



Digitization Boot Camp

Montana State University Libraries DAWS
Jason Clark
Bonnie McCallum
Beverly Marsh

www.lib.montana.edu/~jason/talks.php



Overview

- ✓ Introduction & Overview
- ✓ Getting Started
- ✓ Selection
- ✓ Scanning and Object Creation
- ✓ Metadata
- ✓ Storage and Preservation
- ✓ Interface and Distribution
- ✓ Digital Projects
- ✓ Questions & Discussion
- ✓ Resources



Presentation

✓ <http://www.lib.montana.edu/~jason/talks.php>



Who We Are

Jason A. Clark

Head of Digital Access and Web Services

Montana State University Libraries

jaclark@montana.edu

www.jasonclark.info

twitter.com/jaclark

Bonnie McCallum

Digital Library Technician

Montana State University Libraries

bonnie.mccallum@montana.edu

Beverly Marsh

Library Computer Specialist

Montana State University Libraries

bmarsh@montana.edu



MSU Libraries DAWS Background

✓ MSU Libraries new department

→ Objectives

- MSU Libraries Charter

✓ Starting from scratch

→ Goals

- Bring collections to public
- Bring public to collections
- Efficient across-domains use of collection objects & metadata
- Projects aligned with “production best practices”



Why Digitize?

- ✓ MSU Libraries reasons
 - Low cost
 - Active user community
 - Libraries in the workflow
 - Growing participation of non-profits
 - Leveraging web 2.0 and social software



MSU Libraries Digital Projects

- ✓ Deciding on digital projects
 - Low-picking fruit (collections already digitized)
 - Belongs to library and no copyright issues
 - Examples of MSU Libraries Digital Charter
 - MSU Extension Publications
 - August Hormay Personal Papers Collection
 - Collection objects lend themselves to web 2.0
 - Historical photographs
 - MSU academic bibliographies

Startup Things to Consider

- ✓ BCR “Before You Start” Questions
 - Why are you doing this?
 - Who is your audience?
 - What about copyright?
 - How do we decide what to digitize?
 - What is digital capture?
 - What is metadata?
 - How do we deliver our digital content?
 - What workflows do we need to establish?
 - How are we going to pay for this?
 - How do we make collaboration work?



Underlying Strategy

✓ Keep it simple

- Think like a rancher - recycle and reuse
- Capture Volunteers' expertise and efforts
- Leverage existing free scalable technologies
- Project Management practices are your friends
- Give yourself enough time

Simple Steps to Success

- ✓ Identify Collections to Digitize
 - Copyrights
- ✓ Identify resources needed
 - Work area, equipment, software
 - Skills and knowledge
- ✓ Identify metadata strategies
- ✓ Identify points-of-distribution
- ✓ Identify managing the project
 - Deliverables, publishing dates

Identifying Digital Projects

- ✓ Identifying a “digital collection”
 - Do you already have a collection that is digitized and hold the copyrights?
 - Do you hold a hard-copy collection and hold the copyrights?
 - Do you have a donated collection and the donor asked you to digitize it and make it public?
 - Does your library have a unique collection the public wants access to with no copyright issues?



About Copyright

- ✓ Very dynamic intellectual-property arena
- ✓ Potentially giant repercussions if it's got wrong
- ✓ Each organization must make their own policy, guidelines, and decisions

Identifying Resources

- ✓ Work area
- ✓ Workstations
 - Scanners
 - Doesn't have to be fancy
 - Computer
 - Standard configurations
 - Everyone on the same page
 - Reduces risk
- ✓ Software
 - Good “freebie” software available



Identifying Digital Skills

✓ Skill-sets needed

→ Attention to detail

→ Ability to follow a set routine

→ Comfortable with computers

→ Ability to enter meaningful metadata

○ Consistent who, what, where, when of objects

Metadata = Sharing

- ✓ Metadata types
 - SEO focused
 - Spider bots like good content with links
 - End-user focused
 - End-users expect meaningful search results
 - Professional library focused
 - Catalog subjects ≠ Folksonomy keywords
- ✓ Reuse objects' metadata across delivery points
- ✓ Controlled vocabularies can help



Digital Storage & Preservation

- ✓ Thinking about master files
 - Tiffs
 - Pdfs
 - Mpeg
- ✓ Storing
 - OCLC Digital Archive
 - LOCKSS
 - Web Server with routine backups

Interface and Distribution

✓ Delivery options for digital collections

→ 3rd-party industry providers

- Montana Memory

<http://cdm15018.contentdm.oclc.org/>

- Heritage West

http://www.bcr.org/dps/cdp/hw_search.html

→ Web 2.0 example

- Flickr

<http://www.flickr.com/photos/msulibrary/>

→ Homegrown

- MSU Libraries Digital Initiatives

<http://www.lib.montana.edu/digital/>



Shared 3rd-party Repositories

- ✓ Not all “Google-friendly” tools are the same
 - Meta-harvesters - WorldCat
- ✓ Consideration when sharing
 - Database schemas
 - Digital format constraints



Digital Project Strategies

- ✓ Identify big-picture goals and set deliverables
- ✓ Think “phases”
- ✓ Identify strengths and weaknesses
- ✓ Fill-in the blanks
- ✓ Remain focused and steady-on
- ✓ Publish and share
- ✓ Move to the next phase



Digital Project Resources

- ✓ Training the skills
- ✓ Capturing the knowledge
- ✓ Checklists
- ✓ Metadata
 - Standardized formats
 - Controlled vocabularies
- ✓ Database schemas for point-of-distribution

Digital Project Processes

✓ Scalability

→ Change is normal and good

- Increased knowledge
- Improved skill-sets
- Adapts appropriate new technologies

✓ Naming conventions

→ Helps facilitate change

- Database schemas (field names) - Spreadsheet
- Files
- Collections

✓ Documentation and training



Project Lessons Learned

- ✓ Wish we knew more when we started
 - How long it takes to do metadata correctly
 - Scanning and metadata continuity
 - Double-checking the work on-the-fly
 - Check-points at scanning, metadata, proofing
 - Compatibility issues with older equipment
 - Wisdom in determining copyright before starting a project



Project Recommendations

- ✓ Research copyrights first
- ✓ Install work-checking into the process
- ✓ Simple spreadsheets work just fine
- ✓ Allow enough time for good metadata entry
- ✓ “Stay the course”

Resources & References

✓ Web 2.0 Social Image Storage and Sharing

→ Flickr

<http://www.flickr.com/>

→ Photobucket

<http://photobucket.com/>

→ Picasa

<http://picasa.google.com/>

→ Facebook

<http://www.facebook.com/>



Resources & References

✓ Best Practices

→ DAWS Database Content Best Practices

http://www.lib.montana.edu/digital/meta/docs/database_content_best_practices.pdf

→ Digital Imaging Best Practices, v.2.0, Jun. 2008

<http://www.bcr.org/dps/cdp/best/digital-imaging-bp.pdf>

→ Digital Audio Best Practices, v.2.1, Oct. 2006

<http://www.bcr.org/dps/cdp/best/digital-audio-bp.pdf>

→ Dublin Core Best Practices, v.2.1.1, Sep. 2006

<http://www.bcr.org/dps/cdp/best/dublin-core-bp.pdf>

Resources & References

✓ Online image converters

→ Webbild.com

<http://www.webbild.com/default.asp?pageid=13291>

→ Online Image Converter.com

<http://www.online-image-converter.com/>

→ Free Online Image Resizer

<http://www.ivertech.com/freeonlineimageresizer/freeonlineimageresizer.asp>

✓ Online graphics program

→ Pixlr.com

<http://www.pixlr.com/editor/>

Resources & References

✓ Open Source Software

→ FastStone Photo Resizer

<http://www.faststone.org/FSResizerDetail.htm>

→ Notepad++ (free HTML editor)

<http://notepad-plus.sourceforge.net/uk/download.php>

→ GIMP 2.6

<http://www.gimp.org/>

→ PDF995

<http://www.pdf995.com/>



Resources & References

✓ Copyright Resources - Absolute Authority

(From BCR Online Digital Workshop)

→ U.S. Copyright Law and Related Laws Contained in
Title 17

<http://www.copyright.gov/title17/>

→ Fair Use

<http://www.copyright.gov/title17/92chap1.html#107>

→ Reproduction for Libraries and Archives

<http://www.copyright.gov/title17/92chap1.html#108>

→ United States Copyright Office

<http://www.copyright.gov>



Resources & References

✓ Additional Copyright Resources

(From BCR Online Digital Workshop)

→ Framework Guidance for Building Digital Collections

<http://www.niso.org/publications/rp/framework3.pdf>

→ Cornell University copyright resources

<http://copyright.cornell.edu/resources/docs/copyrightterm.pdf>

→ Rutgers Copyright Policy

<http://rucore.libraries.rutgers.edu/policies/copyright.php>

→ Sample Release Forms (see pg. 54-56)

<http://www.bcr.org/cdp/best/digital-audiobp.pdf>

→ Securing permission to digitize and display

<http://dlg.galileo.usg.edu/AboutDLG/DisplayPermission.html?Welcome35>



Resources & References

✓ Sample Copyright Usage Statements

(From BCR Online Digital Workshop)

→ Denver Public Library

<http://history.denverlibrary.org/images/copyright.html#copyright>

→ Copyright at the University of Michigan

<http://www.lib.umich.edu/copyright>

→ Buffalo Bill Historical Center

http://www.bbhc.org/photoservices/photoServices_01.cfm

→ Library of Congress

<http://www.loc.gov/homepage/legal.html>



MSU Libraries Outreach

✓ Stuck?

→ We are all in this together; Get in touch with us.

✓ Partnerships & Opportunities

→ Grants

→ Consulting

→ Outsourcing



Questions & Discussion