

Digital Preservation

Starting and managing a digital preservation program

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Why digitize?

- To Save space in your library
- To preserve information on older formats
- To make that information more accessible to more people
- To make your institution more discoverable

Assessing your needs

- Audience (affects the scope of collections, metadata schema, subject classification)
- Collections
- Technology and equipment
- Administrative support (budget, staffing)

Equipment

Equipment needs depend on what's being digitized

- Images and Document need image-capture devices like scanners and digital cameras
- Analog Audio and video need media players
- Film needs certain types of projectors and digital video capture devices

Turning analog photos, books, or papers to digital

- Book scanner
- Form-feed scanner/copier
- Regular photo scanner



Turning Analog to Digital

- Digitizing of fragile papers and photographs must be done on a flatbed scanner—not form-fed.



- Larger Objects can be digitized with a digital camera and special tripod

Turning analog audio to digital

- Reel-to-reel player
- Record player
- Cassette player
- CD players
- Cables



Analog Audio to Digital

- Make sure equipment has an audio output somewhere.
 - RCA Outputs
 - Headphone output (Adapter?)



Turning analog video to digital

- VCR
- U-Matic player
- Professional Betacam player
- Other types or players?
- Analog to digital converter
- VHS to DVD combo



Analog film to digital

- Telecine machines run the film through a projector with an integrated video recorder to convert it into a video format



- Film transfer screens allow you to project the film on a screen which enables the image to be captured by a digital camcorder



Software

Production Software Needed

- Adobe Acrobat for scanning and creating PDFs
- Photo manipulation software - PhotoShop
- Digital Photo asset management software - Adobe Bridge
- Scanning Software - Silverfast
- Format conversion software (open source):
FormatFactory (videos also); Spesoft Image Converter (still images); Audacity (audio); Sound Forge (audio)

Storage

Storage

- Optical Media – CDs and DVDs
 - CDs-700 MB; DVDs-4.7 GB
 - Keep in stable environment (20-50% RH; 40-73° F)
 - Do not mark on them
 - Handle by the outer edges or the center hole
 - Keep out of direct sunlight and UV light
 - Store vertically in separate cases or envelopes

Storage

- Servers

- Multiple drives to run multiple back-ups
- Expandable RAM
- Uninterruptable power supply (UPS)
- Climate controlled room (65-80° F)

Storage

- Servers with disc images of each optical disc
- Server with preservation copies of digitized files

Name	Date Modified	Size	Kind
AFSCME	9/10/13 10:36 AM	--	Folder
AFT	5/29/13 1:44 PM	--	Folder
ALPA	10/1/12 12:21 PM	--	Folder
AV	6/3/13 8:55 AM	--	Folder
Archived_PDF_Invoices	12/15/11 4:52 PM	--	Folder
Archived_Use_Agreements	5/29/13 11:10 AM	--	Folder
Database_Inventories	7/25/13 4:00 PM	--	Folder
Digital Images	9/10/13 9:23 AM	--	Folder
Digitized Audio	1/29/13 9:01 AM	--	Folder
Allied_Vaughn_Audio_UFW	5/11/12 4:17 PM	--	Folder
Audio Files	5/8/12 2:07 PM	--	Folder
Audio_Wav	1/17/12 11:33 AM	--	Folder
MLK_in_GP_Pt1.wav	10/11/10 2:36 PM	366.4 MB	Waveform audio
MLK_in_GP_Pt2.wav	10/11/10 2:56 PM	92.8 MB	Waveform audio
MLK_in_GP_Pt3.wav	10/11/10 3:07 PM	78.8 MB	Waveform audio
Deep_Sky_Audio_UFW	7/17/13 1:39 PM	--	Folder
Miriam_Pawel_Audio	5/10/12 7:44 AM	--	Folder
Reuther_Library_Audio	2/26/13 12:56 PM	--	Folder
Digitized Video	6/3/13 8:59 AM	--	Folder
Exhibits	5/23/12 10:30 AM	--	Folder
How_to_thread_the_film_reader	3/18/09 4:18 PM	--	Folder
Practicum_Student_Projects	5/6/11 9:10 AM	--	Folder
CBTU	9/10/13 9:23 AM	--	Folder
Digital_full	10/1/12 12:22 PM	--	Folder
Digital_part	10/15/12 1:26 PM	--	Folder
DiscImages	7/24/13 3:53 PM	--	Folder

Name	Date Modified	Size	Kind
Photo_Database	9/10/13 3:05 PM	--	Folder
Solidarity_Images	9/21/10 10:39 AM	--	Folder
Virtual Motor City	5/20/13 4:41 PM	--	Folder
VMC_DVD00-001.iso	1/28/13 11:21 AM	4.6 GB	ISO Disk Image
VMC_DVD00-002.iso	1/28/13 11:44 AM	4.37 GB	ISO Disk Image
VMC_DVD00-003.iso	1/28/13 11:53 AM	4.53 GB	ISO Disk Image
VMC_DVD00-004.iso	1/28/13 12:31 PM	4.58 GB	ISO Disk Image
VMC_DVD00-005.iso	1/28/13 12:34 PM	4.28 GB	ISO Disk Image
VMC_DVD00-006.iso	1/28/13 12:41 AM	4.58 GB	ISO Disk Image
VMC_DVD00-007.iso	1/28/13 12:41 PM	4.33 GB	ISO Disk Image
VMC_DVD00-008.iso	1/28/13 12:48 PM	2.45 GB	ISO Disk Image
VMC_DVD00-009.iso	1/28/13 5:01 PM	3.54 GB	ISO Disk Image
VMC_DVD00-010.iso	1/28/13 1:09 PM	4.37 GB	ISO Disk Image
VMC_DVD00-011.iso	1/28/13 1:20 PM	4.55 GB	ISO Disk Image
VMC_DVD00-012.iso	1/28/13 1:35 PM	9.02 GB	ISO Disk Image
VMC_DVD00-013.iso	1/28/13 1:39 PM	4.52 GB	ISO Disk Image
VMC_DVD00-014.iso	1/28/13 1:46 PM	4.45 GB	ISO Disk Image
VMC_DVD00-015.iso	1/28/13 1:49 PM	3.89 GB	ISO Disk Image
VMC_DVD00-016.iso	1/28/13 1:55 PM	4.59 GB	ISO Disk Image
VMC_DVD00-017.iso	1/28/13 2:09 PM	4.39 GB	ISO Disk Image
VMC_DVD00-018.iso	1/28/13 2:22 PM	4.08 GB	ISO Disk Image
VMC_DVD00-019.iso	1/28/13 2:29 PM	4.59 GB	ISO Disk Image
VMC_DVD00-020.iso	1/28/13 2:33 PM	4.49 GB	ISO Disk Image
VMC_DVD00-021.iso	1/31/13 11:45 AM	4.58 GB	ISO Disk Image
VMC_DVD00-022.cdr	Today 1:35 PM	4.36 GB	DVD/CD-R Master Image
VMC_DVD00-023.iso	1/9/13 2:07 PM	4.56 GB	ISO Disk Image
VMC_DVD00-024.iso	1/9/13 9:02 PM	4.36 GB	ISO Disk Image
VMC_DVD00-025.iso	1/9/13 9:46 PM	2.89 GB	ISO Disk Image
VMC_DVD00-027.iso	1/9/13 4:15 PM	4.2 GB	ISO Disk Image
VMC_DVD00-028.iso	1/9/13 4:42 PM	4.19 GB	ISO Disk Image
VMC_DVD00-029.cdr	9/17/13 4:53 PM	4.35 GB	DVD/CD-R Master Image
VMC_DVD00-030.cdr	7/31/13 11:41 AM	4.58 GB	DVD/CD-R Master Image
VMC_DVD00-031.cdr	12/18/09 6:57 AM	4.41 GB	DVD/CD-R Master Image
VMC_DVD00-032.cdr	6/5/13 10:15 AM	4.6 GB	DVD/CD-R Master Image
VMC_DVD00-033.cdr	7/25/13 4:42 PM	4.15 GB	DVD/CD-R Master Image
VMC_DVD00-034.cdr	12/18/09 6:36 AM	4.28 GB	DVD/CD-R Master Image
VMC_DVD00-035.cdr	5/21/13 1:59 PM	4.81 GB	DVD/CD-R Master Image
VMC_DVD00-036.cdr	5/31/13 12:48 PM	4.49 GB	DVD/CD-R Master Image
VMC_DVD00-037.cdr	1/11/10 1:26 PM	4.35 GB	DVD/CD-R Master Image
VMC_DVD00-039.cdr	7/25/13 4:43 PM	4.53 GB	DVD/CD-R Master Image
VMC_DVD00-040.cdr	1/5/10 9:05 AM	4.43 GB	DVD/CD-R Master Image
VMC_DVD00-041.cdr	Today 1:35 PM	4.21 GB	DVD/CD-R Master Image
VMC_DVD00-042.cdr	Today 1:35 PM	4.31 GB	DVD/CD-R Master Image
VMC_DVD00-043.cdr	9/27/13 10:14 AM	3.70 GB	DVD/CD-R Master Image
VMC_DVD00-044.cdr	1/5/10 7:52 AM	4.3 GB	DVD/CD-R Master Image
VMC_DVD00-045.cdr	8/16/13 3:36 PM	4.61 GB	DVD/CD-R Master Image
VMC_DVD00-046.iso	1/4/13 10:27 AM	4.55 GB	ISO Disk Image
VMC_DVD00-047.iso	1/4/13 11:05 AM	4.08 GB	ISO Disk Image
VMC_DVD00-048.iso	1/4/13 11:34 AM	3.86 GB	ISO Disk Image
VMC_DVD00-049.iso	1/4/13 12:40 PM	4.57 GB	ISO Disk Image
VMC_DVD00-050.iso	1/3/13 12:38 PM	4.54 GB	ISO Disk Image
VMC_DVD00-051.iso	1/3/13 1:06 PM	4.19 GB	ISO Disk Image
VMC_DVD00-052.iso	1/3/13 1:38 PM	4.37 GB	ISO Disk Image
VMC_DVD00-053.iso	1/3/13 2:02 PM	4.37 GB	ISO Disk Image
VMC_DVD00-054.iso	1/3/13 2:24 PM	4.57 GB	ISO Disk Image
VMC_DVD00-055.iso	1/3/13 2:36 PM	4.32 GB	ISO Disk Image

Digital Repositories

- Digital Libraries:
 - Open-source: DSpace, Omeka, KORA, Fedora, Greenstone
 - Commercial: CONTENTdm, Luna
 - Pros and cons
- Best practices: digital reformatting, procedures, specifications, metadata, workflow, digital curation
- Backup, disaster planning

Best Practices

Formats and Settings

- Scan documents to PDF. Run OCR text recognition and convert to PDF/A
- Scan as a TIFF file at 600 ppi at 100% size, 48→24 bit Color
- Image on Access Interface (website) should be 72 dpi
- Preservation audio files should be WAV files and access versions of Audio files can be MP3
- Preservation video files can be AVI or QuickTime format and the compressed files can be MPEG.
50 seconds of uncompressed video = 1 GB storage.

Scanning

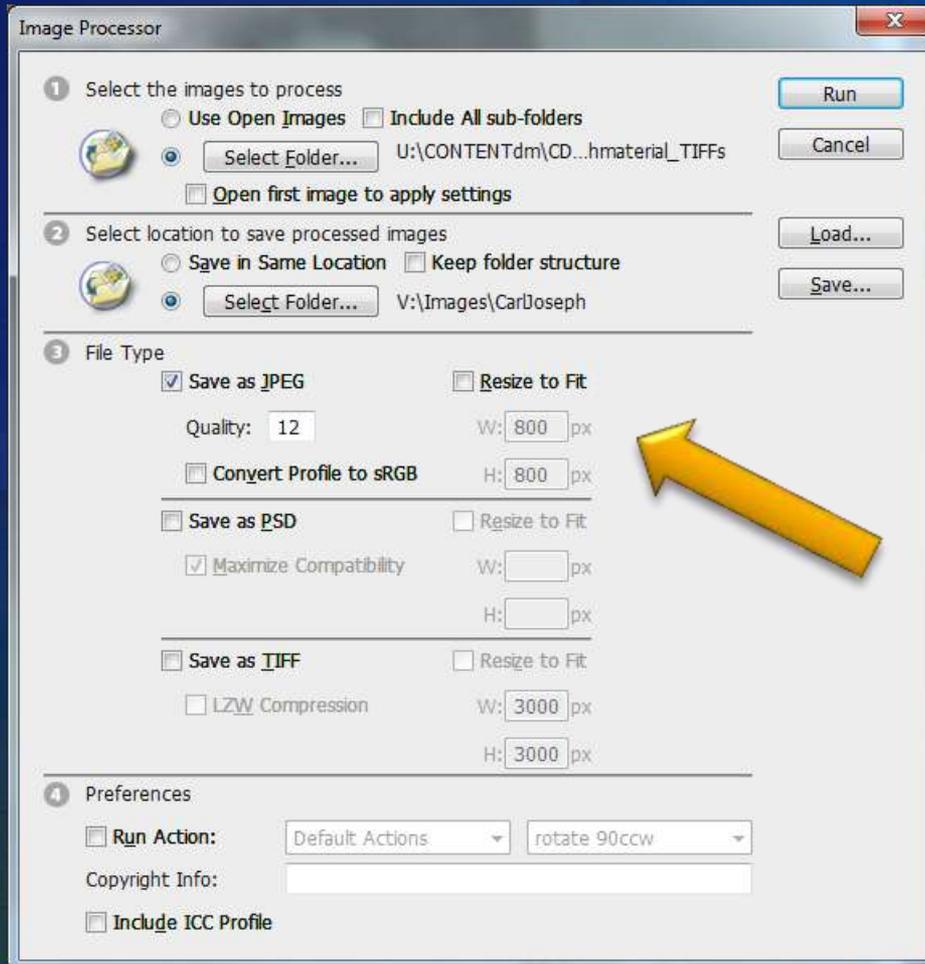
Scanning in Photoshop

Size (px, in, cm/mm)/resolution (ppi)



Batch processing in Photoshop

Time-saving solutions for mass-digitization projects



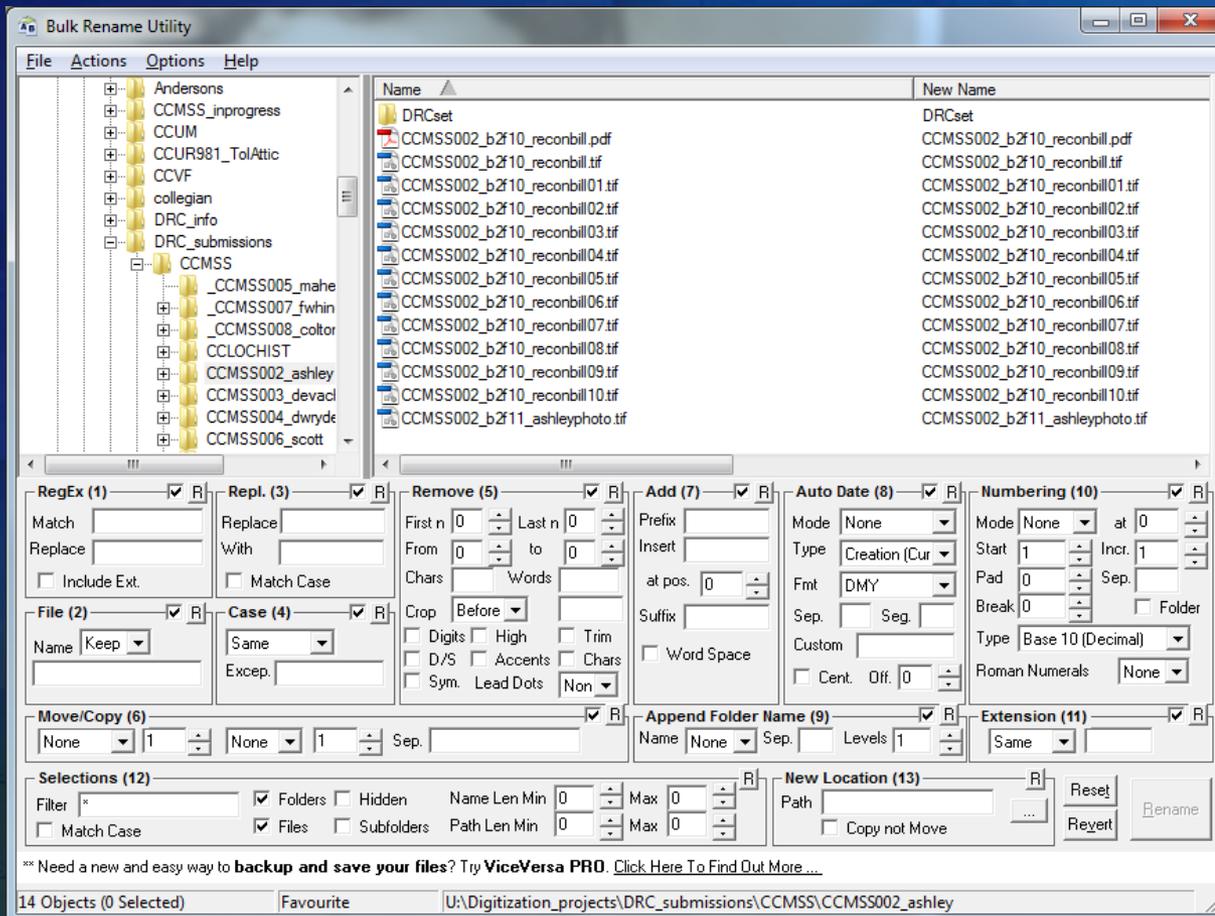
Conversion (from
TIFF to JPG

Run various
actions (macros)
Batch resize

Bulk rename utility (free software)

Time-saving solutions for mass-digitization projects

Bulk renaming
Seriating
Auto-dating



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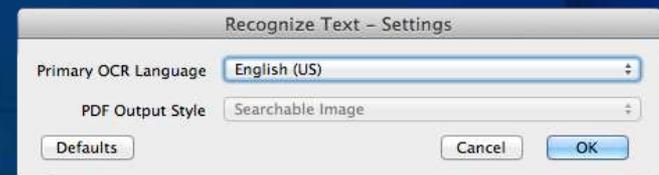
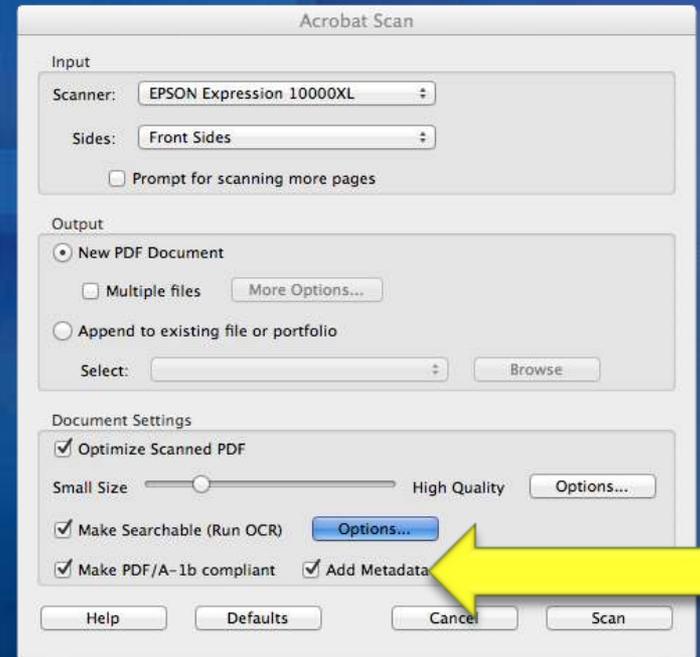
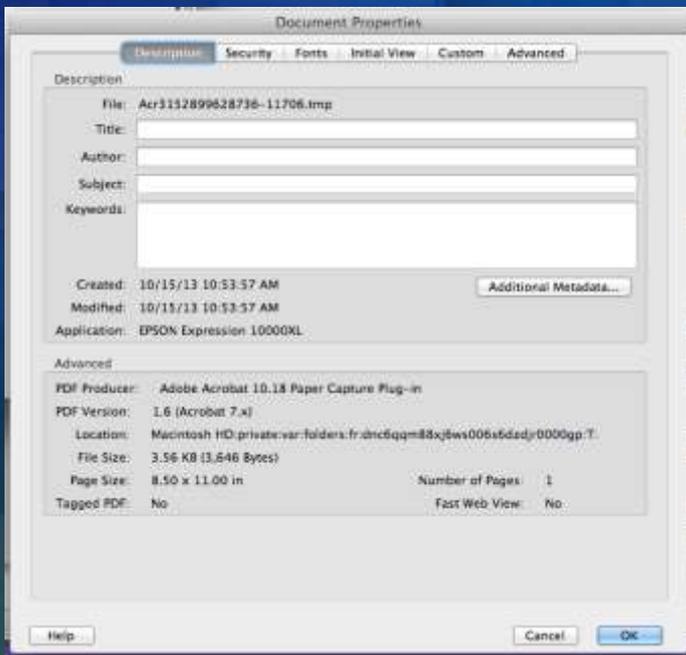
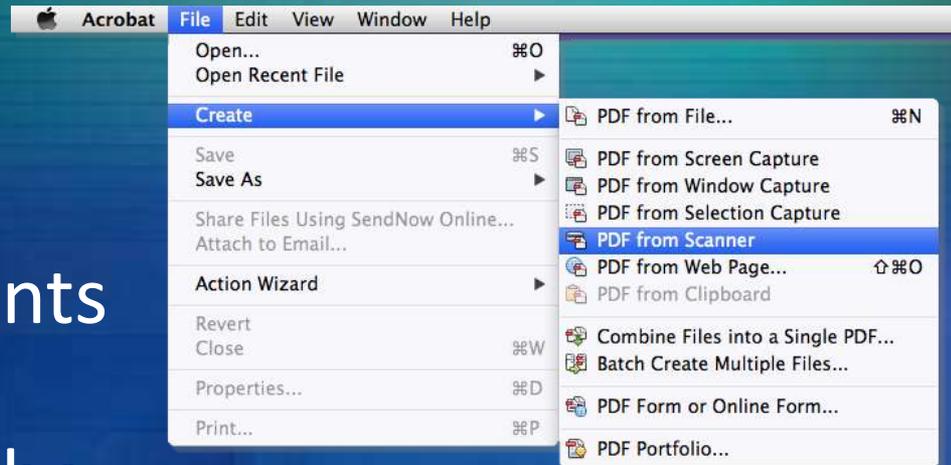
Metadata, Discovery, Information Retrieval

- Choosing the appropriate schema
 - Dublin Core, VRA, JurMeta, CDWA (Getty)
 - MARC
- Classification systems:
 - Library of Congress, Dewey, MeSH
 - Hicks, Schiller (law materials)
- Best practices: digital reformatting, procedures, specifications, metadata, workflow, digital curation, migration, backward compatibility
- Promoting your collections

Metadata

Metadata

- Metadata can be added to documents through Adobe Acrobat while in the scanning process



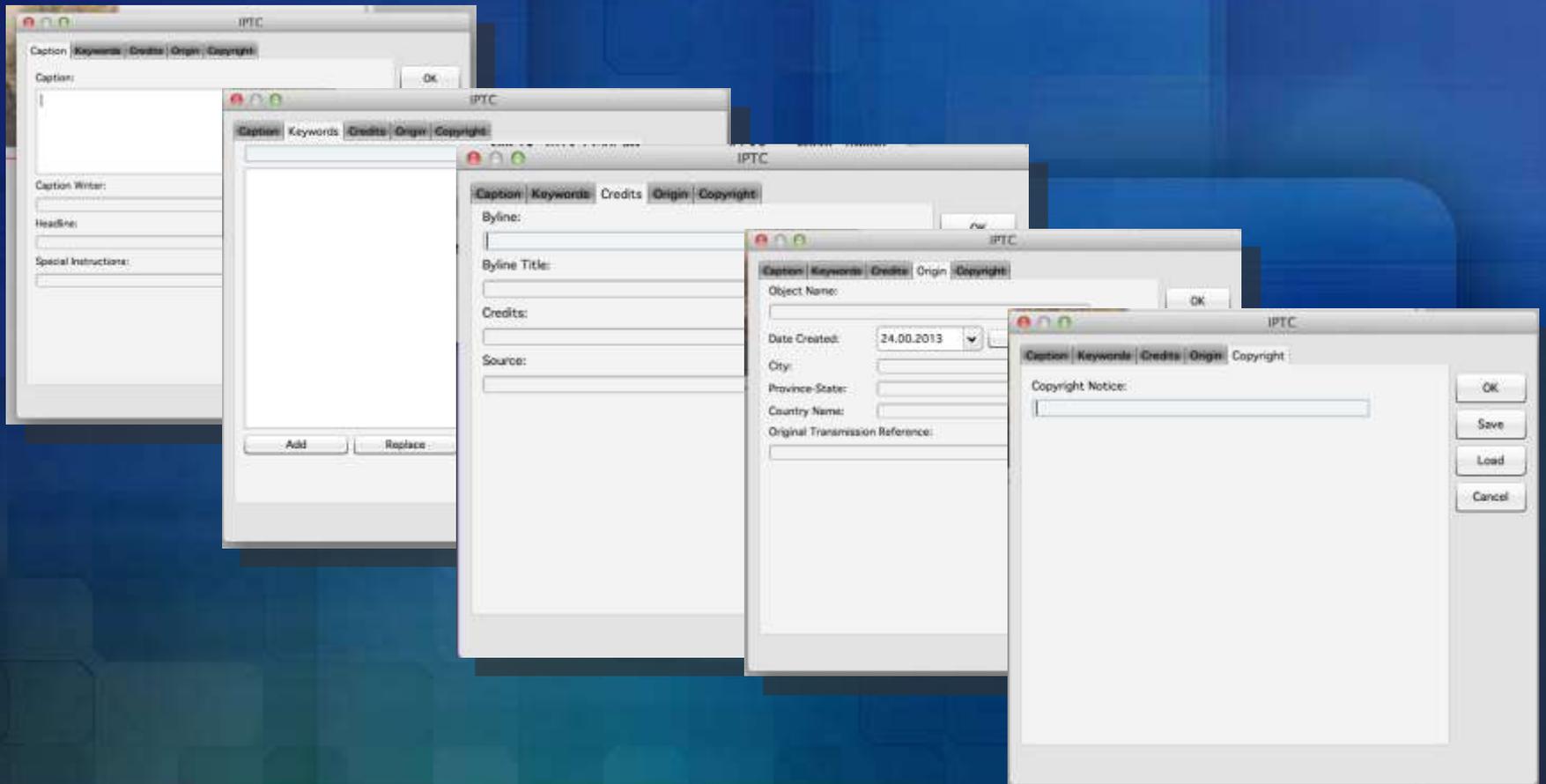
Metadata

- Metadata can be added to images while in the scanning process.



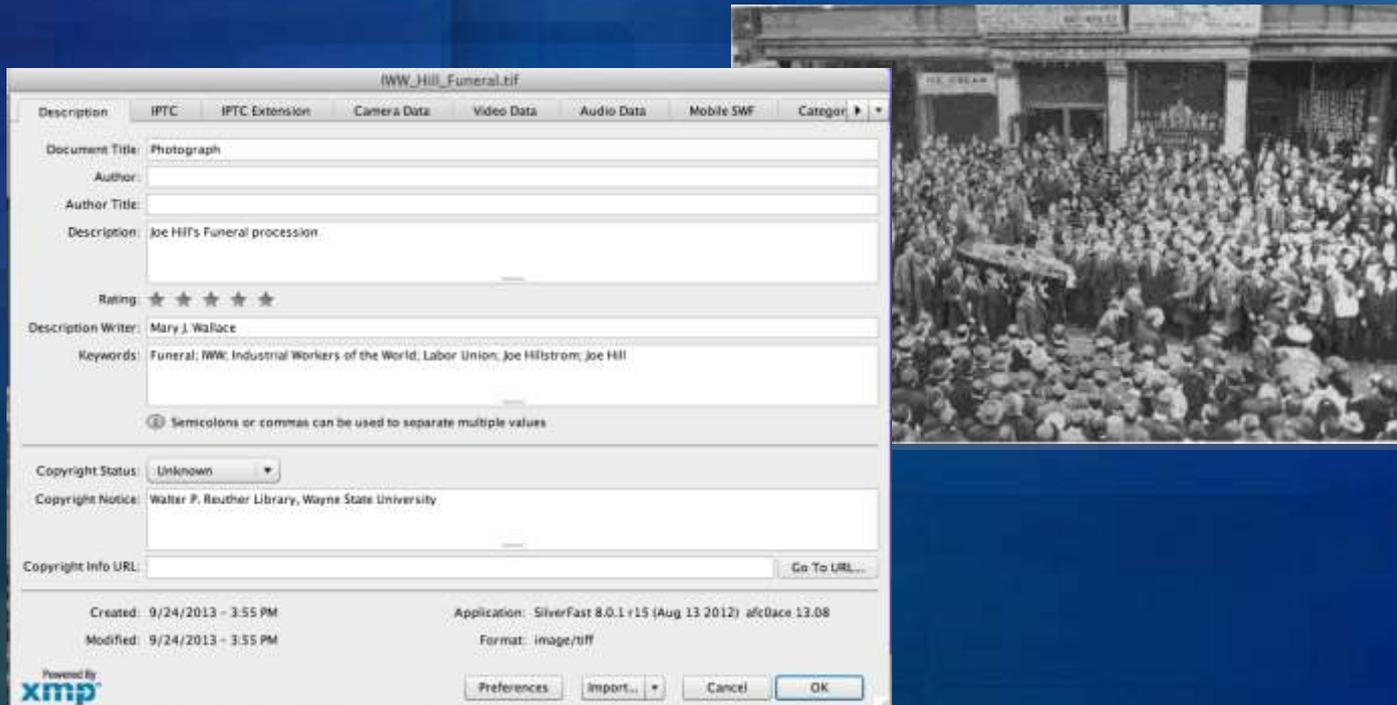
IPTC Fields map to Dublin Core

- Caption, Keywords, Photographer or creator of Document, Object Name, Copyright Notice



Metadata can be added to each specific digital object

- PhotoShop allows metadata to be added via the File → File Info window



Metadata can be added as a batch

- Adobe Bridge allows metadata to be added to a group of digital objects, by allowing the user to “create” a metadata template

Create Metadata Template

Template Name:

Choose the metadata to include in this template:

▼ IPTC Core

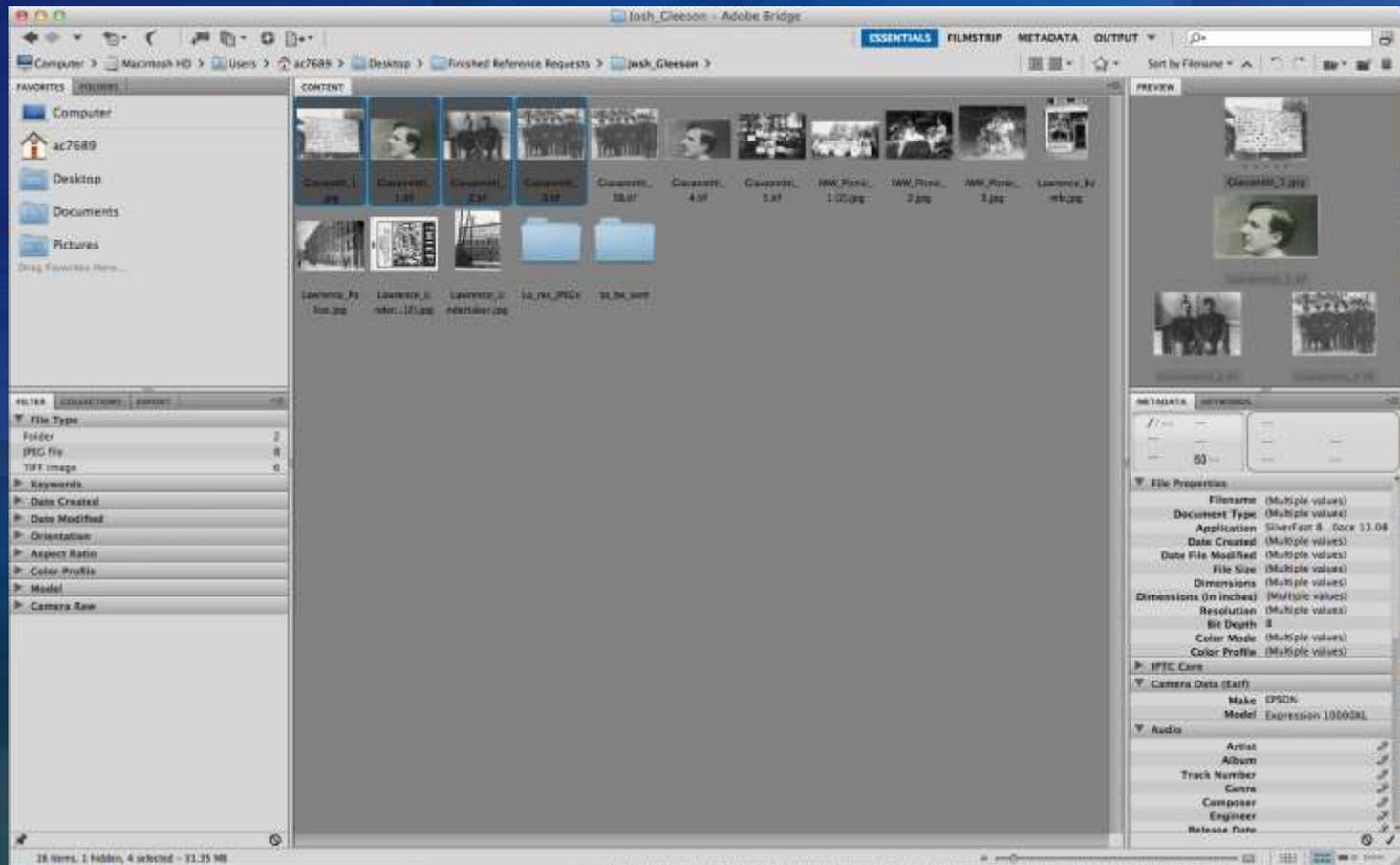
<input checked="" type="checkbox"/>	Creator	: Industrial Workers of the World (IWW)
<input type="checkbox"/>	Creator: Job Title	:
<input type="checkbox"/>	Creator: Address	:
<input type="checkbox"/>	Creator: City	:
<input type="checkbox"/>	Creator: State/Province	:
<input type="checkbox"/>	Creator: Postal Code	:
<input type="checkbox"/>	Creator: Country	:
<input type="checkbox"/>	Creator: Phone(s)	:
<input type="checkbox"/>	Creator: Email(s)	:
<input type="checkbox"/>	Creator: Website(s)	:
<input type="checkbox"/>	Headline	:
<input checked="" type="checkbox"/>	Description	: Arturo Giavonnitti
<input checked="" type="checkbox"/>	Keywords	: Industrial Workers of the World, IWW, Giavonnitti, Italian, Joe Ettor, Joseph Caruso, Sermon on the Common, trial
<input type="checkbox"/>	IPTC Subject Code	:
<input type="checkbox"/>	Description Writer	:
<input type="checkbox"/>	Date Created	:
<input type="checkbox"/>	Intellectual Genre	:
<input type="checkbox"/>	IPTC Scene Code	:
<input type="checkbox"/>	Sublocation	:
<input type="checkbox"/>	City	:
<input type="checkbox"/>	State/Province	:
<input type="checkbox"/>	Country	:
<input type="checkbox"/>	ISO Country Code	:
<input checked="" type="checkbox"/>	Title	: Industrial Workers of the World (IWW): Arturo Giavonnitti
<input type="checkbox"/>	Job Identifier	:
<input type="checkbox"/>	Instructions	:
<input checked="" type="checkbox"/>	Credit Line	: Walter P. Reuther Library, Archives of Labor and Urban Affairs, Wayne State University
<input type="checkbox"/>	Source	:
<input type="checkbox"/>	Copyright Notice	:
<input checked="" type="checkbox"/>	Copyright Status	: Public Domain
<input type="checkbox"/>	Rights Usage Terms	:

! Only checked properties will be added/changed to this template.

Properties selected: 6

Batch Metadata

- That Metadata Template can be applied to a group of digital objects



Batch Metadata

- Once the Template is applied to all selected digital objects, they all contain the same metadata. Individual fields can be edited later to add data that is specific to that object.
- Templates can be used over and over and can be modified by “editing” the template in Adobe Bridge



Batch Metadata

Excel worksheets

The image displays three overlapping windows illustrating a batch metadata workflow:

- Microsoft Excel:** A spreadsheet titled 'botminutes1872-1918.xls' containing a table of document metadata.
- University of Toledo Libraries:** A search result for 'Section on Surgery' with a table of files.
- Digital Image Description:** A detailed metadata record for an image titled 'We're all going downtown'.

Title	Description	Date Created	Document Type	Physical Dimer	File Type	Collection
Toledo University By-laws	A handwritten draft of the by-laws of t	1874-03-23	text	9 1/4 x 14 1/4	application/pdf	Board of Directors/Trustees Meeting Minutes,
BOT Minutes (1914)	Front cover of the Board of Trustees n	1914	image	9 1/4 x 14 1/4	image/jpeg	Board of Directors/Trustees Meeting Minutes,
Professor Scott Neang	Report submitted in the matter of the	1917-04	text	9 1/4 x 14 1/4	application/pdf	Board of Directors/Trustees Meeting Minutes,
Deed of Trust	A handwritten copy of the Deed of Tru	1872-10-23	text	9 1/4 x 14 1/4	application/pdf	Board of Directors/Trustees Meeting Minutes,
Toledo Public Library and Tolet	Hiring a librarian and assigning budge	1915-04-20	image	9 1/4 x 14 1/4	image/jpeg	Board of Directors/Trustees Meeting Minutes,
Evening Programs Brochure	Brochure announcing the evening pro	1896	text	3 pages	application/pdf	Board of Directors/Trustees Meeting Minutes,
Toledo University recognized	Correspondence with the State Depart	1914-10-14	text	9 1/4 x 14 1/4	application/pdf	Board of Directors/Trustees Meeting Minutes,
Toledo University Budget, 1911	Budget outline for 1918	1917-05-11	image	9 1/4 x 14 1/4	image/jpeg	Board of Directors/Trustees Meeting Minutes,
Toledo Manual Training School	A letter from the board of directors ab	1885-04-30	image	1 page	image/jpeg	Board of Directors/Trustees Meeting Minutes,
University Budget, 1917	Budget outline for 1917	1916-05-16	image	9 1/4 x 14 1/4	image/jpeg	Board of Directors/Trustees Meeting Minutes,
Deed of gift	A handwritten copy of the D					g Minutes,
The Manual Training School; Si	Newspaper article in the To					g Minutes,
Articles of Incorporation	A handwritten copy of the A					g Minutes,
BOT Minutes (1872)	Front cover of the Board of T					g Minutes,
Graduation Exercises	Brochure announcing the gr					g Minutes,

University of Toledo Libraries Search Catalog by Title All Items Advanced Search

Section on Surgery

Files in this item

Files	Size	Format	View
CONGRESS_BOTL_meetingminutes.pdf	1.30 MB	PDF	

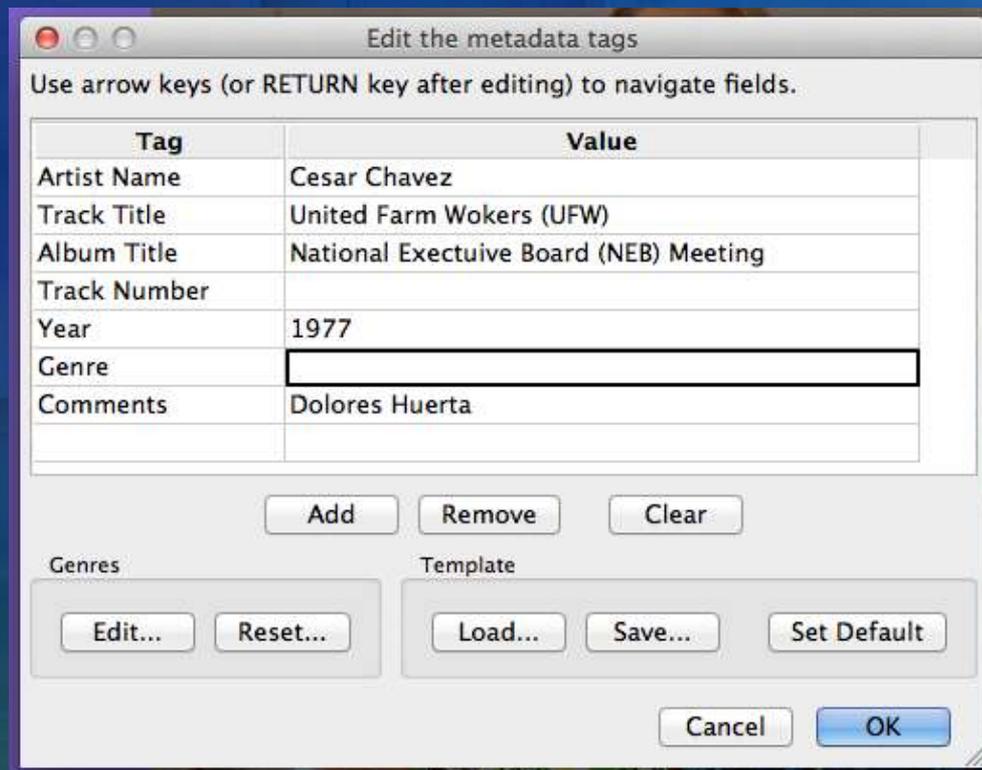
We're all going downtown

Description

Title	We're all going downtown
Description	Toledo (Ohio) advertisement of downtown traffic
Date Created	1933-03-02
Document Type	Image
File Type	image/jpeg
Source Collection	HSS-0271 Downtown-Toledo Associates, 1933-1978
Time Period	1933-1978
Geographical Area	United States -- Ohio -- Toledo
Provenance	Received from Lois Nelson, Executive vice-president, Downtown Toledo Associates, 1982
Institution	University of Toledo
Repository	Ward M. Canaday Center for Special Collections
Digital Publisher	Digital Initiatives
Date Digitized	2010-10-29
Subject	Business and Commerce Municipal Government
LC Subject	Central business districts -- Ohio -- Toledo City planning -- Ohio -- Toledo Toledo (Ohio) -- Commerce
Rights	These images are intended for educational and research use, and may be used for non-commercial purposes and individual copying to use images for publication must secure all necessary permissions of copyright. Such parties should contact the Ward M. Canaday Center for Special Collections.

Metadata in other formats

- Audio Metadata can be added in Audacity



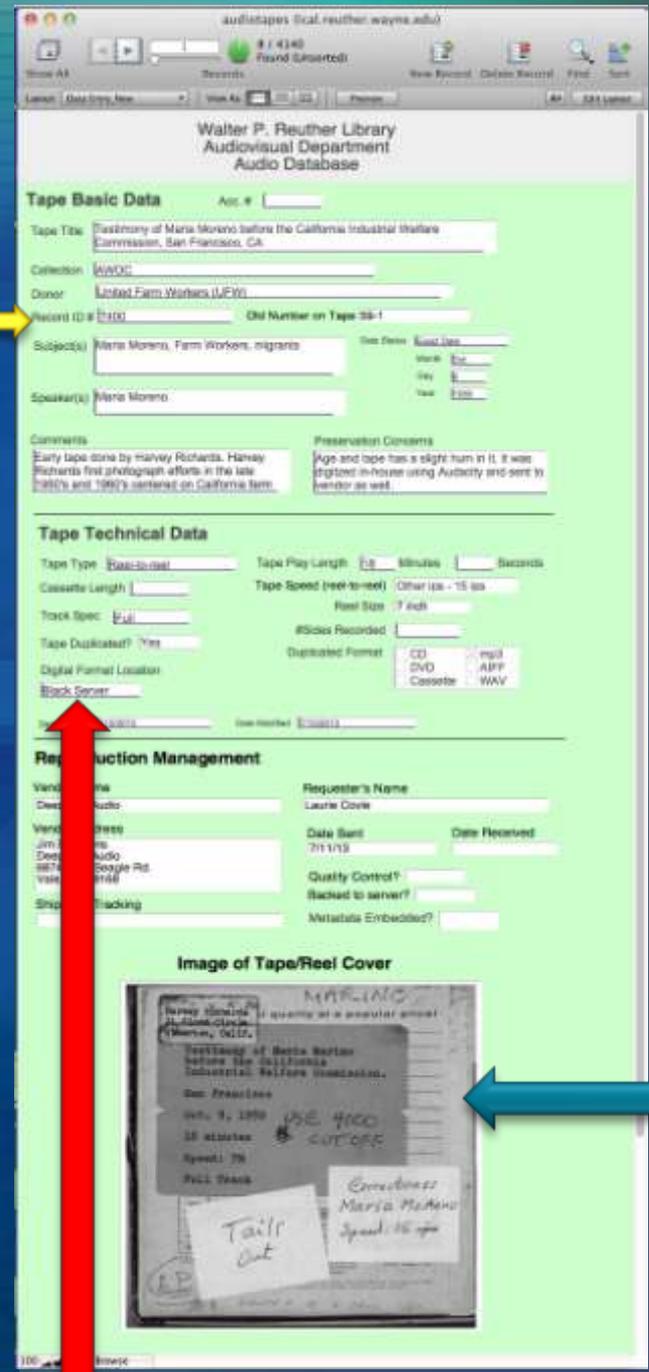
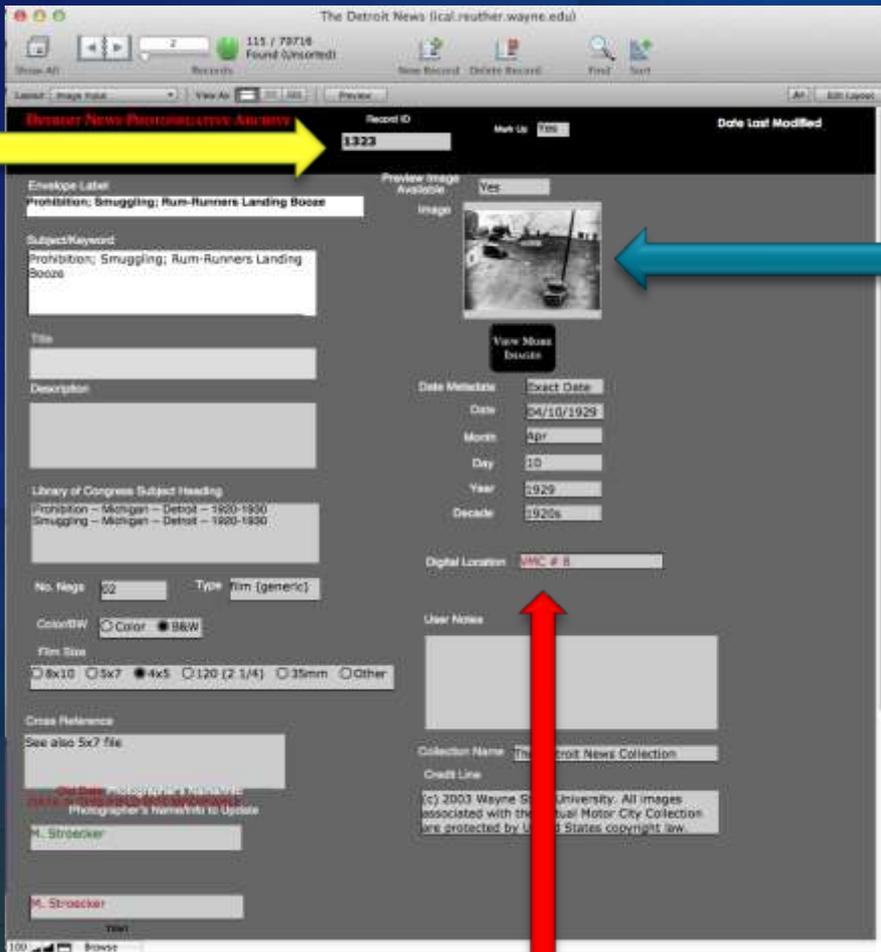
Internal Data Controls

Internal Access Systems

- Database software like FileMaker Pro or Microsoft Access
- Record ID number matches the scanned item's name
- Container field shows photo of object
- Record shows where digital version can be found
- Database can be published on the Web, or exported to a spreadsheet program like Excel

Internal Access

- Image and Audio database examples



Promoting Your New Digital Assets

Promoting your new digital assets

- Blog on your institution's website

- With a link to the digital collection online



The screenshot shows the Reuther Library website with a prominent announcement for the 'Antecedents to Education Reform Historical Collection'. The announcement includes a photograph of a protest with signs that read 'KIDS ARE The REAL LOSERS' and 'Accountability with a Class of 40?'. The text describes the collection as a digital archive of historical records from the American Federation of Teachers (AFT) and the Wayne State University Library System, covering nearly 50 years of history. It highlights the AFT's efforts in the area of public education in America and mentions the 'Teach For' program and the Professional Education Program from Henrykurg, and State County Shared Decision Making program. The announcement also includes a link to the collection and social media sharing options.



The screenshot shows the American Federation of Teachers website with the 'Antecedents to Education Reform Historical Collection' prominently displayed. The website features a search bar, a navigation menu, and a list of featured documents. The AFT logo is visible in the top left corner.



The screenshot shows a specific document from the digital collection, titled 'Letter to Jimmie Jackson from Marilyn Raith'. The document is dated 1960 and is a letter from the American Federation of Teachers (AFT) to Jimmie Jackson, a member of the Detroit Federation of Teachers. The letter discusses the AFT's efforts to improve public education in Detroit and mentions the 'Teach For' program. The document is presented in a clean, readable format with a search bar and navigation options.

Promoting your new digital assets

- Publications like newsletters – print and electronic



Partnering with the WSU Library System

To Make Resources Available on the Web

The American Federation of Teachers (AFT), one of the Reuther Library's major donor unions, was frustrated by the narrative in the media that teachers' unions existed solely as obstinate impediments to education reform. AFT's history tells a very different story, as for years its members and leaders have initiated reforms in the areas of peer review, career development, wages, and shared decision-making and management. With its archivist, Dan Golodner, AFT decided to create a Web site to host historic, primary

documents from its vast archives at the Reuther Library that illustrate AFT-led efforts at education reform. This site would provide documentary evidence in the debate over education reform.

In March 2010, Golodner reached out to the Wayne State University Library System's Digital Library Initiatives (DLI) team for help. He described the project's goals to the DLI's Jon McGlone.

Together, they felt this was a good project to test two things: collaboration between the Reuther and the Library System; and Omeka, a new open source platform for displaying Web exhibits and digital collections in which the Library System was interested.

Golodner selected documents dating back to the early 1980s from the national headquarters' records and from the collections of AFT affiliates, as well as from various AFT-related personal collections. He then hired Archives Technician Jen Dawson to scan the documents. Dawson worked with the DLI to add metadata to the documents, and McGlone implemented Omeka for displaying them. The result can be viewed at <http://dlx.lh.wayne.edu/aft/>.

The collaboration with the Library System proved successful, and the Reuther Library formed an ad hoc Digital Projects Committee to standardize and streamline procedures for working with the DLI to create more such projects utilizing the Reuther's collections. The Committee decided that another test case was required to hammer out these policies,

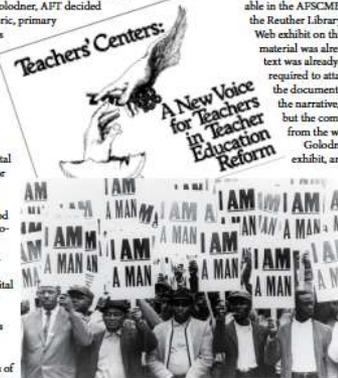
and chose to create a Web exhibit about the 1968 Memphis Sanitation Workers Strike led by the American Federation of State, County and Municipal Employees (AFSCME), another of the Reuther Library's major donor unions. It was at this strike that Martin Luther King, Jr. was assassinated.

This topic was chosen not only because of its general interest and the supporting documentation available in the AFSCME collection, but also because the Reuther Library had created a physical and Web exhibit on this topic in 2003. Much of the material was already digitized, and much of the text was already written. Significant work was required to attach appropriate metadata to the documents, add information to update the narrative, and address copyright issues, but the committee had a nice head start from the work done in 2003.

Golodner, who had curated the 2003 exhibit, and Johanna Russ, AFSCME

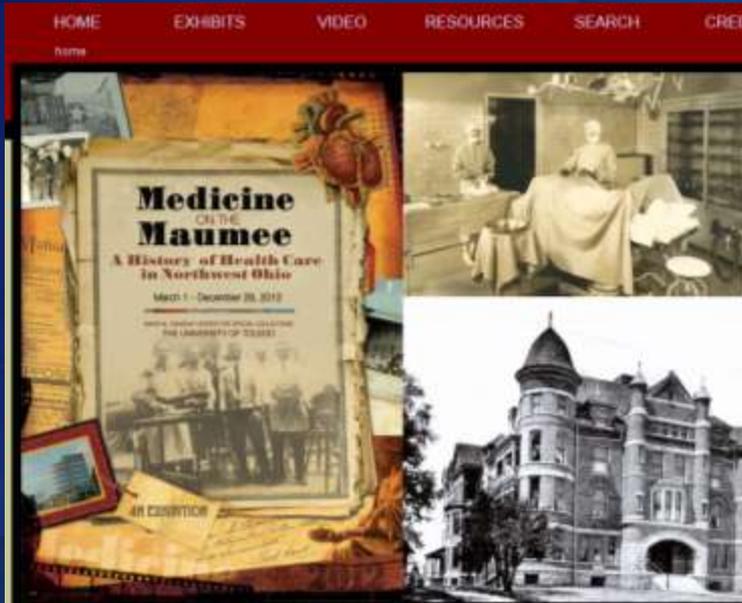
Archivist, worked together to select images and documents, describe them with metadata, and enhance the exhibit with a resources list, an introductory essay, and video clips from a 2003 symposium hosted by the Reuther. Golodner and Russ then worked with the Library System's Meghan Finch and Joshua Neels-Fox on metadata issues and site design. The Web exhibit *I AM A Man* went live in April 2012 on <http://dlx.lh.wayne.edu/iamaman/>.

Significant restructuring in the Library System and a director search at the Reuther has delayed future projects through the summer, but both sides are committed to working together in the future. The committee has many ideas for further Web exhibits and digital collections and is excited about the possibilities this new partnership has opened. ■



Promoting your new digital assets

● Virtual Exhibitions



Medicine on the Maumee: A History of Health Care in Northwest Ohio Virtual exhibit

In March 2012, the *Ward M. Canaday Center* opened its most recent exhibition on the history of medical practice, medical education, nursing, and hospitals in Northwest Ohio. The virtual exhibit is a digital reproduction of that exhibition ending in December 2012. It features materials from the Canaday Center's manuscript collections as well as others on loan from institutions that loaned them. Permissions were obtained to photograph and display them here. In addition to the materials in the exhibition, visitors can view videos, use the interactive timeline, and tour the exhibition area virtually. This site also provides links to research resources at various special collections, archives, and libraries to inspire and support individual research. Please address questions specific to the virtual exhibition to [Aqun Sabharwal](#), the Digital Curator of the virtual exhibit.

Quick links:

- [View the exhibition now](#)
- [Navigating the virtual exhibition](#)
- [Historical Timeline](#)

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[Contact Us](#) - [Site Map](#)

Promoting your new digital assets

● Virtual Museum (Toledo's Attic)



Toledo's Attic Home

Welcome to Toledo's Attic!

Since 1995, Toledo's Attic has been Toledo's and northwest Ohio's virtual museum with a focus on commercial, industrial, and social history from the late 18th through the late 20th centuries. Historical essays, research articles (in Northwest Ohio history) photo galleries, interactive exhibits, and other resources needed for school, private, and scholarly research. Educational collections valuable for teaching history and preparing students for History Day and other events. Collectors will also support other innovative projects that use emerging technologies. These RSS feeds and social media will help researchers connect and discover relevant digital resources at the participating archives, libraries, and museums in Northwest Ohio. Toledo's Attic provides collaboration among interested scholars, students, and citizens, and invites contributions of essays and photographs.

First-time visitors, start here!

Toledo's Attic is a co-operative project of the Ward M. Canaday Center of the University of Toledo, the UT Department of History, the Toledo-Lucas County Public Library, the Maumee Valley Historical Society, and WQTE Public Media. We also thank Todd Long for his generous support and the many volunteers who have contributed to the project throughout the past 17 years.



Quicklinks

Toledo's Attic Core Initiatives:

- Collection Development
- Education and Learning Initiatives
- Outreach and Engagement
- Digitization, Access, Preservation

Now On View

Toledo's Attic

Outbur and Martin: Printed with the Same Ink - Essay by Patrick Cook (BA - English, University of Toledo, 2013)

October 9, 2013

Leave a Comment
(0)

Using Social Media for Toledo's Attic — Digital Curation

The use of Facebook, Twitter, Flickr, and other social media for archives, and historians has been commonplace for several years. Curators to promote the collections in social media while engaging in the process as well. Toledo's Attic has been on Facebook since 2010 and on Twitter and others since 2010. The Instagram Gallery has been used since November of 2012, and has invited over 200 members to participate. This is strictly an open gallery with crowd-sourcing in place. Toledo's Attic has not placed a photo, instead, a space to demonstrate what local and virtual historians think of an legacy. This year, we are exploring new means via Scoop.it, Storify, and some others. Go to Toledo's Attic, and find all of our social media features, which address our digital curation: called so exactly because of the interlinking and web-possibilities across these social networks.

If you have registered any one of these networks and feel passion for the industrial, commercial, and social history of the area—Toledo, Northwest Ohio, Lucas County, and the Maumee Valley—there are opportunities for writing and collaborating through the Toledo's Attic.

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Promoting your new digital assets



Facebook profile page for the Walter P. Reuther Library of Labor & Urban Affairs. The profile picture is a black and white portrait of a man in a suit. The cover photo is a large, modern glass-walled building. The page shows 1,010 likes and 91 people who were here. Navigation tabs include Library, Photos, Likes, Map, and Notes. A search bar is visible at the top.

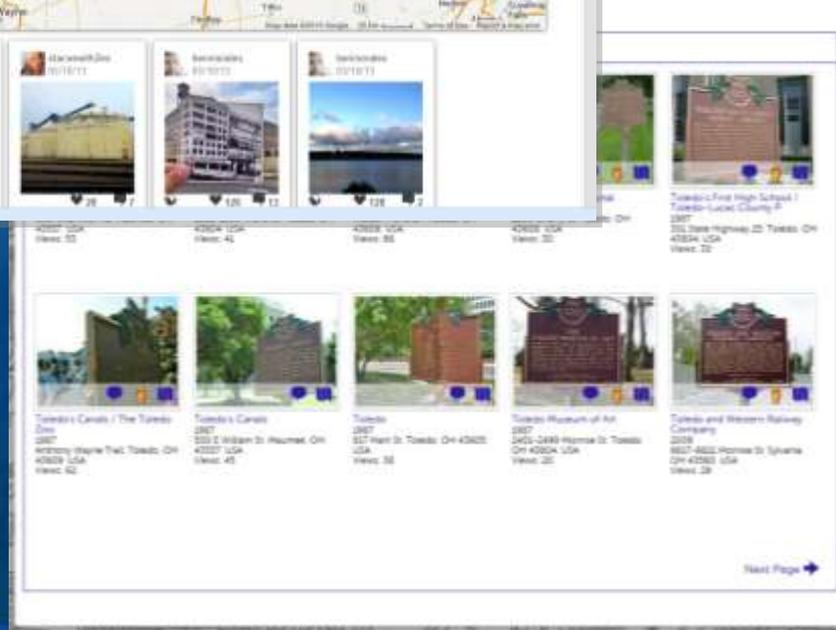
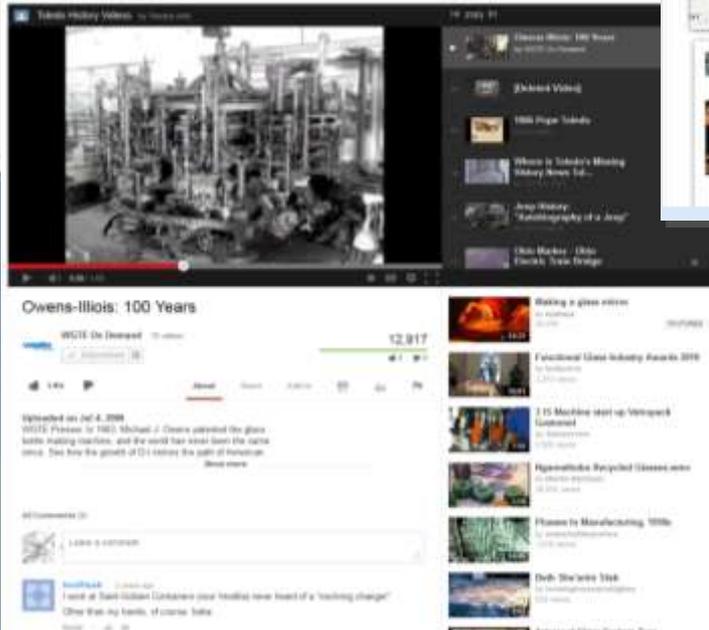


Facebook post from the Walter P. Reuther Library of Labor & Urban Affairs. The post is a share of a link, dated August 23. The text of the post reads: "Fun Photo Friday, March on Washington edition: (For more on the historic 1963 march, see: <http://reuther.wayne.edu/taxonomy/term/1646>)". Below the text is a black and white photograph of a large crowd at a demonstration, with a man in the foreground raising his fist. The caption for the photo reads: "Walter P. Reuther Library (25406) Civil Rights, Demonstrations, 'March on Washington,' King, 1963 reuther.wayne.edu". The post has 6 likes and 2 comments.

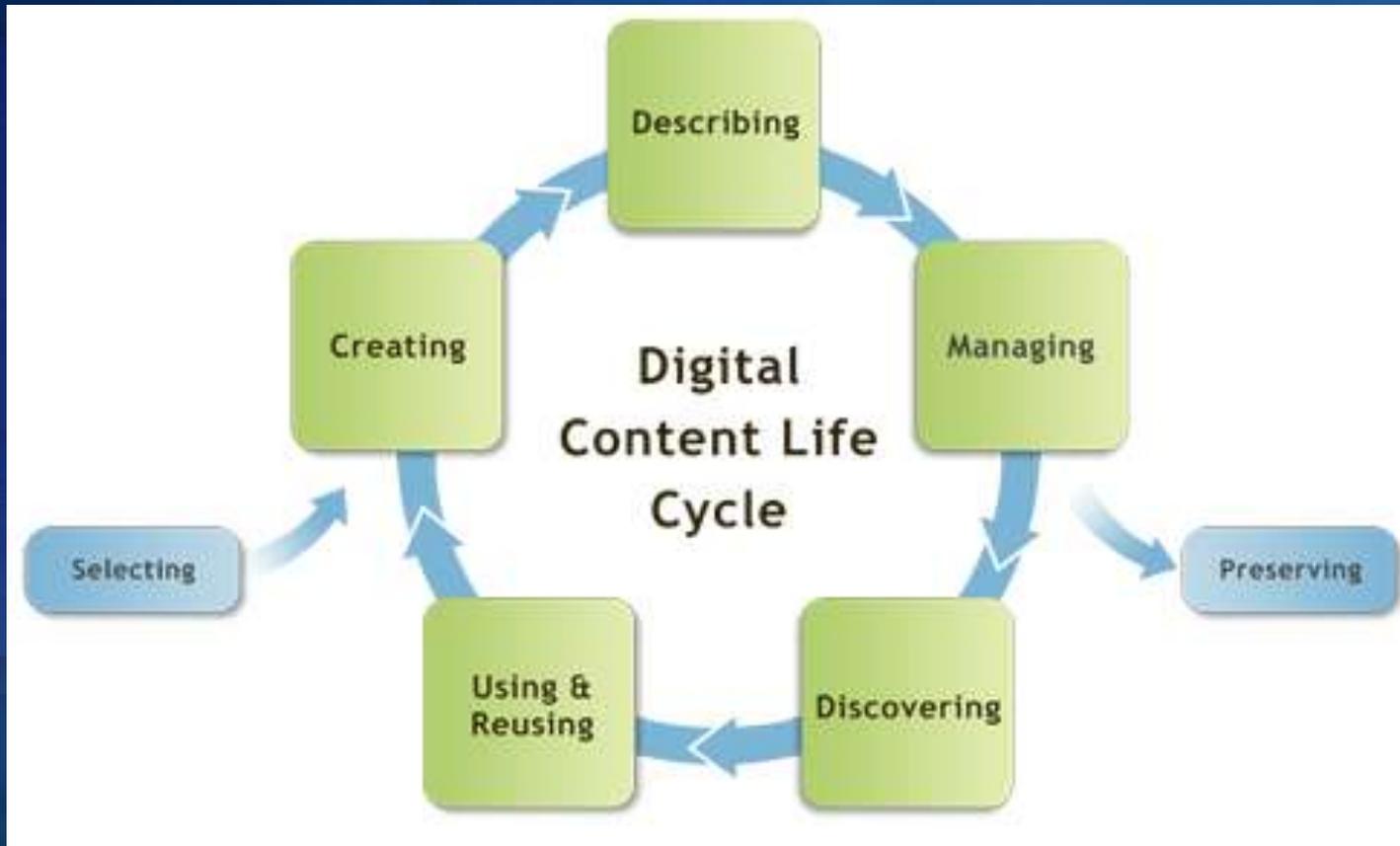
● Social Media posts

Promoting your new digital assets

● Social Media



Digital content lifecycle



Source: Life Cycle Models for Digital Stewardship, Library of Congress

...just a word about Copyright

Copyright in the Archives

- Deed of Gift addresses copyright

“In addition, the parties agree that:

- 1. The Donor transfers ownership of his/her records or papers to the Repository, including all copyright and literary rights, which the Donor holds in them. ”*

- When a photographer of an image is identified, the photographer is either contacted or credited

Copyright in the Archives

- Previously published items that are integral to a collection fall into “fair use” guidelines

HOWEVER

- Magazine and journal articles that are NOT from non-profit or scholarly associations should probably be left out of your digitizing project. Remember, these are available elsewhere!

Questions?

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