Sustainable Heritage Network
Post-ATALM Workshop Schedule

Sunday, September 13th to Tuesday, September 15th 2015

Sunday, September 13
1:00 – 5:00 - Downtown Renaissance Hotel

1:00 – 1:30 – **Welcome and Introduction**
Leader: Kim Christen Withey
- Welcome
- Overview of the SHN's mission, goals and work.
- Introduction of session leaders.

1:30 – 2:00 – **Participants Introduction**
- Workshop participants introduce themselves and describe their needs and goals for the workshop.

2:00 – 3:00 – **Developing Strategic Goals for Digitization**
Leader: Kim Christen Withey
- Why digitize?
- Digitization planning: strategic goals and planning for small, medium, and large institutions.
- Creating a workflow for digitization projects (get it, check it, save it, share it).

3:00 – 4:30 – **Digital Preservation**
Leader: Guha Shankar
- Digital Preservation 101.

4:30 – 5:00 – Wrapping-up
Leader: Kim Christen Withey
- Wrap up
- Questions
- Logistics for day two.

Monday, September 14

9:00 – 5:00 – Library of Congress

Whole Group

9:00 – 10:45 – Appraisal and Description Metadata

Leader: Maggie Kruesi

Part 1:

- Preserving contexts and contextual information: who, what, when, where.
- What is metadata?
- Why metadata?

Part 2:

- Metadata for time-based media (audiovisual recordings).
- "Events" and "Works" and "Collections" and "Items."
- When you don't have adequate metadata: what happens to access and discoverability?
- Hands-on activity: discovering photos and audio on the internet.

Part 3:

- Concepts for understanding metadata standards.
- Controlled vocabularies and authority files.

Part 4:

- Putting it together: metadata for digital projects and online access.
- Mapping and geospatial metadata.
- Conclusion: back to basics and questions.

10:45 – 11:00 – Break

Group 1: Photo Digitization

11:00 – 12:00 – Image Digitization (Part 1)

Leader: Tom Rieger

- Imaging workflow: designing a digitization workflow correct for your project.
- Digitization equipment: classes of digitization equipment and their application to cultural heritage digitization.
- Developing a workflow plan: from ingest through archive.

12:00 – 1:00 – Lunch at Madison Building Cafeteria, 6th Floor, Library of Congress

1:00 – 3:00 – Image Digitization (Part 2 - Hands-on)

Leader: Tom Rieger and Taren Ober

- Introduction of tools and workstations.
- Post-processing workflow.
- Sample image processing workflow: minimizing potential image quality defects.

3:00 – 3:30 – Break

3:30 – 5:00 – Photogrammetry and Archival 3D Imaging
Leader: Michael Ashley

- Intro to Photogrammetry: history, uses, examples.
- Hands-On: 3D modeling for visualization with iPads and phones.
- Born-Archival imaging workflow: amazing results and where to go from here.

Group 2: Audio Digitization

11:00 – 12:00 – Interviewing Techniques and Practice
Leader: Guha Shankar

- Tips for recorded interviews: general principles and guidelines.
- Practice and review.
- Naming digital files in the digital environment and metadata.

12:00 – 1:00 – Lunch at Madison Building Cafeteria, 6th Floor, Library of Congress

1:00 – 2:00 – Audio Digitization Planning
Leaders: Jon Gold and Guha Shankar

- Audio digitization planning and production.

2:00 – 3:15 – Audio Digitization Types
Leaders: Jon Gold and Guha Shankar

- Do's and dont's for digital ingesting and practice.
- Do's and dont's for analog digitization.

3:15 – 3:30 – Break

3:30 – 5:00 – Hands-on Practice on Digitization
Leaders: Jon Gold and Guha Shankar

- Editing audio files for a production.

Tuesday, September 15
9:00 – 5:00 – Library of Congress

Whole Group

9:00 – 10:45 – Physical Care and Storage of A/V Materials
Leader: Marcia Segal

- Preliminary inventory.
- Formats and their needs.
- Storing, handling, and transporting items.
- Disaster plans and responses.

10:45 – 11:00 – Break

* Same schedule: Group 1 does Audio Digitization and Group 2 does Photo Digitization.

Workshop Leaders

Kim Christen Withey is the co-Director of the Sustainable Heritage Network, an IMLS funded grant project, with Alex Merrill from the WSU Libraries. Withey is also the co-Director of the Center for Digital Scholarship and Curation, Director of Digital Projects, Plateau Center, Native American Programs and Director of the Digital Technology and Culture Program, at 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 labels.

Guha Shankar is Folklife Specialist (Research and Public Programs), in the American Folklife Center at the Library of Congress in Washington, D.C. He develops and conducts skills-based, documentary training programs in collaboration with local communities and cultural and educational institutions in the US and abroad. Dr. Shankar has experience and training in media production, archival media preservation, as well as ongoing projects pertaining to knowledge repatriation, intellectual property and cultural heritage management initiatives for traditional communities. His responsibilities at the Center also include planning and producing public, educational events (festivals, concerts, symposia and seminars).

Marcia Segal is Processing Archivist in the American Folklife Center at the Library of Congress in Washington, D.C. She prepares analog collection materials for digitization (including manuscripts, photos, and audio materials), starting from the inventory and physical condition assessment, works with vendors to assure the work is done according to a prior and documented agreement, and reviews the digitized materials upon their return to confirm that the result meets AFC expectations.Her other duties include arrangement and description of materials in all formats, and she also serves on the Federal Agencies Audio-Visual Digitization Working Group.

Maggie Kruesi is a folklorist and cataloger at the American Folklife Center, Library of Congress, where she provides access to audio, audiovisual, and mixed format archival collections and advises on implementing standards for creating descriptive metadata for the Center's digital projects. Before coming to the Library of Congress in 2004, she worked at the University of Pennsylvania as a librarian and manuscripts cataloger. She earned her MA and PhD in Folklore and Folklife at the University of Pennsylvania, where she also taught courses in folk narrative; migration and immigration; folk drama; festivity and celebration; ritual practices; and urban folklore.

Jon Gold is an Audio Technician in the American Folklife Center at the Library of Congress.

Tom Rieger is responsible for establishing and ensuring compliance with technical approaches to digital conversion and digital conversion workflows to meet the preservation and access needs of the Library of Congress, especially for materials that can be reproduced as still images. His specific duties include, (1) serving as the Library's authority for technical conversion practices to be followed by Library staff and contractors, (2) coordinating the Still Image Group of the Federal Agencies Guideline Initiative, (3) ensuring that conversion policies and practices are consistent across the Library, and compatible with emerging standards in the national and international communities, (4) providing authoritative guidance in the formulation of best practices for the life cycle management of converted materials and the resolution of complex problems or issues related to the conversion of analog Library materials, (5) promoting exploration

of promising approaches to the conversion of analog materials and the management of the resulting digital objects, and (6) coordinating with stakeholders within and outside of the Library of Congress to ensure the timely and successful execution of projects.

Tom also serves as the Library's voting member on various International Standards Organization (ISO) technical committees.

Michael Ashley is Chief Executive Officer at the Center for Digital Archaeology (CoDA), a non-profit company affiliated with UC Berkeley that creates and leverages data management technologies for the preservation and sharing of cultural heritage. He is developing Codifi, an innovative mobile solution for turning buried content into discoverable, data-driven stories. Michael is the Director of Development of Mukurtu CMS, an open source content management solution for Indigenous communities to share, license and curate their digital heritage. He received his Ph.D. at UC Berkeley in 2004, where he went on as faculty and staff to co-found several initiatives, including the award winning Open Knowledge and the Public Interest (OKAPI), and the Media Vault Program, a digital preservation and access framework for the university's museums and archives.