recollection WISCONSIN

BRING YOUR LOCAL COLLECTIONS TO THE WORLD

Southwest Wisconsin Association of Libraries

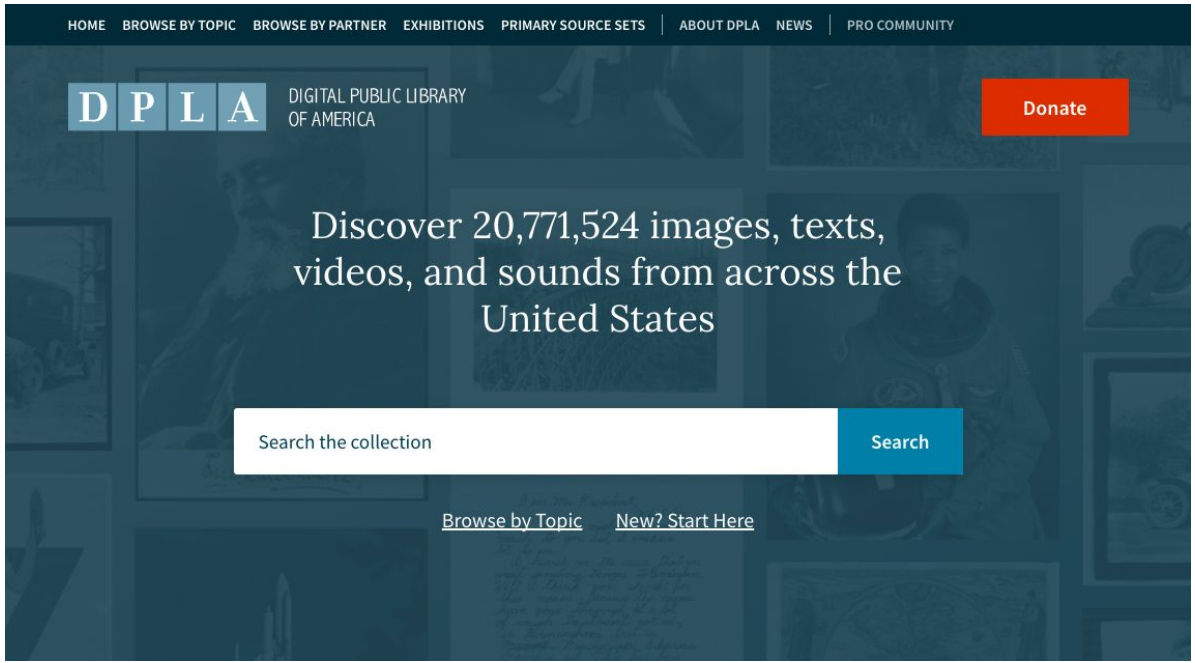
November 12, 2021

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



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.

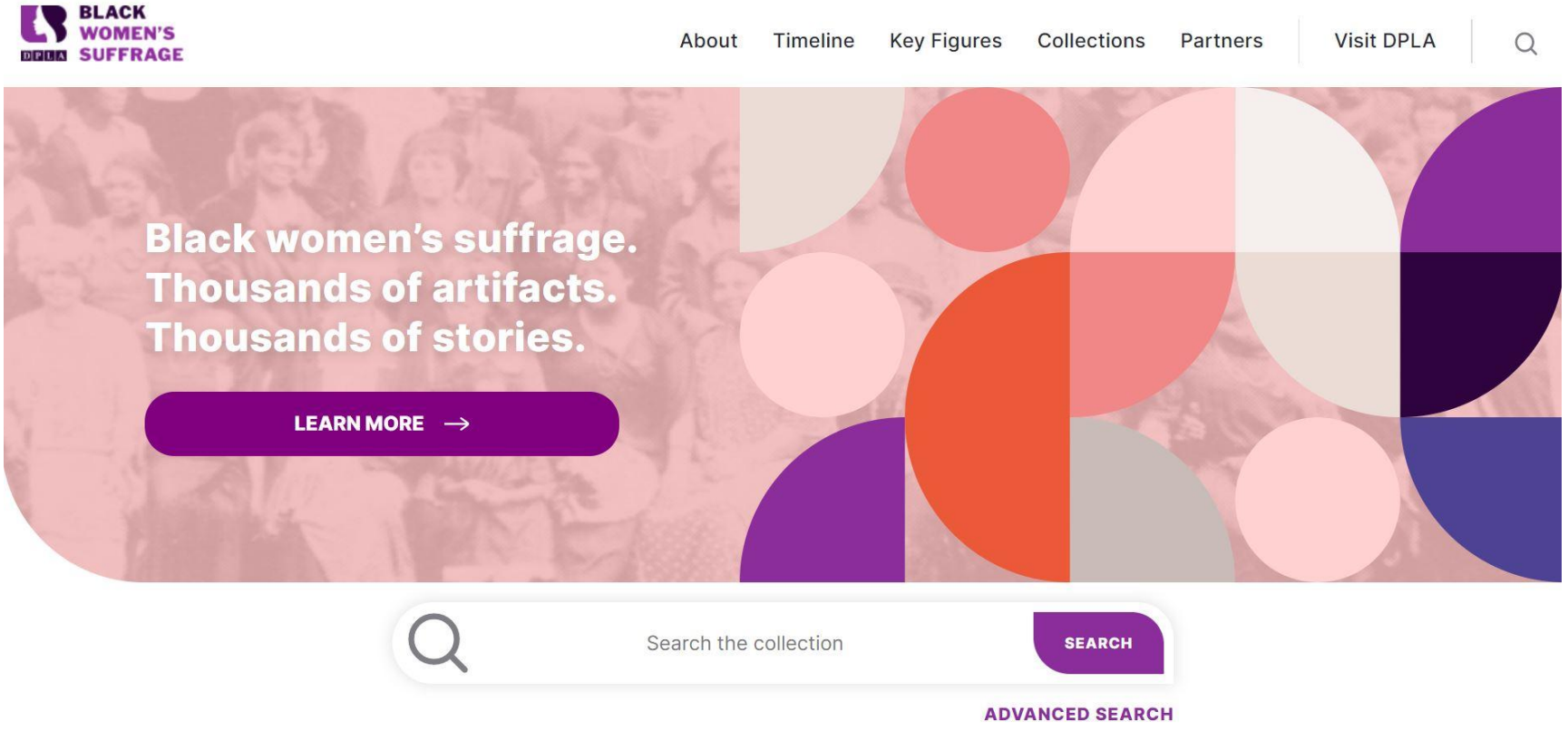
Subject: All Subjects | Time Period: All Time Periods | Sort by: Recently Added

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



recollection

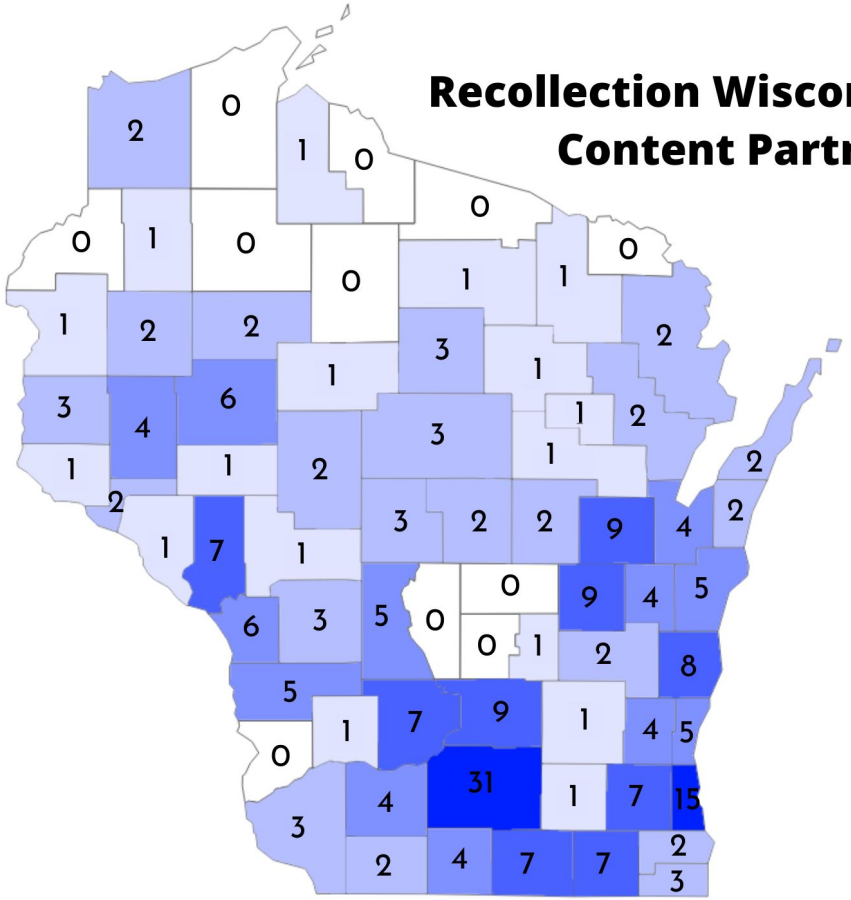
WISCONSIN

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

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

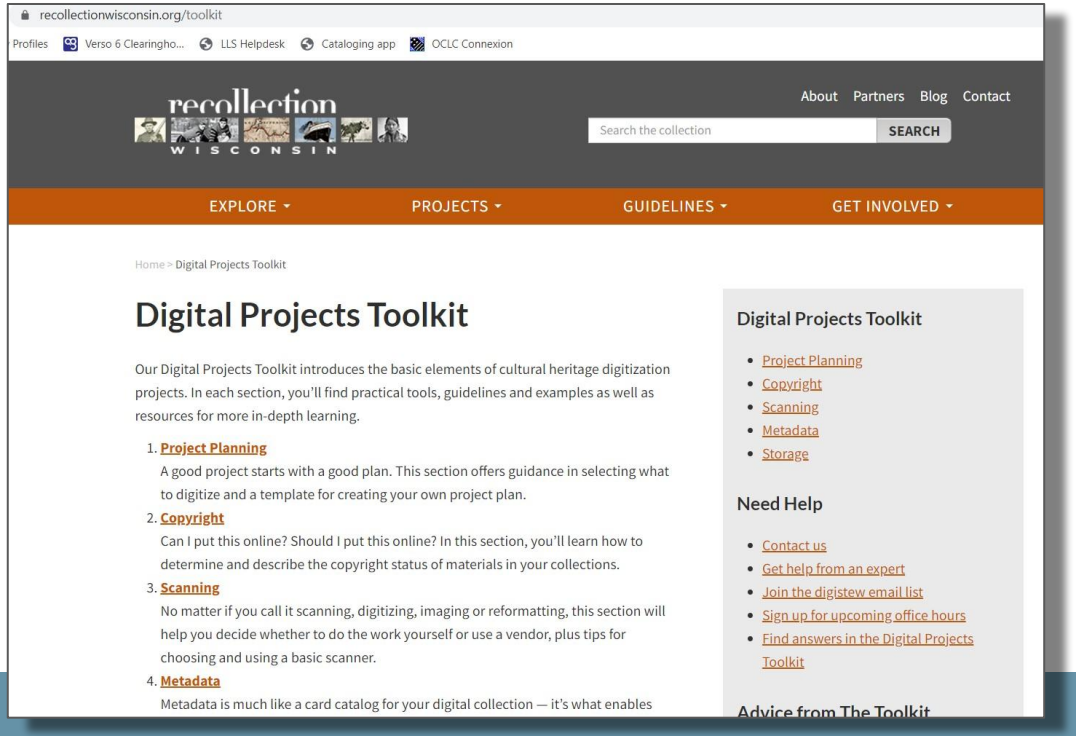
Digital Readiness Levels

recollection WISCONSIN

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



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

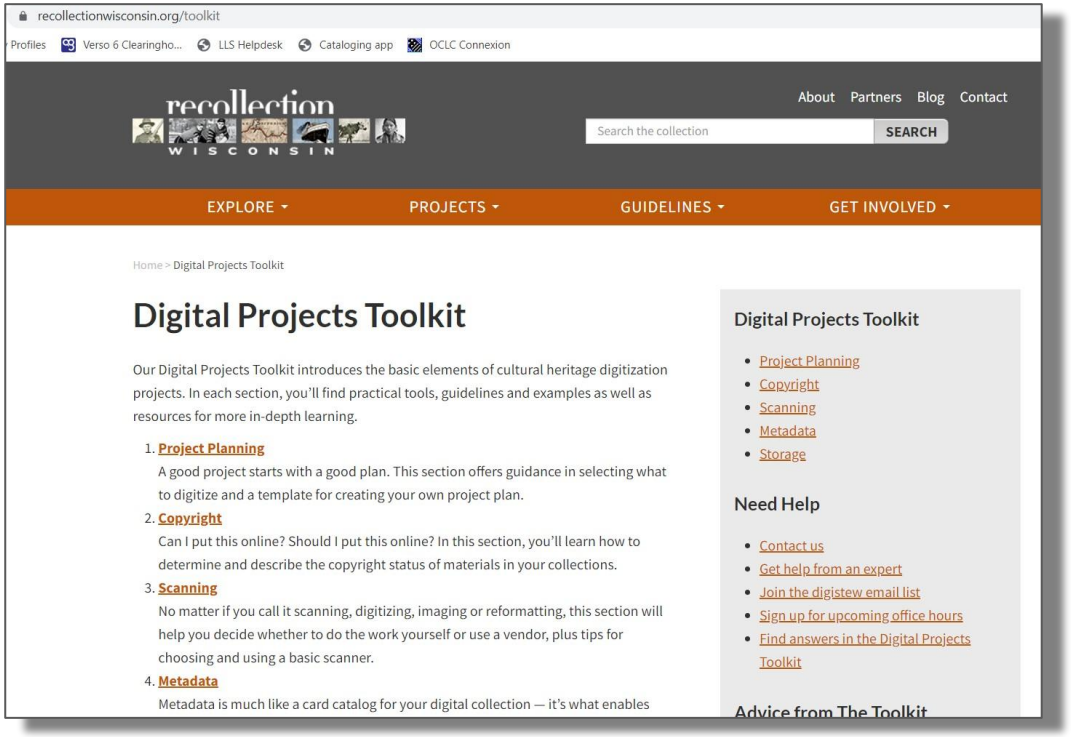
Before Scanning: Planning and Organizing

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



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

recollection

WISCONSIN

Participation Checklist

1. GETTING STARTED - FOR ALL ORGANIZATIONS:

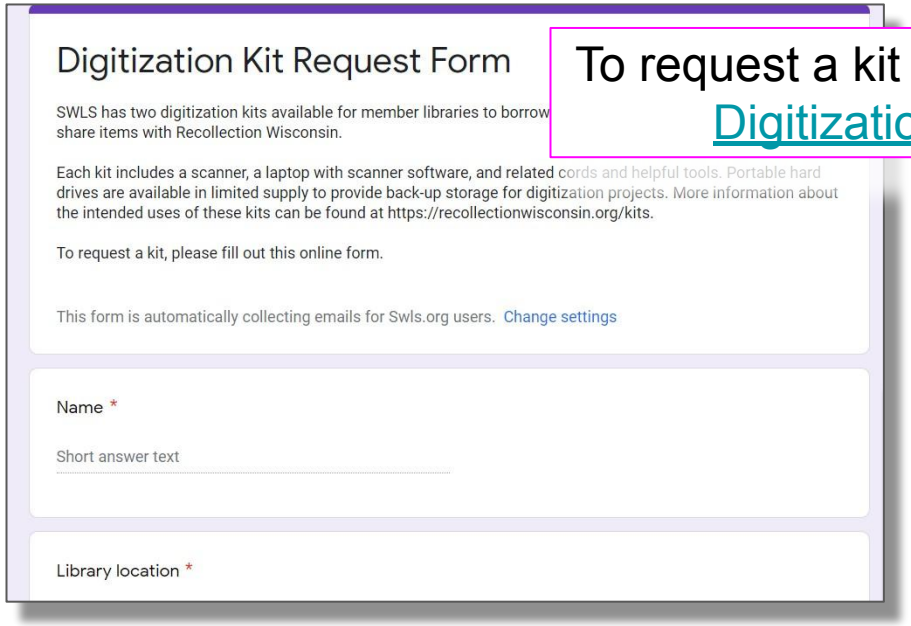
- ☐ Review Recollection Wisconsin Collection Policy and Copyright Policy
- ☐ Submit Content Partner Application
- ☐ Sign Participation Agreement
- ☐ Pay collection setup fee (if applicable)

2. IF USING CONTENTDM HOSTING:

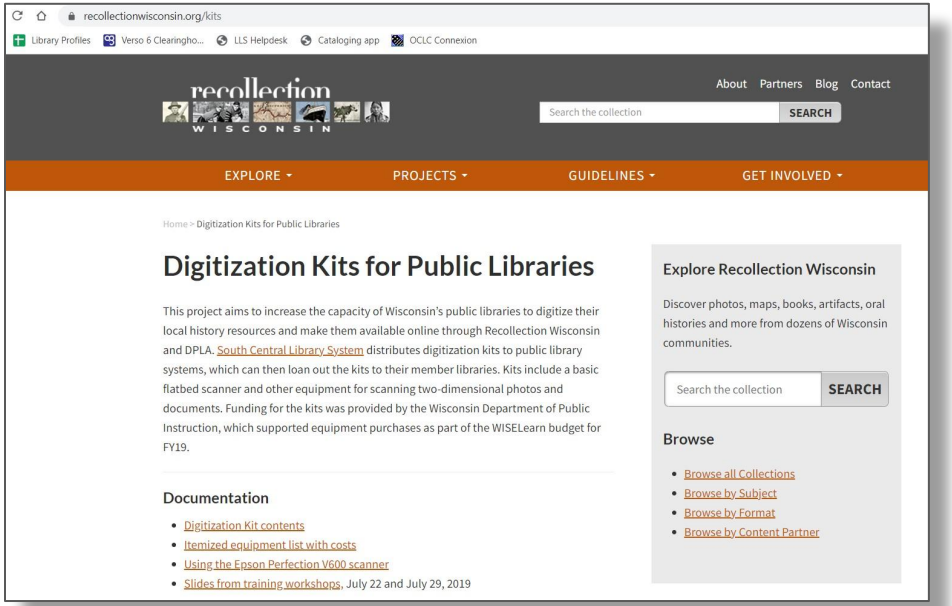
- ☐ Sign Collection Hosting MoU
- ☐ Install Project Client (if using)
- ☐ Complete the CONTENTdm Collection Customization form

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



To request a kit from SWLS, use the online [Digitization Kit Request Form](#).



More information about the kits, their contents, and procedures for use at https://recollectionwisconsin.org/kits

Thank you!

Any questions?