Building a Digital Readiness Community of Practice

Wisconsin Historical Society
Local History and Historic
Preservation Conference

Wednesday, October 20, 2021

As we gather…

What digital project(s) do you have in mind for discussion today?

Share out loud or in chat.

Agenda

- **Introduction to Digital Readiness Community of Practice**

- **Workshopping your projects**

- **Discussion and resource-sharing**

- **Wrap up**

Digital Readiness Community of Practice

- **Recollection Wisconsin**
  - Kristen Whitson
  - Emily Pfotenhauer

- *Digital Readiness*

- *Community of Practice*

Digital Project Planning Handout

- **Three activities:**
  - Goals and priorities
  - Resources
  - Roles

- **Each activity:** walk-through + thinking time + discussion time

Plan and Prioritize

Why Digitize?
What are your primary goals for this digital project?

- ❏ Improve internal access and intellectual control (inventory)
- ❏ Improve public access to frequently-used items
- ❏ Improve public access to "hidden" or inaccessible items
- ❏ Protect fragile or at-risk items
- ❏ Generate revenue (sell reproductions)
- ❏ Use in programs (exhibits, presentations)
- ❏ Use by teachers and students

Plan and Prioritize

Digitization Priorities

		No	Maybe?	Yes	Absolutely!
	Value: Is there interest or value in these materials for genealogists, educators, researchers, community members, or other identified audiences?	1	2	3	4
	Value: Do the materials contribute new voices or perspectives to the historical record (for example, materials document historically underrepresented groups in our community)?	1	2	3	4
	Information context: Is there enough information available to add useful context (we know or can find out names of people, locations, dates)?	1	2	3	4
	Availability: Are the materials unique and not already available online?	1	2	3	4
	Legal/Ethical issues: Are the materials in the public domain (or we can get permission from the copyright holder) and there are no privacy concerns or other barriers to putting them online?	1	2	3	4
	Condition: Are the materials in high-risk, deteriorating formats, particularly audiovisual recordings on media like audiocassettes, VHS tapes, CDs, or DVDs?	1	2	3	4
	TOTAL SCORE				

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Small Group Discussion

- Share a bit about your project, as applicable

- Share your answers to the two questions about digitization priorities.

- Discuss any questions or unknowns you may have.

Large Group Discussion

- How'd it go?

- Any unanswered questions that we can help with?

- Do you have any suggestions for other participants?

Plan and Prioritize

Resources and Roles

What resources are needed to successfully complete this project?

RESOURCE	Is this already in place?	If yes, briefly describe. If no, what do we need to do to move forward?	COSTS
Skills and Knowledge (training, guidelines, technical standards)	Yes No N/A		
People (staff, volunteers, interns, vendors)	Yes No N/A		
Hardware (scanner, digital camera, computer)	Yes No N/A		
Software (for online access, image editing, text recognition)	Yes No N/A		
Storage (server, cloud storage, external hard drives)	Yes No N/A		
Other	Yes No N/A		

Small Group Discussion

- Share a bit about your project, as applicable

- Share your thoughts and answers on the resources your project will need.

- Discuss any questions or unknowns you may have.

Large Group Discussion

- How'd it go?

- Any unanswered questions that we can help with?

- Do you have any suggestions for other participants?

Plan and Prioritize

Roles and Resources

Who, at your organization or at partner organizations, will contribute to the project?

ROLE	ACTIVITY	Who's responsible? (individual names or positions)
Project Manager	- Monitor project plan, budget, and timeline - Coordinate project team members - Communicate with partners, vendors, and funders	
Digitizer	- Organize and prepare materials for digitization - Scan materials - Perform quality control review on digital files - Assign file names	
Cataloger	- Review copyright status and assign appropriate rights metadata - Determine metadata standards - Conduct research or provide context to describe items (subject expert) - Create metadata	
File Manager	- Install, configure, and troubleshoot any hardware or software - Move digital files to long-term storage locations - Regularly audit and update storage	
Outreach Specialist	- Promote project to identified audiences - Respond to research and permissions requests - Collect analytics and user feedback	
Other		

Small Group Discussion

- Share a bit about your project, as applicable

- Share your thoughts and answers about the roles your project may have.

- Discuss any questions or unknowns you may have.

Large Group Discussion

- How'd it go?

- Any unanswered questions that we can help with?

- Any suggestions for the other workshop participants?

What's next?

- What questions do you have that didn't get answered today?

- What are your next steps with this project?

Recollection Wisconsin and the Digital Public Library of America

A public access option for your digital materials

recollection
WISCONSIN

Recollection Wisconsin brings together digital cultural heritage resources from Wisconsin libraries, archives, museums, and historical societies and shares them with the world.

https://recollectionwisconsin.org

DPLA — DIGITAL PUBLIC LIBRARY OF AMERICA

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.

A COLLABORATIVE PROGRAM
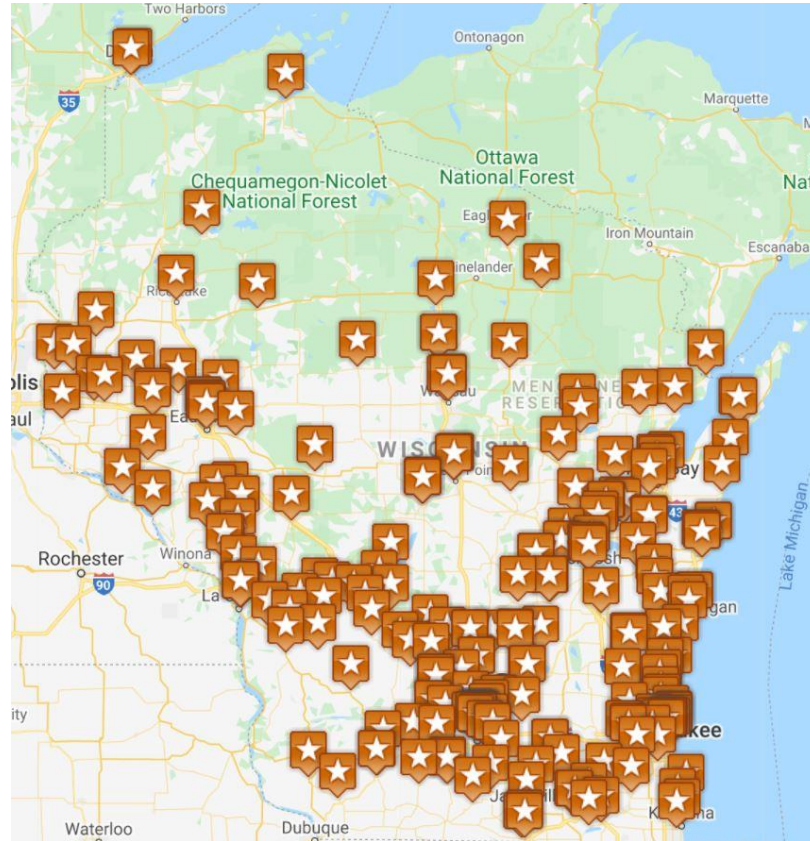
A CONSORTIUM

A COMMUNITY OF PRACTICE


UW-Madison Archives

- Digital Projects Toolkit
- Office hours, consulting, and training
- Content hosting
- Guidelines and standards
- Digitization vendor list
- Digitization kits for public libraries

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Digital Readiness Community of Practice

- Digital Projects Toolkit + Planning Worksheet
- Case Studies
- Digital Readiness Levels
- Glossary
- Digital Readiness Fairs recordings

The Digital Readiness Community of Practice needs YOU!
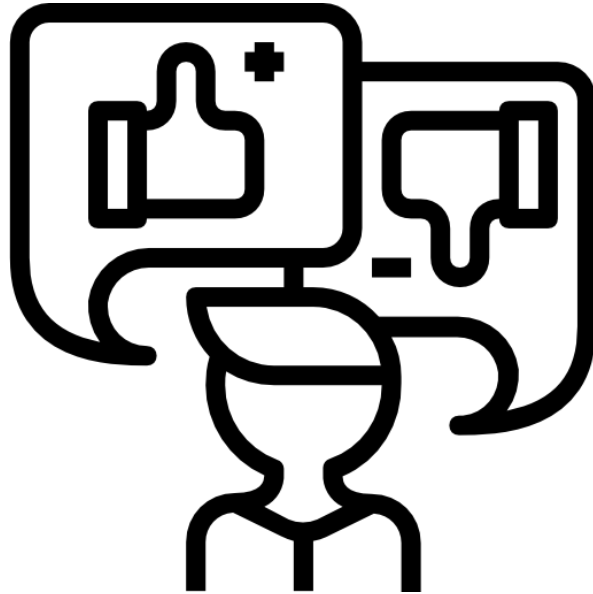
Keep in touch!

- Office hours: third Thursday of every month (tomorrow!)

- Email: info@recollectionwisconsin.org

- Kristen Whitson: kristen@wils.org
- Emily Pfotenhauer: emily@wils.org

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