

recollection



W I S C O N S I N

# Getting Started with Digitization Projects

**Wisconsin Local History and  
Historic Preservation Conference**

October 17, 2024

# Welcome!

- Introductions
- Focus area: Digitize
- Break
- Focus area: Describe



*Consolidated Papers Interlake Division, Appleton Wisconsin, 1934.  
McMillan Memorial Library.*

# Introductions



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- Contact me at [info@recollectionwisconsin.org](mailto:info@recollectionwisconsin.org)

# recollection



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>



# Who you are

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- Name
- Organization you're representing, if any
- Digital projects in process or in planning

# What is **DIGITAL READINESS?**

Having the knowledge, tools, and resources to digitize and provide access to archives and historical collections, and to care for those digital collections over time.

# What are the **DIGITAL READINESS LEVELS?**

A structured roadmap for public history organizations to plan and sustainably grow their digital initiatives in order to improve access to collections.

# Digital Readiness Levels

The Digital Readiness Levels are a structured roadmap for public history organizations to plan and sustainably grow their digital initiatives in order to improve access to collections.



Focus Area	Bronze	Silver	Gold
Plan and Prioritize	Set goals for digital work that fit the organization's mission and policies. Adopt a digital mission statement or revise existing mission statement to include digital work.	Identify and prioritize potential digital projects. Make a digital project plan that includes roles, activities, required resources, and partners.	Adopt a digital collection development policy or revise existing policy to include digitized and born digital content.
Obtain Permissions	Create and use permission forms and donor agreements that include specific language for the use of digitized and born-digital content or modify existing forms.	Evaluate copyright status of content. Identify items with access restrictions or concerns, including privacy, ethical, or cultural considerations.	Assign standardized rights statements or Creative Commons licenses for collection items. Adopt a takedown policy and, if applicable, a statement on harmful content.
Digitize	Determine standards and procedures to be used to digitize physical materials or process born-digital content.	Using identified standards, undertake digitization or born-digital processing work either in-house or with an appropriate vendor or partner.	Use a quality control checklist to review content and confirm it meets identified standards.
Describe	Adopt a consistent naming convention for digital files. Determine standards to be used to describe digital content.	Using identified standards, create basic descriptive metadata for items.	Develop a data dictionary and use controlled vocabularies to standardize metadata.
Share	Review goals and options for providing access to content. Choose an access platform or system that meets identified needs.	Make items and associated descriptive information available for discovery and repurposing.	Implement techniques to support accessibility of online content, including alt text, transcripts, and other best practices.
Store and Maintain	Create and maintain a collection-level inventory of digital content.	Store at least two, preferably three, copies of each primary file and related metadata, with one copy stored off-site. Check and refresh storage media on a regular schedule.	Plan for future storage needs. Use software tools to check file integrity.
Evaluate	Identify primary users and ways to engage them with digital content.	Collect data and stories about how digital content is used.	Use collected data and stories to inform future collection development, outreach, and programming. Share knowledge with other practitioners to build community around digital work.

# **BRONZE LEVEL**

Laying a strong  
foundation

# **SILVER LEVEL**

Putting it into  
practice

# **GOLD LEVEL**

Refining and  
sustaining



# DIGITAL READINESS TOOLKIT

A complete guide to creating  
and tending a digital collection

<https://recollectionwisconsin.org/toolkit>

# Digital Readiness Focus Areas

**Plan and  
prioritize**

**Obtain  
permission**

**Digitize**

**Describe**

**Share**

**Store and  
maintain**

**Evaluate**

**Digitize**



# **BRONZE LEVEL**

Laying a strong  
foundation

# Digitization overview

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# File formats: primary and access files

	Primary File (also known as an archival file or preservation file)	Access File (also known as a derivative)
<b>Use for</b>	Long-term storage	Sharing on social media
	Selling reproductions	Emailing to researchers
	Printing, i.e. publications, calendars, posters, exhibit panels	Posting on your website
<b>File type</b>	Images and text: TIFF	Images and text: JPEG or PDF
<b>File size</b>	Images and text: BIG! (one scanned postcard = approx. 20MB)	Images and text: Small (probably less than 1MB)
<b>Editing</b>	Unedited or minimal editing i.e. cropping or straightening	May be edited i.e. significant cropping, contrast adjustment, etc.

# File formats: TIFF, JPEG, WAV, MOV, oh my!

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- TIFF and JPEG: for two-dimensional items (photos, negatives, slides, etc)
  - TIFF = primary file, high quality
  - JPEG = access file, lower quality
- WAV for audio recordings
- MOV for video recordings

**A note about scanner settings:**

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**Try it out!**

# Resolution

- Higher resolution = more detail (to an extent)
- PPI: points or pixels per inch



Source: Voight, R. (1930). "Setting up camp in Sahara" [Photograph].  
Voight, Robert. Courtesy of Beloit College Archives. Retrieved from  
<http://dcms.beloit.edu/cdm/ref/collection/african/id/171>

# Resolution

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72 ppi



300 ppi



800 ppi



# Resolution

800 ppi



1200 ppi



2400 ppi





# Resolution

- Aim for 3000 - 4000 pixels on the longest side of the photograph
- 300 - 600 ppi
  - Longest side of original item longer than 7" = 300 ppi
  - Shorter than 7" = 600 ppi
- DPI = PPI (kind of)

# Resolution

---

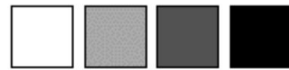
- 4000 ppi for 35mm slides
- 2000 ppi for 4x5 negatives

# Bit depth and color mode

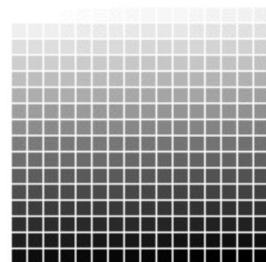
- Bit Depth - defines the maximum number of shades and/or colors in a digital image file.
  - Bitonal
  - Grayscale
  - 3-channel color (RGB)



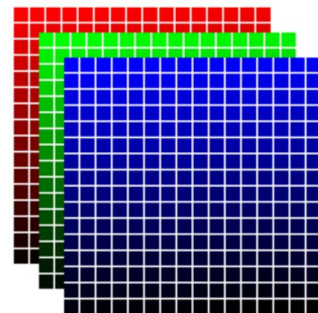
1-BIT  
2 COLORS



2-BIT  
4 COLORS



8-BIT  
256 COLORS



24-BIT  
16.7+ MILLION COLORS

Visual courtesy of Lisa Gregory's *Digitization Basics*  
Presentation at SEI 2017.

# Bit depth and color profile: comparison



**THE BLACK VOICE**  
Exposing Oppression Elsewhere

**Alto-American solidarity with the oppressed People of the world**

**Toward A Democratic Palestine**

**The Extremist Front**

**8**

RGB (24 bit color)  
300 ppi  
49.31 MB



**THE BLACK VOICE**  
Exposing Oppression Elsewhere

**Alto-American solidarity with the oppressed People of the world**

**Toward A Democratic Palestine**

**The Extremist Front**

**8**

Grayscale  
300 ppi  
16.48 MB



**THE BLACK VOICE**  
Exposing Oppression Elsewhere

**Alto-American solidarity with the oppressed People of the world**

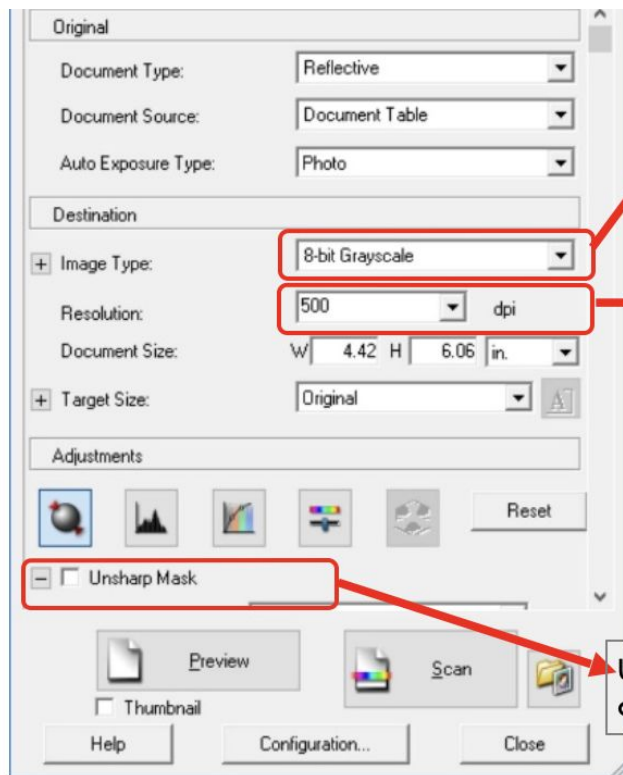
**Toward A Democratic Palestine**

**The Extremist Front**

**8**

Bitonal  
600 ppi  
8.29 MB

# Scanner settings

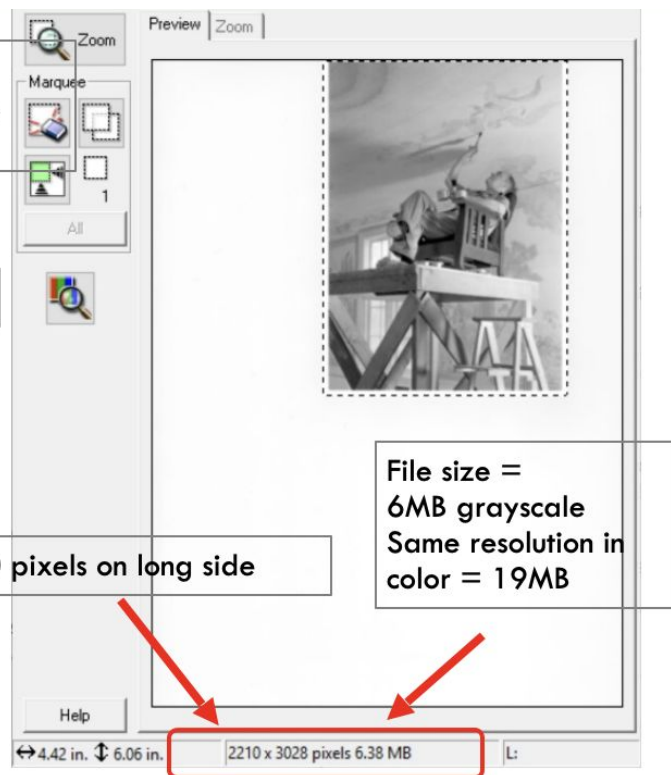


Color space & bit depth –  
24-bit color, 8-bit grayscale,  
or 1-bit bitonal (B&W)

Resolution (ppi)

Uncheck Unsharp Mask and  
other Auto settings

**EPSON Scan in Professional Mode**



3,000 pixels on long side

File size =  
6MB grayscale  
Same resolution in  
color = 19MB

**EPSON Scan Preview Window**

Questions?

# Equipment options

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- Buy
- Borrow
- Outsource

# Equipment options: BUY

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Consider:

- Original material size
- Original material condition
- Original material format



# Equipment options: BORROW

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Check with:

- Local public library or library system
- Other historical societies
- Volunteers / schools
- A/V: Check with RW

# Equipment options: **OUTSOURCE**

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When to consider contracting with an outside vendor:

- When special equipment is needed
  - Oversized materials (maps, blueprints, posters, etc.)
  - Newspapers or other microfilm
- When special handling is needed
  - Anything that can be damaged by laying flat to scan (rare books, scrapbooks)
  - Anything with flaking, cracked or otherwise fragile surface
- Whenever accuracy is paramount
  - Works of art, preservation reformatting

# To re-scan or not to re-scan...

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- Are current scans *enough* for your program's goals?
- Do you have time, resources, people for a re-scanning initiative?

Questions?

# **SILVER LEVEL**

Putting it into  
practice

# Preparing materials for scanning

- Remove staples, paper clips, binder clips, or rubber bands
- Remove items from binders or sleeves
- Review items for torn areas; place severely torn items in a plastic sleeve for scanning
- Remove loose items like sticky notes
- Set aside any duplicate items

# Preparing materials for scanning

- If appropriate, organize the items in the order in which they will be scanned
- Keep separate any materials with mold or mildew; treat them to kill the mold or mildew before scanning.
- If materials, especially photographs or slides, seem dusty, carefully use an air can or microfiber cleaning cloth to remove the dust
- Examine the glass scanner surface for fingerprints or dust, and wipe or dust off with a microfiber cloth as appropriate.

# Safe handling tips

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- No food or drinks near collection items
- No pens near collection items – pencil only
- Wash hands regularly; gloves are only recommended when handling photographic materials.
- Always have plenty of room in your workspace to accommodate the material you are working with.



# Safe handling tips

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- Never use collection items as a work surface
- Do not stack different items together such as books and photos
- Return items to their storage area at the end of the day

# Scanning tips

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- Keep scanner glass clean and free of dust
- Use scanning software in “professional” mode
- Turn off all auto settings
- Scan one item at a time
- Use image editing software to crop after scanning, rather than letting the scanner auto-crop
- If there is writing or other information on the reverse side of a photograph, scan that too

# Quality Control

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Basic quality control for digitized images and documents includes confirming that:

- The file can be opened
- The file name is correct
- The image is not rotated or backwards
- The image is not skewed, off-center, or unevenly cropped
- There are no unwanted materials (dust, hair) or digital artifacts in the image

# Document workflow

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Could you teach this process to  
someone else?

Questions?

**BREAK**

**Describe**

# BRONZE LEVEL

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Home > Digital Readiness Toolkit > Focus Area 4: Describe > Describe: Bronze Level

## Describe: Bronze Level

- File Naming
- Folder Structure
- Identify and Adopt a Metadata Standard
- Resources and Tools

### File Naming

As you digitize your collection items and save your digital files, you'll need to assign a file name to each one. Using a well-defined and consistent system for organizing and naming digital files will make your life easier, now and in the future. If feasible, develop your file naming system before you begin digitizing.

**A few file naming tips to keep in mind:**

- Your file name is not a database record.** Please don't pack a bunch of descriptive

### Toolkit Contents

- [Home](#)
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### Related Resources

- [Digital Readiness Levels](#)
- [Digital Readiness Glossary](#)



# File names

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Goal: Assign a unique identifier to each digital file, using a consistent standard.



















Why is this important?

- To help computers (and people) organize and find your files
- To minimize duplication (Two files with the same name = a collision)



*Train Wreck* Image ID: WHi-2011

 flood 1920 downtown	9/10/2006 2:41 PM	TIF File
 flood 1952 riverside	9/10/2006 3:31 PM	TIF File
 kohler visit	9/13/2006 2:39 PM	TIF File
 wis cent parade2	9/13/2006 3:42 PM	JPG File
 motchman1	9/14/2006 12:28 PM	TIF File
 motchman2	9/14/2006 12:35 PM	TIF File
 motchman3	9/14/2006 12:56 PM	TIF File
 motchman4	9/14/2006 1:10 PM	TIF File
 fire dept 414 state st	9/14/2006 1:40 PM	TIF File
 rescue hose co	9/14/2006 1:49 PM	TIF File
 roosevelt show room	9/14/2006 1:54 PM	TIF File
 lax plumbing supply	9/14/2006 2:02 PM	TIF File
 doerflinger fire	9/14/2006 2:07 PM	TIF File
 boerner drug store	9/14/2006 2:16 PM	TIF File
 motchman4a	9/14/2006 2:47 PM	TIF File
 Lytle Home LaCrosse	9/17/2006 9:17 PM	JPG File
 Lytle's Landing - Near Bridge	9/17/2006 9:17 PM	JPG File
 Lytles's Station	9/17/2006 9:17 PM	JPG File
 shorna furs	9/20/2006 1:48 PM	TIF File
 shorna furs	9/20/2006 1:50 PM	JPG File

 pc003-01-01-001_enhanced	2/19/2016 1:34 PM	TIF File
 pc003-01-01-001b_enhanced	2/19/2016 1:35 PM	TIF File
 pc003-01-01-002_enhanced	2/19/2016 1:36 PM	TIF File
 pc003-01-01-002b_enhanced	2/19/2016 1:36 PM	TIF File
 pc003-01-01-004_enhanced	7/22/2014 4:25 PM	TIF File
 pc003-01-01-004b_enhanced	2/19/2016 1:38 PM	TIF File
 pc003-01-01-005_enhanced	2/19/2016 1:42 PM	TIF File
 pc003-01-01-005b_enhanced	2/19/2016 1:43 PM	TIF File
 pc003-01-01-006_enhanced	2/19/2016 1:43 PM	TIF File
 pc003-01-01-006b_enhanced	2/19/2016 1:44 PM	TIF File
 pc003-01-01-007_enhanced	2/19/2016 1:45 PM	TIF File
 pc003-01-01-007b_enhanced	2/19/2016 1:45 PM	TIF File
 pc003-01-01-008_enhanced	2/19/2016 1:46 PM	TIF File
 pc003-01-01-008b_enhanced	2/19/2016 1:47 PM	TIF File
 pc003-01-01-009_enhanced	2/19/2016 1:48 PM	TIF File
 pc003-01-01-009b_enhanced	2/19/2016 1:49 PM	TIF File
 pc003-01-01-010_enhanced	8/11/2015 11:01 AM	TIF File
 pc003-01-01-010b_enhanced	2/19/2016 3:37 PM	TIF File

# File naming: What to do

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- Be consistent.
  - Select a naming scheme & use it across all digitized collections.
- Write it down.
  - Document your file naming rules.
  - Share them widely. Ask everyone who's creating digital content to follow the guidelines.

# File naming: What to do

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Example:

*3-letter institution name abbreviation +  
3-letter collection name abbreviation +  
serialized numbering up to 9,999*

- Crandon Public Library = CPL
- Edna Southwick Collection = ESC
- Serialized number = 0001

CPL\_ESC\_0001.tif

Example:

*collection name + box number  
+ folder number + item number*

- Edna Southwick Collection
- Box 1, Folder 3, Item 4

southwick\_01\_03\_04.tif

# File naming: What to do

- Pad with enough zeroes to ensure series of files sort correctly.

NOT THIS:

1.tif

11.tif

12.tif

2.tif

THIS:

001.tif

002.tif

011.tif

012.tif

# File naming: What not to do





















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- Do not use file names in place of database records
  - File names are not the place to cram in a bunch of descriptive information. That's what databases and spreadsheets are for!
  - Lots of descriptive information in a filename:
    - Creates unwieldy names
      - [Glassplate16039 Auto repair in basement 025.tif](#)
    - Makes consistent naming more challenging
    - Makes organizing a nightmare
    - Makes them "un-findable" almost immediately
    - Makes renaming difficult

# File naming: What not to do

- Do not make your file names machine-unreadable.
  - DO NOT USE:
    - Spaces or periods
      - Use underscores ( \_ ) or dashes ( - ) instead  
2012\_06\_0001.tif not 2012.06.0001.tif
    - Special characters such as colons or slashes ( ^ " < > | ? \ / : @ ' \* & )



-  flood 1920 downtown
-  flood 1952 riverside
-  kohler visit
-  wis cent parade2
-  motchman1
-  motchman2
-  motchman3
-  motchman4
-  fire dept 414 state st
-  rescue hose co
-  roosevelt show room
-  lax plumbing supply
-  doerflinger fire
-  boerner drug store
-  motchman4a
-  Lytle Home LaCrosse
-  Lytle's Landing - Near Bridge
-  Lytles's Station
-  shorna furs
-  shorna furs

-  pc003-01-01-001\_enhanced
-  pc003-01-01-001b\_enhanced
-  pc003-01-01-002\_enhanced
-  pc003-01-01-002b\_enhanced
-  pc003-01-01-004\_enhanced
-  pc003-01-01-004b\_enhanced
-  pc003-01-01-005\_enhanced
-  pc003-01-01-005b\_enhanced
-  pc003-01-01-006\_enhanced
-  pc003-01-01-006b\_enhanced
-  pc003-01-01-007\_enhanced
-  pc003-01-01-007b\_enhanced
-  pc003-01-01-008\_enhanced
-  pc003-01-01-008b\_enhanced
-  pc003-01-01-009\_enhanced
-  pc003-01-01-009b\_enhanced
-  pc003-01-01-010\_enhanced
-  pc003-01-01-010b\_enhanced

Questions?

# **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](#)

# Types of metadata

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Definition - "data that provides information about other data" or "data about data"

Types

- Descriptive
- Administrative
- Legal

# SILVER LEVEL

Putting it into  
practice



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## Describe: Silver Level

### Item-Level Description

For Recollection Wisconsin Content Partners: Metadata Elements

### Resources and Tools

### Item-Level Description

Different types of metadata provide different types of information. **Descriptive metadata** for digital cultural heritage items aims to answer some very basic but important questions for you and your users:

- What am I looking at?
- Who created it?
- When was it created?
- Where was it created?

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### Related Resources

- [Digital Readiness Levels](#)

# Descriptive metadata

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Goal: Provide users with information about the content and context of a cultural heritage resource (document, book, photo, audio file, etc.).

Metadata answers key questions:

- What am I looking at?
- Who created it? When? Where?
- Who owns it?
- How can I use it?

Search  [Search](#) [Advanced Search](#) Results 8 of 169

[Home](#) » [Langlade County Historical Society](#) » [Recruits, CCC Camp 657, Elcho, 1933-1937](#)

[Reference URL](#) | [Share](#) | [Comment](#) | [Save to favorites](#)

## Recruits, CCC Camp 657, Elcho, 1933-1937

[View Description](#)

[Download](#)



# Langlade County History

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Langlade County Historical Society

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Home » Langlade County Historical Society » **Recruits, CCC Camp 657, Elcho, 1933-1937**

Reference URL

Share

Comment

Save to favorites

## Recruits, CCC Camp 657, Elcho, 1933-1937

View Description



<b>Title</b>	Recruits, CCC Camp 657, Elcho, 1933-1937
<b>Description</b>	Recruits stand in front of the barracks at Otter Lake, Elcho.
<b>Subject (LCSH)</b>	Barracks Civilian Conservation Corps (U.S.) Forests and forestry Group portraits
<b>Subject (Local)</b>	Civilian Conservation Corps Camp 657
<b>Community</b>	Elcho
<b>County</b>	Langlade County
<b>State</b>	Wisconsin
<b>Date</b>	1933-1937
<b>Collection</b>	CCC Camp, Elcho
<b>Creator</b>	Drab, Edward
<b>Type</b>	Still Image
<b>Format</b>	image/tiff
<b>Format of original</b>	Photographs
<b>Dimensions of original</b>	3"H x 4.5"W
<b>Submitter</b>	Langlade County Historical Society
<b>Donor</b>	Drab, Edward

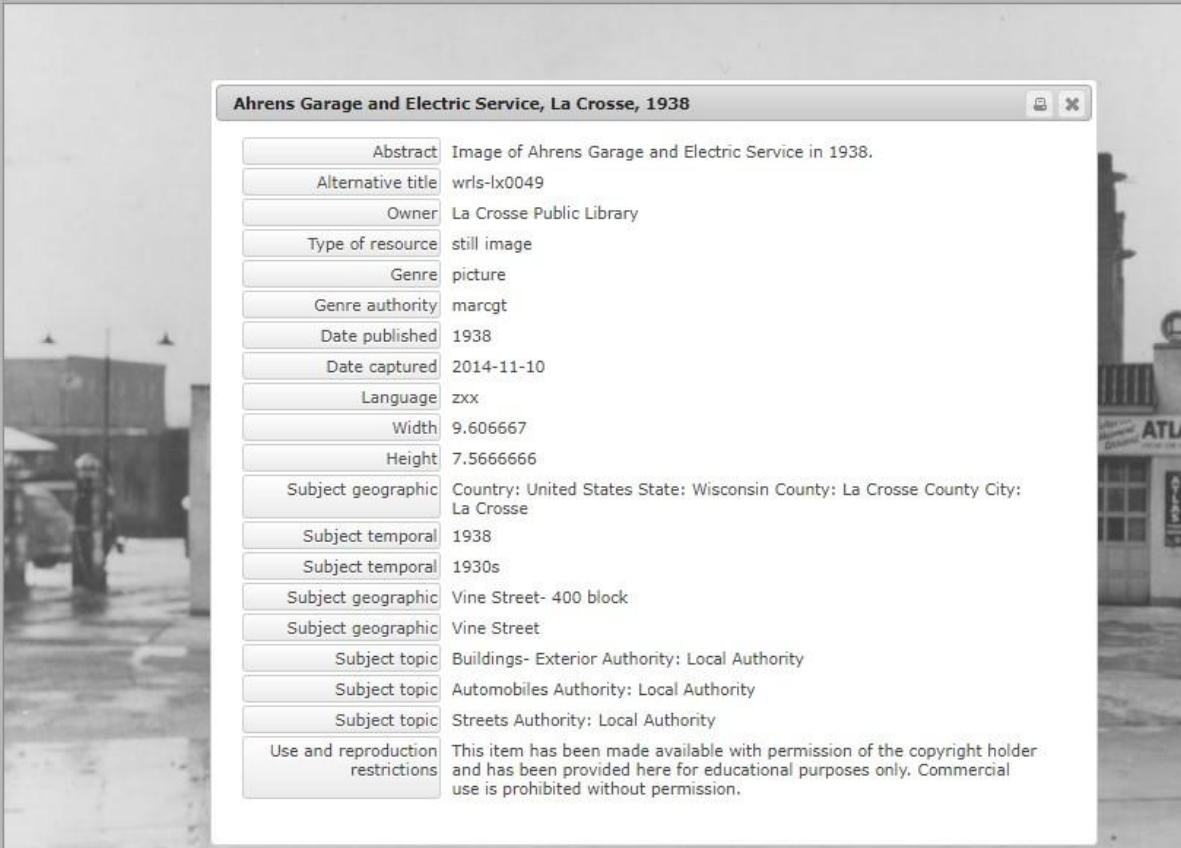


Browse Collections Browse Titles Simple Search

Ahrens Garage and Electric Service, La Crosse, 1938  
Date published: 1938

Collections 1 - 2 of 2





**Ahrens Garage and Electric Service, La Crosse, 1938**

Abstract	Image of Ahrens Garage and Electric Service in 1938.
Alternative title	wrls-lx0049
Owner	La Crosse Public Library
Type of resource	still image
Genre	picture
Genre authority	marcgt
Date published	1938
Date captured	2014-11-10
Language	zxx
Width	9.606667
Height	7.5666666
Subject geographic	Country: United States State: Wisconsin County: La Crosse County City: La Crosse
Subject temporal	1938
Subject temporal	1930s
Subject geographic	Vine Street- 400 block
Subject geographic	Vine Street
Subject topic	Buildings- Exterior Authority: Local Authority
Subject topic	Automobiles Authority: Local Authority
Subject topic	Streets Authority: Local Authority
Use and reproduction restrictions	This item has been made available with permission of the copyright holder and has been provided here for educational purposes only. Commercial use is prohibited without permission.

# Metadata standards

- Following an existing *metadata standard* helps with consistency within your collection and across other collections.
- Metadata standards are structured around *fields* or *elements*.

Local Label	Obligation	Dublin Core
Creator	Recommended	dc:creator
Date	Recommended	dc:date or dcterms:created
Description	Recommended	dc:description
Place	Recommended	dcterms:spatial or dc:coverage
<b>Rights</b>	Required	dc:rights or dcterms:accessRights
<b>Subject</b>	Required	dc:subject
<b>Title</b>	Required	dc:title
<b>Type</b>	Required	dc:type

*Recollection Wisconsin's required and recommended metadata elements*

Questions?

# Where to put descriptive metadata?

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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



# How to gather descriptive metadata

- Captions, photo backs
- From the image itself: names, dates, and places, visual cues like clothing styles and architecture
- Informal or formal inventory
- Background information like newspaper articles, local histories



Slide courtesy of DPLA Public Library Partnerships Project  
Creative Commons Attribution-NonCommercial 4.0

# Metadata elements: Title

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If the resource does not already have a title, you'll need to create one.

An effective title ...

- Is descriptive and specific, but brief
- Follows specific formatting rules
  - Capitalize first word and proper names (people, places, institutions)
  - Don't start with "A" or "The"
  - Period not needed at the end

# Formula for creating titles

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**SUBJECT,**

**LOCATION,**

**DATE**

**WHAT? WHO?**

Person, object, building, etc.

**WHERE?**

City or township or county

**WHEN?**

Year or date range

\*\*Only include an element if known





SUBJECT,  
LOCATION,  
DATE

- Manitowoc County
- 1890s

Adults and children with babies in carriages, Manitowoc County,  
1890-1899



SUBJECT,  
LOCATION,  
DATE



SUBJECT,  
LOCATION,  
DATE

City street, mid-20th century



SUBJECT,  
LOCATION,  
DATE



100 block of South Main Street, Fort Atkinson, 1940-1949



SUBJECT,  
LOCATION,  
DATE

# Metadata elements: Subject

- Terms or phrases assigned to an item to facilitate searching and browsing a collection.
- Consistent use of subject headings helps link related content in your collection and across disparate collections.
- Subject is intended to describe “aboutness,” not the physical item or its location.

Narrow your search by:

▶ Article Title
▼ Subject
frontier & pioneer life (115)
memoir (106)
politicians (99)
german americans (98)
letter (98)
civil war, 1861-1865 (95)
immigration (95)
politics (90)
pioneers (89)
religion (88)
▶ Volume
▶ Year

# Equitable metadata considerations

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- 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

# Tips for assigning subjects

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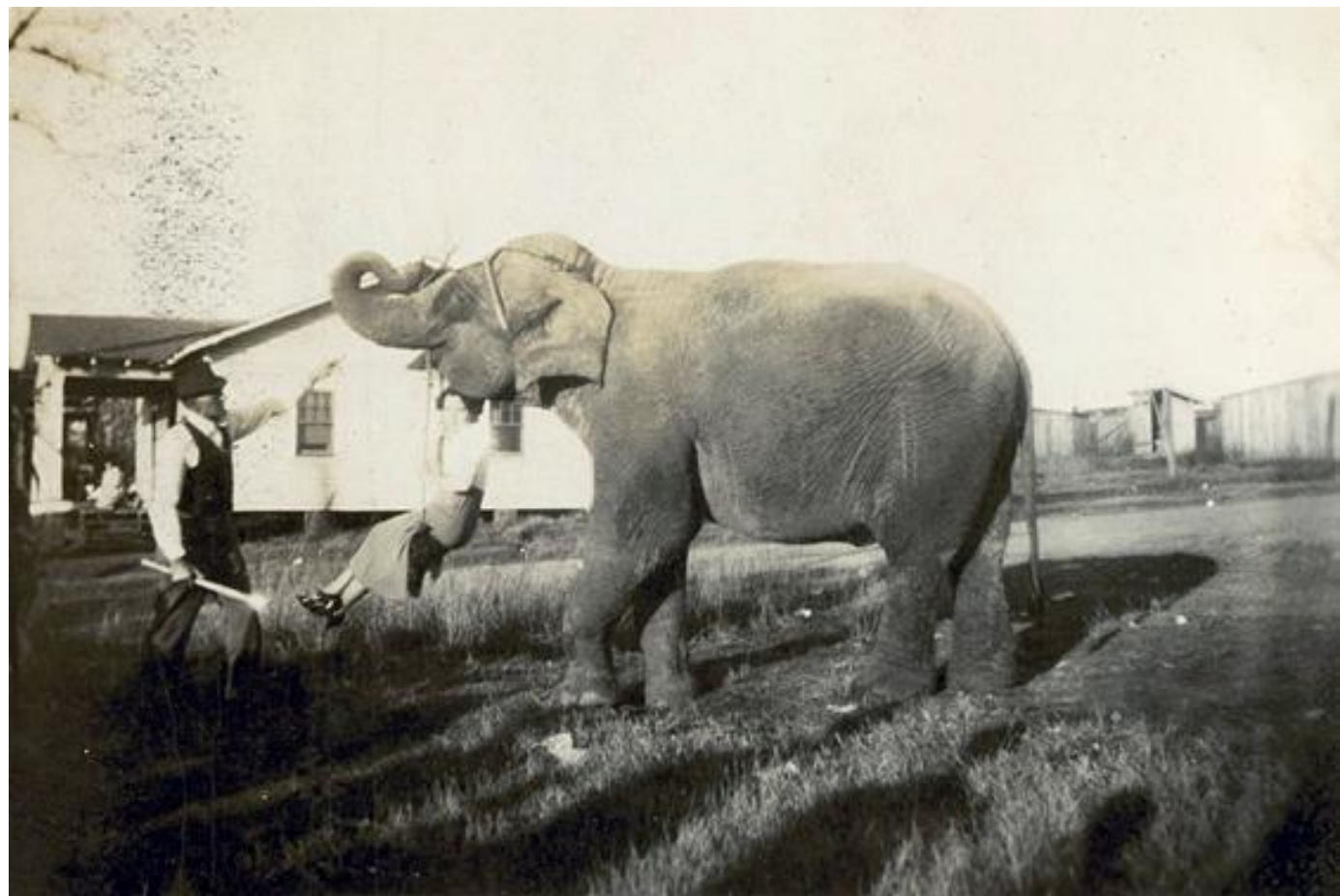
- Focus on the core topics -- what is the image *about*?
  - People (occupation, ethnicity, age)
  - Building or environment
  - Activities
  - Objects
- Aim for 2-4 subject terms
- How did others do it? Look at similar materials in other digital collections for examples. There is no one right answer!

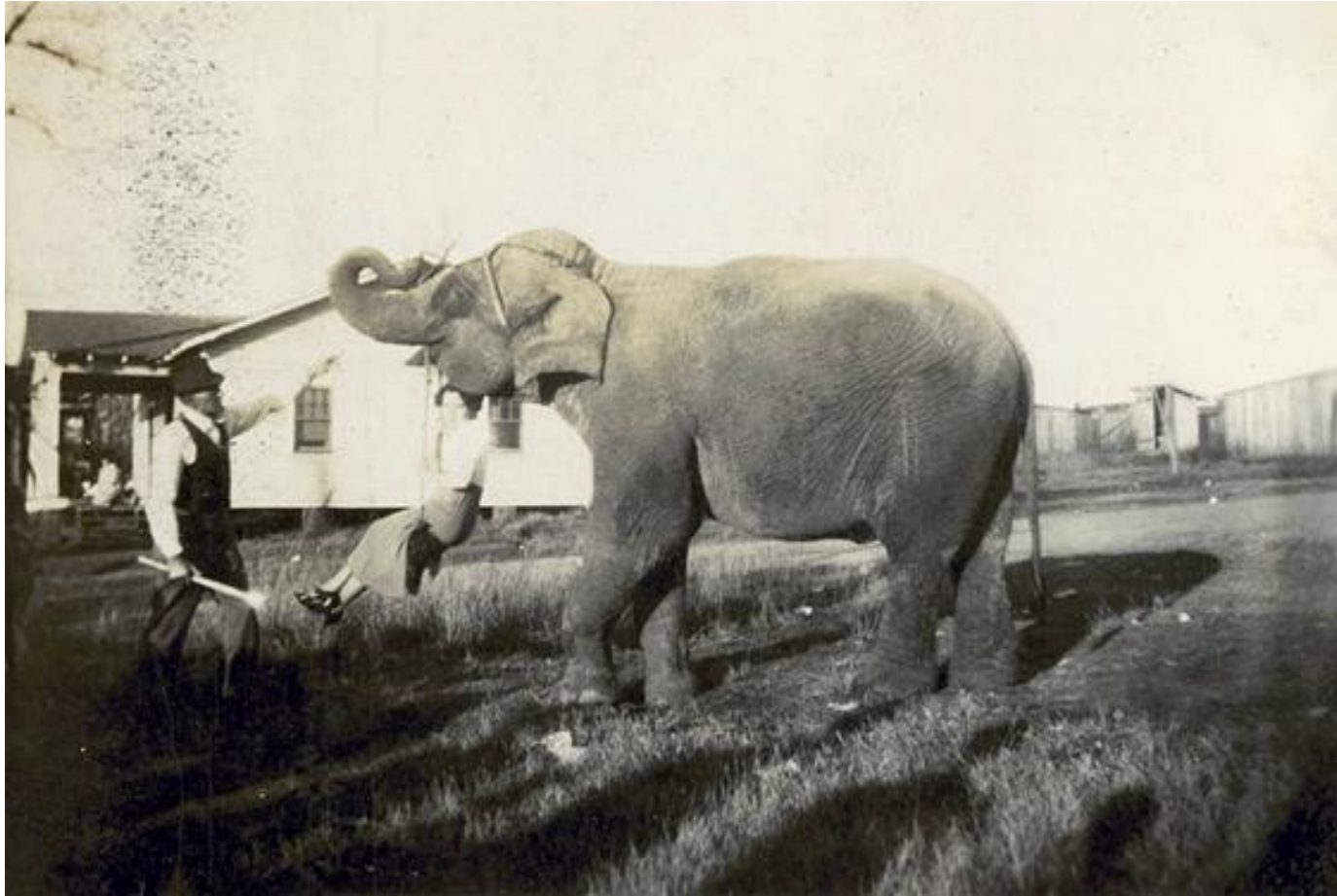


# Tips for assigning subjects

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- Choose terms from a *controlled vocabulary* (an established list of terms)
- Copy the controlled vocabulary terms exactly
- Examples:
  - Library of Congress Thesaurus for Graphic Materials (LCTGM)
  - Library of Congress Subject Headings (LCSH)
  - Getty Art and Architecture Thesaurus (AAT)
  - Nomenclature 4.0 (PastPerfect Lexicon) for museum cataloging





- Animals
- Entertainers





- Clothing & dress
- Stores & shops

# Your turn!

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- Work with a partner to create some metadata:
  - Assign a title for a photograph
  - Assign 3-4 subject terms for the photograph, using the list of terms provided
  - BONUS: Give the photo a file name. Assume it's part of a collection of unidentified images of your local community.

Questions?



# Digital Storage

- Document digital collections
- Storage options
- 3-2-1 Rule
- LOCKSS principle



[Computer Punch Cards, 1964.](#) Northeast Wisconsin Technical College.

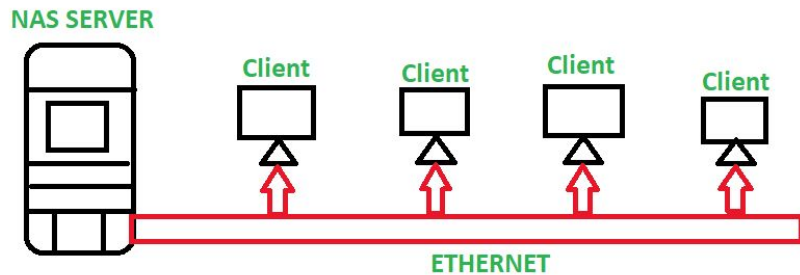


# Document your digital items

GENERAL INFORMATION						DIGITIZATION AND QC	
Collection Name	Description	File Count	File Size	File Formats	Current Status	Digitization Notes	Quality Control Notes
<i>Name/title of the digital collection.</i>	<i>Brief description of collection content.</i>	<i>Total # of digital files in collection.</i>	<i>Total size of collection, in GB.</i>	<i>File format(s) used (e.g. tiff, mp4, pdf).</i>	<i>What is the current status of the collection?</i>	<i>Date of digitization and who was responsible.</i>	<i>Date of QC check and who was responsible.</i>
A. J. Kingsbury Photographs	Scans of postcards and glass plate negatives created by local photographer A.J. Kingsbury.	450	9	tiff	Digitization and metadata completed; need to load to access portal	Digitized by volunteers Sue Q. and John D., August-Oct. 2019, using Epson V600 scanner.	Museum director, November 2019
WWII Oral History Collection	Audio interviews with three WWII veterans.	3	0.15	wav	Need to extract files from dvd and move to long-term storage.	Recorded by students in Don Smith's American History class.	
High School Commencement Videos	Videos of graduation ceremonies at East High School 1990-2001.	11	6	m4a	Completed	Digitized from VHS tapes by Holder Printworks (vendor), Dec. 2015	

# Digital Storage Options: YES

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(Network Attached Storage Architecture)



# Digital Storage Options: YES with caution

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# Digital Storage Options: NO

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# 3-2-1 Rule

## 3-2-1 Backup Rule



X3



X2



X1

Maintain at least 3  
copies of your data

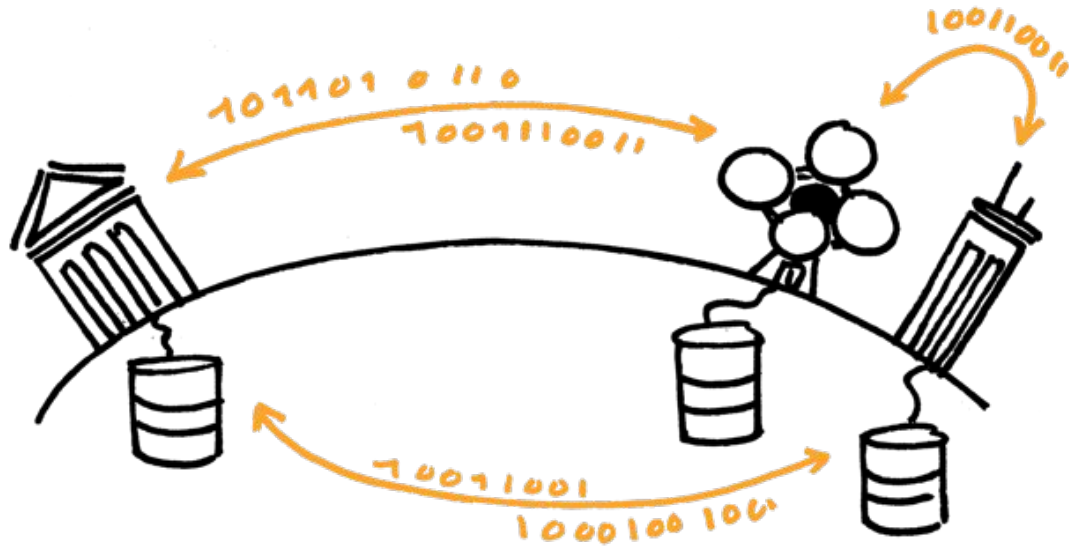
Keep 2 copies stored  
at separate locations

Store at least 1 copy  
at an off-site location

# LOCKSS

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LOTS OF COPIES KEEPS STUFF SAFE



Questions?



# DIGITAL READINESS TOOLKIT

A complete guide to creating  
and tending a digital collection

<https://recollectionwisconsin.org/toolkit>



# recollection



W I S C O N S I N

# Thank you!

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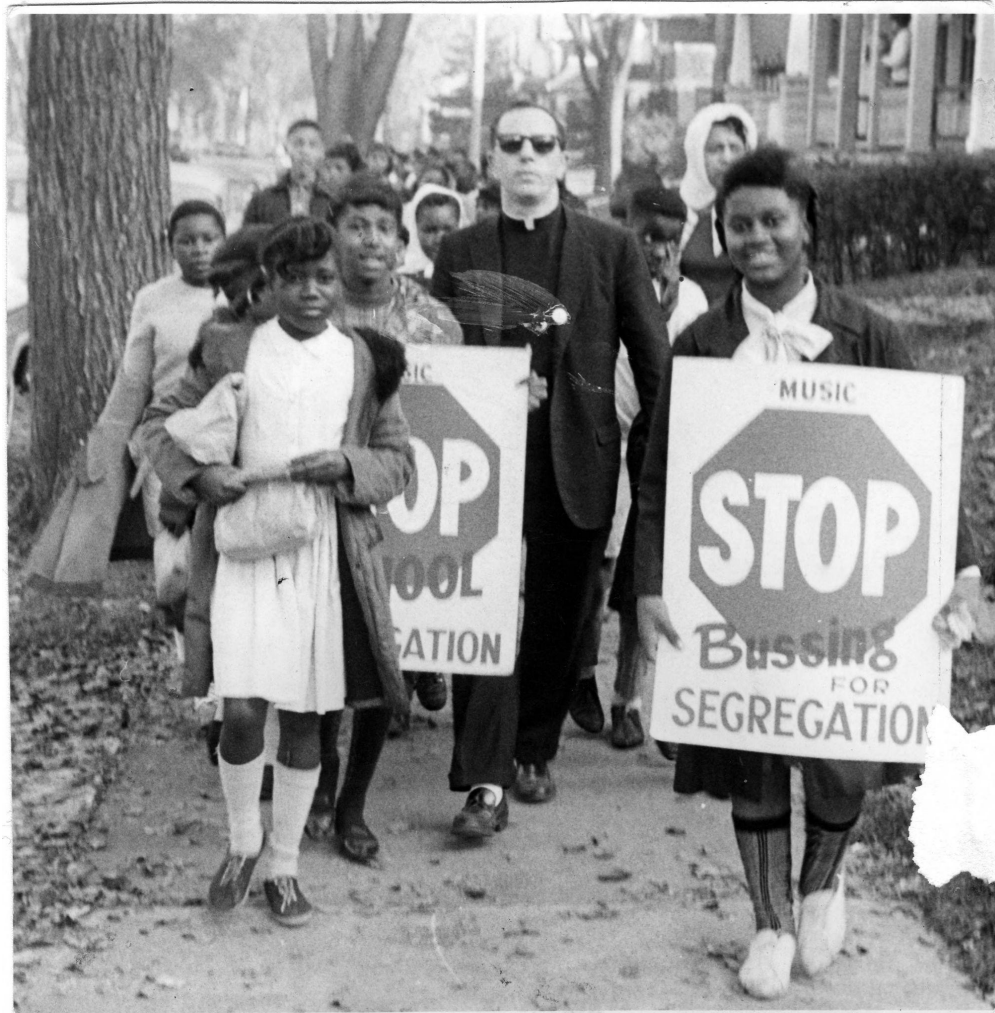
Antigo Wis.







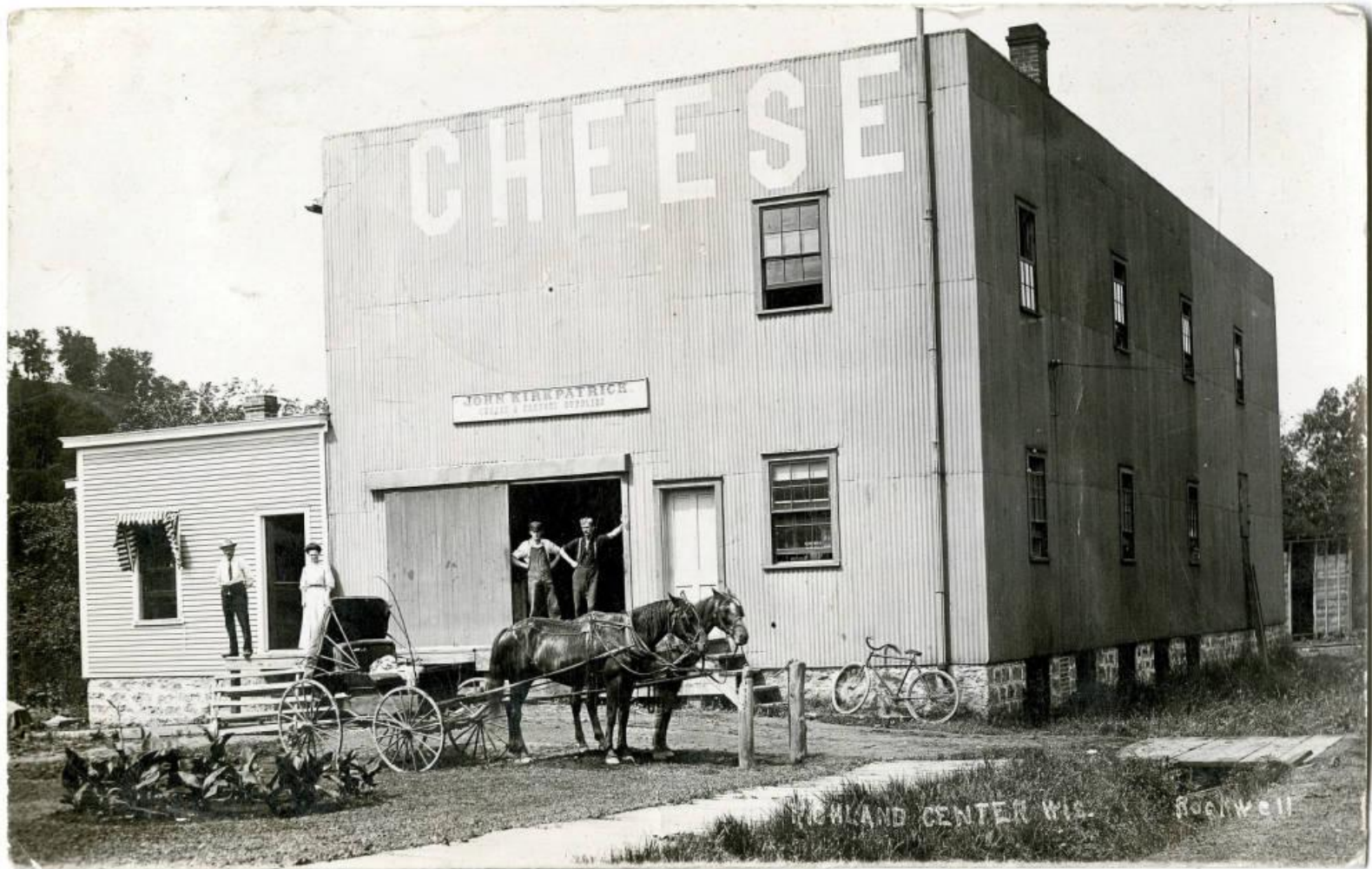












CHEESE

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