

recollection

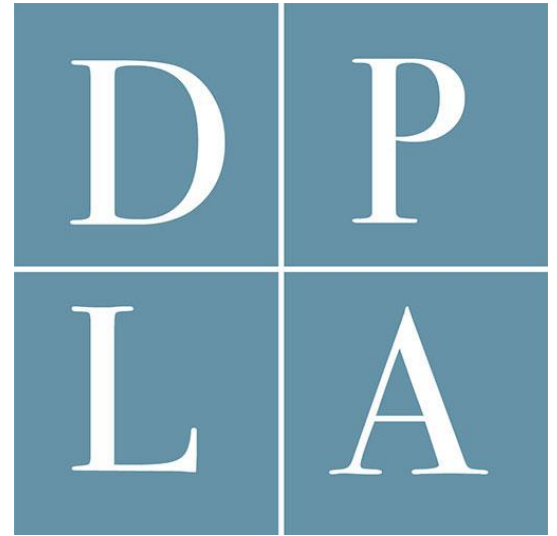


W I S C O N S I N

BRING YOUR LOCAL COLLECTIONS TO THE WORLD

Southwest Wisconsin Association of Libraries

November 12, 2021



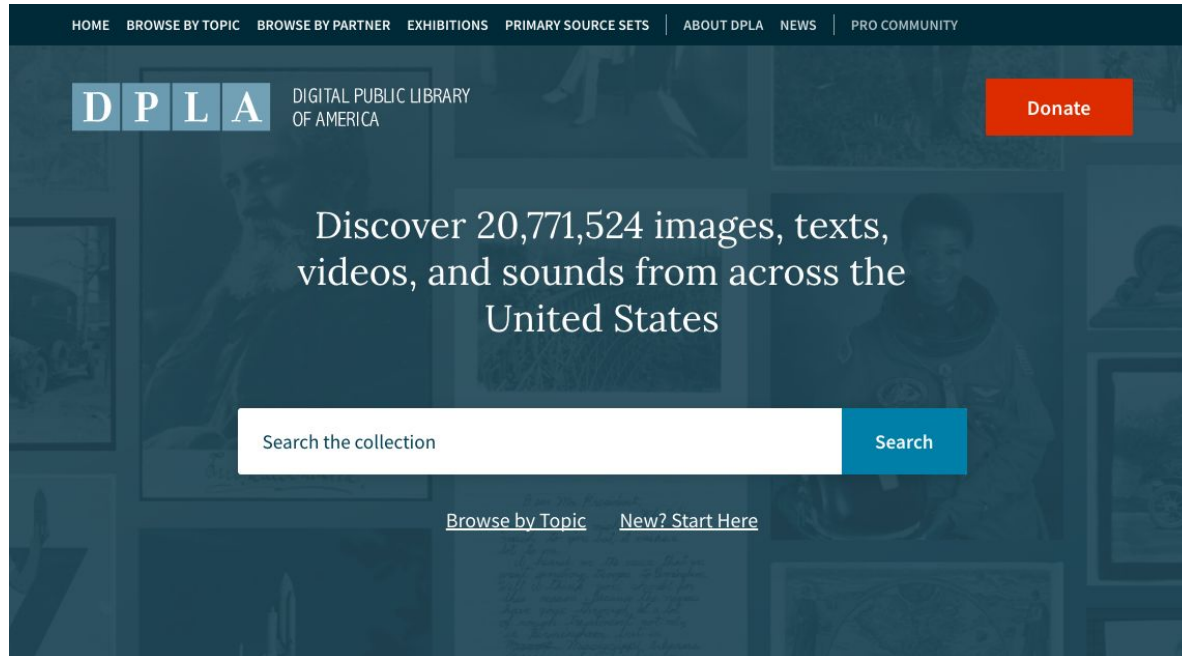
Wisconsin and the Digital Public Library of America



The **Digital Public Library of America** is a free national digital library that provides access to millions of materials from libraries, archives and museums across the US.

A RESEARCH PORTAL

<https://dp.la>



The screenshot shows the homepage of the Digital Public Library of America (DPLA). At the top, a dark blue navigation bar contains the following links: HOME, BROWSE BY TOPIC, BROWSE BY PARTNER, EXHIBITIONS, PRIMARY SOURCE SETS, ABOUT DPLA, NEWS, and PRO COMMUNITY. Below the navigation bar, the DPLA logo is displayed on the left, consisting of the letters 'D', 'P', 'L', and 'A' in white boxes, followed by the text 'DIGITAL PUBLIC LIBRARY OF AMERICA'. To the right of the logo is a red 'Donate' button. The main content area features a large, semi-transparent blue overlay with the text: 'Discover 20,771,524 images, texts, videos, and sounds from across the United States'. Below this text is a search bar with the placeholder text 'Search the collection' and a blue 'Search' button. At the bottom of the search bar area, there are two links: 'Browse by Topic' and 'New? Start Here'. The background of the page is a collage of various historical images and documents.

HOME BROWSE BY TOPIC BROWSE BY PARTNER EXHIBITIONS PRIMARY SOURCE SETS ABOUT DPLA NEWS PRO COMMUNITY

D P L A DIGITAL PUBLIC LIBRARY OF AMERICA

Donate

Discover 20,771,524 images, texts, videos, and sounds from across the United States

Search the collection Search

[Browse by Topic](#) [New? Start Here](#)

A TEACHING RESOURCE

Primary Source Sets

Primary source collections exploring topics in history, literature, and culture developed by educators — complete with teaching guides for class use.

Subject

All Subjects



Time Period

All Time Periods



Sort by

Recently Added



California Gold Rush

Expansion and Reform (1801-1861)

US History, Migration



Treaty of Versailles and the End of World War I

The Emergence of Modern America (1890-1930)

US History, World History, Law and Government



Cotton Gin and the Expansion of Slavery

Revolution and the New Nation (1754-1820s),
Expansion and Reform (1801-1861)

US History, Science and Technology, African Americans

SURFACING UNHEARD VOICES

[About](#)[Timeline](#)[Key Figures](#)[Collections](#)[Partners](#)[Visit DPLA](#)

Black women's suffrage.
Thousands of artifacts.
Thousands of stories.

[LEARN MORE →](#)



Search the collection

[SEARCH](#)

[ADVANCED SEARCH](#)



Recollection Wisconsin is the DPLA Service Hub in our state. It is the on-ramp for Wisconsin libraries, archives and museums to contribute content to DPLA.

<https://recollectionwisconsin.org>

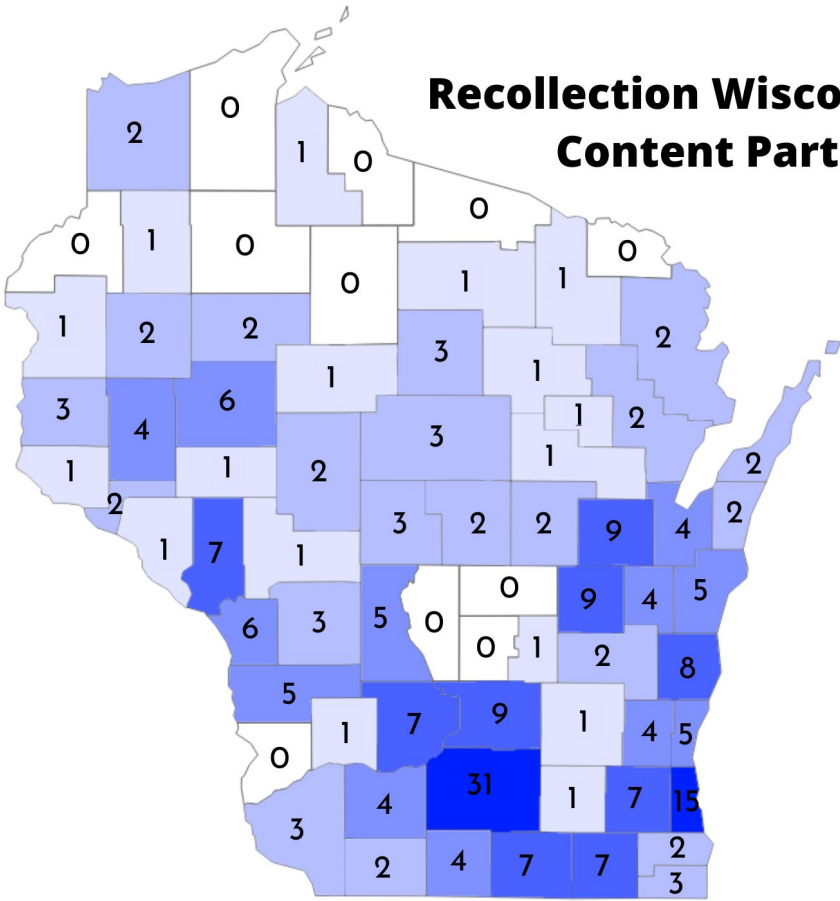
A COLLABORATIVE PROGRAM



MILWAUKEE
PUBLIC LIBRARY



Recollection Wisconsin Content Partners



A COMMUNITY OF PRACTICE



- Digital projects consulting and training
- Content hosting
- Guidelines and standards
 - Metadata Essentials
 - Oral histories
- Metadata templates
- Metadata Checker tools
- Digitization vendor list and tips
- <https://recollectionwisconsin.org/toolkit>

DIGITAL READINESS TOOLS

- Digital Readiness Levels
- Digital Project Planning Worksheet
- Digital Readiness Glossary
- Case studies, toolkit posts
- Office hours
- Digital Readiness Community of Practice

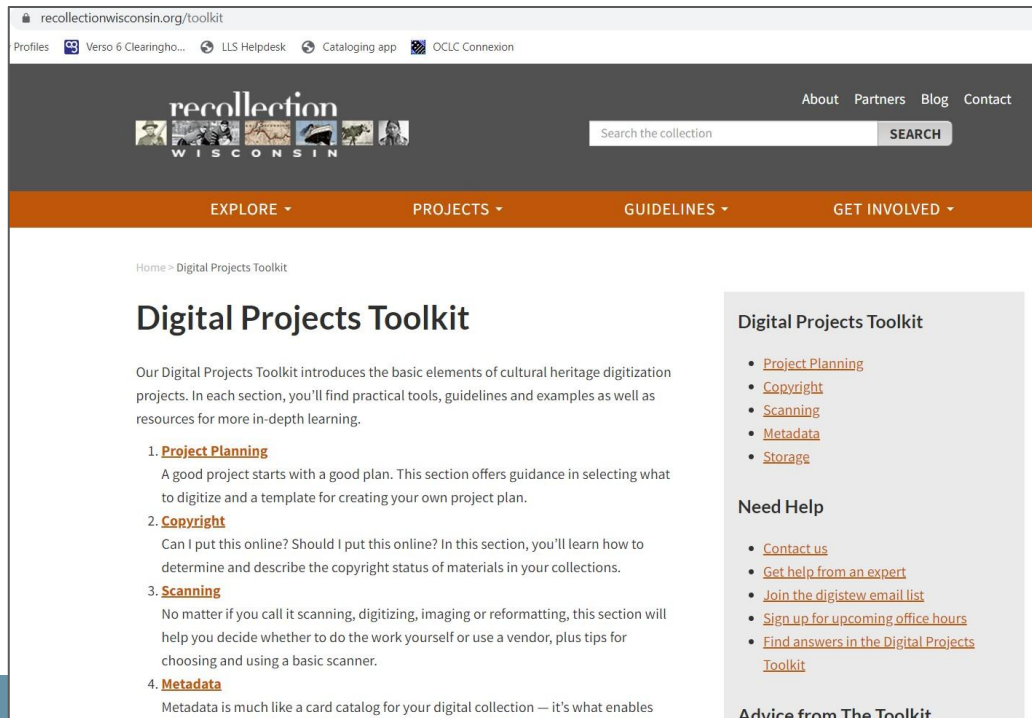
Digital Readiness Levels



Focus Area	Bronze	Silver	Gold
Plan and Prioritize	Set goals for your digital work that fit your organization's mission and policies. Revise existing policies to include digital work, or adopt a separate digital mission statement.	Identify content you want to share in digital format based on your organization's goals, mission and policies. Identify potential partners, resources, tools and platforms to meet your goals.	Make a plan for your digital project with timelines, roles, activities, goals and required resources. Share with partners participating in your project.
Obtain Permissions	Create and use permission forms and donor agreements, or modify existing ones, that include specific language for the use of born-digital or digitized collections.	Assess collection for copyright status. Identify collections items with other access restrictions or concerns, including items with privacy, ethical or cultural considerations.	Assign rights statements or Creative Commons licenses for collection items to be publicly shared online. Develop and share your organizational takedown policy and, if applicable, a statement on harmful content.
Digitize	Identify standards and procedures to be used to digitize physical materials or process born-digital content.	Undertake digitization or born-digital processing work either in-house or with an appropriate vendor or partner using identified standards.	Use or advocate for a quality control checklist to review digitized or born-digital content to confirm it meets identified standards.
Describe	Create and maintain a collection-level inventory of digital content. Identify metadata standards to be used for digital collections.	Using identified standards, create descriptive metadata for collection items to be shared online. Adopt a consistent file-naming convention.	Create expanded item-level metadata, using controlled vocabularies and a data dictionary.
Share	Gather and evaluate digital content. Organize and move content and associated descriptive information to a centralized location using a consistent folder and file organization scheme.	Review access goals and options for providing access to content. Choose a system or platform that meets your goals.	Make item-level metadata and content available for discovery and repurposing. Follow accessibility standards for online content including alt text, transcripts and other accessibility best practices.
Store and Maintain	Store two copies of each unmodified archival file and related metadata. Check storage media annually and refresh as needed.	Store three copies of each archival file and related metadata. One copy should be stored off-site. Check and refresh storage media on a regular schedule.	Plan for future storage needs as your collection grows. Use software tools to check file integrity.
Evaluate	Identify primary users and ways to engage them in your digital collections.	Collect usage data. Consider using analytics tools, social media, or research inquiries to gather use stories.	Share your story with other practitioners to build community around digital work. Use data to inform future collection development work, outreach and programming.

PLAN AND PRIORITIZE

Your project begins long before the first scan is made



The screenshot shows a web browser window with the URL `recollectionwisconsin.org/toolkit`. The browser's address bar and tabs are visible at the top. The website header features the 'recollection WISCONSIN' logo on the left, a search bar with the text 'Search the collection' and a 'SEARCH' button on the right, and navigation links for 'About', 'Partners', 'Blog', and 'Contact'. Below the header is a dark orange navigation bar with four menu items: 'EXPLORE', 'PROJECTS', 'GUIDELINES', and 'GET INVOLVED'. The main content area has a breadcrumb trail 'Home > Digital Projects Toolkit' and a large heading 'Digital Projects Toolkit'. The introductory text states: 'Our Digital Projects Toolkit introduces the basic elements of cultural heritage digitization projects. In each section, you'll find practical tools, guidelines and examples as well as resources for more in-depth learning.' The main content is organized into four numbered sections: 1. **Project Planning** (with a sub-heading 'A good project starts with a good plan. This section offers guidance in selecting what to digitize and a template for creating your own project plan.'), 2. **Copyright** (with a sub-heading 'Can I put this online? Should I put this online? In this section, you'll learn how to determine and describe the copyright status of materials in your collections.'), 3. **Scanning** (with a sub-heading 'No matter if you call it scanning, digitizing, imaging or reformatting, this section will help you decide whether to do the work yourself or use a vendor, plus tips for choosing and using a basic scanner.'), and 4. **Metadata** (with a sub-heading 'Metadata is much like a card catalog for your digital collection — it's what enables'). On the right side, there is a sidebar with a heading 'Digital Projects Toolkit' and a list of links: 'Project Planning', 'Copyright', 'Scanning', 'Metadata', and 'Storage'. Below this is another section titled 'Need Help' with links for 'Contact us', 'Get help from an expert', 'Join the digitew email list', 'Sign up for upcoming office hours', and 'Find answers in the Digital Projects Toolkit'. At the bottom of the sidebar, the text 'Advice from The Toolkit' is partially visible.

FIND OUT MORE

Find out how to partner with us:

<https://recollectionwisconsin.org/organizations>

Sign up for office hours:

<https://recollectionwisconsin.org/recollection-wisconsin-office-hours>

Contact us:

info@recollectionwisconsin.org

Digitization Kits for Public Libraries

This project aims to increase the capacity of Wisconsin's public libraries to digitize their local history resources and make them available online through Recollection Wisconsin

What's worth digitizing?

Photos and documents that maybe ...

- ... are often requested by patrons
- ... tell part of the local story
- ... are items prone to deterioration or damage
- ... nobody would see otherwise
- ... with other items form a logical grouping

Before Scanning: Planning and Organizing

Many helpful resources on toolkit page,
<https://recollectionwisconsin.org/toolkit>

Organizing helps get items in logical groupings based on content, format, etc.

Metadata work can begin before scanner arrives, in an Excel file

Resolve copyright status before scanning

recollectionwisconsin.org/toolkit

Profiles Verso 6 Clearingho... LLS Helpdesk Cataloging app OCLC Connexion

About Partners Blog Contact

Search the collection SEARCH

EXPLORE PROJECTS GUIDELINES GET INVOLVED

Home > Digital Projects Toolkit

Digital Projects Toolkit

Our Digital Projects Toolkit introduces the basic elements of cultural heritage digitization projects. In each section, you'll find practical tools, guidelines and examples as well as resources for more in-depth learning.

- Project Planning**
A good project starts with a good plan. This section offers guidance in selecting what to digitize and a template for creating your own project plan.
- Copyright**
Can I put this online? Should I put this online? In this section, you'll learn how to determine and describe the copyright status of materials in your collections.
- Scanning**
No matter if you call it scanning, digitizing, imaging or reformatting, this section will help you decide whether to do the work yourself or use a vendor, plus tips for choosing and using a basic scanner.
- Metadata**
Metadata is much like a card catalog for your digital collection — it's what enables

Digital Projects Toolkit

- [Project Planning](#)
- [Copyright](#)
- [Scanning](#)
- [Metadata](#)
- [Storage](#)

Need Help

- [Contact us](#)
- [Get help from an expert](#)
- [Join the digitew email list](#)
- [Sign up for upcoming office hours](#)
- [Find answers in the Digital Projects Toolkit](#)

Advice from The Toolkit

Scanning Basics

- Items will be scanned in .tif format
 - “Master” image remains a tiff
 - Only minimal image editing is performed on “master” file (rotate, crop to edges)
 - Images for use are copies, often in .jpg format, that can be modified as needed
- File names should be brief, descriptive, and consistent
 - Names may reflect status of file or intended use
 - Master file name: Fennimore_Main Street_001_raw.tif
 - Access file name: Fennimore_Main Street_001_derivative_75dpi.jpg
 - Access file name: Fennimore_Main Street_001_derivative_cropped for web.jpg
 - Access file name: Fennimore_Main Street_001_derivative_bw.jpg
- Files can be converted from .tif to .jpg in batches using IrfanView program



Participation Checklist

1. GETTING STARTED - FOR ALL ORGANIZATIONS:

- Review Recollection Wisconsin [Collection Policy](#) and [Copyright Policy](#)
- Submit [Content Partner Application](#)
- Sign [Participation Agreement](#)
- Pay collection setup fee (if applicable)

2. IF USING CONTENTDM HOSTING:

- Sign [Collection Hosting MoU](#)
- Install Project Client (if using)
- Complete the [CONTENTdm Collection Customization](#) form

3. BUILDING AND SHARING YOUR DIGITAL COLLECTION:

- Create and upload/transfer digital files and metadata
- Notify Recollection Wisconsin staff when collection is ready to harvest



Digitization Kit Request Form

SWLS has two digitization kits available for member libraries to borrow and share items with Recollection Wisconsin.

Each kit includes a scanner, a laptop with scanner software, and related cords and helpful tools. Portable hard drives are available in limited supply to provide back-up storage for digitization projects. More information about the intended uses of these kits can be found at <https://recollectionwisconsin.org/kits>.

To request a kit, please fill out this online form.

This form is automatically collecting emails for Swls.org users. [Change settings](#)

Name *

Short answer text

Library location *

To request a kit from SWLS, use the online [Digitization Kit Request Form](https://recollectionwisconsin.org/kits).

More information about the kits, their contents, and procedures for use at

<https://recollectionwisconsin.org/kits>

The screenshot shows the website recollectionwisconsin.org/kits. The page title is "Digitization Kits for Public Libraries". The main content area includes a paragraph about the project's goal to increase the capacity of Wisconsin's public libraries to digitize their local history resources. It mentions that the South Central Library System distributes digitization kits to public libraries, which can then loan them out to their member libraries. The kits include a basic flatbed scanner and other equipment for scanning two-dimensional photos and documents. Funding for the kits was provided by the Wisconsin Department of Public Instruction, which supported equipment purchases as part of the WISELearn budget for FY19.

Below the main text is a "Documentation" section with a list of links:

- [Digitization Kit contents](#)
- [Itemized equipment list with costs](#)
- [Using the Epson Perfection V600 scanner](#)
- [Slides from training workshops](#), July 22 and July 29, 2019

On the right side of the page, there is a sidebar with the heading "Explore Recollection Wisconsin". It contains a search box and a "SEARCH" button. Below the search box is a "Browse" section with a list of links:

- [Browse all Collections](#)
- [Browse by Subject](#)
- [Browse by Format](#)
- [Browse by Content Partner](#)

Thank you!

Any questions?

