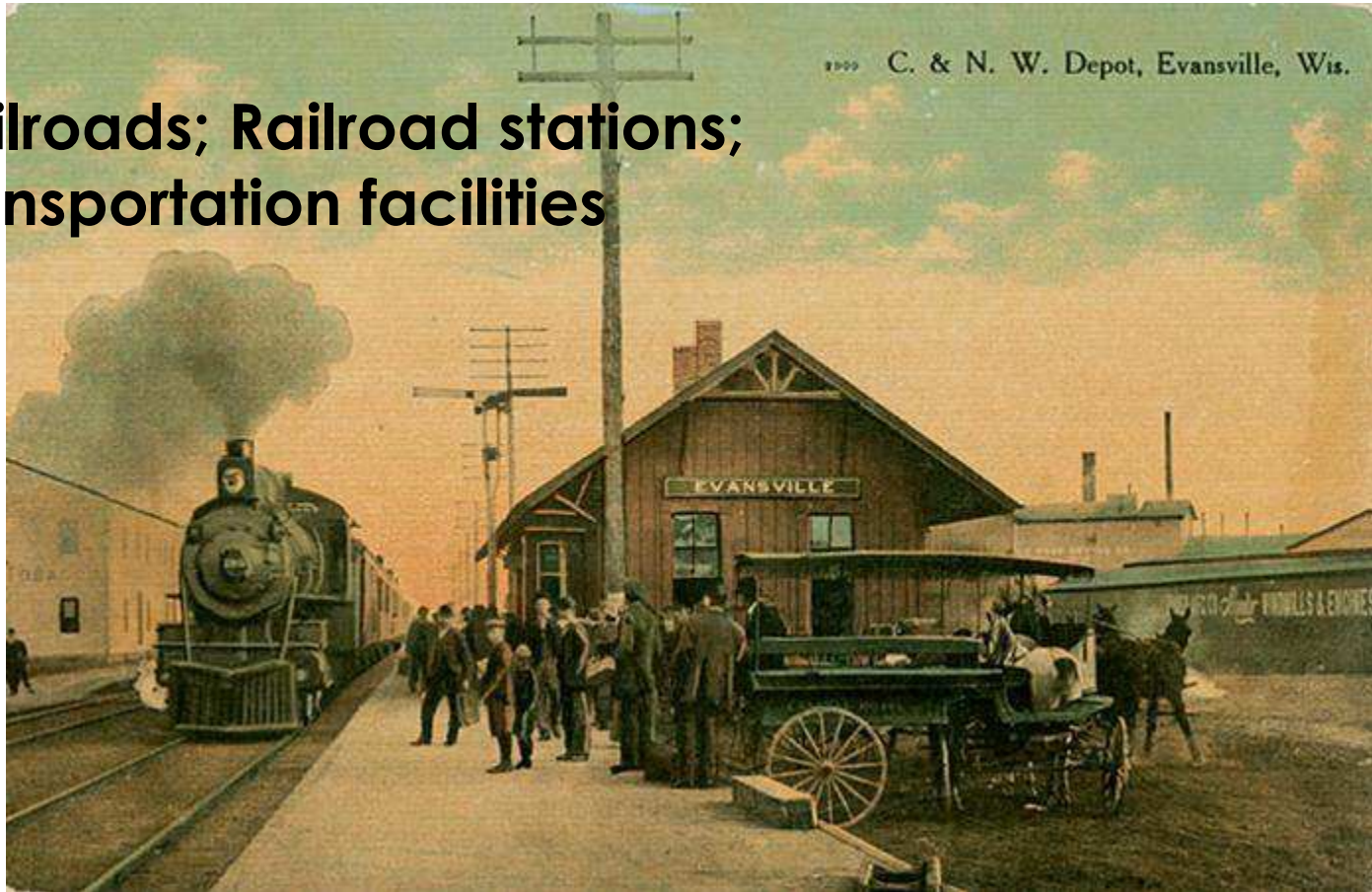
- Consider the following elements to help select terms:
 - WHO? People - age, gender, occupation, ethnicity
 - WHERE? Building or other setting
 - WHAT? Activities or events
- How did others do it? Look at similar materials/collections for examples
- Aim for 1-5 terms.
- There is no one right answer!

Sample subject headings



Sample subject headings

**Railroads; Railroad stations;
Transportation facilities**



Sample subject headings



Sample subject headings



Students; Music; Musical instruments; Musicians

Metadata practice

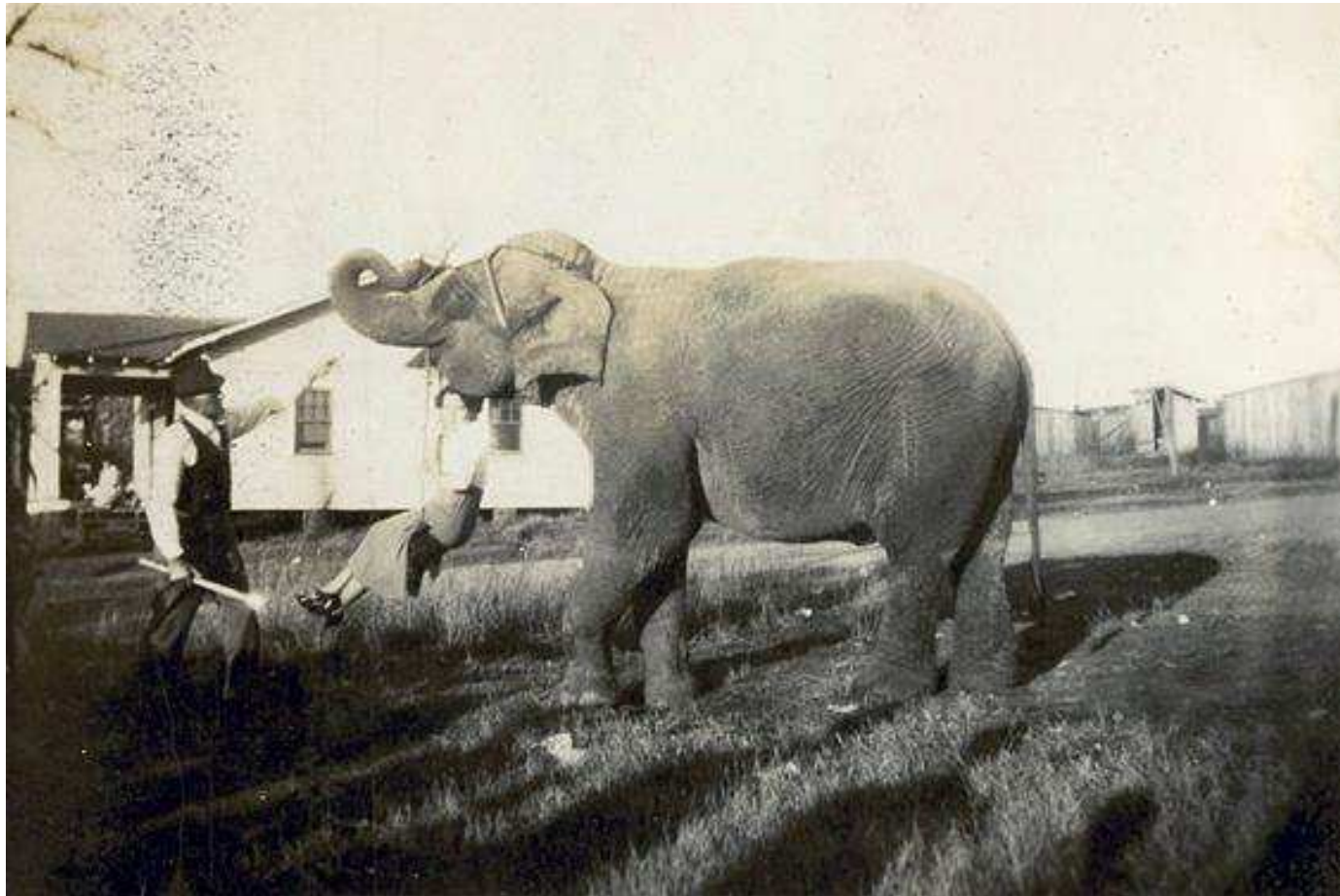
Assign a title and subject(s) to a photo.

Remember the basic title formula:

- SUBJECT, LOCATION, DATE

Select 1-5 subject terms from the short list extracted from the Library of Congress Thesaurus for Graphic Materials (handout).

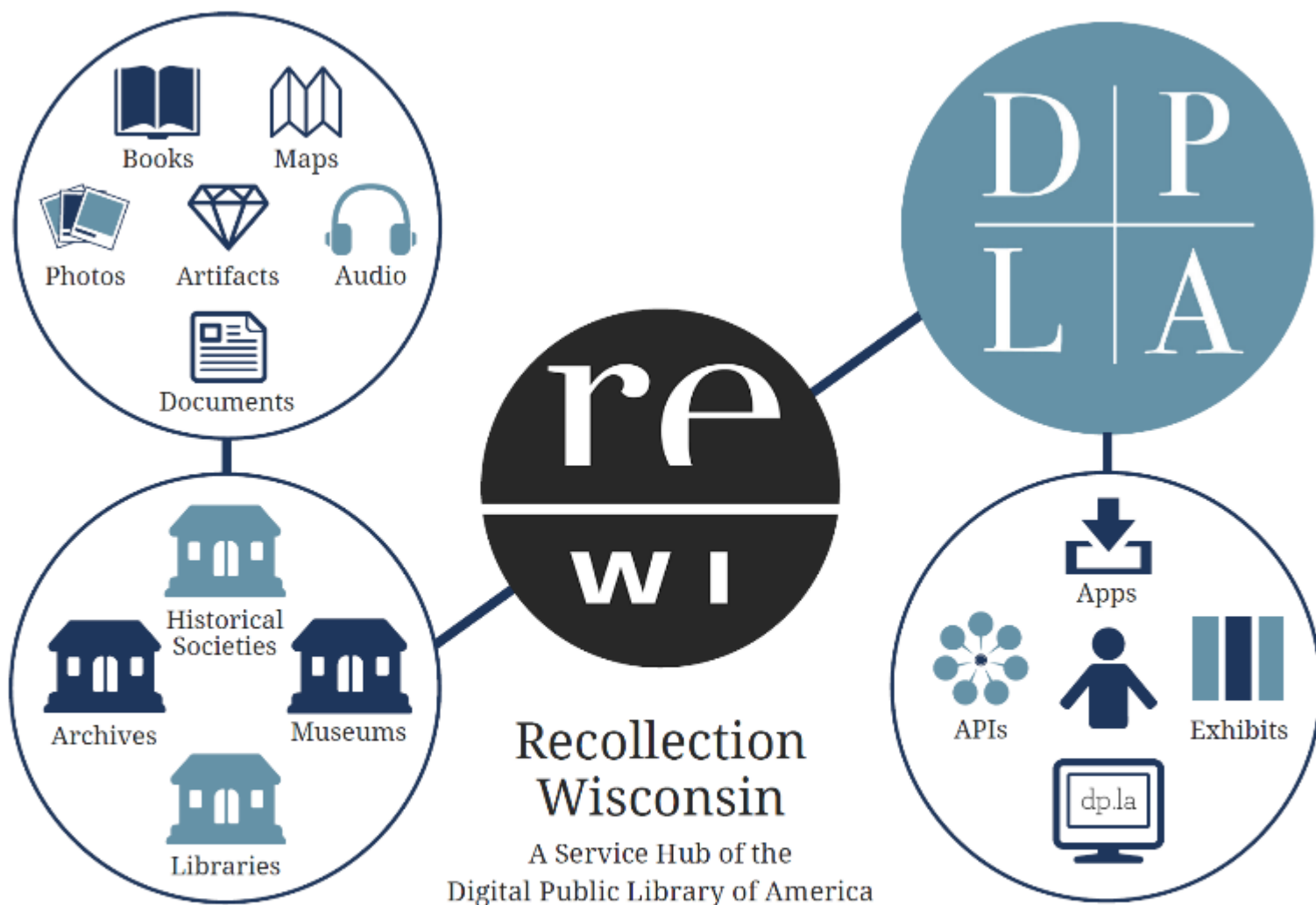
Full version: <http://www.loc.gov/rr/print/tgm1/>



Step 4: Share (continued)



Milwaukee Public Library



Recollection Wisconsin is a collaborative initiative of WiLS, Wisconsin Historical Society, Wisconsin Department of Public Instruction, UW-Milwaukee, UW-Madison, Milwaukee Public Library and Marquette University. For more information, visit recollectionwisconsin.org/dpla.

Thank You!

Emily Pfotenhauer

Recollection Wisconsin Program Manager
WiLS

emily@wils.org
608-616-9756

Slides and handouts:
recollectionwisconsin.org/scls



Mineral Point Historical Society