

SHN ATALM Workshop Schedule, 2014

Thursday, June 12

2:00-2:30 – Welcome and Introduction

Kim Christen Withey kicks off the workshop with some opening remarks about the Sustainable Heritage Network project and an introduction of the session leaders and goals of the workshop and the SHN in general.

2:30-3:30 – Participant Introduction

Workshop participants introduce themselves and describe their needs and goals for the workshop. This session should help define some concrete goals for the workshop and lead in to the next session about developing strategic goals for digitization.

3:30-5:00 – Developing Strategic Goals for Digitization

Leaders: Jennifer O'Neal, Archivist, University of Oregon
Alex Merrill, Systems Librarian, Washington State University

Workshop leaders will work with participants to identify digitization needs for small, medium, and large institutions. The leaders will provide attendees with effective approaches for aligning digitization projects with the strategic goals of the larger organization and community to ensure successful funding and support. The session will also assist with drafting a basic strategic plan and goals for digitization.

5:00-5:30 – Questions and Preview of Day 2 Sessions

Friday, June 13

8:30-10:00 – Archival Best Practices and Workflows

Leader: Jennifer O'Neal, Archivist, University of Oregon

Before beginning a digitization project, it is essential to first ensure that the physical collection is properly managed, organized, and described. Thus, this session will introduce the basic fundamentals for archival collections management, including appraisal, accessioning, arrangement, and description. This session will provide attendees with applied knowledge, hands-on demonstrations and practical exercises to implement effective collections management policies, procedures, and workflows. In addition, the session will also provide numerous handouts and forms on this topic.

10:00-10:15 – Break with refreshments

10:15-11:45 – Digital Workflows and Metadata

Leaders: Alex Merrill, Systems Librarian, Washington State University
Steven Bingo, Project Archivists, Washington State University

This session will help participants create a manageable workflow for the digitization of processed materials. This will include identifying initial questions to ask when approaching a digitization, outlining the basic steps involved in digitization, finding information on procedures and best practices, and setting up a workflow and creating documents that will help standardize the workflow.

11:45- 12:30 – Lunch

12:30-1:30 – Audio Tape Digitization

Leader: Michael Pahn, Interim Head Archivist / Media Archivist, NMAI

Michael Pahn will provide a practical primer on digitizing audio cassettes that includes a theoretical understanding of how analog sound is converted into a digitized format, tools and procedures for digitizing audio tape, file naming, data management, cleaning up digital audio files, and creating embedded metadata. **Following the session will be a lab where you can practice skills taught in the session or direct specific questions to Michael about audio digitization.**

1:30-2:45 Lab Time

Workshop participants are encouraged to practice skills learned in workshop sessions or talk with one or the workshop leaders about a project or challenge facing their institution.

2:45-3:00 – Break and Refreshments

3:00-4:30 – Moving Image Digitization

Leader: Michael Pahn, Interim Head Archivist / Media Archivist, NMAI

Mark O'English, University Archivist, Washington State University

Michael Pahn will talk about his work at NMAI in laying the groundwork for starting a film digitization project. Mark O'English will then conduct a practical introduction to the processing, preservation, and digitization of film and video collections. By the end of the session, institutions with no digitization experience should be able to begin organizing and stewarding their own visual media, and be aware of ways to digitize and share these films with their communities.

4:30-5:00 – Questions and Preview of Day 3 Sessions

5:00-6:30 Lab Time

Workshop participants are encouraged to practice skills learned in workshop sessions or talk with one or the workshop leaders about a project or challenge facing their institution.

Saturday, June 14

8:30-10:15 – Handling and Utilizing Language Documentation Materials

Leader: Gary Holton, Director, Alaska Native Language Archive

This session will cover the lifecycle of language preservation from documentation to access. Gary will provide an introduction to the topic and information on: basic metadata useful for working with language recordings, managing recordings, creating media clips for language materials, making new recordings, creating transcriptions and translations, and discovering and linking to other collections. Participants will work on recordings in class to provide a working understanding of language documentation and will explore how mobile technology can aid in the collection and documentation of language materials. Participants are encouraged to bring relevant language materials.

10:15-10:30 – Break and Refreshments

10:30-12:30 – Preservation Basics for photographs

Leader: Gina Rappaport, Photo Archivist and Head Archivist at the Smithsonian Institution's National Anthropological Archives

This session focuses on archival approaches to physically caring for historical and contemporary prints and negatives. Participants will gain an understanding of factors causing deterioration and how to address them through proper handling and storage, as well as learn about resources for identifying photographic types and guidelines for selecting storage enclosures.

12:30-2:00 – Lunch / Lab Time

Session leaders will be in the lab from 1:00-2:00 to answer questions or demonstrate digitization skills or workflows.

2:15-3:45 – Photo Digitization

Leader: Steve Bingo, Project Archivist, Washington State University

This session will address basic considerations for digitizing photographs, including initial questions to ask when starting a photo digitization project, finding appropriate standards for capturing and describing digitized images, how capture and process photographic images, and how to manage digital photograph collections.

3:45-4:00 – Break and Refreshments

4:00- 4:30 – Questions and Preview of Final Day Sessions

4:30-6:00 Lab Time and Sign Up for Sunday Lab Times

Workshop participants are encouraged to practice skills learned in workshop sessions or talk with one or the workshop leaders about a project or challenge facing their institution.

Sunday, June 15

8:30-9:00 – How to sign up to be a Digital Workbench in the SHN

Leaders: Kelley Shanahan, Content Specialist, Center for Digital Archaeology

Digital Workbenches are vital components in the SHN's mission of collaborative stewardship. This session will address "why are" Digital Workbenches essential within the Sustainable Heritage Network, define "what is" a workbench in the SHN, and instruct workshop participants on "how to" become a Digital Workbench. Workshop participants will also create public user profiles for themselves as stewards of their workbench resources.

9:00-10:45 – Using Ultra-Light Filmmaking to Create Compelling Content

Leader: Matt Moses, Film Maker, Red Sea Visuals

This session will provide participants with tools for creating quality content for the purposes of sharing their professional and cultural knowledge. Matt Moses will draw from his experience as filmmaker and documentarian to demonstrate how to create "watchable" content, make video look like film, how to use different video devices, and how to build better stories through visuals.

Workshop participants will put Matt's lessons into practice by creating a 30-second teaser.

10:45-11:45 – Lab Time and Refreshments

Workshop participants are encouraged to practice skills learned in workshop sessions or talk with one or the workshop leaders about a project or challenge facing their institution.

11:45-12:30 – Workshop wrap-up and evaluations

Workshop Leaders

Steven Bingo, Project Archivist, Washington State University. Steve is a project archivist at Manuscripts, Archives, and Special Collections at the Washington State University (WSU) Libraries, where he works on a project funded by a Japanese-American Confinement Sites grant. Steven is also involved with an inventory of hidden collections and a digital humanities initiative. Before his time on the Palouse, Steven worked with literary manuscripts as a visiting archivist at The University of Montana.

Kim Christen Withey, Director of Digital Projects, Plateau Center, Native American Programs and Associate Director of the Digital Technology and Culture Program, Washington State University. Kim is currently directing the Plateau Peoples' Web Portal, an online collaboratively curated site for Plateau cultural materials housed at the WSU Libraries, and Mukurtu CMS a free, open source digital archive and content management tool specifically designed to meet the needs of indigenous communities as they manage and share their digital cultural heritage. She is also a co-director of Local Contexts, an educational website and platform for traditional knowledge licenses and labels. Kim is the co-Director of the Sustainable Heritage Network, an IMLS funded grant project, with Alex Merrill from the WSU Libraries.

Gary Holton, Director of the Alaska Native Language Archive, University of Alaska Fairbanks and Professor of Linguistics, Alaska Native Language Center. Gary is a linguist whose work contributes to the documentation of the Dene languages of Alaska. Since 1999 he has been involved in international efforts to develop best practices for the digital preservation and access of endangered language materials. His current work explores new ways of repurposing and providing access to archival language documentation.

Alex Merrill, Assistant Dean for Library Operations, Washington State University Libraries. Alex has a background in history, computer and information science and received his MLIS from the University of Arizona in 2004. He has worked on a multitude of digital projects across formats from the Stewart Udall Papers at the University of Arizona to an archive of RKO films from the 1920's - 1950's at Washington State University. Alex manages the technical platform of the Plateau Peoples' Web Portal at Washington State University and has responsibilities ranging from traditional IT management to digital preservation, curation and discovery.

Matt Moses, Film Maker, Red Sea Visual Productions. Matt has been a digital media artist & content creator since 1989. He has a professional background in enterprise IT services and systems management. He has also worked in the visual effects industry for 8 years as a technical director/lighting artist for motion pictures, television commercials, and video game marketing. Matt has transitioned his career over the last 5 years, working as a freelance content creator/cinematographer/digital artist/marketer under his own company, Red Sea Visual Productions. His projects include brand leadership stories/short films for corporate marketing, commercials, and explainer videos for corporate and non-profit institutions.

Mark O'English has been University Archivist at Washington State University since 2008, responsible for collecting, organizing, preserving, and sharing that region's history. Faced with a significant volume of fascinating film footage that he wanted to be able to share, Mark kickstarted the WSU Libraries' film digitization program, effectively from scratch, and has since written and presented on starting digitization programs. His research interests touch on how archives can adapt themselves to changing technologies, and how they can adopt new technologies to change themselves.

Jennifer O'Neal is the University Historian and Archivist at the University of Oregon Libraries. Previously she served as the Head Archivist at the Smithsonian Institution's National Museum of the American Indian. She serves on various groups in the Society of American Archivists, including the Native American Archives Roundtable (Immediate Past Chair) and the Cultural Heritage Working Group (Co-Chair). She participated in drafting the best practices for the respectful care and use of Native American archival materials, which produced the *Protocols for Native American Archival Materials*. She holds a Masters in Library Science (University of Arizona), Masters in History (Utah State University), and is completing a PhD in History (Georgetown University). She is member of The Confederated Tribes of Grand Ronde in Oregon.

Michael Pahn is the Head Archivist at the Smithsonian Institution's National Museum of the American Indian Archive Center, located in the museum's Cultural Resources Center in Suitland, Maryland. Michael began at NMAI in 2003 as its Media Archivist, and has overseen preservation projects funded by the National Film Preservation Foundation, Save America's Treasures, and the Smithsonian Collections care and Preservation Fund. His prior experiences include Save Our Sounds Project Librarian at the Smithsonian Center for Folklife and Cultural Heritage, and Librarian at The Nature Conservancy. Michael is a member of the Society of American Archivists' Native American Archives Roundtable Steering Committee. He has a BA in Anthropology from the University of Pittsburgh and an MLS from the University of Maryland.

Gina Rappaport is the Photo Archivist and Head Archivist at the Smithsonian Institution's National Anthropological Archives. Gina's interests and expertise relate to archival principles and practices as they pertain to photographic collections, identification and preservation of early glass and film negatives, and visual literacy as it pertains to historical photographs.

Kelley Shanahan, Lead Content Specialist / Media Producer, Center for Digital Archaeology
Kelley is a content specialist at the Center for Digital Archaeology [CoDA], a non-profit company affiliated with UC Berkeley dedicated to creating and leveraging state-of-the-art data management technologies for the preservation of our worldwide cultural heritage. She has been involved with the development of workflows for using Mukurtu CMS, and is currently participating in active development of Mukurtu CMS software. Kelley's training is in cultural anthropology from UC Berkeley, as well as CoDA training in born digital archival workflows, and over 10 years of digital media production experience.

Workshop Checklist

The following is a checklist of materials to bring to the workshop.

Essential Materials

The following are highly encouraged to ensure full-participation in all the workshop sessions.

- mental or written notes on past, current, or future digitization projects
- a laptop
- a smart phone or other mobile device

Non-Essential Materials

Materials in this list include software and equipment that will be referenced in different sessions, as well as materials that will help participants practice skills taught by the workshop leaders.

- Audacity (loaded onto laptop)
 - To download goto: <http://audacity.sourceforge.net/>
- ELAN (loaded onto laptop)
 - To download goto: <http://tla.mpi.nl/tools/tla-tools/elan/download/>
- BWF MetaEdit (loaded onto laptop)
 - To download goto: <http://sourceforge.net/projects/bwfmetaedit/>
- Photo editing software (loaded onto laptop)
 - Irfanview is a popular, free photo editor.
 - To download goto:
<http://www.soft-now.com/listing/123837/IrfanView?did=11055&pid=1&ppd=search,44532769328,irfanview,e,,c,0,,&gclid=CKeZspKLuL4CFQVsfgod3YMAqQ>
- Digital video capture device and tripod (only if convenient)
- **Non-archival:**
 - Audio cassette
 - Video cassette
 - Photograph
 - Digital language recording