



DPI Scanning Kits System Staff Training July 2019



Agenda

10:00-10:15 Introductions

10:15-11:00 DPI Scanning Kits-Overview

11:00-12:00 Digitization Project Workflow

12:00-12:15 Scanning-Introduction

12:15-1:00 Lunch (Hands-On Scanner Time)

1:00-1:30 Scanning-Editing and Converting

1:30-2:45 Metadata and Platform Review

2:45-3:00 Where To Get Help

DPI Scanning Kits-Overview

Wisconsin Department of Public Instruction (DPI)

Funding Source: WISELearn Digital Learning Portal

SCLS purchased and configured kits that will allow public library systems to digitize materials that need to be preserved and made available electronically through Recollection Wisconsin (and WISELearn Digital Learning Portal). The project will improve Information Access to residents of Wisconsin and will bolster Institutional Capacity among libraries.

DPI Scanning Kits-Overview

- Under the terms of the grant, SCLS is the owner of the equipment
- The equipment is on long-term loan to the systems
- SCLS will not replace or repair any equipment
- Equipment does not need to be returned (at any point) to DPI or SCLS

DPI Scanning Kits-Overview

- Scanning Kits
 - Scanner (Epson V600). Scanning area= 8.5” x 11.7”
 - Laptop (Dell Latitude 5590) (with laptop cover and mouse)
 - Tote
 - Scanning accessories (cleaning kit, ruler, power strip, white gloves)
- Hard drives-3 TB
- Recollection Wisconsin set-up fees

*The number of kits, hard drives, and set-up fees systems received are based on each system's responses to a Doodle Poll that was conducted in September 2018.

DPI Scanning Kits-Overview

System staff will manage the DPI Kits

- Track where and when they are used
- Keep reservation list
- Organize delivery and returns

- Distribute hard drives (3 hard drives per project library/Each hard drive is 3 TB)

- Collaboration is encouraged (Historical Societies)
 - Equipment has to stay at library
 - Equipment is not intended for patron use

DPI Scanning Kits-Overview

Software Updates

The laptops are currently set to update automatically

- If this creates an issue, the settings can be changed to update either on a set schedule or manually
 - If set to manually update, make sure someone is designated to do the updates

DPI Scanning Kits-Overview

Additional Equipment

- Slide Scanning Kit (One kit to be shared by all systems)

- Color Guide (Tiffen)

Contact SCLS (Tamara) for information about using either of these.

DPI Scanning Kits-Overview

Per the DPI Grant, materials will be digitized for the purpose of discovery and access through Recollection Wisconsin and DPLA



DPLA is a free digital library that provides access to digital resources from libraries, archives and museums across the country.



Recollection Wisconsin is a DPLA Service Hub -- the on-ramp for Wisconsin libraries, archives and museums to contribute to DPLA.

DPI Scanning Kits-Overview

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:

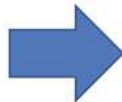
- Data-only records, such as cemetery indexes and birth and death indexes
- Newspapers (if hosted in Milwaukee Public Library's CONTENTdm)



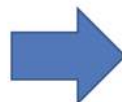
How Wisconsin's Digital Collections Can Reach More Users



Rock County
Historical Society
Local organization



Recollection
Wisconsin
State Service Hub



Digital Public
Library of America
National aggregator



Students
Teachers
Researchers
Genealogists
Lifelong Learners
Global audience

Recollection Wisconsin harvests content from:



CONTENTdm

*OCLC product
Option for Milwaukee Public
Library to host collection*



Omeka

*open source product that
offers customization*



ResCarta

*open source product from
LaCrosse, Wis., nonprofit*



Internet Archive

another partner of DPLA



PastPerfect Online

*designed for physical
collections*

Want to increase the visibility of your
collections via DPLA? Learn more at
recollectionwisconsin.org/organizations

Curating Community Digital Collections is made possible by a grant
from the Institute of Museum and Library Services Laura Bush 21st
Century Librarian program and is coordinated by the Recollection
Wisconsin collaborative statewide digital program. Wisconsin and
figure images courtesy of Pixabay.



Digitization Project Workflow

System Staff-Roles and Responsibilities

- What are other systems doing or hope to do?
- SCLS Examples

Digitization Project Workflow (SCLS)

- 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)

Digitization Project Workflow (SCLS)

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)

Digitization Project Workflow (SCLS)

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

Digitization Project Workflow (SCLS)

Administrative

- Respond to project inquiries and select libraries to work with
- Create a Project Checklist
- Create a Project Binder for each library (update as needed)
- Coordinate (with Emily P) having collections set-up in Recollection Wisconsin. Track credits/billing with WiLS.
- Send reminders about deadlines (1 month AND 1-2 weeks ahead of each harvest)
- Email 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

Digitization Project Workflow (SCLS)

Binders/Handouts

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

Digitization Project Workflow (SCLS)

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

Digitization Project Workflow (SCLS)

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

Digitization Project Workflow (SCLS)

Metadata (in 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.)

Digitization Project Workflow (SCLS)

Equipment




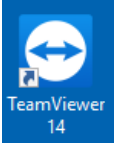
- Organize delivery/returns
 - Kits are generally loaned out for 6 months

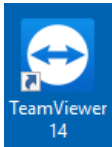
- Check-in kits/Prepare to send out
 - Check inventory (mouse/power strip/etc)
 - Clear file names from software and reset scanning settings
 - Delete all files (Documents/Pictures/etc) and empty the Recycle Bin
 - Clear browsers
 - Clean scanner and laptop

SCANNING



Scanning-Software

- 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 (for remote log-in) 



Scanning-Tips and Suggestions

- Have your objects organized and sorted prior to scanning
 - Remove any staples, paperclips, or rubber bands
- Objects are to be placed face-down (in the upper right side) of the scanning bed
 - Be consistent in the direction of rotation (saves time!)
- Do not scan multiple images at the same time
- Write the file name in PENCIL on the original object
- Wear white gloves (especially when handling photographs)
- Try to complete entire compound objects in a single scanning session
- Before digitizing, check if an item has already been added to RW (or Google Books)

Scanning-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

File Formats/Conversion

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

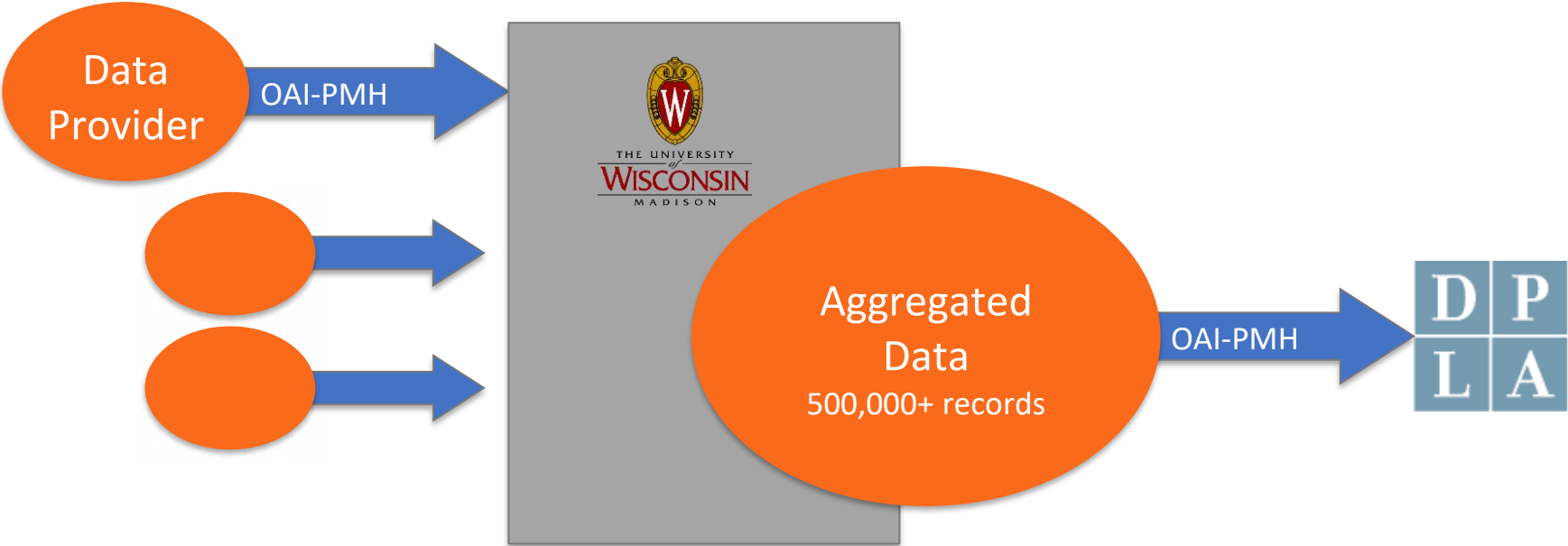
*File formats and/or conversion may vary depending on what platform is used.

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

Metadata harvesting overview



Platforms

Metadata can be harvested from these platforms:

- CONTENTdm (hosted by Milwaukee Public Library)
- ResCarta
- Omeka

CONTENTdm hosting

- Milwaukee Public Library maintains CONTENTdm installation for Recollection Wisconsin Content Partners
 - RW is primary contact/liaison from system to MPL
 - System staff are primary contact/liaison from members to RW
- DPI WISELearn funding covers collection setup fees
 - \$200 per collection; typically one collection per library
- System staff use Project Client to upload digital files and metadata provided by libraries
 - RW provides training and support for Project Client
- Recollection Wisconsin harvests from CONTENTdm quarterly

CONTENTdm customizations

- Each library/collection has a unique landing page within CONTENTdm
- System staff gathers customization information from libraries
- RW customizes each collection based on individual library preferences
 - Metadata fields
 - Controlled vocabularies
 - Logo/image
 - Color for navigation elements
 - Text and links for landing page
 - Options to print/download/share files

Onboarding checklists for systems (paperwork!)

All:

- Review Recollection Wisconsin Collection Policy and Copyright Policy
- Submit Content Partner Application (web form)
- Sign Participation Agreement
- Add stuff
- Let RW know when ready to harvest

If using CONTENTdm hosting:

- Review Recollection Wisconsin Collection Policy and Copyright Policy
- Submit Content Partner Application (web form)
- Sign Participation Agreement
- Sign Collection Hosting MoU**
- Install Project Client**
- Provide customization specs (web form)**
- Add stuff
- Let RW know when ready to harvest

Recollection Wisconsin Harvest Dates

Notify RW of additions/changes	Harvest date	Available in RW & DPLA portals
November 1	December 1	February 1
February 1	March 1	May 1
May 1	June 1	August 1
August 1	September 1	November 1

Creating metadata for RW & DPLA

Required metadata elements:

- 1) Title*
- 2) Rights*
- 3) Subject
- 4) Type

Recommended metadata elements:

- 1) Date
- 2) Description
- 3) Creator
- 4) Place

** Must be present to appear in
RW & DPLA*

Metadata: Standardized rights statements

- Understanding copyright status helps users determine what they can and cannot do with digitized content.
 - The goal is to share what you know about the copyright status with them, as clearly and concisely as possible.
- <https://rightsstatements.org>

Kilbourn Public Library Finding List 1901



View Full Item 



Created Date 1901

Description A guide for finding books at the Kilbourn Public Library in 1901. It has each book in the library listed by subject.

Metadata: Standardized rights statements

Required: one field containing *only* a standardized rights statement URI

Optional: a free-text field containing information about ownership, permissions, contact information etc.

Metadata: Standardized rights statements

Frequently-used Rights Statements URIs:

1) **No Copyright-United States**

<http://rightsstatements.org/vocab/NoC-US/1.0/>

1) **In Copyright**

<http://rightsstatements.org/vocab/InC/1.0/>

1) **Copyright Undetermined**

<http://rightsstatements.org/vocab/UND/1.0/>



Metadata: Standardized rights statements

- Owning the physical item does not equal owning the copyright.
- Scanning something does not create a new copyright.
- Unlike Creative Commons licenses, the Rights Statements are not a license. They serve an informational purpose.
- The Rights Statements are meant to be used in cases in which Creative Commons licenses do not apply. (Don't use both).
- The Rights Statements speak only to the copyright status of the work. Use of digital objects may involve other rights (i.e. including publicity, cultural sensitivity, and trademark)

Data Provider/Contributing Institution

This element contains the name of the organization submitting metadata for harvesting. This is applied **at the collection level** when records are harvested.

This means that the names of individual organizations contributing to a collaborative digital collection are not able to be harvested.

Recommendation: Include organization name in another harvested metadata field, i.e. optional (non-standardized) Rights; Description; Owner

EXAMPLE –

Data Provider: Winding Rivers Library System

Owner: Westby Area Historical Society

Rights: Original item contributed by Westby Area Historical Society. For more information or reproductions, contact xxx@westby.org

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>

Where to Get Help

Software

- Epson driver and software was downloaded from www.Epson.com
- All other software was downloaded from www.Ninite.com

For issues

- Verify configuration settings provided with the equipment
- Try re-installing the software

Where to Get Help

Equipment-Laptop

- If the laptop requires service before March 1st 2022:
 - Support can be done by chat, phone or email
 - The warranty is under South Central Library System
 - Contact Dell support by logging into your Premier page, from there locate the support button
 - If you don't have a Premier account call 1-800-822-8965 for technical support
 - Contact Craig Ellefson (craig@scls.info) if you need assistance

Where to Get Help

Equipment-Scanner

- SCLS is not responsible for supporting, maintaining or repairing the scanner
 - Epson Perfection V600 warranty expires 3-6-20
https://epson.com/Support/Scanners/Perfection-Series/Epson-Perfection-V600-Photo/s/SPT_B11B198011#contact

Where to Get Help

For questions about metadata, copyright, platforms, Recollection Wisconsin, or DPLA --

Contact: Emily Pfothenauer

Recollection Wisconsin Program Manager, WiLS

emily@wils.org

608-616-9756

For questions about library system staff roles and responsibilities, other equipment, or general project workflows --

Contact: Tamara Ramski

SCLS-Digitization Specialist

tramski@scls.info

608-242-4866

Where to Get Help

Recollection Wisconsin consultants

- **Amy Cooper Cary**
Head of Special Collections and University Archives, Marquette University
Expertise: Project planning, copyright, archives processing
- **Ann Hanlon**
Head of Digital Collections and Initiatives, UW-Milwaukee
Expertise: Project planning, digitization, a/v collections
- **Liz Kaune**
Coordinator of Digital Access & Metadata Services,
Marquette University
Expertise: Metadata

To connect with a consultant, contact
Emily or submit form at
<https://recollectionwisconsin.org/consulting>

Additional Resources

Additional resources, documentation, and manuals can be found on the
Recollection Wisconsin website at:

<https://recollectionwisconsin.org/kits>