### **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

PERMIT

- 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 covert 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)

#### 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

#### Servers

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

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

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### **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

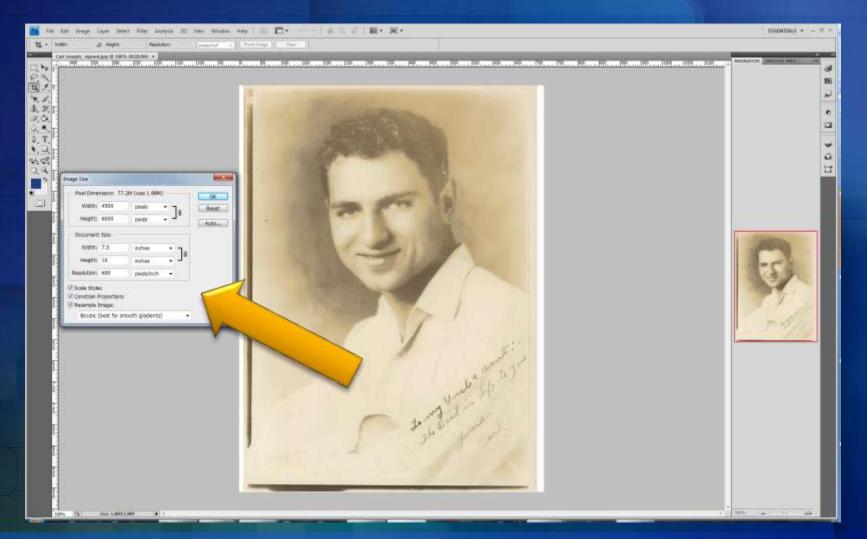
## **Best Practices**

### **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

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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** 

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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

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### Metadata

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### **IPTC Fields map to Dublin Core**

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

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# Metadata can be added to each specific digital object

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

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### Metadata can be added as a batch

Create Metadata Template

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Choose the metadata to include in this template:

Template Name: Giavannitti template

Adobe Bridge

allows metadata

to be added to a

group of digital

user to "create"

objects, by

allowing the

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template

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Creator: Address	:
Creator: City	
Creator: State/Province	:
Creator: Postal Code	:
Creator: Country	:
Creator: Phone(s)	:
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Description	Arturo Giavonnitti
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Title	<sup>:</sup> Industrial Workers of the World (IWW): Arturo Giavonnitti
Job Identifier	
Instructions	:
Credit Line	Walter P. Reuther Libary, Archives of Labor and Urban Affairs, Wayne State University
Source	
Copyright Notice	
Copyright Status	Public Domain

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

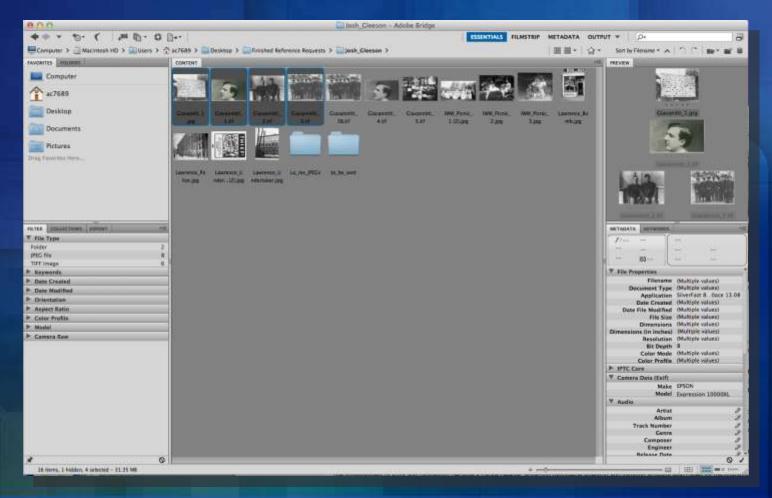
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Clear All Values



### **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 can be modified by "editing" the template in Adobe Bridge

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### Batch Metadata

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### Metadata in other formats

#### Audio Metadata can be added in Audacity

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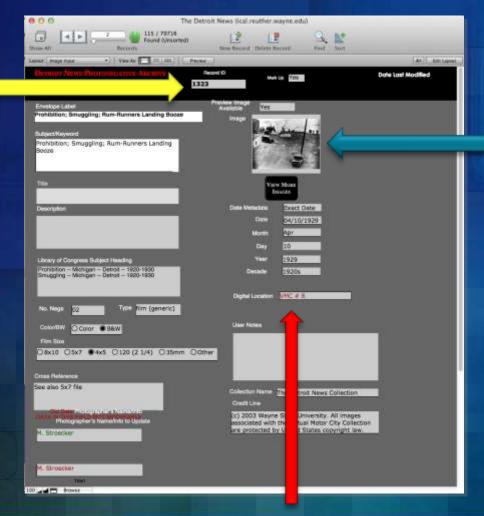
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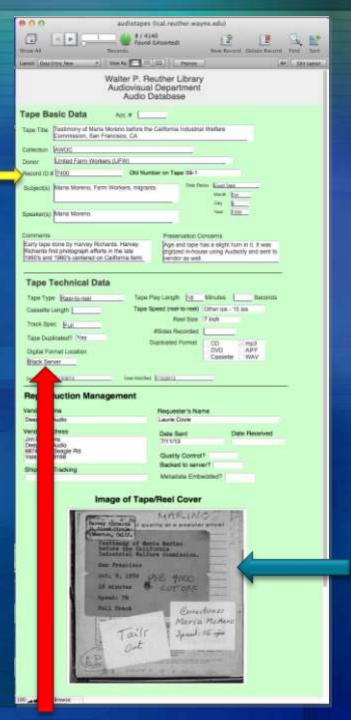
### **Internal Access Systems**

- 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

Blog on your institution's website

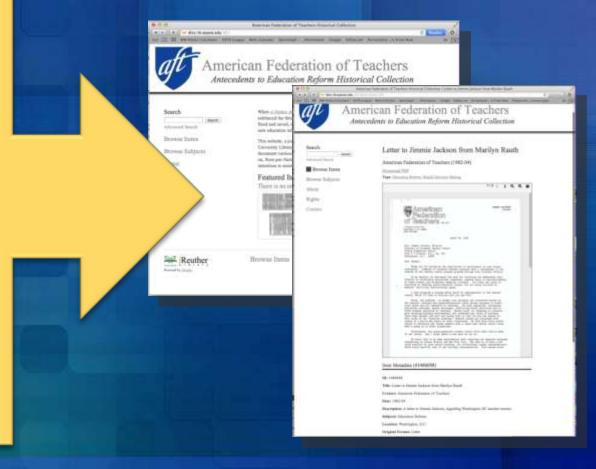


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### With a link to the digital collection online



# Publications like newsletters – print and electronic



### Partnering with the WSU Library System To Make Resources Available on the Web

The American Federation of Teschers (AFT), one of the Reulter Library's major donor unions, was furtharted by the narrative in the media that teachers' unions existed solely as obtinate 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, caseer development, wages, and shared decisions making and management. With its archivist, Dan Golodner, AFT decided to create a Web site to host historics, primary documents from its vast archives at the Reuther Library that illustrate AFT-led efforts at elucations.

at the Reuther Library that illustrate ATT-led efforts at education reform. This site would provised documentary evidence in the debate over education reform. In March 2010, Golodner

In March 2010, Cooloner reached out to the Wayne State University Library Systemis Digital University CluDi seam for help. If the described the projects goals to the DUI's Jon McGione. Together, they fielt 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 vari-

our AFT-related personal collections. He then hired Archives Technicain JEO Downot to scar the documents. Dawnon worked with the DLI to add metadata to the documents, and McGione implemented Omeka for displaying them. The result, the digital collection American Redenation of Taudores: Antecedents to Education Reform Historical Collection, went here in July 2011 and the collection continues to grow. The result can be viewed at http://dka.lib.wayme.edu/ab/. The collaboration with the Library System coved suc-

cessful, 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 assussinated.

This topic was chosen not only because of its general interest and the supporting documentation available in the AFSCMI collection, but also because the Reuther Library had created a physical and Web exhibit on this topic in 2003. Much of the text was already digitized, and much of the text was already digitized, and much of the text was already digitized, and much of the documents, add information to update the documents, add information to update the tax was already and the all information to update the tax was already and information to update the the work done in 2003.

Golodner, who had curated the 2003 hibit, and Johanna Russ, AFSCME Archivist, worked toget to select images and documents, describe them with metadata, and enhance th exhibit with a resource ist, an introductory es and video clips from a 2003 symposium hosted by the Reuther Golodny and Russ then worked with the Library System Meghan Finch and Joshua Neds-Fox on metadata sues and site design. The Web exhibit I AM A Man went live in April 2012 on

the 44th anniversary of King's assassination. It can be accessed at http://dbx.lib.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.

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PHOLLY TOLEDO

SEARCH

CREDITS

### Virtual Exhibitions



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

In March 2012, the Ward M. Cauaday Centry 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 we others on loan from institutions that loaned them. Permissions were obtained to photograph and display them here .... addition to the materials in the exhibition, visitors can view videos, use the interactive timeline, and tour the exhibition area variably. This site also provides links to research resources at various special collections, anthives, and libearies to inspire and support individual research. Please address questions specific to the virtual exhibition to Ariun Satharval. the Digital Curator of the virtual enhibit.

**Quick links**:

View the exhibition now Navigating the virtual exhibition Historical Timeline

### WELCOME TO THE VIETUAL EXHIBIT

### "WHOLLY TOLEDO: THE BUSINESS AND INDUSTRY THAT SHAPED THE CITY"

Wholly Toledo' The Business and Industry that Shaped the City" virtual exhibit conveys in digital format the actual exhibit that was on display in the Ward M. Canadar Center fig Special Collections from November 17, 2019 to November 4, 3011. The exhibit looks at the citr's commercial and industrial bistory from the 1860s to cuannot dar-an ers that shifted between prosperity and handship.

True the vistual exhibit at your own pace, view the "Wholly Toledo" merrie, and discover more about Toledo, Ohio Use the Canader Centes and University of Toledo Library seconsten to begin your severath. Access the finding aids for details on the featured collections, view selated items in the Digital Resource Commoni, and that the Toledo's Artic vistual moieurs. And if you need additional amoitance, please give us a call at 419-530-4450.



The exhibit is repeated into ten themes with an introduction. Each theres repervents a chapter in the exhibition catalog, and a section of the exhibit. The pacearan of the actual exhibition offers a view of how the items were displayed, and visitors to the vistual establist car, "entes" the exhibit from them. While must items are in the public domain, some items were on loss and displayed with the permission of the owners. Much mine on the topic of the economic development of 'Doledo is available in the collections of the Canadar Center. Patrons are invited to visit the Center and use the valuable primary scourses fix sessanth on the topics of industry, business, and society in Taisda.

### Get started hest

### Wanth the Isturduction

View the interactive passesame

Join w on Pacebook and docum this exhibit!

@ 2011 University of Toleda, Hand M. Canaday Cerlini for Special Collections. All rights reserved.

Contact Ux + 584 Map

## **Promoting your new digital assets** Virtual Museum (Toledo's Attic)





Talashr's Albertal

### Welcome to Toledo's Atticl

Since 1985. Totedo's ABc has been Totedo's and Northwest Otio's virtual museum with a foc commercial, industrial, and world history from the late 19th through the late 20th centuries. historical estays, research articles (in Northwest Obio History) photo galaries, electactive m exhibitions, and other resolutors needed for school, private, and scholarly research. Educati collections valuable for teaching history and preparing students for History Day and other incollections will also support other involvative projects that use energing technologies. These as RSS feeds and social media will help researchers consuct and discover relevant digital a resources at the participating arctives, libraries, and museums in Northwest Onio. "Isedo's / promote collaboration among interested achosars, students, and citizens, and invites contribuereasys and photographic

### First-time visitors, start here!

Now On View!

of Toiedo, 2013).

Duritier and Martin, Printed with the Same kik -

Tuindo's Attic

Toledo's Albic is a co-operative project of the Viand M. Canaday Center of the University of Toledo, the UT Dispartment of History, the Toledo-Lucias County Putric Library, the Maumee Valley Historical Tocsety, and WGTE Public Media. We also mark Teld Long for his generous support and the many volunteers who have contributed to the project throughout the paul 17 years.

Guickfinks

Soledo's Attic Core initiatives

Collection Development

· Exhaustion and Learning Initiations

 Outreach and Engagement a Distance has seened (Interest



### Using Social Media for Toled Attic — Digital Curation

The use of Facebook. Tellet, Elckt and other social media for a (brarms, and museums has been commonplace for several years curators to promote the collections in social testila while property in the process as well. Tokeda's After has been on Pacabeok and and on Tartley and others since 2010. The instagram Gallery for use since toversher of 2012, and task insted over 250 submode elucionaltic hashlag. This is shortly an spec gallery with crosslcuration in many. Trinchys After tian tool placent is phone, we head, a space to demonstrate what some and versus Tolentones there of a and indat's. This was we are explored use strates us lincost it Itlumorespon, Itlanty, and some others. Go to Toedors Aftic and that all of our social media chainers, which baltions our digitarizat ecosystem called an exactly became of the mischology and autopressibles along these space releases

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Social Media posts



Walter P. Reuther Library (25406) Civil Rights, Demonstrations, "March on Washington," King, 1963 reuther.wavne.edu

Dr. Martin Luther King, Jr. prepares to address an estimated audience of 200,000 from the steps of the Lincoln Memorial during the March on Washington for Jobs and Freedom.

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Like · Comment · Share
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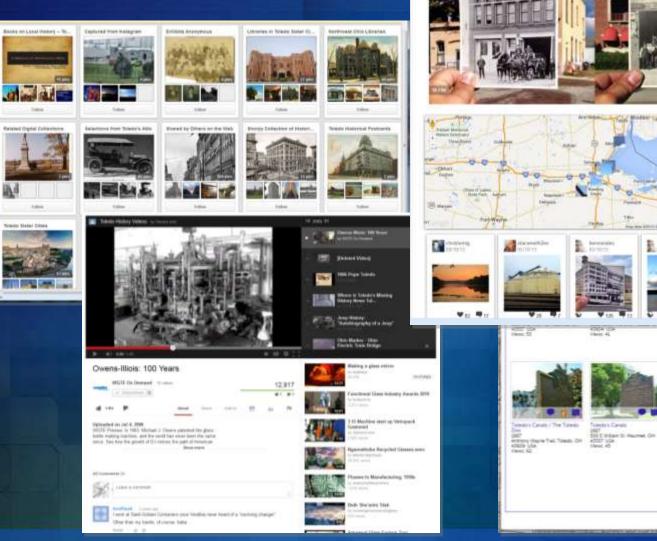
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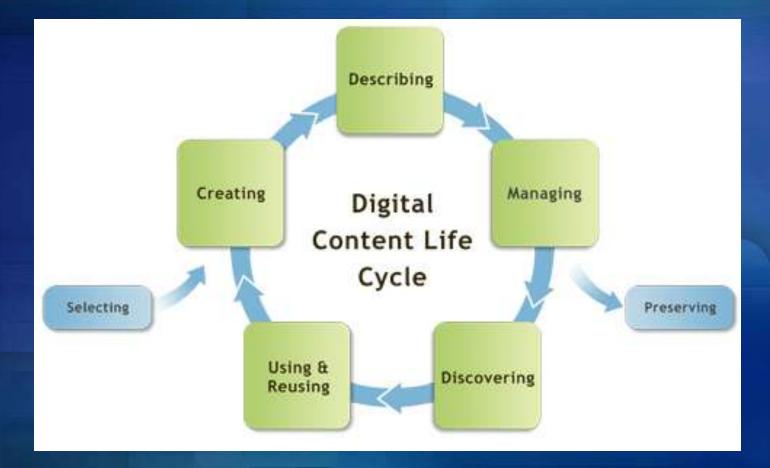
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### Social Media



### **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?**

### **Contact information**

- Mary Wallace
  - (313)577-4864
  - maryjwallace@wayne.edu
- Arjun Sabharwal
  - **419-530-4497**
  - arjun.sabharwal@utoledo.edu



Digital Preservation: Starting and managing a digital preservation program by Mary Wallace (Wayne State University), Arjun Sabharwal (The University of Toledo) is licensed under a <u>Creative Commons Attribution-NonCommercial-NoDerivs 3.0 Unported License</u>.