

South Central Library System Local History Digitization Projects



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SCLS Local History Digitization Projects

The following slides are used to provide an overview of local history digitization projects at libraries that are supported by the South Central Library System (SCLS). They include the roles and responsibilities of SCLS staff plus tips and suggestions that can supplement other documentation (for scanning, creating metadata, etc).

The workflow is based on using the platform CONTENTdm. A different workflow may be needed if a platform other than CONTENTdm is used.

Slide Contents

<u>Topic</u>		<u>Slides</u>
Project Overview		4-9
SCLS Staff Roles/Responsibilities	10-17	
Project Planning		18-24
Project Preparation		25
Digitizing		26-34
Metadata		35-37
CONTENTdm		38-44
Misc-Faqs & Resources	45-50	

Project Overview

Project Goal: Organize and preserve materials of local historical significance.

- Connect to community
- Reach new audiences
- Protect fragile or heavily used materials
- Make materials easily accessible (discoverable/searchable)
- Improve access to “invisible” materials
- Learn more about your collections
- Contribute to our collective knowledge

(From Digitization and Public Libraries Workshop (SCLS-Nov 2018)-Emily Pfotenhauer)

Project Overview

- Project Planning (System Staff + Library Staff or Volunteers)
- Project Preparation (Library Staff or Volunteers)
- Digitizing (Scanning and Editing) (Library Staff or Volunteers)
- Creating Metadata (Library Staff or Volunteers)
- Digital files and metadata are loaded to content management system (System Staff)
- Metadata is harvested for Recollection Wisconsin & DPLA (RW Administrators)
- Promoting the collection (Library Staff or Volunteers)
- Long term storage (System Staff + Library Staff or Volunteers)

Project Overview

- Materials are digitized and added to the Recollection Wisconsin and Digital Public Library of America's websites.

*Materials have to be in the public domain or have permission to share

- Every item needs:
 - 1) An image (file)
 - 2) Metadata

Project Overview

Recollection Wisconsin (RW) brings together digital cultural heritage resources from Wisconsin libraries, archives, museums, and historical societies.

Recollection Wisconsin is a collaborative initiative of:

- WiLS
- Wisconsin Historical Society
- Wisconsin Department of Public Instruction
- UW-Milwaukee
- UW-Madison
- Milwaukee Public Library
- Marquette University



Project Overview

Digital Public Library of America (DPLA)

Free national digital library that provides access to materials from libraries, archives, and museums.



Recollection Wisconsin is a hub of DPLA.

Project Overview

Recollection Wisconsin Examples

- Partners map <https://recollectionwisconsin.org/browse-institutions>
- Collection home page <https://recollectionwisconsin.org/institutions/stoughton-public-library>
- Landing page <https://content.mpl.org/digital/collection/SPL>
- Sub-collections <https://content.mpl.org/digital/collection/mcml>
- Image + Metadata <https://content.mpl.org/digital/collection/KPLWD/id/1731/rec/47>

Types of objects:

- Compound <https://content.mpl.org/digital/collection/SPL/id/305/rec/1>
- Simple <https://content.mpl.org/digital/collection/AWCLP/id/4927/rec/1>

SCLS Staff Roles/Responsibilities

Administrative

- Respond to project inquiries and select libraries to work with
- Create a Project Binder for each library (update as needed)
- Coordinate (with Emily Pfothenhauer) to have collections set-up in Recollection Wisconsin
- Track credits/billing (for set-up fees) with WiLS
- Send reminders about deadlines (1 month AND 1-2 weeks ahead of each harvest)
- Send “checking-in” emails and backup reminders frequently
- Add links to each libraries’ collection on RW to the SCLS website
- Provide handout to the library with the link to RW (for patrons to take home)
- Remind libraries to add a link on their library website to the Recollection Wisconsin and DPLA

SCLS Staff Roles/Responsibilities

Inventories and lists (using Excel or Google Sheets)

- Project checklist (for each library)
- Upload checklist (for each harvest)
- Kits:
 - Inventory of kit contents (including serial numbers)
 - Kit tracking list (who/when/returned/sent)
 - Hard drive list (who/when/where)
 - RW Set-up list (to track \$)

SCLS Staff Roles/Responsibilities

SCLS Staff coordinate having a collection set-up in Recollection Wisconsin

Collection home page customizations include:

- Banner colors
- Logo
- Project/Library summary
- If materials can be shared/printed/downloaded
- Links to other websites

SCLS Staff Roles/Responsibilities

In-Person Visits

- 1st Visit: Go over project workflow and gather information for project planning
- 2nd Visit: Review the project plans, deliver equipment, and provide hands-on training on the equipment and software
- 3rd Visit: Provide metadata training and review any materials that have been scanned
- Follow-up visits as needed

SCLS Staff Roles/Responsibilities

Project Planning

- Help define the scope of collection/determine if appropriate for RW
- Provide guidance on copyright status
- Send example permission letters/forms
- Give tips on processing materials (archiving)
- Create customized project plans (file naming/organization)

SCLS Staff Roles/Responsibilities

Project Binders (Given to each library)

- Project manual
 - Customized Project Plans
 - Equipment manuals
 - Metadata (Field descriptions and formatting notes)
-
- Cheat sheets (scanning specs, file naming, metadata formatting)

SCLS Staff Roles/Responsibilities

Equipment

- Organize delivery/returns
 - Kits are generally loaned out for 6 months
- Check-in kits/Prepare to send out
 - Check inventory (mouse/power strip/etc)
 - Clear file names from software and reset scanning settings
 - Delete all files (Documents/Pictures/etc) and empty the Recycle Bin
 - Clear browsers
 - Clean scanner and laptop

SCLS Staff Roles/Responsibilities

Hard Drives

- Label hard drive: Library name (or abbreviation) + A/B/C
- Rename each hard drive: Library name (or abbreviation) + A/B/C
- Keep inventory of when hard drives are received/sent
- Keep inventory of hard drives at system headquarters (SCLS stores one of the hard drives for backup purposes)
- Migrate after ?? years/ plan to copy to new media as needed

Project Planning

General Guidelines

- Clearly define the scope of the project
- Be disciplined about subject scope and significance
- Be realistic about the scale of the project (Start small!)
- Digital collections need ongoing investment
 - Access, storage, reference questions, reproductions

Prioritize:

- Materials most at risk
- Materials most requested

(From Digitization and Public Libraries Workshop (SCLS-Nov. 2018)-Emily Pfotenhauer)

Project Planning

Types of Materials

IN SCOPE for RW & DPLA:

- Images (photos, postcards, maps, scrapbooks, slides, etc.)
- Texts (pamphlets, city directories, yearbooks, clippings, etc.)
- Audio and video
- Out of copyright, or copyright holder grants permission

OUT OF SCOPE:

- Data-only records, such as cemetery indexes and birth and death indexes
- Newspapers (if hosted in Milwaukee Public Library's CONTENTdm)

Project Planning

Formats of Materials

- DPI Kits (flatbed scanner):
 - Scanning area: 8.5" x 11.7"
 - Works best with flat(ish) items
- Other types of materials can be digitized (requires different equipment)
 - Audio or video
 - Photographs of 3-D objects
 - Oversized materials
 - Thick bound-books

Project Planning

- Create an inventory of the materials to be digitized
 - An outline by collection (or topic)
 - Can use Google Sheets or Excel
- Use it to track:
 - What is to be done
 - When scanning is done
 - When metadata is done
 - When uploaded (to CONTENTdm)

4						
5	Collection	Item	Scanned	Metadata	Uploaded	Notes
6	Booklets					
7						
8		Cambria Centennial	Done	Done	11/26/2018	
9		Victory Homecoming	Done	Done	11/26/2018 (without pages 2/3)	
10						
11	Business Places					
12		Postcards (files 1-11)	Done	Done	11/26/2018	
13						
14	Churches					
15		Postcards (files 1-6)	Done	Done	11/26/2018	
16						
17	Homecoming 1912					
18		Postcards (files 1-11)	Done	Done	11/26/2018	
19						
20	Letters					
21						
22						
23	Library					
24		News 1906-1919	Done	Done	11/26/2018	
25						
26	Music Hall					
27		My Maid Program	Done	Done	11/26/2018	
28						
29						
30	Parry Hotel					
31		Postcards (File 1-4)	Done	Done	11/26/2018	
32						
33						
34	People					
35		Sarah Jones (Funeral)	Done	Done	11/26/2018	
36		Richard and Jennie V	Done	Done	11/26/2018	
37		Literary Club Photogr	Done	Done	11/26/2018	
38						
39						
40	Postcards					
41		General (Files 1-24)	Done	Done	11/26/2018	
42		Tornado (File 1-15)	Done	Done	11/26/2018	
43		Bldg NW RR (Files 1-	Done	Done	11/26/2018	
44						

Project Planning

Copyright status must be determined for every item that is uploaded.

- Owning the physical item does not equal owning the copyright
- Scanning something does not create new copyright
- Clear labeling of rights status helps users determine what they can and cannot do with digitized content

(From Digitization and Public Libraries Workshop (SCLS-Nov. 2018)-Emily Pfotenhauer)

Project Planning

Copyright Resources

- Copyright Term and Public Domain in the United States (by Peter Hirtle)
<https://copyright.cornell.edu/publicdomain>
- Copyright Genie
<https://librarycopyright.net/resources/genie/index.php>
- Rights Statements
<https://rightsstatements.org/en/>

Project Planning

Copyright-Public Domain

- Published (Books, articles, maps, pamphlets)
 - Before 1923
 - 1923-1977 without a copyright notice
- Unpublished (Letters, diaries, manuscripts, many photographs)
 - 70 years after the death of the creator or
 - 120 years after the date created (if the creator is anonymous or death date is unknown)
- Permission must be given to upload any item that is NOT in the public domain

Project Preparation

DON'T SCAN A MESS

- Sort and organize materials prior to digitizing
 - By collection/sub-collection
 - By topic/date/etc.
- Remove staples, paper clips, or rubber bands
- Keep newspaper from touching other types of materials
- Avoid folding materials when possible
- Use materials that are archival quality/acid free to house materials (ex: plastiklips)

Digitizing-DPI Scanning Kits

- Scanner (Epson V600)
 - Scanning area: 8.5" x 11.7"
- Laptop (Dell)
 - Software
 - Epson (Scanning)
 - IrfanView (File format conversion)
- Hard drives-3 TB

Digitizing-Scanner Care

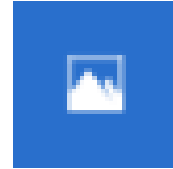
- The scanner has a sliding lock (Lock the scanner when moving it)
- Be careful not to scratch the glass scanning bed
 - Do not wear rings while scanning
 - Remove staples before scanning
- Clean the glass prior to each scanning session and as needed during a scanning session
 - Use the supplies provided with the kit
 - Glass cleaner or white vinegar can be used

Digitizing-Software

- Scanning – Epson



- Editing – Photos (or Paint.net or Gimp)

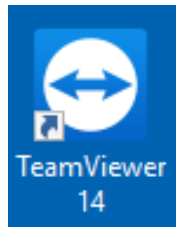


- Cropping and/or rotating is the only editing that should be done to master (tiff files)
- All other editing should be done using the access (jpeg) files

- File format conversion – IrfanView



- TeamViewer



Digitizing-File Names and Formats

File Naming

- Be brief, descriptive, and consistent

File Formats

- Materials will be scanned as Tiff files (Archival/Master version)
- JPEG files will be created from the Tiff files (Access versions)
 - Access versions are for sharing/can be edited

File Conversion

- IrfanView is used to create access (Jpeg) files from the master (Tiff) files

*File formats and/or conversion may vary depending on what platform is used.

Digitizing-Tips and Suggestions

- Have your objects organized and sorted prior to scanning
 - Remove any staples or rubber bands
- Objects are placed face-down in the upper right side corner of the scanning bed
 - Be consistent in the direction of rotation to save time down the line when you need to rotate the final scanned images
- Do not scan multiple images at the same time
- Write the file name in PENCIL on the original object
- Wear white gloves when handling photographs
- Check if something has already been added to RW (or is available online, for example in Google Books)

Digitizing-Tips and Suggestions

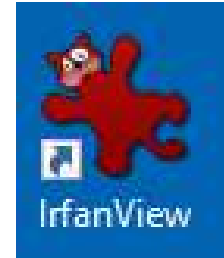
Try to complete entire compounds objects in a single scanning session.

If not: When resuming scanning...

- Find the (parent) folder on the external hard drive
- Enter the exact same file name as was previously used
- Adjust the sequence number as needed

Digitizing-File Conversion

IrfanView is used to create access (Jpeg) files from the master (Tiff) files



- Create the Access folder **before** opening IrfanView
 - From the Directory, select New Folder
 - Rename it with the same name as the Master folder. Add _Access at the end of the file name
 - Example: Master folder = Photos
Access folder= Photos_Access
- Access files have to be created (separately) for each compound object folder

Digitizing-Quality Control

Images must be right-side up and should not have any extra “space” around them

- Use the Epson software to crop or rotate images during the scanning process
- Use software such as Photos (de-skewing), Paint.net, or Gimp for other editing
- For best practice, use a color guide
- Any “extreme” editing should be done to the Jpeg (Access) files

Digitizing-Backups

- ALL files are be copied onto ALL three hard drives
 - Copy both the master and the access files/folders
- One hard drive is kept at the library (for access), one off-site (for backup), and the third at SCLS (for uploading/backup)
- Hard drives are rotated between the library and system throughout the project

Metadata-General

Metadata is “data about data” or “information about stuff”

Structured, standardized metadata makes your digital content:

- Searchable
 - Findable
 - Sortable
 - Shareable
 - Understandable
-
- Good metadata=consistency, consistency, consistency

(From Digitization and Public Libraries Workshop (SCLS-Nov. 2018)-Emily Pfotenhauer)

Metadata-Template

Metadata is entered into Google Sheets

A master template is used to create a working copy for each library.

- Add customized fields
- Add bookmarks on the laptop for: Google Sheets template and LCSH
- Create data validation (drop-lists) for controlled vocabulary terms (Type/Format/Rights Statements, etc.)

Metadata-Google Sheets

1	2	3	4	5	6	7	8	9	10	11	12	13
Title (required)	Type (DCMI) (required)	Subject (LCSH) (required)	Keyword	Date Created	Description	Place	Format	Creator	Publisher	Source	Submitter	Notes
Provide a descriptive title for the item. Capitalize first word and proper nouns only.	Select category characterizing the type of item being described. Choose from drop-down menu.	Provide 1-5 search terms/keywords that describe the content of the resource. Choose terms from Library of Congress Subject Headings (LCSH). Capitalize first letter of each term. Separate each term with a semicolon.	Provide 1-5 search terms/keywords that describe the content of the resource. Capitalize first letter of each term. Separate each term with a semicolon.	Date the original item was created. If exact date is known, use format YYYYMM-DD. If exact date is unknown, provide a year range, or use "ca." (circa). Leave blank if unknown.	Briefly describe the item.	Location described or represented in the item. Enter the most specific element of the location known, followed by the state name.	Item describing the materials or physical characteristics of the original item. Select from drop-down menu.	Name of photographer, author, artist or other creator. Leave blank if unknown. Use format Last Name, First Name	Name of publisher.	Indicate the source of the original object (ex. City Hall), or indicate where the object can be located (ex. Vertical cabinet #62down45), or indicate source that gave copyright permission.	The organization or entity submitting the digital object. (Input not needed/applied at the collection level when records are harvested).	Notes
A directory of the City of Soughton and the villages of Edgerton, Milton, and Milton Junction.	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1882	City directory containing addresses and professions of the residents of Soughton, Edgerton, Milton, and Milton Junction. The directory is missing the following pages: 33-40.	Edgerton, Dane County; Wisconsin; Milton, Dane County; Wisconsin; Soughton, Dane County; Wisconsin	City directories	* Smith, Thomas S.	Smith & Wilson	Kwanne Collection		City LI
W. H. Lindemul and G. E. Johnson's. Directory of Soughton, Wis. 1908	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1908	City directory containing addresses and professions of the residents of Soughton and surrounding rural communities. The book also contains a general and classified business directory, and a revised plat map of the city of Soughton.	Soughton, Dane County, Wis	City directories		W. H. Lindemul and G. E. John	Kwanne Collection		City LI
C. J. Hoffa, City Assessor's Directory of Soughton, Wis. 1908	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1908	City directory containing addresses and professions of the residents of Soughton and surrounding rural communities. The book also contains a general and classified business directory.	Soughton, Dane County, Wis	City directories	* Midgert, Dan	Ans Midgert, Printer	Kwanne Collection		City LI
Fernal-McCoy's Soughton City Directory 1915-1918	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1915-1918	City directory containing addresses and professions of the residents of Soughton and surrounding rural communities. The book also contains a general and classified business directory.	Soughton, Dane County, Wis	City directories	*	The Fernal-McCoy Directory Co.	Kwanne Collection		City LI
The Farm Journal Business Rural Directory of Dane County Wisconsin 1918	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1918	Rural directory containing addresses and professions of the residents of the following townships in Dane County: Abbot, Berry, Buck Earth, Blooming Grove, Blue Mound, Cheshol, Burke, Cheshana, Cottage Grove, Cross Plains, Dana, Deerfield, Dunkirk, Dunn, Fitchburg, Madison, Medina, Monomona, Modesto, Montrose, Oregon, Perry, Pleasant Springs, Primrose, Roxbury, Rutland, Springfield, Springfield, Sun Prairie, Vermont, Verona, Verona, Westport, Windsor, and York. The book also contains a general and classified business directory.	Dane County, Wisconsin	City directories	*	Wilmar Abbotson Company	Kwanne Collection		City LI
Bell Telephone Directory for Soughton September, 1919	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1919	City directory containing addresses and professions of the residents of Soughton and surrounding rural communities. The book also contains a general and classified business directory.	Soughton, Dane County, Wis	City directories	* H. Nelson	Wisconsin Telephone Co.	Kwanne Collection		City LI
Soughton Directory: residential, rural classified 1922-1925	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1922-1925	City directory containing addresses and professions of the residents of Soughton and surrounding rural communities. The book also contains a general and classified business directory. The directory is missing the following pages: 33-38.	Soughton, Dane County, Wis	City directories	*		Kwanne Collection		City LI
Bell Telephone Directory for Soughton January, 1925	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1925	City directory containing addresses of the residents of Soughton and surrounding rural communities. The book also contains a general and classified business directory.	Soughton, Dane County, Wis	City directories	* H. Nelson	Wisconsin Telephone Co.	Kwanne Collection		City LI
Bell Telephone Directory for Soughton July, 1930	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1930	City directory containing addresses of the residents of Soughton and surrounding rural communities. The directory also contains advertisements for local businesses.	Soughton, Dane County, Wis	City directories	* H. Nelson	Wisconsin Telephone Co.	Kwanne Collection		City LI
Bell Telephone Directory for Soughton January, 1930	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements	1930	City directory containing addresses of the residents of Soughton and surrounding rural communities. The directory also contains advertisements for local businesses.	Soughton, Dane County, Wis	City directories	* H. Nelson	Wisconsin Telephone Co.	Kwanne Collection		City LI
Bell Telephone Directory for Soughton June, 1922	text	* City directories; Business enterprises; Local history	* Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements; Soughton; Wisconsin-History	1922	City directory containing addresses of the residents of Soughton and surrounding rural communities. The book also contains a general and classified business directory.	Soughton, Dane County, Wis	City directories	* H. Nelson	Wisconsin Telephone Co.	Kwanne Collection		City LI
Bell Telephone Directory for		City directories; Business enterprises;	Wisconsin-Telephone directories-Yellow pages; Address-Directory; Local business directory; Advertisements; Soughton		City directory containing addresses of the residents of Soughton and surrounding rural communities.							

Metadata-Elements

Required elements

- Title
- Rights
- Type
- Subject

Recommended elements

- Date
- Description
- Creator
- Place

Custom elements can also be used

▼ Item Description	
Title	Tommy Bartlett 3rd Season Ad
Subject	<u>Tourism</u> <u>Water skiing</u>
Keywords	<u>Barlett, Tommy</u> <u>Barlett Ski, Sky, and Stage Show</u>
Description	Advertisement for the Tommy Bartlett Show. It is from the show's third season.
Place	<u>Wisconsin Dells, Columbia County, Wisconsin</u> <u>Lake Delton, Columbia County, Wisconsin</u>
Format	Fliers (Printed matter)
Type	Text
Collection	<u>Wisconsin Dells History</u> - <u>Tourism</u>
Submitter	<u>Kilbourn Public Library</u>
Rights	No Copyright-United States-The organization that has made the item available believes The item may not be in the Public Domain under the laws of other countries. For more information contact Wisconsin Dells, WI 53965. Phone: 608-254-2146. Email: staff@dellslibrary.org for information
Rights URI	http://rightsstatements.org/vocab/NoC-US/1.0/
File Name	T_Bartlett3rdSeasonAd.jpg

Metadata-Element Descriptions

	A	B	C
1	Metadata Elements		
2	Display Name	Description	Controlled Vocabulary
3	Title (Required)	Provide a descriptive title for the item. (Required)	
4	Subject (LCSH) (Required)	Provide 1-5 search terms/keywords/tags that describe the content of the resource. Choose terms from Library of Congress Subject Headings (LCSH) that are labeled as "Authorized". Capitalize first letter of each term. Separate each term with a semicolon.	LCSH
5	Keywords	Provide 1-5 search terms/keywords/tags that describe the content of the resource. Capitalize first letter of each term. Separate each term with a semicolon.	
6	Description	Briefly describe the item. Use sentences/paragraphs with usual punctuation.	
7	Place	Location described or represented in the item. Use format place city, county, state. Do not use abbreviations. If multiple places, separate with a semicolon.	List
8	Creator	Name of photographer, author, artist or other creator. Use format last name, first name. Leave blank if unknown. If multiple creators, separate with a semicolon.	List
9	Date Created	Date the original item was created. If exact date is known, use format YYYY-MM-DD. If exact date is unknown, provide a year range, or use "ca." (circa). Leave blank if unknown.	
10	Type (DCMI) (Required)	Broad category characterizing the type of item being described. Choose from drop-down menu. (Required)	MIME
11	Format	Term describing the materials or physical characteristics of the original item. If multiple formats, separate with a semicolon. Select from drop-down menu.	TGM
12	Transcript	Type words into the cell or provide name of text (or Google Doc) file. Leave blank if ORC will be applied.	
13	Collection	Group of materials the item belongs to.	List
14	Submitter	The organization or entity submitting the digital object. Leave blank.	
15	Rights (Required)	Provide a statement describing the copyright status of the original item (e.g. in copyright, no copyright/public domain, or copyright undetermined), followed by the name of the organization providing the item. Select from drop-down menu. (Required)	List
16	Rights URI	Leave blank.	
17	File Name (Required)	Name of digital file. For simple objects: Include three-letter file extension, e.g. .jpg, For compound objects: Use the folder name without and extension. (Required)	

Metadata-Controlled Vocabularies

- A limited set of terms or phrases
- Links related content
- Subject: Library of Congress Subject Headings
<https://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>
- Type:DCMI (Dublin Core Metadata Initiative) <http://www.dublincore.org/specifications/dublin-core/dcmi-terms/>
- Format: TGM (LOC Thesaurus for Graphic Materials)
<https://www.loc.gov/pictures/collection/tgm/>

Metadata-Copyright Statements

In Copyright-Educational Use Permitted	In Copyright-Educational Use Permitted. This item is protected by copyright and/or related rights. The organization making this item available is either the rights-holder or has obtained permission from the rights-holder(s) to make their work(s) available. You are free to use this item in any way that is permitted by the copyright and related rights legislation that applies to your use. In addition, no permission is required from the rights-holder(s) for educational uses. For other uses, you need to obtain permission from the rights-holder(s). For more information contact:
No Copyright-United States	No Copyright-United States. The organization that has made the item available believes that the item is in the Public Domain under the laws of the United States. The item may not be in the Public Domain under the laws of other countries. For more information contact:
Copyright Undetermined	Copyright Undetermined. The copyright and related rights status of this item has been reviewed by the organization that has made the item available, but the organization was unable to make a conclusive determination as to the copyright status of the item. The user is responsible for all issues of copyright. For more information contact:
In Copyright-Rights-Holder(s) Unlocatable or Unidentifiable	In Copyright-Rights-Holder(s) Unlocatable or Unidentifiable. This item is protected by copyright and/or related rights. However, for this item, either (a) no rights-holder(s) have been identified or (b) one or more rights-holder(s) have been identified but none have been located. You are free to use this item in any way that is permitted by the copyright and related rights legislation that applies to your use. For more information contact:

Metadata-Formatting

- Separate terms (in a list) with a semicolon (;). Do not put any punctuation at the end of a list of terms
- Only a single term can be selected from a drop-down list. To enter more than one term, add a semicolon and type the additional terms
- Do use punctuation at the end of the description field
- Either the Subject OR Keyword field must have at least one term entered. Do not repeat terms in the Subject, Keyword, or Place fields
- Simple Objects=Anything that is a single page/file
- Compound Objects=Anything that is two or more pages/files
- Copy the Simple_Master or Compound Master tabs to create new tabs
- For compound objects that are just a few pages: Multiple objects can be entered on a single sheet. Leave a few blank spaces between objects.
- Each sub-collection can have a tab of its own
- Use the spell checker tool

Metadata-Tips and Suggestions

- One of the hard drives will be needed when creating metadata
- Simple objects – Enter the file name (in the “File Name” field)
 - **INCLUDE** the file extension (of the **ACCESS** file)
 - Example: MainStreet.jpg
- Compound objects – Enter the FOLDER name (in the “File Name” field)
 - There will NOT be an extension after the name
- If metadata needs to be edited, contact SCLS (do not update it in Google Sheets)

CONTENTdm

- Platform to manage digital content (OCLC product)
- Brings together the digital files and metadata
- Hosted by Milwaukee Public Library (servers are at OCLC)
- Hosting fees are paid by WPLC
- Set-up fees paid (for five libraries) by DPI Digitization Grant (2019)
- Used by System Staff (not library staff)

FAQs

Materials that will not be uploaded to CONTENTdm (for copyright or privacy reasons) can still be digitized for preservation purposes

Collaborating with historical societies is encouraged, however all equipment must be kept in the library

Resources-Digital Public Library of America

- Planning for Digitization
<https://www.youtube.com/watch?v=I2eUVPB6X3g>
- Selecting Content for a Digitization Project
<https://www.youtube.com/watch?v=01yQz4oztLo>
- Understanding Copyright
<https://www.youtube.com/watch?v=AurzAmj4SvM>
- Using Metadata to Describe Digital Content
https://www.youtube.com/watch?v=RqgFLj_yspk

Resources-Recollection Wisconsin

- Digital Projects Toolkit <https://recollectionwisconsin.org/toolkit>
- Digitization and Public Libraries (Workshop presented by Emily Pfotenhauer at the November 2018 SCLS All Directors Meeting)
<https://www.scls.info/sites/www.scls.info/files/documents/file-sets/116/sclsworkshop2018.pdf>
- Recollection Wisconsin Metadata Essentials (2016)
<https://recollectionwisconsin.org/wp-content/uploads/2016/12/RecollectionWisconsinMetadataEssentials.pdf>

Resources-SCLS Website

- Local history digitization projects page <https://www.scls.info/local-history-digitization-projects>
- Links to other sources of information <https://www.scls.info/other-resources-local-history-digitization-projects>

Resources-Newspapers and Yearbooks

Newspapers

- Archive of Wisconsin Newspapers
 - Partnership of Wisconsin Newspaper Association (WNA), WHS, and WPLC
 - Available in Badgerlink
 - More info: <https://wplc.info/newspapers>

Yearbooks

- Oklahoma Department of Corrections (OCI) Yearbook Project
 - Make sure to ask for JPEGs!!!
 - More info: <http://www.ocisales.com/non-destructive-scanning>

Recollection Wisconsin Harvest

Harvest Dates and Deadlines

Deadline for Materials Files (Hard drive) need to be at SCLS AND Metadata must be completed	Harvest Date	Available in RW & DPLA Portals
November 1	December 1	February
February 1	March 1	May
May 1	June 1	August
August 1	September 1	November