Digital Projects on the Move
What these three projects have in common is POSSIBILITY.
Hello!

Tamara Ramski

Wisconsin South Central Library System

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

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

Manuals
- Printed manuals provided with the kits.
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
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
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
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:
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Project website:
www.scls.info/local-history-digitization-projects
Hello!

Steven Rice

Door County Public Library

Door County Speaks!
Oral History Resources for a Diverse Audience
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
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
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
**Project contact:**
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Door County Library
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**Online resources:**
http://doorcountylibrary.org/genealogy
Hello!
Amanda Smith
Wisconsin Center for Film and Theater Research
Community Archiving Workshops
Training of Trainers Toolkit
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
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
Resources

- Handbook: communityarchiving.org

- Contact for CAW kits: Amanda Smith, WCFTR
  amsmith56@wisc.edu
Questions?

Thank you!

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