

Digital Projects on the Move



South Central
Library System

DOOR COUNTY
SPEAKS



*What these three projects have in common is **POSSIBILITY**.*



South Central
Library System

Hello!

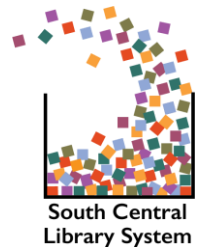
Tamara Ramski

Wisconsin South Central Library System

Local History Digitization Kits

Local History Digitization Kits

- South Central Library System (SCLS) assists member libraries with local history digitization projects.
- A Wisconsin Department of Public Instruction (DPI) grant provided scanning kits and digitization training to 11 other library systems in Wisconsin.
- Digitized materials are added to Recollection Wisconsin
recollectionwisconsin.org



Sample Project Workflows

- Project Planning (System Staff + Library Staff/Volunteers/Interns)
- Project Preparation (Library Staff/Volunteers/Interns)
- Digitizing (scanning and editing) (Library Staff/Volunteers/Interns)
- Creating metadata using Google Sheets templates (Library Staff/Volunteers/Interns)
- Uploading digital files and metadata to content management system (System Staff)
- Harvesting metadata for Recollection Wisconsin & DPLA (RW Administrators)
- Promoting the collection (Library Staff/Volunteers/Interns)
- Long term storage (System Staff + Library Staff/Volunteers/Interns)



Digitization Kits



- Flatbed Scanners
- Audio Oral History Recording
- Cassette Tape Conversion
- Slide Scanning
- VHS Conversion

- Software
- Remote login

- Manuals

Digitization Kits

Training

- Previously in-person and hands-on with SCLS staff
- Now adapted to a virtual format

Manuals

- Printed manuals provided with the kits.

Instructions Include

- Handling of materials
- Equipment set-up, care, and use
- Software use and specifications, best practices for:
 - File formats
 - File naming
 - File/folder organization
- Digital files back up
 - Saved on 3 external hard drives

Kit Administration

- Loaned for 6 months
- Delivered thru SCLS Delivery system
- Kits stay at libraries!
 - not loaned out
 - patrons bring materials to the library for digitization

- We maintain a ***Kit Log***
 - Excel sheet
 - Inventory of kit content + serial numbers
 - ***Where is the kit?***
Tracking key dates: delivered, due, and returned
 - Kit queue – ***Who's next in line?***

- **Returned kits**
 - Verify all kit pieces
 - Test the equipment and software
 - Delete any materials saved on the laptop

Digitization Kit Contents

Flatbed Scanning Kit

- Dell laptop, charger, mouse, laptop case
 - software: scanning software and *IrfanView*
- Canon CanoScan 9000f Mark II **OR** Epson V600 Scanner
 - scanning area = 8.5" x 11.7"
 - scans 35mm film
- Ruler
- Power strip + storage tote
- Cleaning supplies



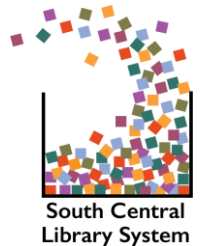
Digitization Kit Contents

Audio Oral History Kit Contents

- Laptop, charger, mouse
- Tascam DR-07X recorder
 - batteries AA x 2
- MicroSDXC UHS-1 Card (128 GB) with charger
- Tripod + storage tote
- 2-wired microphones: Kungber C16
 - microphone tripods (#2)
 - connecting + splitter cables
 - 6' cable, 32" cable
 - charging cables (#2)

Cassette Tape Digitization Kit Contents

- Dell laptop, charger, mouse
 - software: *Audacity*
- Cassette player: Wikoo X001MVAOC1
 - batteries AA x 2
- Cassette to MP3 Converter: V-Top Model AV202
- Power strip + storage tote



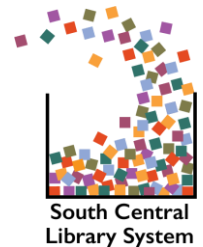
Digitization Kit Contents

Slide Scanning Kit Contents

- Dell laptop, charger, mouse, laptop case
- PowerSlide X Slide Scanner, charger, USB cable
- Slide viewer
- Power strip + storage tote
- Slide cleaning tools: air duster, brush, microfiber cloth)

VHS Digitization Kit Contents

- Dell laptop, charger, mouse
 - Software: CyberLink PowerDirector 9
- Sony Video Cassette Recorder
- ION Video 2PC HD Converter w/cables
- Power strip + storage tote



Local History Digitization Kits

- **Project contact:**

Tamara Ramski, MLIS, Digitization Specialist
South Central Library System
6010 South Biltmore
Madison, Wisconsin
tramski@scls.info

- **Project website:**

www.scls.info/local-history-digitization-projects



DOOR COUNTY
SPEAKS

The logo for Door County Speaks features the words "DOOR COUNTY" in a light blue, sans-serif font above the word "SPEAKS" in a bold, black, sans-serif font. Below the text is a stylized blue wave graphic.

Hello!

Steven Rice

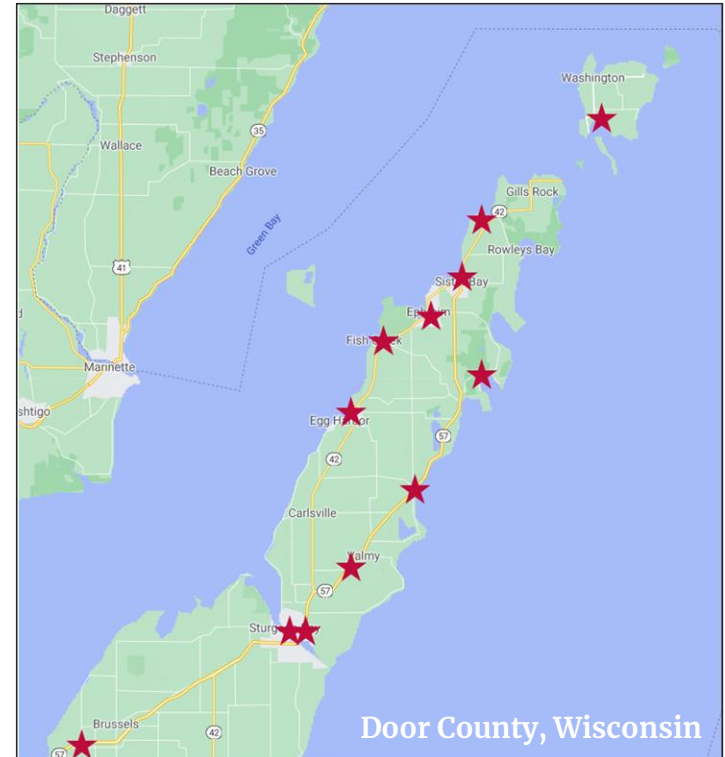


Door County Public Library

Door County Speaks!
Oral History Resources for a Diverse Audience

An Engaging Opportunity...

- A motivated, diverse historical community
- Limited funding, personnel and technical capacity for oral history
- The Door County Library: a shared community resource on the move
- Solution: The *Door County Speaks!* Oral History Kit



Building the Kit

- Funding Sources: NFLS and WiLS
- The Swiss Army Kit: Attracting a wide audience
- Technology: Striking a balance
- Resources: Targeting different learners
- Building for the future
- Building for other institutions



**NICOLET FEDERATED
LIBRARY SYSTEM**

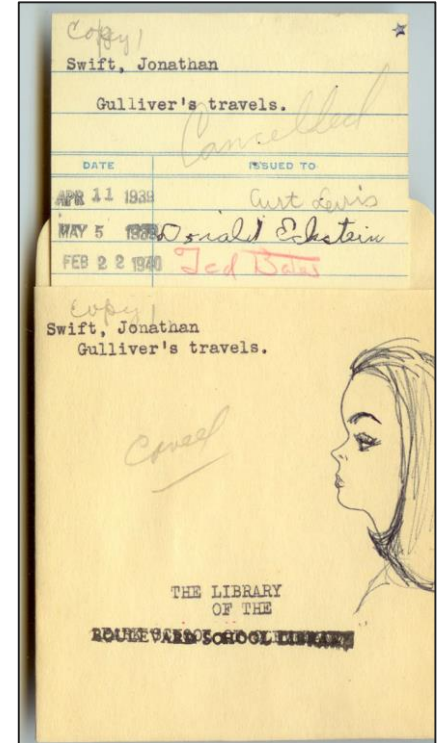
The Oral History Kit

- ✓ Zoom H2n Audio Recorder and Accessories
- ✓ Door County Speaks Oral History Binder
 - Quick Start Guides
 - Project Planning Guide
 - Equipment Guide
 - Copyright, Ethics and Donation Overview
 - Sample Donation and Release Forms
 - Further Reading
- ✓ Safe Transport



Checking Out the Kit

- Loan period: Two Weeks
- Renewals: Two Possible
- Cannot be ordered through Interlibrary Loan
- Cannot have holds placed online
- Held at library circulation desks
- Subject to special fines and replacement costs



Presenting the Kit



- ✓ Building confidence with library staff
- ✓ Tying in with existing programming:
Door County Reads
- ✓ Releasing to the public
- ✓ Responding to COVID-19

Lessons and Opportunities

- A flexible and scalable resource
 - Withstanding adversity
 - Adapting to different needs
- Intended and unintended uses
- Enriching other projects
- Fostering partnerships



Contact Information

- **Project contact:**

Steven Rice, Archives Researcher

Door County Library

srice@co.door.wi.us

- **Online resources:**

<http://doorcountylibrary.org/genealogy>





Hello!

Amanda Smith



Wisconsin Center for Film and Theater Research

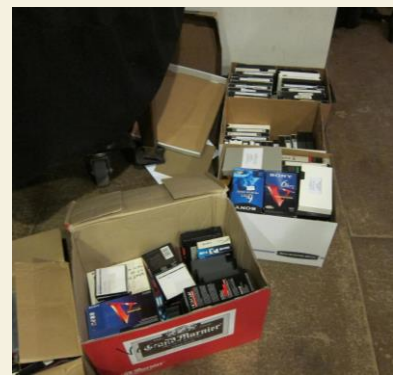
*Community Archiving Workshops
Training of Trainers Toolkit*

Project Goals

Address the problem of obsolescence in audiovisual collections

- Promote regional networks & facilitate skill sharing
- Empower practitioners at memory institutions of all types and sizes
- Provide workflows and tools to help organize, understand, and preserve audiovisual materials





CAW Handbook



Getting Started ▾

Before the Workshop ▾

Day of the Workshop

After the Workshop

Resources ▾

Past Workshops ▾

AV Fairs

Getting Started

Create a Planning Committee

Your first task will be to assemble a planning committee. The committee should include several experienced moving image archivists, but could also include community members. At least one of the members should be from the community where the workshop will...

Find a Partner Organization

You may already have an organization in mind. Or you may be considering a workshop in conjunction with an event such as the annual AMIA conference. If you're looking for an organization to partner with, we recommend that you: Gather a list of p...

Conduct a Site Visit

We recommend a visit to any potential site, in order to collect as much information as possible about the participating organization and its collections. This is especially important if the planning is being done long-distance via email and phone. (A...

Work with Partner Organization

Once you have conducted a site visit and decided to proceed with your partner organization, you need to start laying out the logistics of the day. Adequate and appropriate space to carry out the workshop is, of course, absolutely essential. You should...



Traveling Kit



Community Archiving Workshops Training of Trainers Toolkit

Resources

● Handbook: communityarchiving.org

● **Contact for CAW kits:**

Amanda Smith, WCFTR

amsmith56@wisc.edu



Questions?

Thank you!



Tamara Ramski: tramski@scls.info

Steven Rice: srice@co.door.wi.us

Amanda Smith: amsmith56@wisc.edu

Vicki Tobias: vicki@wils.org