

WORKFLOWS AND OTHER CONSIDERATIONS FOR DIGITIZATION

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OUTLINE AND GOALS FOR THIS SESSION

- Before you begin: questions to answer before starting any project
- Discuss Digital Curation and how it is related to a digitization workflow
- Step by Step walkthrough of a digitization workflow

- Hands-on
 - Creation of metadata plan, file naming and structure exercise, scanning workflow

STRATEGIC QUESTIONS TO CONSIDER:

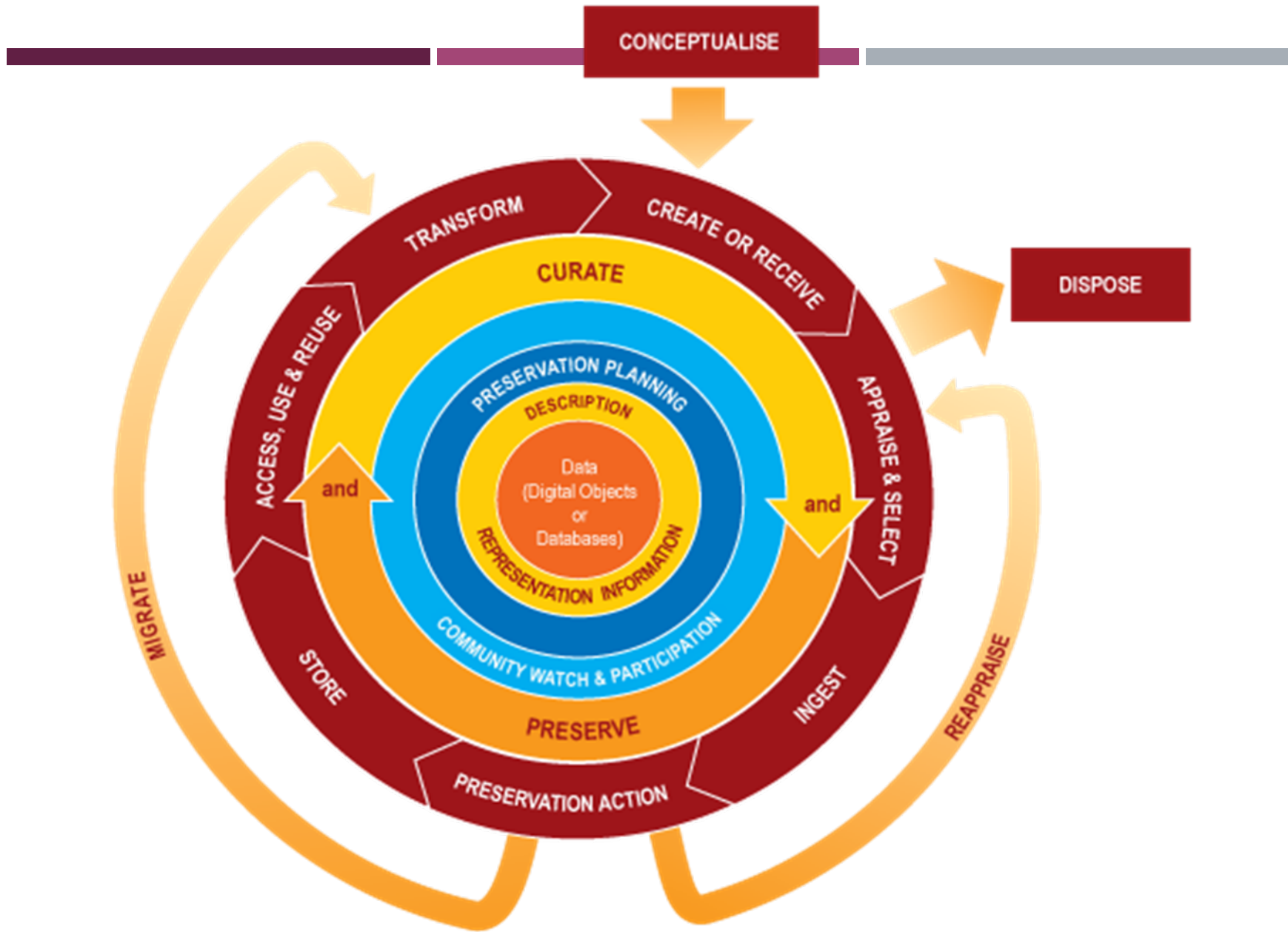
- How does the proposed project fit into the strategic goals of the parent institution?
- Does the project team have the technology infrastructure (and funds to complete work) in place to complete (and sustain) the project?

ADDITIONAL QUESTIONS TO CONSIDER

- Who is going to complete and maintain the work of the project?
- What is the audience and purpose of the project?
- How will success be defined and evaluated for the project?

DIGITAL CURATION != BACKUPS

Digital Curation is a distinct process comprised of technology, human resources and planning/policies of which traditional “IT Backups” are an essential part of but not a Digital Preservation/Curation strategy by themselves



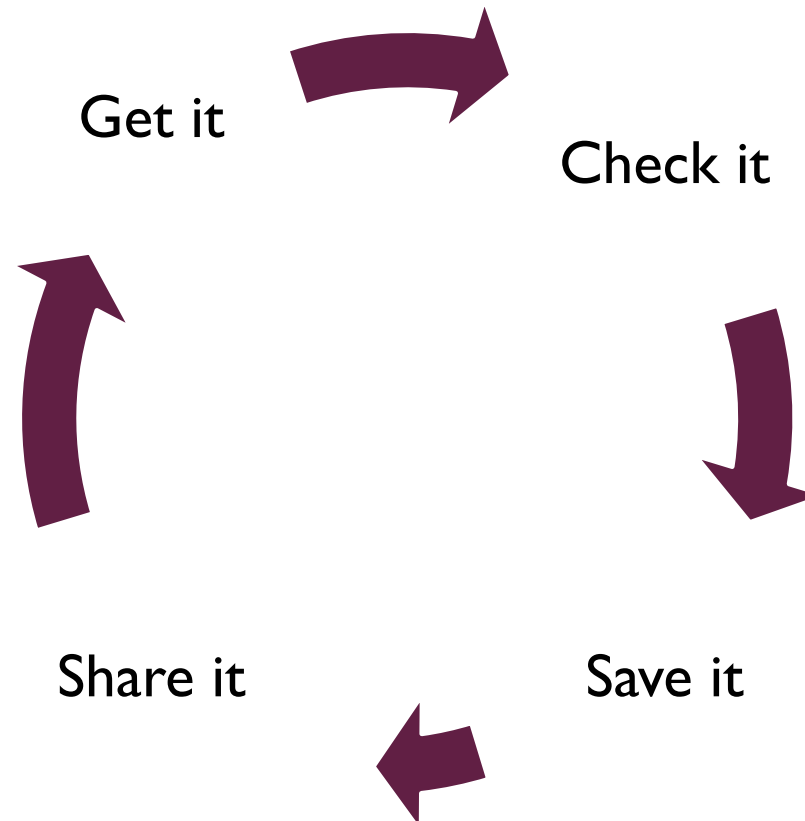
<http://www.dcc.ac.uk/resources/curation-lifecycle-model>

CORE ELEMENTS OF THE DCC LIFECYCLE

- Data
 - Digital Objects
 - Databases (structured records or data)
- Full Lifecycle Actions
 - Description and Representation information
 - Preservation Planning
 - Community Watch and Participation
 - Curate and Preserve

<http://www.dcc.ac.uk/resources/curation-lifecycle-model>

CORE ELEMENTS OF ANY CURATION LIFECYCLE



SELECTION OF MATERIALS

GET IT

- Based on goals and audience of project, what is the selection criteria?
- Does the material considered for selection have any intellectual rights issues?
- Are there any other potential access restrictions to consider?

PHYSICAL RETRIEVAL AND EVALUATION

GET IT

- Is it safe to scan the item?
 - Is it feasible to repair item for scanning?
- How should items be handled?
- How will people doing the work track progress and locate materials?



CREATING DIGITAL FILES

GET IT / SAVE IT

- Initial decisions
 - What kind of master files will be created?
 - How will these files be created?
 - Where will the files live?

WHAT TO CREATE?

GET IT

- Standards and best practices
 - BCR's CDP Digital Imaging BPs (photos and text), BCR's CDP Digital Audio BPs, CARLI (moving images), FADGI technical guidelines
- Format
 - Uncompressed and widely used (e.g., TIFF, WAV)
- Quality
 - **High quality files minimize need to rescan**

TECHNICAL CONSIDERATIONS

GET IT

- Input device and hardware
 - ex, scanner, video card, audio converter
- **Software**
 - **Create the desired files**
 - **Support reasonable workflows**
 - **Might need multiple programs**
- Storage
- Communication
 - ex, cables and bandwidth

WORKFLOW EXAMPLE

- WSU newspaper
- Digitized on a specialized scanner that works with specific software
- Outputs an archival quality file, but program is not perfect
- Also use a renaming program and Adobe Acrobat to create OCR'd PDFs



SAVING ARCHIVAL MASTERS



SAVE IT

- File structure
 - Scalable and consistent
 - Structures based on collections are common
- File naming
 - Unique file names
 - Scalable, consistent, actionable, and persistent
 - Names that link digital to physical
- Save onto managed server or storage device

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PRESENTATION FILES

- May differ from masters depending upon CMS

Thumbnail	Title ▲	Subject	Description	Source
	A Bressler boy standing in front of a wall.	Family; work leave	Photograph of a Bressler boy standing in front of a wall. He is wearing high-waisted jeans and suspenders. This photo was taken when the Hide family was on work leave from Heart Mountain Relocation Center. They were sent to Lyman, Nebraska where...	Tom Hide Collection, SC 14.1
	A class at Minidoka Relocatin center	Education	Photograph of mostly students taking notes at a class at Minidoka Relocation Center, as a teacher writes on the blackboard.	George and Doris McIntyre Papers, SC 14.5

HANDS-ON EXERCISE

- Archival masters file types and specifications
- Scanning workflow
- File structure
- File naming structure

METADATA

SHARE IT / SAVE IT

- Metadata allows:
 - Access and discovery (descriptive metadata)
 - Help make digital object meaningful
 - Institutions to link related materials (e.g., pages in a book)
 - Institutions to manage materials (e.g., copyright and access conditions)
 - Institutions preserve digital objects

TECHNICAL METADATA

SAVE IT

- What is being digitized
 - e.g., Collection title, creator info, type of material
- Why is it being digitized
- When it was digitized
- Who digitized
- How was it digitized
 - Formats, technical specifications of archival masters, equipment and software
- Can be plain text or embedded within a structured schema

METADATA

SHARE IT

- 3 Levels of Metadata
 - Metadata schema (what is described)
 - Content standard (how objects are described)
 - Vocabularies (the words used to describe objects)
- Desirable qualities
 - Make sense to users
 - Consistently applied
 - Preserved and usable for future generations

METADATA PLAN

SHARE IT

- Selecting a metadata schema and content standard
- Defining content for different fields
 - What does each category refer to?
- Creating controlled vocabularies and standardized entries

CREATING METADATA

SHARE IT

- Where will metadata live?
 - As an internal file? On a CMS?
 - May dictate format (ex., CMS may only ingest metadata saved as a comma-separated text file)

	A	B	C	D	
1	Title	Subject	Description	Creator	Publisher
2	NCWSA-AIAW Region IX Basketball Tourna		This program is for the 19	Northwest College Women's Spor	Manuscripts, Archives, and Specia
3	Northwest Regional Division II Basketba		This program is for the 19	Northwest College Women's Spor	Manuscripts, Archives, and Specia
4	NCWSA-AIAW Region 9 Basketball Tourna		This program is for the 19	Northwest College Women's Spor	Manuscripts, Archives, and Specia
5	NCWSA Division II Women's Basketball Cha		This program is for the 19	Northwest College Women's Spor	Manuscripts, Archives, and Specia
6	NCWSA/AIAW Region IX Women's Basketba		This program is for the 19	Northwest College Women's Spor	Manuscripts, Archives, and Specia
7	AIAW Region IX Women's Basketball Tourna		This program is for the 19	Northwest College Women's Spor	Manuscripts, Archives, and Specia
8	1978 NCWSA Small College Basketball Tour		This program is for the 19	Northwest College Women's Spor	Manuscripts, Archives, and Specia
9	1977 Northwest College Women's Basketba		This program is for the 19	Northwest College Women's Spor	Manuscripts, Archives, and Specia

SHARING

SHARE IT

- Factors in sharing
 - Audience
 - Level of technical support
- Examples of different platforms
 - CDM
 - Mukurtu
 - Omeka
 - Flickr and YouTube

HANDS-ON EXERCISE

- Create metadata plan

SUMMARY / OVERVIEW

- Get It
- Check It
- Save it
- Share it