2016 UO SHN Workshop: Basic Digitization

Notes

Introductions:
- Marci Simmons
  - Confederated Tribes of Siletz Indians
  - Cultural Department – Historical Research Clerk
  - This is all new.
  - Currently transcribing historical reels and share them online.
- Amanda Craig
  - Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians
  - Air & Water Protection Specialist
  - Natural Resources Department (merging with Cultural Resources)
  - Writing a protocol for the protection and archiving natural resources knowledge
- Courtney Krossman
  - Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians
  - Archiving artifacts
  - New curation facility -- re-cataloging everything
  - Learn best practices on archives
- Heidi Helms
  - Coos, Lower Umpqua and Siuslaw
  - Tribal Language
  - Connect with everyone
  - Lean best practices, how to organize metadata
- Diane Teeman
  - Burns Paiute Tribe, Culture & Heritage Department
  - Cultural and Heritage Director
  - Digitizing language (less than a dozen speakers)
  - Having elders speak the language and document it.
  - Create apps to make language accessible to the community and others eventually.
  - All our archives and photos will be digitized as well
- Kathy Kentta
  - Confederated Tribes of Siletz Indians
  - Healthy Traditions
  - Work with the community, preserve hunting, fishing traditions
  - Mukurtu
  - Getting protocols and users signing up
  - How to organize photos and digitized materials
- Jessie Plueard
  - Cow Creek Band of Umpqua Tribe of Indians
  - Cultural programs manager.
Materials spread out the government’s office. How we can use digitization projects to increase accessibility since we don’t have the physical object under our management.

- Creston ‘Dana’ Smith
  - Warm Springs
  - Digital Libraries - Audio digitization

Digital Scholarship Center Introduction – Sheila Rabun, UO

- Digitizes materials from UO Libraries.
- Works on digitizing newspaper collections from across the state: currently partners with Confederate Tribes of Grand Ronde and Warm Springs. These digital collections are keyword searchable.
  - NEH grant: digitize newspapers published before 1922 because of copyright restrictions.
  - Newspaper digitization projects are grant and donor funded.
  - Uses funds to reach out to the tribes and help them digitize and make those newspaper collections accessible.
- Institutional repository: theses, scholarly articles etc. (Scholar bank.)
- Works with students and faculty who want to use digital tools for the development of their work.
- Services: Digital production, metadata, website improvement, online platforms (Wordpress, Omeca, Mukurtu)
- Equipment (Workbench)
  - Flatbed scanners
  - Large format planetary scanner (for old newspapers)
  - Microfilm scanner
  - Audio digitization equipment

Strategic Goals for Digitization – Jennifer O’Neal, UO

- Who are the people you should ask funding for or talk to before digitizing?
  - Administrators and tribal council
  - People who control the tribe/institution budget
  - When writing grants once you get the approval from the tribal council you’ll need to think about:
    - What’s your strategic goal
    - What’s your digital preservation plan (create one)
- Why digitize and how this falls under your institution’s mission and goal?
  - Dana: Prioritize
  - Jessie: Accessibility. We have so much information housed in different locations, by different individuals, in different formats. It is not easy for everyone to access that.
o Heidi: Be able to find information, make it searchable (through a database) and accessible.
o Amanda: Protection and knowledge preservation.
o Courtney: Make collections searchable and provide access.
o Diane: Cultural revitalization via accessibility.
o Kathy: Preservation of materials.
o Outreach / education: Digitization relates to your own specific traditions, language, and history. Reinvigorating traditional knowledge.
o Audience: Whom are you digitizing for?
  ▪ General Public: Pow Wow
  ▪ Tribal community: language / traditional knowledge / reclaim content
o Expectations? Does your tribal council / administrator have expectations about your project or they are waiting for you to propose / develop the idea?
  ▪ Usually they wait for us to propose.
  ▪ Tribal council often do not understand the importance/usefulness of technology or they are not aware of what technology / digitization can do.
  ▪ Warm Springs: Digitizing audio for government-to-government relations. Sovereignty related project.
  ▪ Legal cases?
o Most of your communities have strategic goals or plans and grants usually ask you to demonstrate how this project in particular is addressing those goals.
o Once you select your project and write your plan you get more into the details: how much staffing, resources, time, etc will it take? Those details you must be able to answer and write into the grant.
o Strategic directions and digitization purposes at UO Library:
  ▪ Focusing on developing digital content
  ▪ Digital Preservation
  ▪ Lifecycle of scholarly content
  ▪ Improve the user experience
o Digitization Selection Questions
  ▪ Research use
  ▪ Teaching use
  ▪ Preservation issues
  ▪ Use for event / exhibit
  ▪ Add material to specific / existing collections
o Basic Criteria Questions
  ▪ Copyright, privacy, cultural sensitivity.
  ▪ Is it feasible? Equipment, funding, staffing, fits your mission?
o Digital Collection Development Worksheet (up on the SHN)
Introduction to Digital Preservation – Danielle Mericle, UO

- What is digital preservation?
  - Metadata creation
  - Storage
  - Administration of information
  - It is not just digitizing!
  - What you do organizationally to preserve your materials
  - Avoiding loss of data
  - Make things findable, readable, and searchable.
  - Help for developing workflows and methodologies
  - Responsible stewardship

- Basic goals
  - Make sure things can be read and found.
  - Digital preservation policy for your group/community/institution: All need to agree on what the priorities are.
  - Technical solutions that will help you do all this over time.

- Where do we start?
  - National Digital Stewardship Alliance Criteria
    - Storage and geography:
      - Keep at least 3 copies of your digital files.
      - You want some geographic separation in case of natural catastrophes.
      - Use different types of storage
      - Keep your master copies separate from your access copies
      - Migrate your assets
    - File Fixity and Data Integrity
      - Checksums
      - Information Security
      - Just a few people should manage your institution’s data
      - Document who has access to content and when
    - Metadata (covered by Sarah)
      - Capture as much information as possible
    - Formats
      - Know and document your formats (SHN resource)
  - Digital Preservation Policy
    - Articulate how you are going to go for preserving your data.
    - Define scope and length of your preservation plan (2-3 years and then review, for example).
    - Policy questions (share templates on the SHN)
  - Preservation Repository Basics
    - Preservation repository function (Digital POWRR - SHN resource)
    - Link to SHN digital preservation glossary
  - Vendor solutions
Open source solutions: available for everyone to use, which doesn’t mean it is free.

Think of what is your staffing capacity you have? What funds do you have?

Archivemativa, Preservica, Archives Direct, Internet Archive
  • Preservica: They have a cloud-based solution for securing storing your digital assets.

Preservation plan
  • Selection criteria
  • File format standards
  • How are you storing this?
  • Staff, funding, storage

Final thoughts:
  • Start small and then scale up
  • Consider partnering with other institutions and drive those costs down
  • 3-3-3 Digital Preservation Plan (SHN resource from POWRR)
  • Build a system that you, your funders, and your community can trust. Build a trustworthy system.

Project Planning – Julia Simic, UO

- Decisions on project planning inform each other.
- Purpose, scope, audience?
- Selection for digitization:
  - Who participates?
  - What kind of materials you have and in what conditions?
  - Can you outsource your digitization project?
    • What to do if your materials are fragile? Restricted?
  - What’s your timeframe?
    • Milestones are useful, especially for multi year digitization projects.
    • Do you have hard deadlines like grant applications? Make sure you are meeting those deadlines.
  - Outcomes and assessment
    • Qualitative or quantitative
  - Budget
    • Funding
    • Think of what your labor, equipment is going to cost you.
    • Have a preservation strategy in place.
    • Evaluate the short-term and long-term cost.
    • Establish strategic partnerships for sharing costs (such as SHN Workbenches and UO!)
  - Copyright and access restrictions
    • Develop them within your communities.
    • Property rights are different from Intellectual Property rights.
    • Make decisions on an item by item basis
Access strategies
- What kinds of access are necessary according to your community needs and protocols.
- Digital Asset Management Systems (DAMS)

Preservation
- Figure out how much space all these archive files will take.

Digitization Standards (SHN resource)
- FADGI (Federal Agencies Digitization Guidelines Initiative)
- Still image guidelines

File formats
- Don’t keep files as word docs!
- Use non-proprietary formats whenever possible.
- Archival master file: uncorrected, not cropped, keep in the archival preservation system, TIFF format.
- Service (access) master file: corrected, cropped, web deliverable files, JPEG format.
- Raw files: unprocessed data created by a DSLR reflex camera. Many cameras have proprietary formats. Huge files – you might have no space to keep these.
- PDF and PDF/A (archival) for documents. Also for web deliverables.

File naming (SHN resource)
- Keep it simple and readable.
- Lowercase and avoid spaces and special characters. Use underscore instead of spaces (SHN resource)

Equipment and space
- Find equipment that meet your standards.
- Physical space should help you also decide on the equipment you need.
- Light temperature and humidity: keep light level really low and things kept in the same kind of environment in which they are stored.

Color management
- Calibrate your equipment
- Scan items with a color bar included.
- Julia will create resource guide for the SHN

Project Management
- Who will be responsible for what?

Document everything!
- Write down your procedures in detail
- Keep track of who is doing what
- Make sure the right item is being digitized, if things are being saved properly, etc.
- Metadata procedures: need quality control
- Assessment procedures
Metadata for Cultural Materials – Sarah Seymore, UO

- WHO / WHAT / WHEN / WHERE
- Structured why in which we describe information about items
- Descriptive metadata
  - Important for discovering / searching
  - Keywords like date/ author / location
  - Control your descriptions: be consistent and unique
  - (See metadata slide)
- Dublin Core Metadata Initiative (SHN resource?)
  - Standard and easy to use
  - Suggested fields:
    - Title: word or file name
    - Identifier: use the filename itself
    - Creator: who created the item / author. Be consistent on how you are using names (last name, first name for example)
    - Contributor:
    - Coverage: spatial or temporal. Recommend using date for spans of time.
    - Date
    - Description
    - Subject: evaluate using controlled vocabularies
    - Type: Image, moving image, sound, text (be consistent)
    - Format: JPEG, PDF, etc
    - Source: Related resource from which the item is derived
    - Language
    - Publisher: person who produced the item
    - Relation: establish relations between items in your collection.
    - Rights: creative commons, restricted access, Traditional Knowledge
    - Oral History Metadata
      - Interviewee
      - Interviewer
      - Rights holders
      - Related items like transcripts
- Spreadsheets for cataloging (SHN tutorial managing data spreadsheet)
- Data validation - creating a drop down menu for your excel file
- Embedded metadata: metadata travels with the item
- Example: Oregon Digital
- Metadata tutorials on the SHN
Photo Digitization – Randy Sullivan, UO

- **Lighting**
  - LED = less heat.
  - Use daylight balanced bulbs
- **Copy Stand** (SHN resource guide and tutorial and Randy will provide a resource guide as well).
- **Color calibration**
  - Color checker card (many types, sizes and prices)
  - White card for white balance
  - Focusing target

- **Bridge photoshop**
- **Flatbed scanners:** $200 - $3000
- **Storage cards:** 32 - 128 GB
  - 32 GB is good and have your data stored in different cards
  - Speed: how fast images will upload to your computer. But your computer is so fast also so don’t go crazy with speed.
  - Raw images
  - Some cameras have 2 slots: CF card and SD card
- **Camera and lens**
  - 20 megapixel minimum camera
- **Software**
  - Lightroom
  - Adobe Bridge
  - Photoshop
  - Lynda.com for tutorials
- **Card readers**
- **Powder free gloves for handling negatives**
- **Polarizer filters**
- **SHN resource - Digital Photography of Museum Objects**
Historical Sound Recordings – Nathan Georgitis, UO

- Sound recordings are great for research, access, public programming, cultural revitalization.
- There is the thread of technological obsolescence.
- All are at risk due to:
  - Chemical and physical instability of materials and composition.
  - Poor storage conditions and inappropriate handling.
  - Repositories usually focus in other formats and end up mishandling audio recordings.
  - Inability of playing back audio recordings with required technology.
- Preserving them implies a technological endeavor with a very important social component.
- Risk chart (see slides)
- Digitization for preservation and access
  - Creation of copies
  - Proper preparation of sound recordings for playback
  - Optimize playback recordings
  - Quality
  - Creation of multiple files for different uses
- Digital Audio Files (see slides)
  - Preservation master
  - Duplication master
  - Access copies: .wav file ready to share online, email, etc.
  - All should be stored separately
- File management and digital preservation
  - Inventory
    - Core data about the format, content and characteristics
    - Establish physical and intellectual control
    - Human resources
    - FACET resource
    - Start with a spreadsheet, then you might want to move into embedding metadata into the sound recordings or a collections database.
    - Identifiers (use underscore between each component)
      1. Repository code (Yakama Indian Nation YIN)
      2. Format code (Tape or reel, or a number applied to each format or a letter)
      3. 4 or 5 digit item number (00001)
  - Assessing the risk: the possibility that any one media will become inaccessible over time.
  - Prioritizing (see chart)
  - Providers
    - Cost and benefits
    - Collections are shipped back and forth in the mail all the time so evaluate if this is something you are willing to do.
In house: raise awareness about the importance of these collections and the importance of preserving them.

- Preservation projects
  - Requires money and the time to seat with the reels/cassettes, etc and transfer those into digital formats.
  - Think about staff, time and budget
- Audacity: open source, free software for audio editing (SHN resources)