recollection

WISCONSIN

WELCOME!

FIND YOUR TEAM, GRAB A COFFEE AND SETTLE IN!

AGENDA

10:00 AM:	**Intro to RWDI**
10:30 AM:	**Tool Overview**
11:10 AM:	**Digitization Workstation Setup**
11:20 AM:	**Project Documentation**
11:45 AM:	**Lunch**
1:00 PM:	**Digitization Training**
4:10 PM:	**Project Team Meetings**
4:40 PM:	**Q & A / Reflections**

Welcome and introductions

Team Farnsworth Public Library: Bri Quintero Bungert and Amy Peterson

Team Madison Area Technical College: Erik Daniels and Renee Anhalt

Team Whitewater Public Library: Magnolia Sandell and Sarah French

**Recollection Wisconsin staff:** Vicki Tobias, Kristen Whitson and Andi Coffin
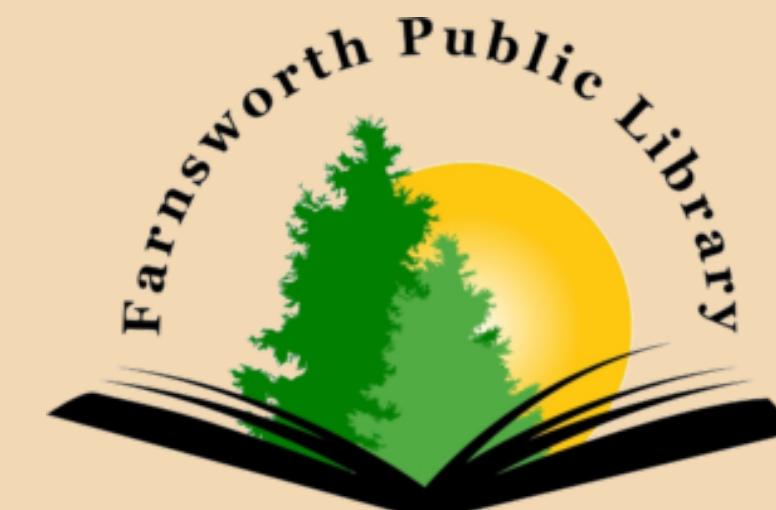
Share a new year's resolution for yourself or your organization!

Your work is so very important, now more than ever.

TOOLS
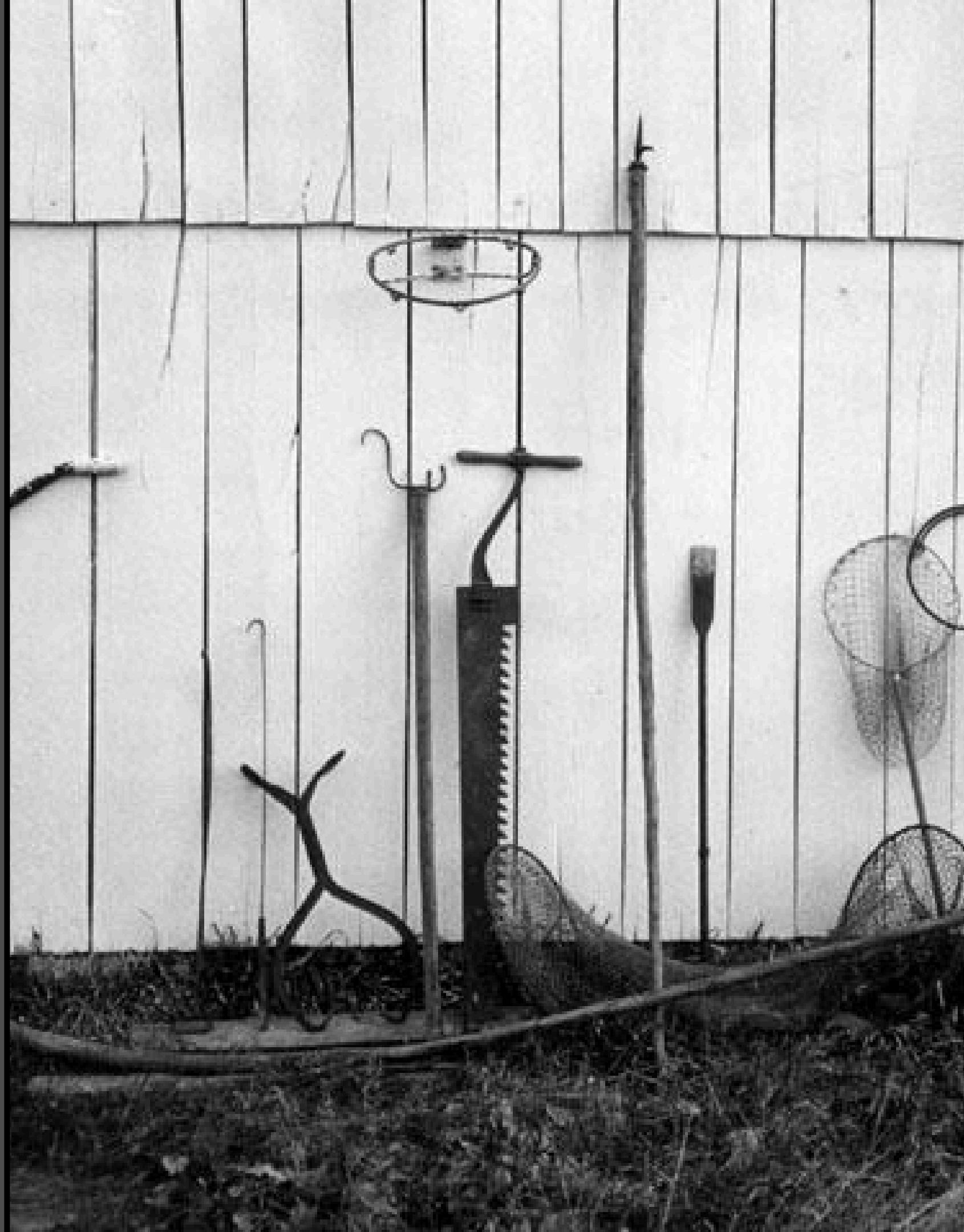
Key tools

- **Meetings:** Google Meet or Zoom (let me know)

- **Metadata creation:** Microsoft Excel

- **PDF creation:** Adobe Acrobat or NAPS2 (*not another PDF scanner*) - https://www.naps2.com/

- **Batch file processing:**
  - Irfanview: https://www.irfanview.com/
  - Advanced Renamer: https://www.advancedrenamer.com/
  - Others?

- **File management:** Google Drive, Dropbox, external hard drives

OCLC's CONTENTdm

CONTENTdm®

Public Collection	Admin Portal	Project Client

Public Collection

Your online digital collection

What your community / users interact with

Admin Portal

Cloud-based

Back end access to your public collection

Edit and add records one at a time

Defines your metadata schema

Project Client

Locally installed software

Add or edit batches of records

PROJECT WORK: DIGITIZATION BASICS

- **Scanning or digitization**

- **Metadata creation**

- **Uploading to CONTENTdm**

- **Project documentation**

Digital Readiness Toolkit
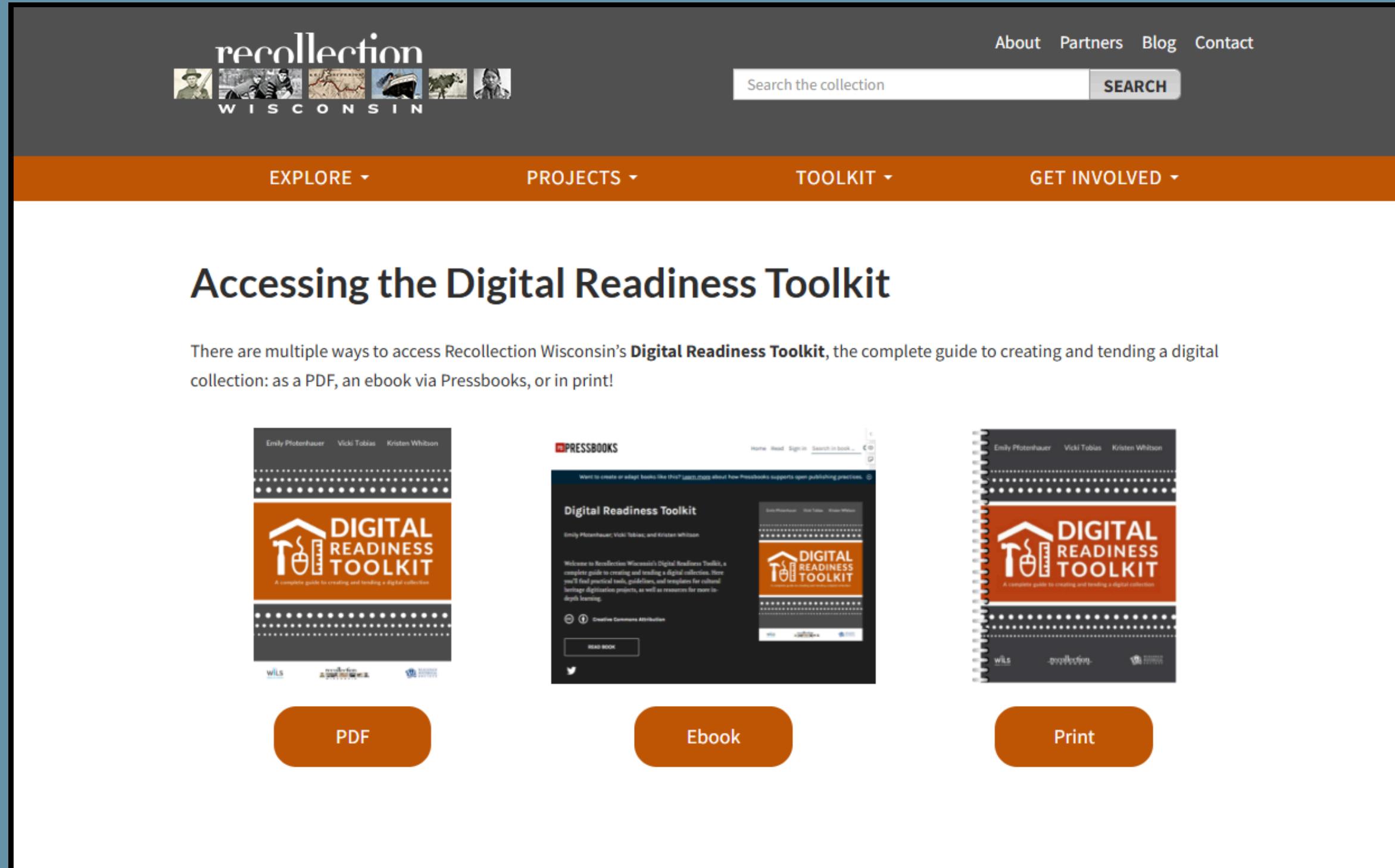
https://recollectionwisconsin.org/accessing-the-digital-readiness-toolkit

- Focus Area 1: Plan and Prioritize

- Focus Area 2: Obtain Permission

- Focus Area 3: Digitize

- Focus Area 4: Describe

- Focus Area 5: Share

- Focus Area 6: Store and Maintain

- Focus Area 7: Evaluate

Emily Pfotenhauer   Vicki Tobias   Kristen Whitson

DIGITAL
READINESS
TOOLKIT

A complete guide to creating and tending a digital collection

wils
ideas to action

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HISTORICAL
SOCIETY

Any questions?

WORKSPACE SET UP

- Lighting
- Flat surface to spread out + cart for material storage
- Space for computers, scanners or cameras
- Preservation concerns? Gloves, no gloves - it's your call
- Content and data storage - local network, Google Drive/Box/Dropbox, external hard drive - **what's your plan**?
- Folder organization and naming schemes - set 'em up in advance
- Test drive and clean your equipment
- Take breaks!
- Drinks and food
- PC vs Mac

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W I S C O N S I N
**Digitization
Initiative**

Project documentation

- Gather your documentation
- Compile + edit it
- What's missing? Additions from host site supervisor? Other staff? Project history?
- Save a copy with project materials
- Share it!

What to include?

- Project history
- Content - collections, items
- People involved + roles
- Project plan and outcomes
- Workflows and processes
- Scanning or metadata standards
- Folder and file-naming and schemes
- Digital preservation worksheet
- Log in + password information
- Next steps for continuing project
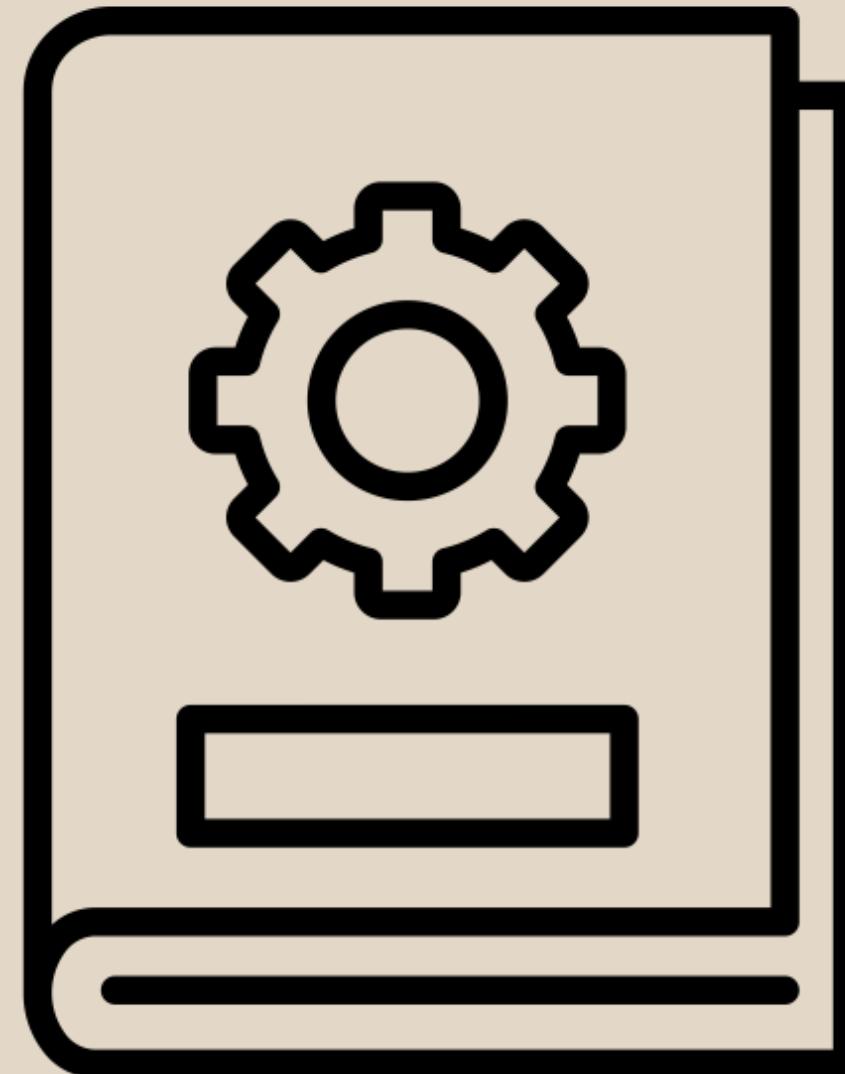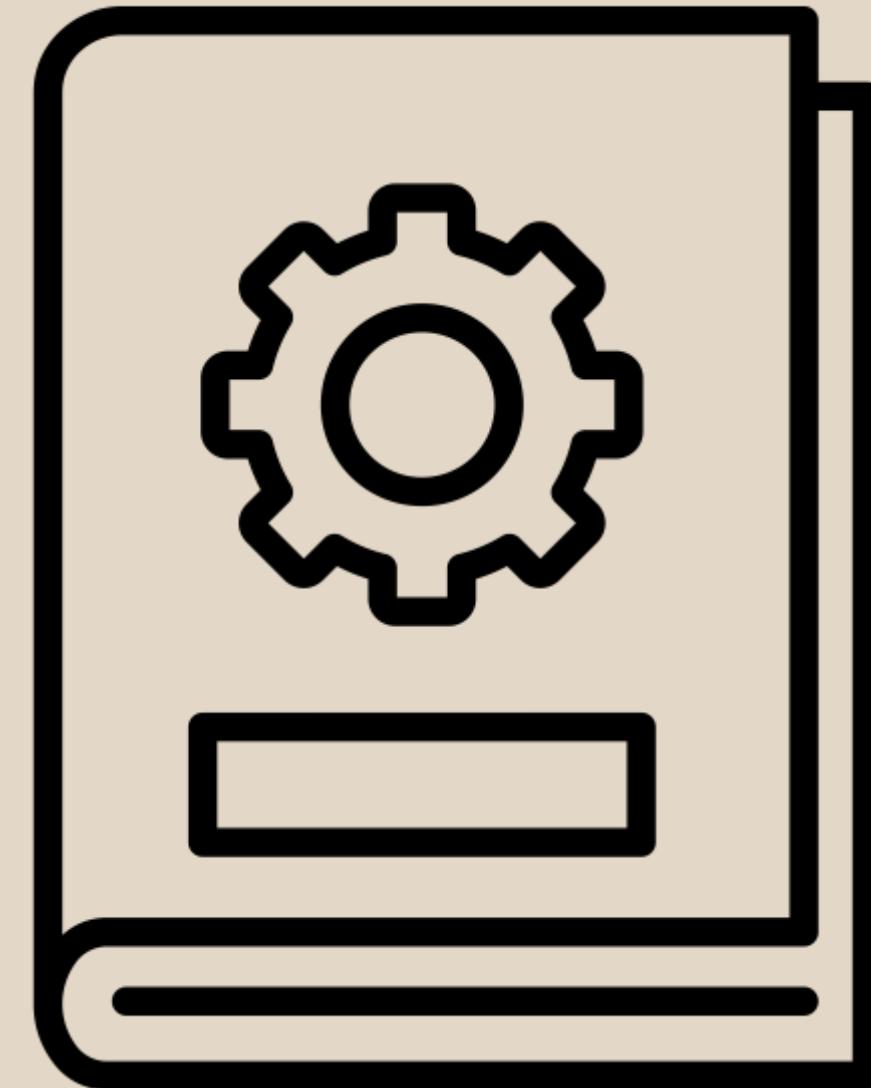
Created by Happy Girl
from Noun Project

Time for lunch!

PLATE LUNCH
ROAST BEEF · BAKED HAM · HAMBURGERS · HOT D...
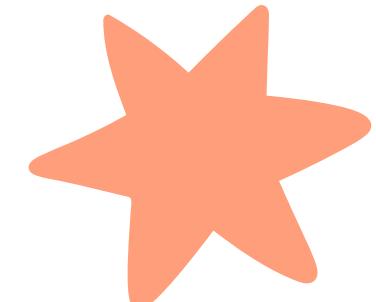
WELCOME BACK!

FIND YOUR WORK STATION AND SETTLE IN!

DIGITIZATION

Folders and files

- Set up your digital project environment
- Desktop computer, laptop, external hard drive
- Decide upon your folder and file organization
- And your naming schemes
- We have a worksheet in Basecamp!
- Document it!
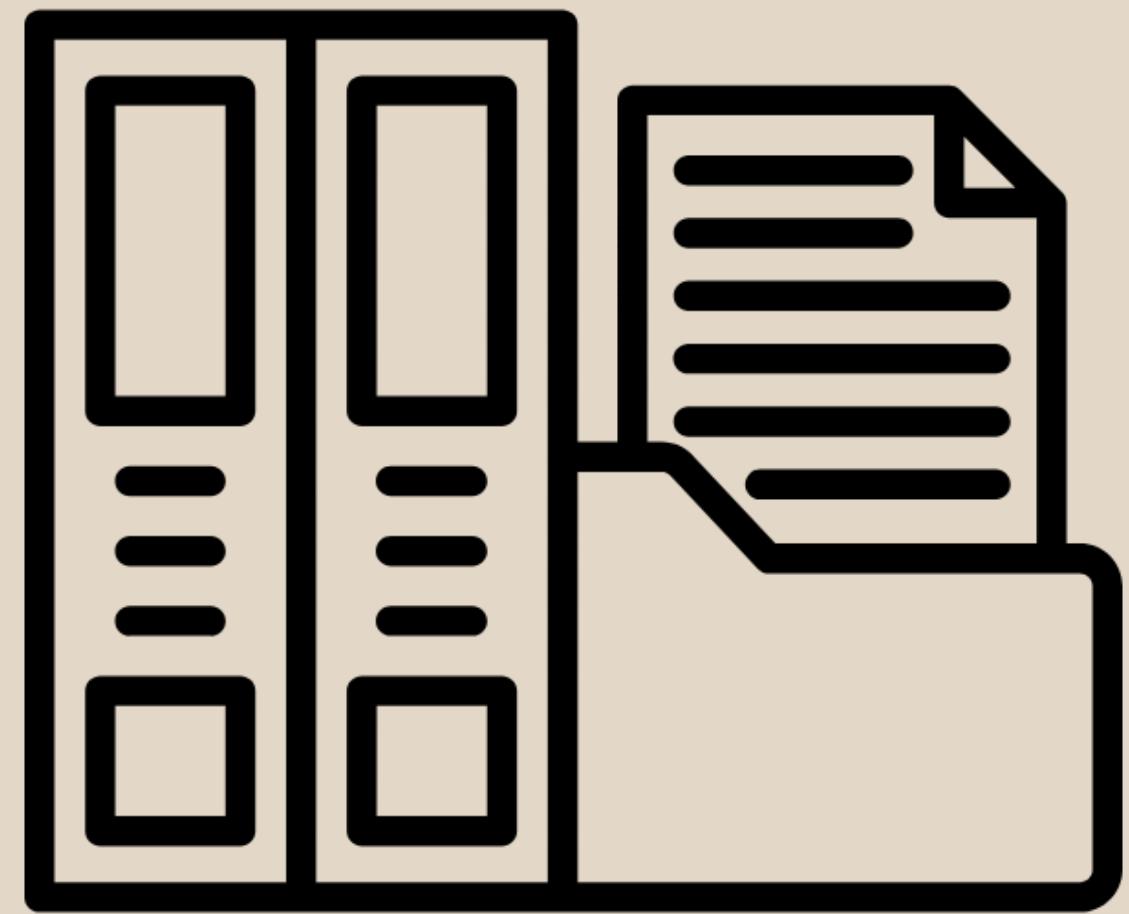
What's in a name?

- Project name or acronym
- Organization name
- Date or date range of materials
- Type of materials
- Version number of file (draft, final, web, original)
- Examples:
  - MTHP_TourPamphlet_1999.pdf
  - WHS_BoardMinutes_01282024.doc
  - WPL_PhotoArchives_00001.tiff

Scanning

- Scanning workflows
  - Documents
  - Photos
  - Artifacts
- Workflow - scanning/metadata order
- Copies
  - TIFFs for you!
  - JPGs for Recollection Wisconsin
  - PDFs for compound objects
- Document it!
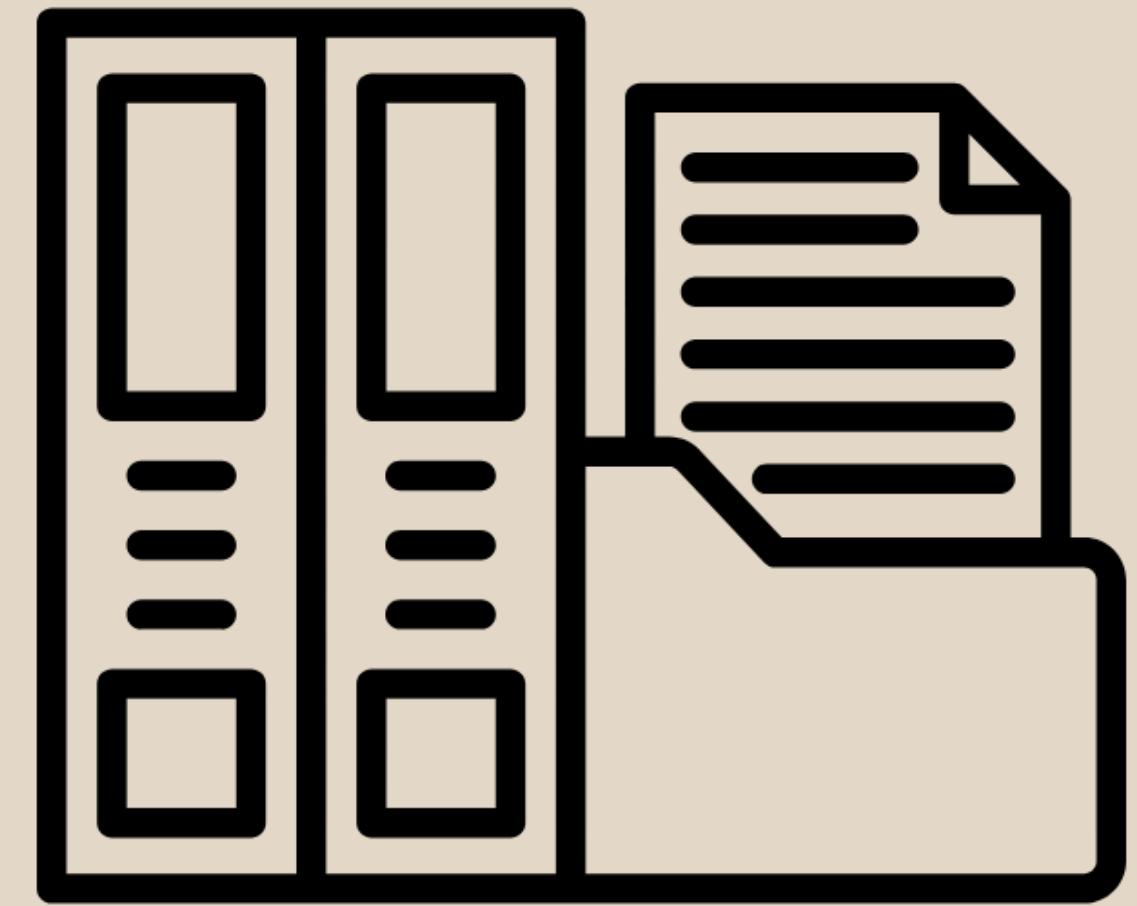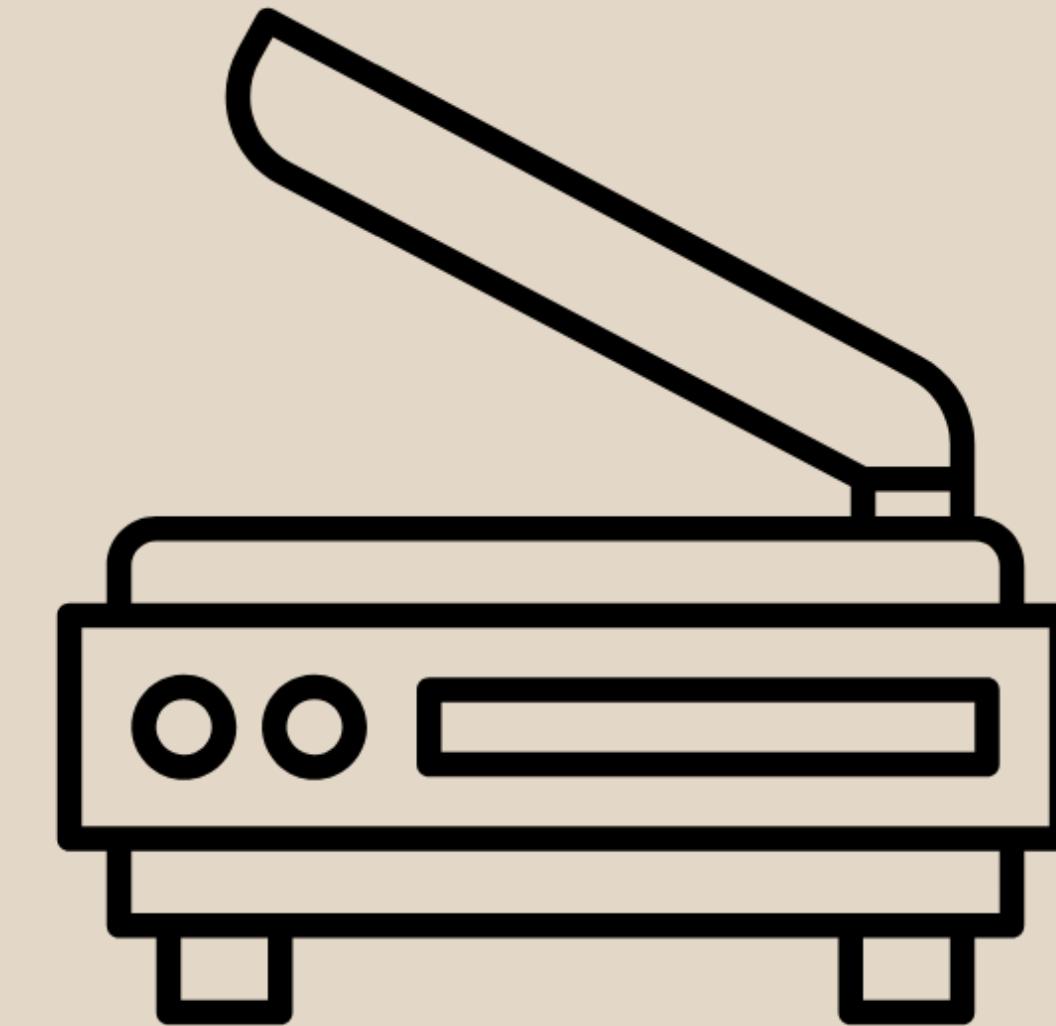
Created by Romansa Design Art
from Noun Project

Scanning

- Test scans
- Scanner clean and operational?
- Resolution
  - 600 DPI (*see chart*)
  - 24-bit color
- File formats
  - TIFF, JPG or PDF
  - file-naming scheme
- Image editing
  - minimal - keep it simple
  - crop, straighten
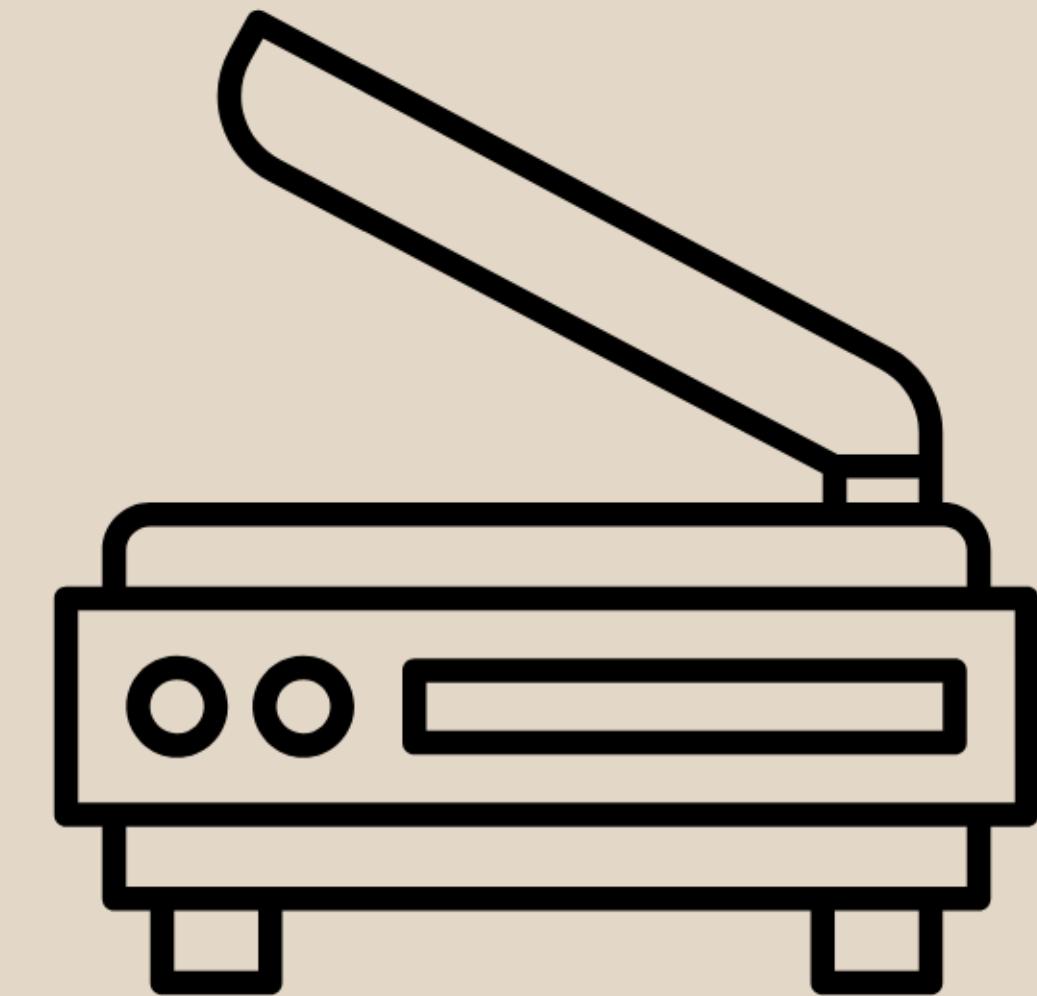
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from Noun Project

Resolution Standards

Item Type	Minimal Quality	Ideal Quality
Documents	150 DPI	300+ DPI
Photographs	600 DPI	1200+ DPI
Slides and Negatives	1200 DPI	2400+ DPI
Audio	16-bits and 44.1 KHz	24-bits and 96 KHz
Video	1080P or 2 Megapixel	2K+ or 4 Megapixel

On your marks, get set, SCAN!

Post-scanning tools

- NAPS2 or Adobe for OCR
- Irfanview for batch file format conversion
- Advanced Renamer for batch renaming
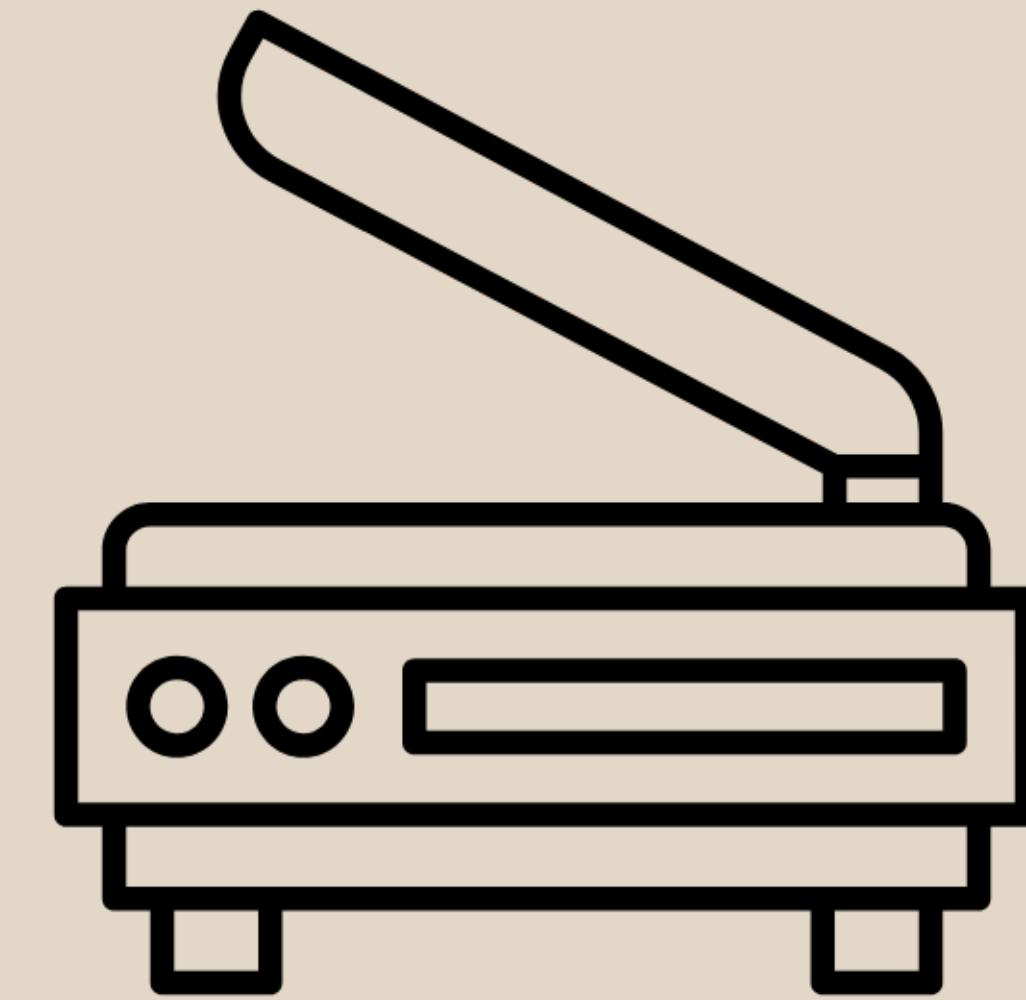
METADATA

Metadata

- Required + desired fields
- Controlled vocabularies
- Workflows for your projects
- Rights statements (rightsstatements.org) and permissions (Traditional Knowledge Labels)
- Document it!

Metadata

- Enter metadata for your five scanned items
- Note questions or items for future documentation
- Need help? Ask your Recollection Wisconsin buddy.
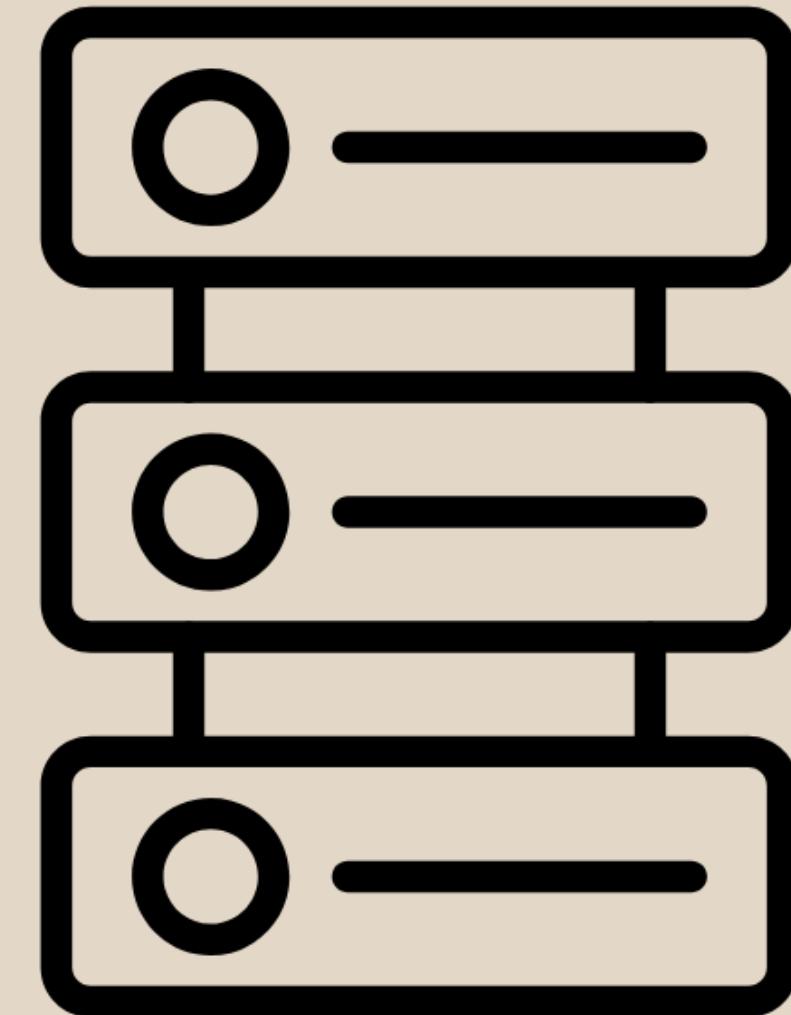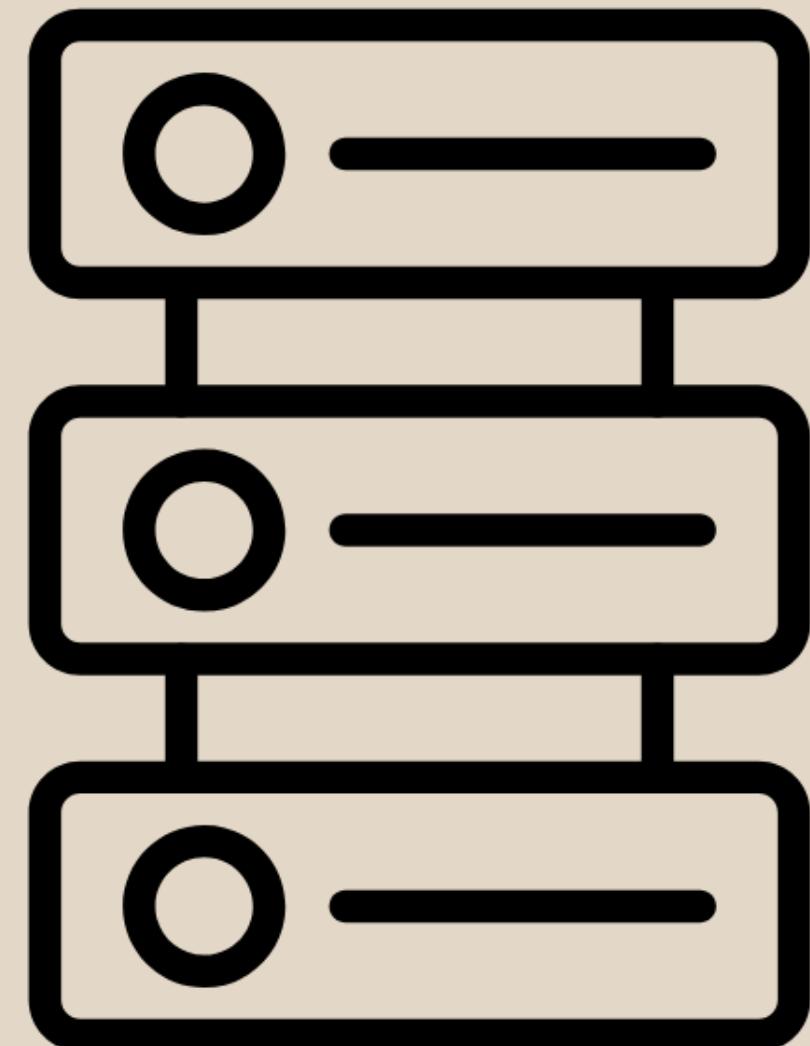
Created by SAM Designs from Noun Project

Go forth and metadat(a)!

Let's take a break!

CONTENTDM
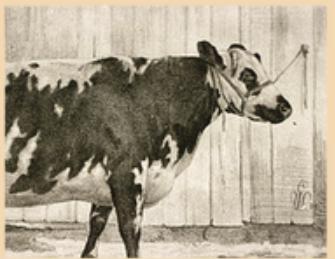
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CONTENTdm TRAINING FOR
RECOLLECTION WISCONSIN CONTENT PARTNERS

Whatcha gonna talk about?

Public Collection

- This is the goal!
- What it will look like when it's ready to launch
- How users explore and interact with the interface
- Simple versus compound objects and UX

Admin Portal

- How to access it
- Collections: Field properties, reports
- Items: Add, edit, lock administration, approve, and index.

Metadata + Files

- Assumes your metadata is reviewed
- Importance of order of rows
- Special attention to file name
- Saving as txt and reviewing file
- Grouping files in single directory

Project Client

- Logging in and creating a project
- Project settings: template, processing, OCR
- Adding multiple items
- Uploading for approval
- Approving
- Indexing
- Reviewing

TEAM MEETING

TEAM MEETING

Your project
- What are you digitizing?
- Quantity, formats, subject areas
- Known challenges? Concerns?
- Scanner type? Work station set up?

The training
- How did it go for you? Where do you need additional guidance?
- What questions came up?
  - Scanning?
  - Metadata?
  - CONTENTdm?
  - Folder/file organization or naming?

Make a list of questions for us - we'll answer them during our virtual training tomorrow!

Q/A +
REFLECTION

See you tomorrow!

GOOD BYE MADISON
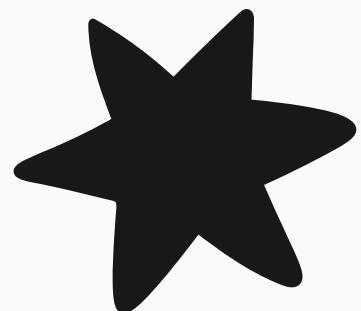
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WISCONSIN

SPRING 2026 IMMERSION WORKSHOP
RECOLLECTION WISCONSIN DIGITIZATION INITIATIVE
JANUARY 15 - 16, 2026

WELCOME BACK!

GRAB A COFFEE AND SETTLE IN!

REVIEW

Topics for review

- **File naming**
- **Folder structure**
- **Subject headings**

Let's Review

Public Collection

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- What it will look like when it's ready to launch
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PROGRAM OVERVIEW

Introduction to Recollection Wisconsin

- **Recollection Wisconsin + DPLA + WiLS**

- **Recollection Wisconsin Digitization Initiative**

- **Inception and goals**

- **Past participants + projects? Read all about 'em on our blog:**
  recollectionwisconsin.org/tag/recollection-wisconsin-digitization-initiative

- **Thank you state of 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

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
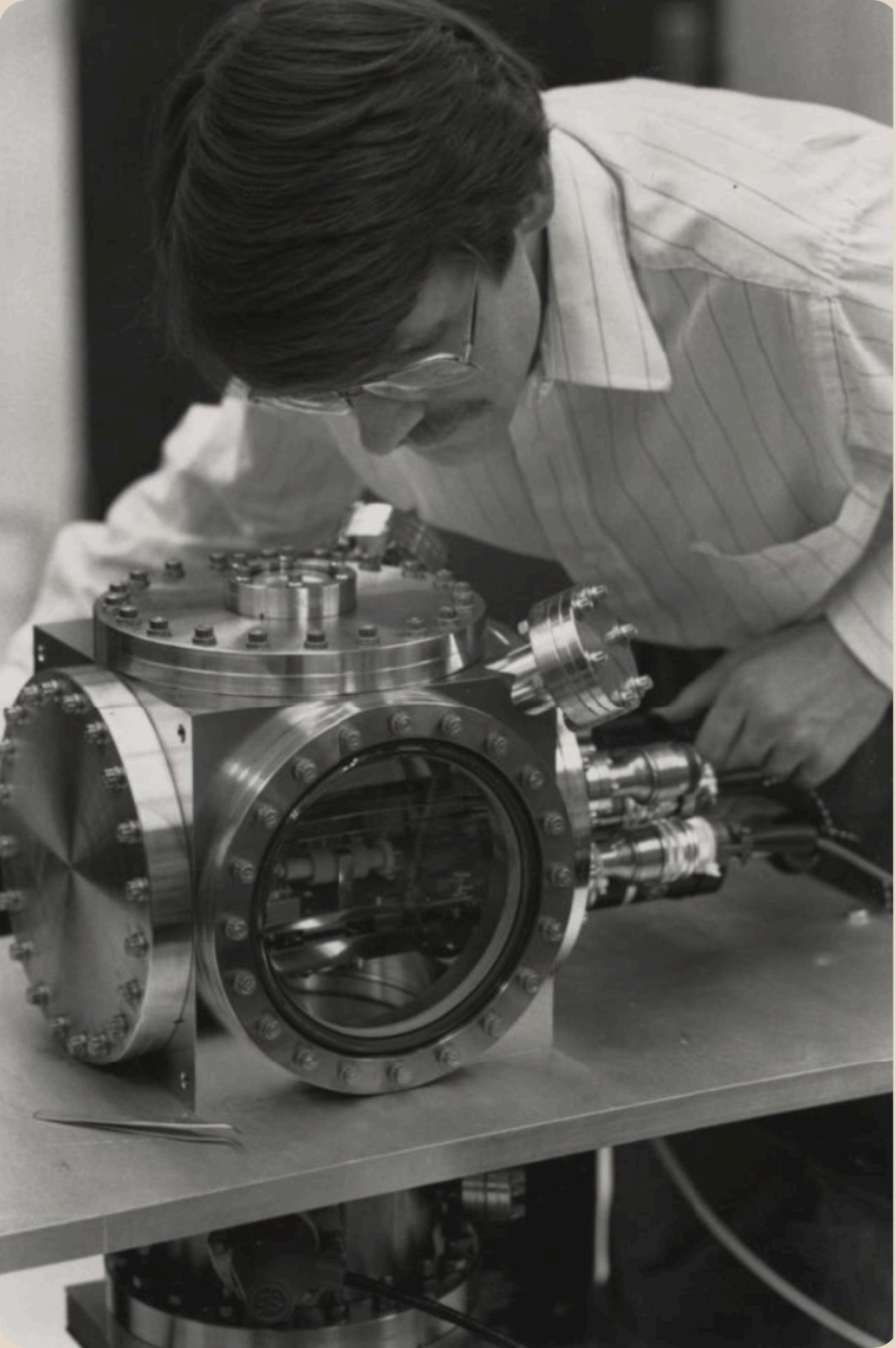
AMPLIFYING WISCONSIN HISTORY

THE COMMUNITY

DIGITAL
READINESS
TOOLKIT
A complete guide to creating
and tending a digital collection

THE
EXPERTISE

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

WILS
ideas to action

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.

Program logistics

- Semester schedule: 1/20/2025 - 5/6/2025 (or thereabouts)

- Meetings: Weekly (students), monthly (team), and mid-semester virtual brownbag lunch (all) via Google Meet or Zoom

- Communication: Email and Basecamp!

- Curriculum: Something to read, watch or do each week

- Student and host site checklists

- Student blog post + end-of-semester-evaluation

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WISCONSIN
Digitization
Initiative

Recollection Wisconsin Digitization Initiative - Travel Reimbursement Log

Name:

INSTRUCTIONS

Log each car trip to your host site for travel greater than 15 miles (one way) from your starting point.

Download and share with Vicki (vicki@wils.org) by the 19th of each month.

Spring 2026	Jan 2019		
	Feb 2019		
	Mar 2019		
	Apr 2019		
	May 19*	*should include all remaining travel for May	

LOG

Date of visit	Starting Point + Destination	Description	Mileage on this date (RT)	Total (x.67)	Notes	Approved
2/4/2026	Madison to Baraboo	RT travel from home to Baraboo	92	$61.64	SAMPLE DATA	Vicki Tobias

Expectations

- **Project-related**
  - Complete digitization project within semester schedule
  - Problems? Let us know ASAP. We can help!
  - Share all project or schedule changes with Vicki
  - Complete and share project documentation - project sustainability!

- **Communications**
  - Respond to emails in a timely manner
  - Check Basecamp on a regular basis for new information
  - Questions or help? Reach out sooner rather than later

- **Questions?**

DIGITAL PRESERVATION

Digital Preservation

- 3-2-1 rule
  - Three copies
  - Two different media
  - One off site or in the cloud
- External hard drive + cloud storage
- Worksheet in Basecamp
- Document it!

3-2-1 Backup Rule

**X3**
Maintain at least 3 copies of your data
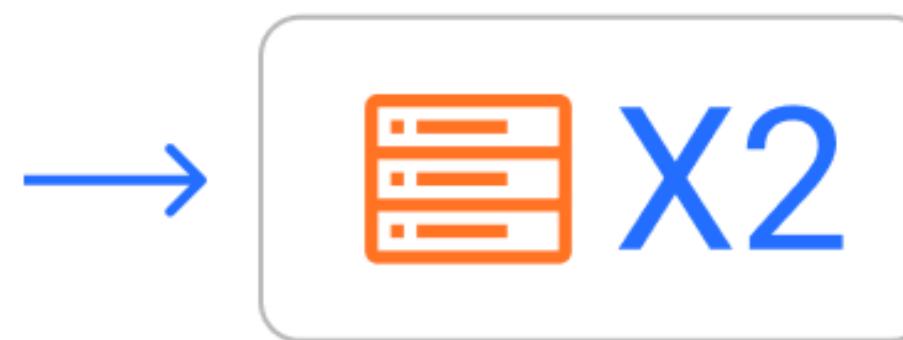
X2
Keep 2 copies stored at separate locations

X1
Store at least 1 copy at an off-site location

Take a short break!
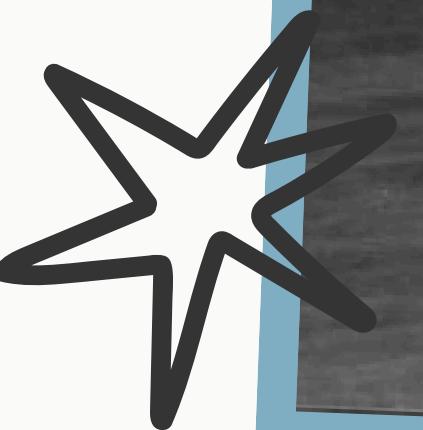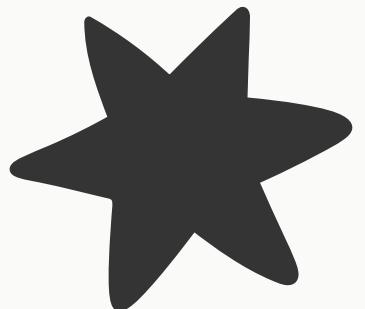
TEAM MEETING

- Team Meeting Discussion document
- Student and host site checklists - review together, any questions?
- Program expectations - review together, any questions?
- Project planning worksheet - review together and complete
  - goals
  - content - concerns, copyright, permissions
  - equipment inventory - ready to go?
  - IT support
  - additional staff involvement
  - project schedule, goals, deadlines
  - sustainability + project documentation
 - staff training opportunities or outreach ideas?

ONBOARDING TO RECOLLECTION WISCONSIN

Collection website

- Content partner onboarding + agreement
- About text, collection information
- What to include on a web page
- Content warning statements
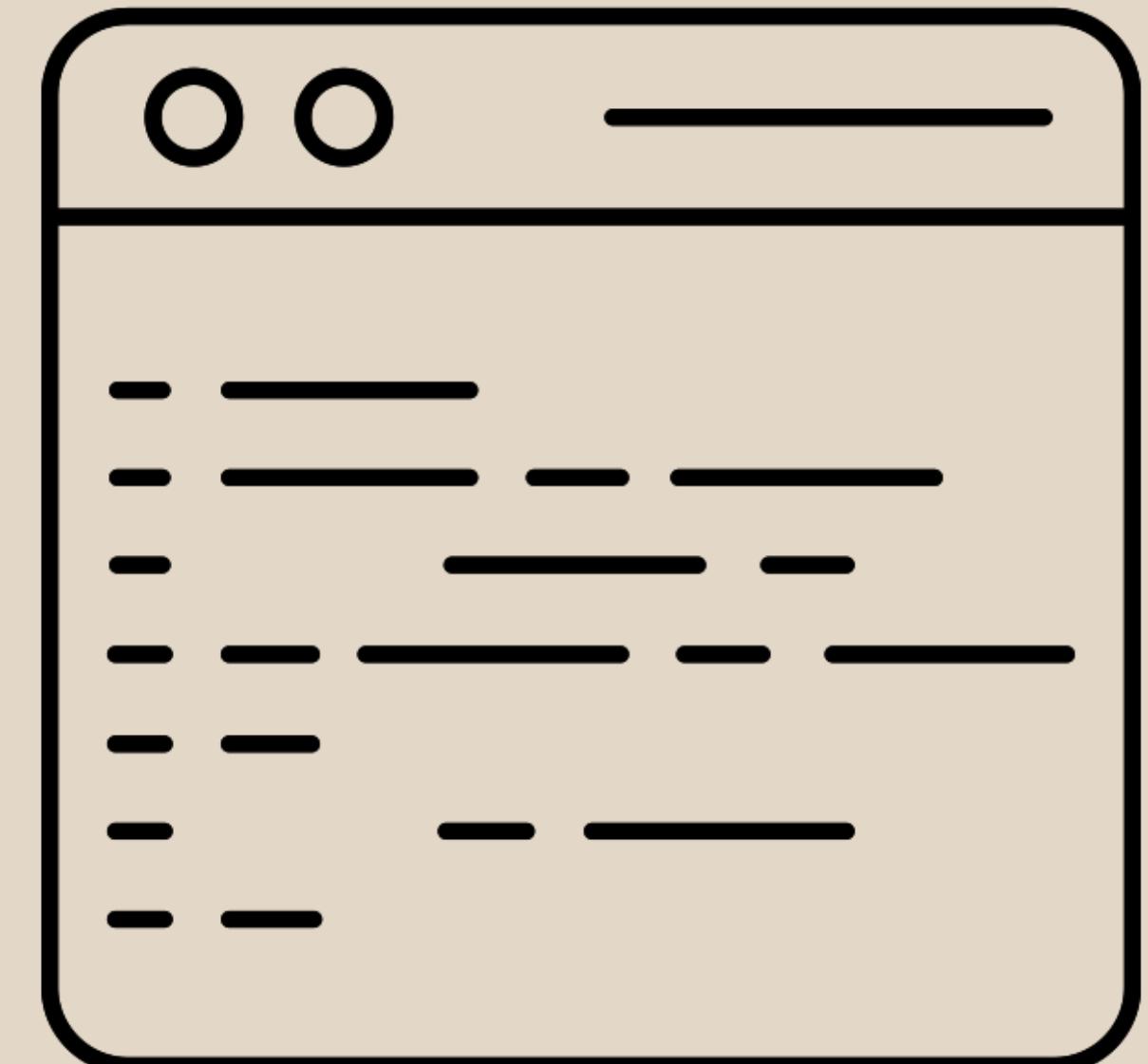
WHAT'S NEXT?

- Day one, week one - are you ready?
  - Student schedule and logistics
  - Equipment test
  - Pull and organize collection

- Schedule weekly (student) and monthly (team) meetings w/Vicki

- Weekly curriculum - feel free to share with staff, volunteers, etc.

- Digital Readiness Toolkit! Basecamp resources!

- Need help?
  - vicki@wils.org or kristen@wils.org
  - Recollection Wisconsin Digitization Initiative -
    https://recollectionwisconsin.org/rwdi

THANK YOU!