

Digitization and Collections Care

Resources Drafted 02_08_2020

This list of resources will provide essential information on how to create your own community digitization project based upon information from the Library of Congress and The Queens Memory Project at The Queens Library in NY.

Visit their website (see below) for a wealth of information on how to develop a digitization program for your institution, care for your collections and provide additional answers to any questions concerning community digitization projects.:

1. <https://www.loc.gov/preservation/care/>
The Library of Congress has a website section devoted to collections care and preservation. It provides an overview of why preservation is critical; how to determine what needs to be preserved; and best practices.
2. <https://saaers.wordpress.com/2018/02/12/teaching-personal-digital-archiving-through-community-digitization/>
The Queens Memory Project has a foundational outline of how to get started on a community digitization project. Look with an eye toward “context” when embarking upon and teaching community members the basic “how-tos”. Most importantly, make the event entertaining and fun for everyone involved! Also see <https://drive.google.com/file/d/0B7kBZ2GurTAkaziSei1PT3JQOE0/view>
3. Helpful information on the Queens Memory Project which can be found here: <http://www.queensmemory.org/>. It also provides guidance on creating relevant public programming and workshops that allow community members to provide additional information and documentation. One possible public programming event could involve enlisting your community members who have contributed to the digitized collection and tell the story “behind the picture” or other item.
4. Queens Memory Project: The Queens Memory project has a step-by-step brochure which outlines current best practices for a community and/or personal (at home) digitization project. You can access it here:
5. For information on how to produce a community digitization event, helpful steps can be found here

<https://drive.google.com/file/d/0B7kBZ2GurTAkazlSei1PT3JQOE0/view>. This site clearly defines what is needed and how to prepare the equipment depending upon what kind of item is actually being digitized. Note: DPI (“dot-per-inch”) are determined by whether an item is a photo, negative, slide, written document, or negatives.

Equipment Needed & Estimated Costs:

Depending upon how the project is funded (via a grant or private donor/institutional funding), at the least you’ll need:

*EPSON SCANNER – V600 is affordable and works well -- \$229.00 (w/out tax or shipping via Amazon.com);

*ADOBE PHOTO SHOP – Software license will cost approximately \$300.00 but it can be used for future projects.

CONTENTdm: This is a Digital Asset Management Software – Cost for the first year of projects will be approximately \$1,000.00. For more information on Contentdm, please visit: [www. https://www.oclc.org/en/contentdm.html](http://www.oclc.org/en/contentdm.html).

OFF SITE HOSTING OF YOUR COLLECTION: You may consider Califa as an off-site hosting service. It is connected to the California State Library system.

OTHER THINGS TO CONSIDER

METADATA IS KING: Dublin Core (see: [www.dublincore](http://www.dublincore.org)) is quite easy to learn and has a total of 15 fields. Rely upon the community member to help document the who/what/where/when and other specifics for the metadata form you can create based on the Dublin Core “schema”. Training will provide volunteers with guidance and enable them to collect the requisite metadata because it is so critical in building a collection.

CREATE A COMFORTABLE WORKSPACE: Make the workspace comfortable and ensure it’s well-lit. It takes between three to six minutes to actually scan and perfect an item, so you may as well create comfort because scanning/creating metadata is time-consuming. The environment should be as comfortable as budget and space allows.

ALL HANDS ON DECK: You may wish to rely upon trained volunteers to conduct the scanning. At the least you’ll need two individuals: one to scan the item(s) and a

second person to collect the metadata (or “data-about-data”). Using well-trained volunteers can help to decrease costs.

Additional Reading & Resources

- BCR/CDP Digital Imaging Best Practices (Version 2.0) Website - https://mwdl.org/docs/digital-imaging-bp_2.0.pdf
This is an excellent primer on all best practices to employ to initiate a successful digitization project.
- U.S. National Archives and Records Administration (NARA) <https://www.archives.gov/files/preservation/technical/guidelines.pdf>
This set of guidelines is published by the Federal agency tasked with records management (it is the same agency which oversees the Presidential Libraries). It is more technical in nature, but has salient information which will prove helpful.

Consent or Permission Forms:

We’ve provided two samples of Permission/Consent forms for you which be explained to and signed by the community member contributing items for the project:

Consent or Permission Forms:

<https://drive.google.com/file/d/14c2IJR278IefBiH2VA6icOnitE6YNGI2/view>

<https://drive.google.com/file/d/14c2IJR278IefBiH2VA6icOnitE6YNGI2/view>

Getting Started:

- Begin with a clear plan; determine what will and what will not be digitized.
- Develop a project description which summarizes what the project entails; who is the donor; history of the subject of the donation (an individual or corporation/institution) how it will be financed (grants, private donors, etc.); how it is to be distributed or shared with other institutions, etc.

- Determine who will serve as the Project Lead Manager; Project Advisor, and Research Assistant if necessary for requisite background information (could be used in the project description).
- Create a budget which includes: costs for equipment such as the scanner;
- Naming conventions are critically important; you can create your own, or use the information provide in the Brochure.