

recollection



W I S C O N S I N

Northwest Wisconsin Museum Consortium

April 23, 2024

Resources

www.recollectionwisconsin.org/nwmc



Today:

- Recollection Wisconsin
- WiLS (Wisconsin Library Services)
- Digitization projects
- Recollection Wisconsin Digitization Initiative



[Riding Through A Forest](#), ca. 1916. Wisconsin Geological and Natural History Survey Digital Collection, University of Wisconsin Digital Collections Center.

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W I S C O N S I N

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>

THE COLLECTION

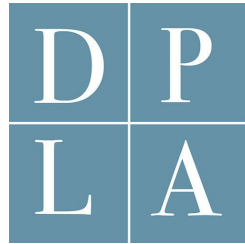
- Over 700,000 metadata records in central search portal
- Photos, maps, books, artifacts, oral histories
- 425 collections from over 250 Wisconsin libraries, archives, historical societies, museums, government agencies, etc.
- State and local history resources as well as materials from across the country and around the world



[Chippewa-Falls, Wis.. County-Seat of Chippewa-County 1886](#). Maps Collection, Wisconsin Historical Society.

THE COLLECTION

Amplifying Wisconsin History



Recollection Wisconsin and the
Digital Public Library of America



Men's Glee Club: Chippewa Falls, 1929. Carroll Photograph Collection, Carroll University.

THE COMMUNITY



WiLS (Wisconsin Library Services)

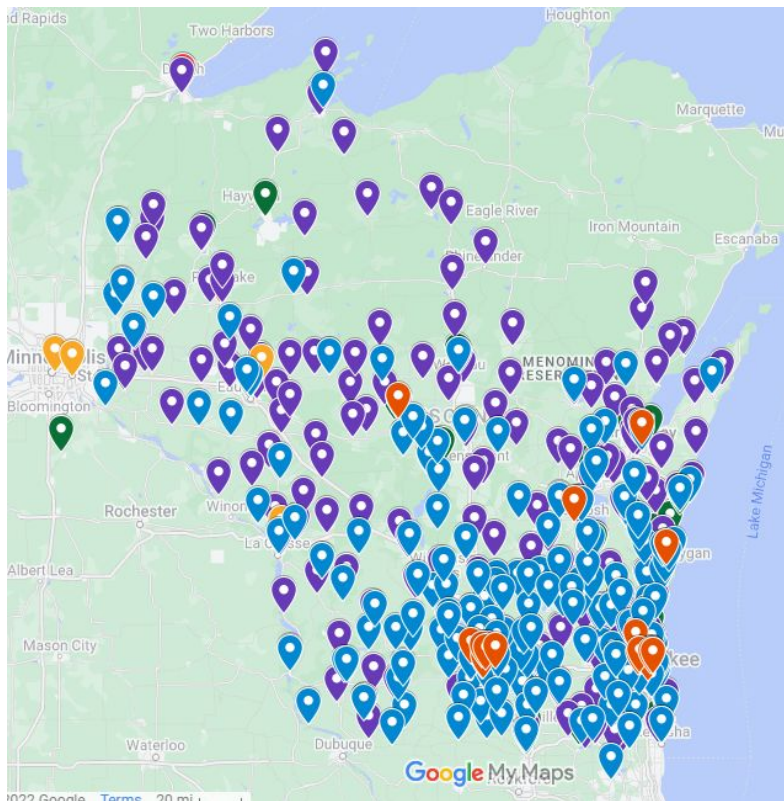


Our Mission

We believe libraries, cultural institutions, and their partners
make the world a better place.

We build relationships and provide services so they can
do more with their time and money.

We help our members
turn ideas into action.



Our Community

- 600+ members (it's free)
- All types of libraries
- Museums, historical societies, & other cultural organizations
- Statewide & national consortia
- Peer organizations & vendor partners

Our Services

<https://wils.org>



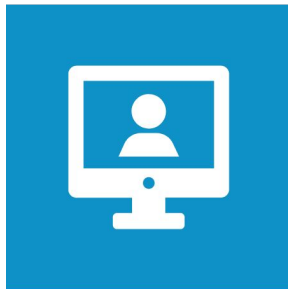
Collaboration
Support



Consulting
Services



Cooperative
Purchasing



Digital
Projects



Events
Management



Giving
Back

Collaboration Support: The Projects



Wisconsin Public Library Consortium (WPLC): <https://wplc.info/>

Wisconsin Schools Digital Library Consortium (WSDLC):
<https://wsdlc.org/>

WISPALS: <https://www.wispals.org/>

WISCAL: <https://wiscal.overdrive.com/>

City Library Collective: <https://citylibrarycollective.org/>

Recollection Wisconsin: <https://recollectionwisconsin.org/>

Consulting Services

WiLS has the experts to guide you to the answers you need. We are project management and process development pros who listen to your needs to create a reliable process, whether it is strategic planning, survey development, or an idea you've had for a long time, but don't know where to start.



**Consulting
Services**

Cooperative Purchasing



If you want to make a purchase for your library or cultural institution, join over 450 organizations using our Cooperative Purchasing program to save money and time. Our negotiated discounts and streamlined subscription management portal will add dollars to your budget and hours to your day.

Digital Projects

IMLS funded: Community Memory Cohorts

NEH funded: Mukurtu Midwest- Curating
Indigenous Digital Collections (CIDC)

WiLS funded: Culture Keepers Collective



Digital
Projects

THE EXPERTISE



- Consulting and training
- Content hosting
- Guidelines and standards
- Digitization vendor list
- digistew email list
- Digitization kits for public libraries

THE COSTS

- Free!
- Thanks to the state of Wisconsin legislature for funding us in the 2023-2025 biennial budget
- Continued funding = continued free services!

Planning and prioritizing

- Start with a plan!
- Consider starting with a small pilot project
- This includes taking over a legacy project - plans are still needed

Planning and prioritizing

[Digital Project Planning Worksheet](#)

- WHY are you digitizing?
- FOR WHOM?
- To WHAT BENEFIT?

The answers to these questions will be the framework for your project!

Obtaining permissions

- Owning a physical item does not necessarily mean you hold the copyright to that item.
- Scanning an item does not change its copyright status or create a new copyright.
- Regardless of copyright status, there may be ethical and privacy considerations about how items are displayed or used.

Disclaimer: I am not a lawyer!

Restricting Use

Strategies to restrict unauthorized use:

- Use a small-sized, lower-quality image (access copy) for public sharing
- Add watermarks to digital images
- Add a code or plugin to your website to disable right-click saving
- Post a [Creative Commons license](#) that requires users to credit the source of the material and does not allow for commercial use or making changes

Digitizing

Overview of steps:

- 1) Choose an item to digitize
- 2) Set scanner settings
- 3) Preview photo
- 4) Scan photo
- 5) Check scanned photo
- 6) Save scanned photo

Equipment options



- Buy
- Borrow
- Outsource

Document workflow

Could you teach this process to
someone else?

Questions?

Describe your files: metadata!

- File name (name of the digital file stored on your computer)
- Title
- Subject
- Description
- Other metadata

Where to put this metadata?

Anywhere that keeps it organized and searchable . . .

- Content management system (PastPerfect, CONTENTdm, Omeka, ResCarta)
- Database (FileMaker Pro, Access)
- Embedded in the file
- Spreadsheet

Digital Projects Toolkit:
Metadata Template



NO METADaTa **NO FUTURE**

“Metadata, you see, is really a love note – it might be to yourself, but in fact it’s a love note to the person after you, or the machine after you, where you’ve saved someone that amount of time to find something by telling them what this thing is.”

Cit. [Jason Scott's Weblog](#)

Equitable metadata considerations

- When feasible, use community members' preferred terminology
- Do your best not to make assumptions
 - Two adults standing close together are not necessarily married
 - Children present with adults are not necessarily in the same family

Adapted from North Carolina Center for Digital Heritage, [Equitable Metadata Practices](#)

Don't use	Do use
Slave(s)	Enslaved person/people
<i>Pejorative terms related to race</i>	African American, Black (always capitalized), Asian American
Indian (when referring to Indigenous populations)	American Indian, Indigenous, or specific tribal affiliation, if known

Sharing digitized photographs

Public access vs in-house access

Again: who is your audience?

Consider Recollection Wisconsin!

Storing digitized photographs

LOCKSS: Lots of Copies Keep Stuff Safe

- Yes: external hard drives, servers, cloud storage
- No: CDs/DVDs, USB/thumb drives

3-2-1 Rule



Questions?



DIGITAL READINESS TOOLKIT

A complete guide to creating
and tending a digital collection

<https://recollectionwisconsin.org/toolkit>



RECOLLECTION
WISCONSIN
DIGITIZATION
INITIATIVE

What is the program?

Graduate student placement at host sites
for digitization and metadata work

Similar to Curating Community Digital
Collections program 2018-2019



Goals

New content partners

Fill collection gaps + tell new stories

Paid learning experiences for Wisconsin graduate students

Digitization training for all participants



Participants

Content partners

Graduate students

Recollection Wisconsin staff



Content partners

Libraries, archives, museums, local history and community organizations

Ability to host a student

Collection identified, ready to scan

Scanned collections hosted in
Recollection Wisconsin, content
partners keep digital copy





Student Participants

UW-Madison and UW-Milwaukee
information school graduate students
(iSchool and SOIS)

120 or 180 hours of work, on site

Training to complete scanning,
metadata, project management and
documentation

Stipend and travel expenses

Hands-on experience, theory into
practice!

Outcomes

Training for all participants

Orientation to our workflows and processes for new content partners, encourage future projects with Recollection Wisconsin; copy of digital content and metadata for your own use



Outcomes

Paid work experience for students, good fodder for job talks, interviews; opportunity to better understand an organization embarking on digitization work

New local history collections, publicly shared via [Recollection Wisconsin](#)



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Thank you!

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