

Launching a Successful Digital Archives Initiative



quartex
create digital collections



Presenters



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Backstage Library Works



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Senior Sales Manager,
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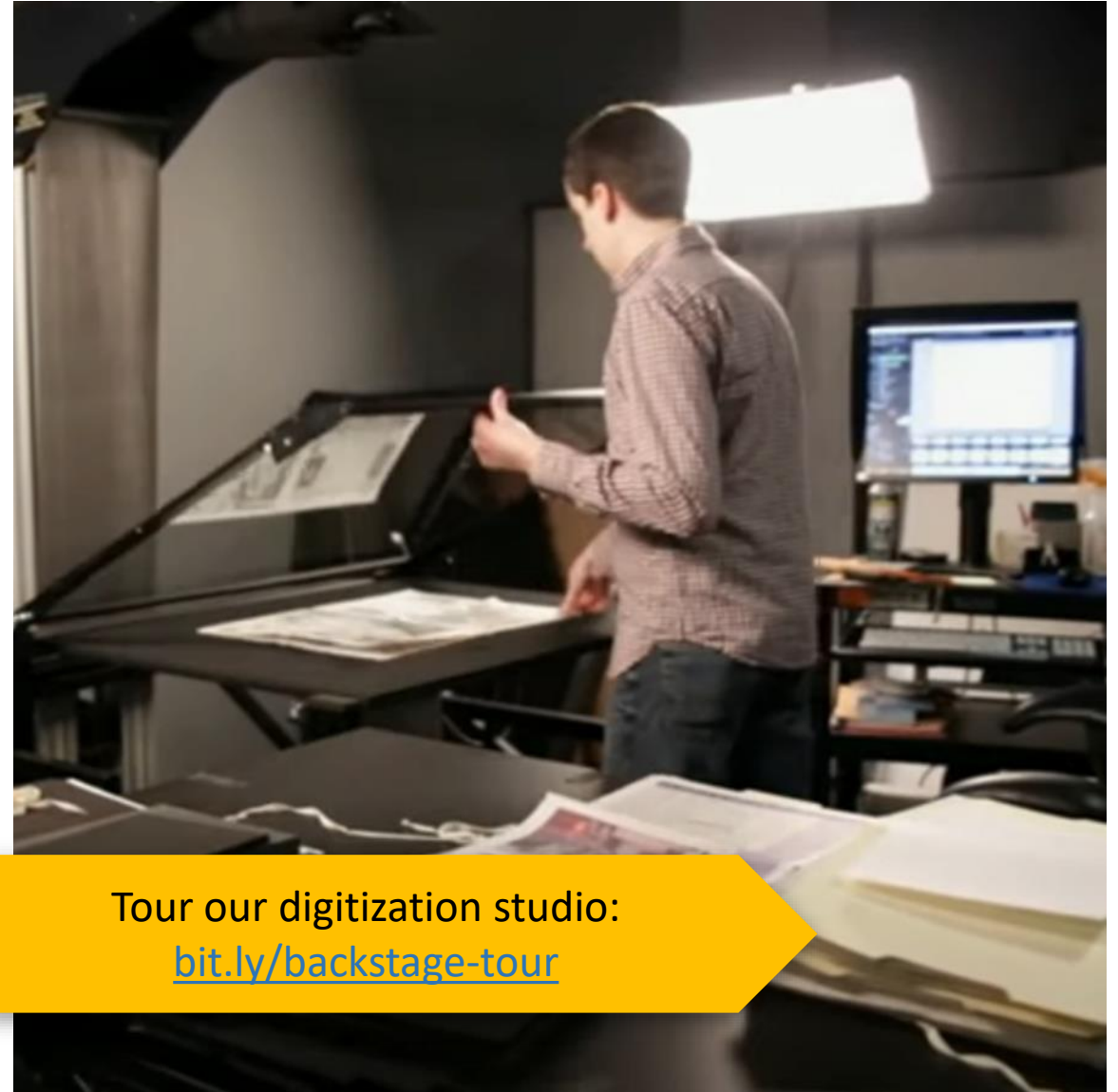


Jessica Kowalski

Sales Manager,
Quartex

About Backstage Library Works

- Backstage has helped libraries, archives, and museums preserve history for over 30 years.
- Our exceptional staff bring years of experience to your project, ensuring high quality results every time.
- Quality Guarantee
- Digitization services can be performed at our Preservation Center or on-site at your library.



Tour our digitization studio:
bit.ly/backstage-tour

Quartex by Adam Matthew Digital

- Adam Matthew Digital celebrating 30 years!
- Designed for a broad range of repository needs
- Ongoing investment and development of new functionality
- OCR, HTR, and AV Transcription
- Ability to build digital exhibits.



Learn more at quartexcollections.com +
digital-collections.demo.quartex.uk

New Trends Emerging From COVID-19

“The greatest asset of any academic library’s collection is its special collections and archives. Ironically, these distinctive materials are often hidden in vaults, only available for in-person access. Archivists have been challenged to provide research materials and services online during the COVID-19 closure. Look for an increase in archives digitization efforts in the coming years, transitioning digitized content from being a method of preservation or preview, to being *the primary access point for the collection.*”

~*Changed, Changed Utterly*, Inside Higher Ed

Christopher Cox, Clemson University

June 5, 2020

<https://www.insidehighered.com/views/2020/06/05/academic-libraries-will-change-significant-ways-result-pandemic-opinion>



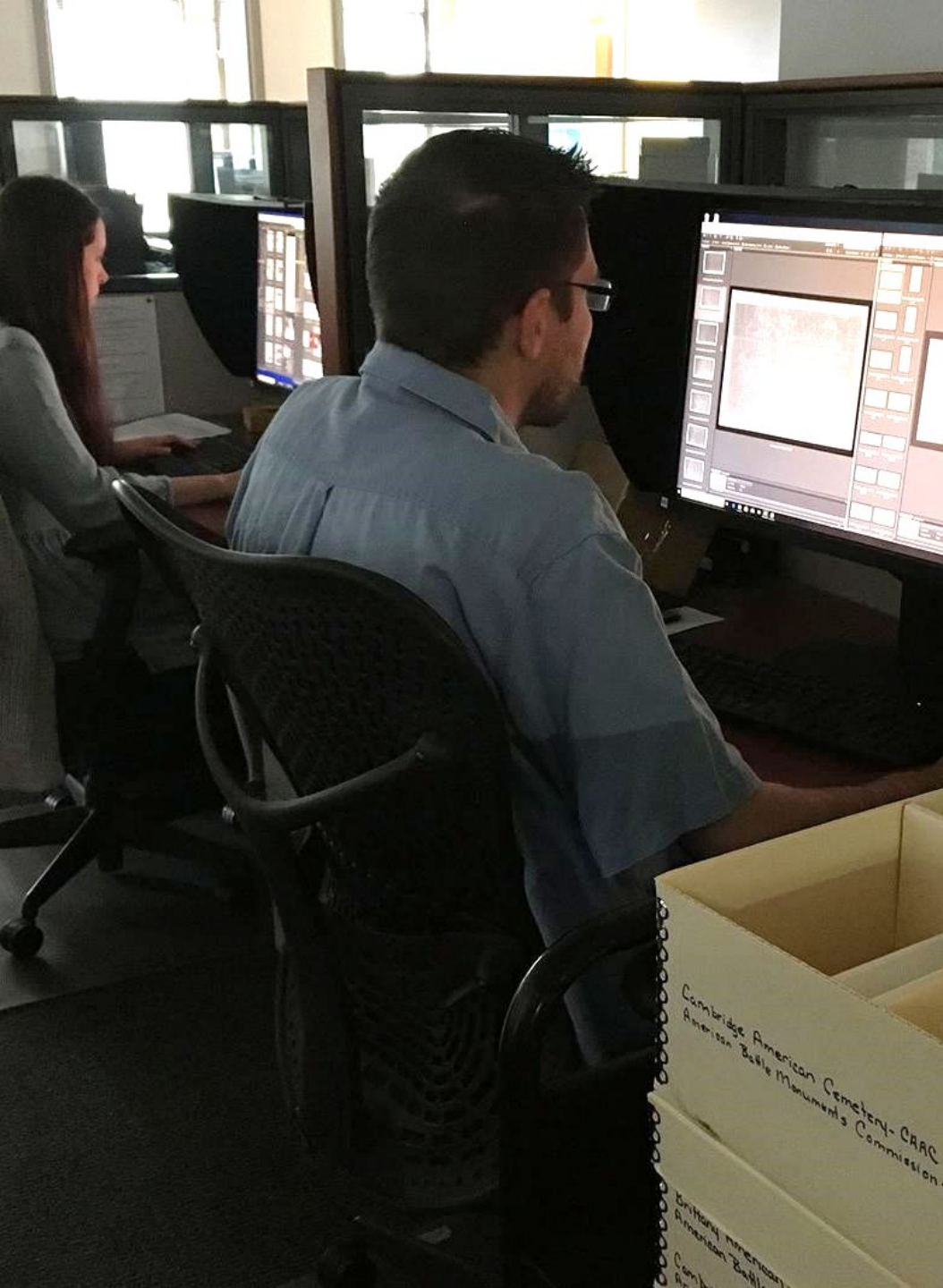
Poll

My digital repository is...

- ☐ Launching a digitization program from scratch.
- ☐ Reinvigorating a dormant digitization program.
- ☐ Digitizing more to meet increased demand.
- ☐ Being asked to support additional material types.
- ☐ Maintaining the status quo.

Digitization Life Cycle





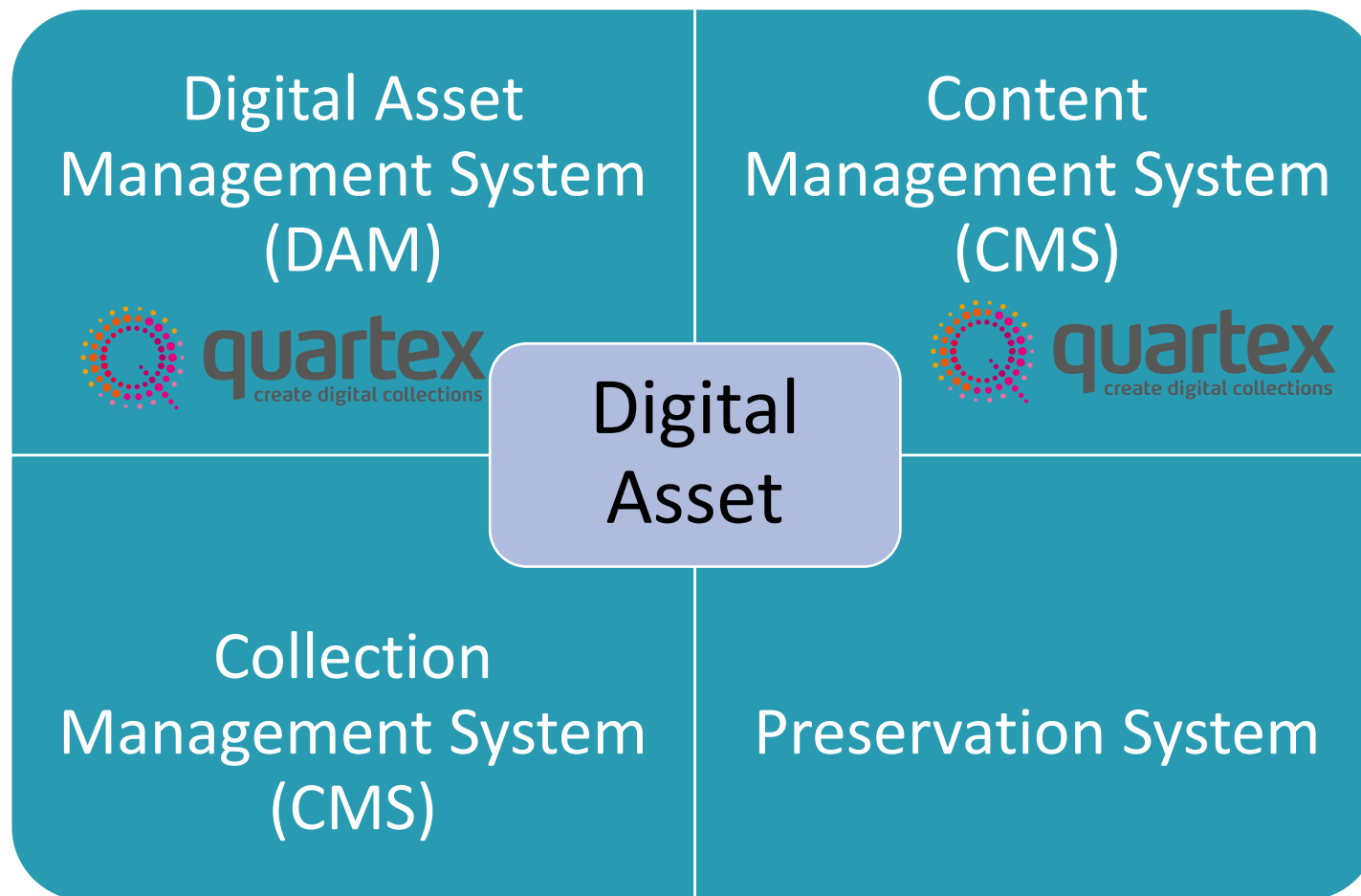
Planning



- How will the collection be used?
- What is the expertise level of the intended users?
- How much detail should the metadata include?



Planning – Systems





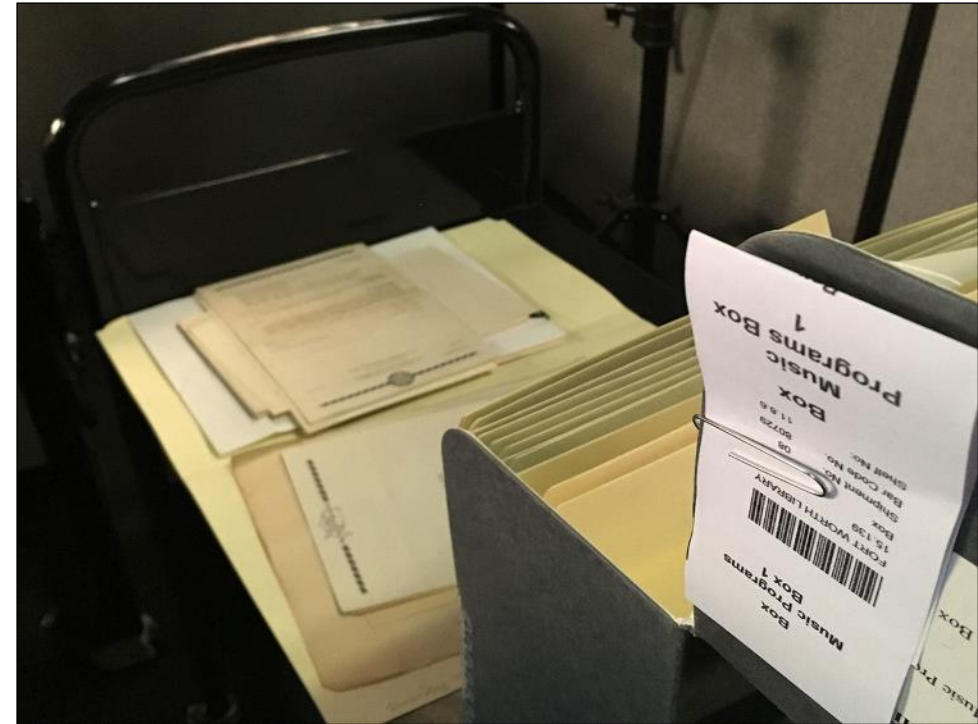
Planning – Funding



Preparing the Physical Material for Digitization



Organize the material based on how you would like to see the material structured as a digital collection.



Process the collection to ensure it is camera-ready.



Recommended Material Preparation Steps



Enclosures and Fasteners

- ✓ Items have been removed from their enclosures
- ✓ Staples and other fasteners have been removed

Items Arrive Flat and Unfolded

- ✓ Newspapers have been unfolded
- ✓ Creases have been flattened
- ✓ Dog-ears have been unfolded

Miscellaneous Objects Removed

- ✓ Bookmarks, researcher notes, flags, sticky notes, and other ephemera have been removed, unless the material is meant to be digitized

Bindings Can Lay Flat at 180 Degrees

- ✓ Covers and pages turn without breaking
- ✓ Fragile and broken bindings have been removed
- ✓ Tight bindings have been removed or strings have been cut



Recommended Material Preparation Steps



Bound Items Ready to Be Flattened

- ✓ Items can be flattened with glass in a book cradle or on a copyboard stand
- ✓ Metal bindings have been removed
- ✓ Books bound with metal studs/grommets have been disbound

Duplicates Removed

- ✓ Collections have been weeded for duplicates or flagged to alert the digitization vendor not to digitize duplicates

Microfilm Type and Condition

- ✓ Polyester-base microfilm should be in good condition
- ✓ Acetate-base film can be duplicated to 35mm or 16mm polyester film



Digitization Standards and Quality Best Practices



FADGI

Federal Agencies Digital Guidelines Initiative

Illuminance
Non-
Uniformity

Color
Accuracy

Focus
(SFR: Spatial
Frequency
Response)

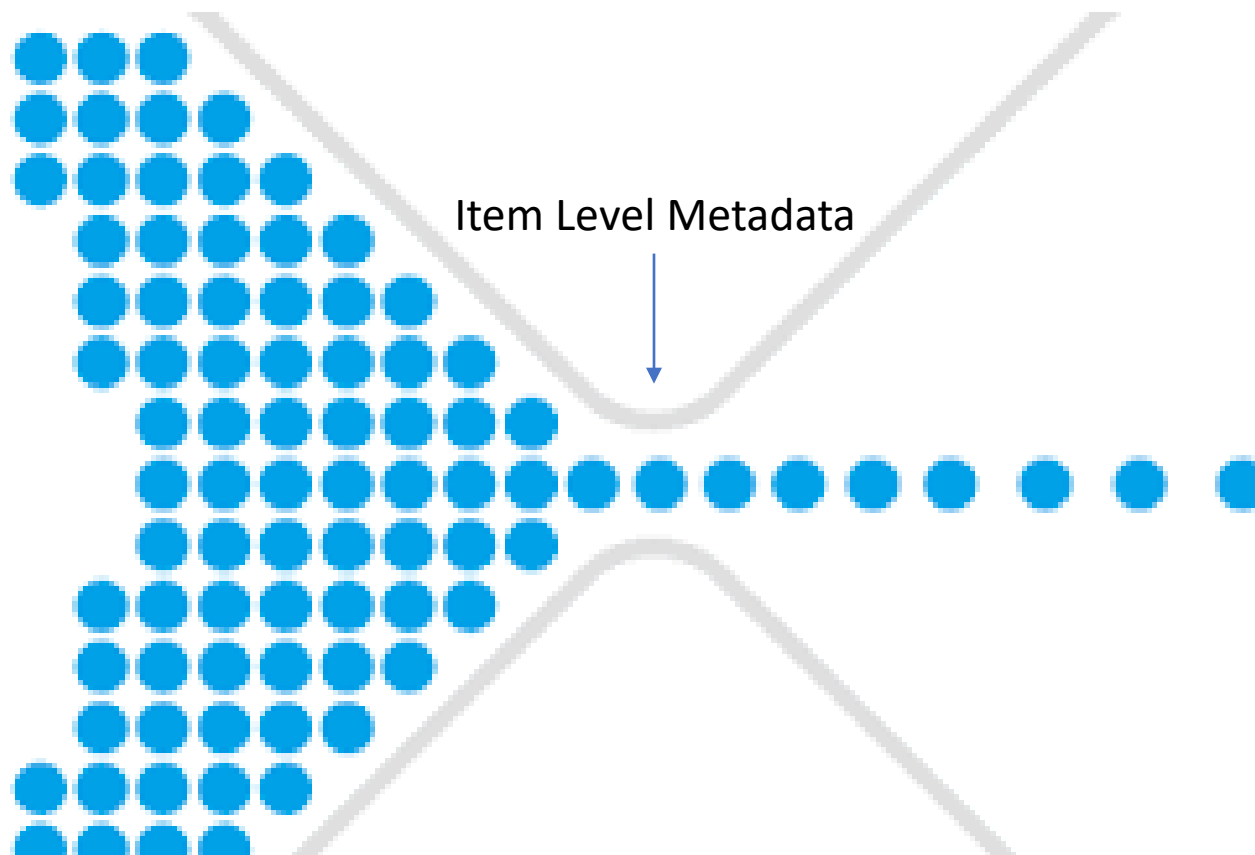


Metadata



Digitization

Digital Assets in DAM





Identify and Create Collection Metadata



Client-Provided Metadata

- ✓ Metadata can be provided by the client in a universal file format, such as an Excel spreadsheet or Google sheet, and can be a great way to name the files with specific file names

Structural Metadata

- ✓ Structural metadata can contain folder numbers, box numbers, volume numbers/titles, and issue dates

Item-Level Metadata

- ✓ This metadata can be more complex and extensive, and can be used if the collection is organized at the item level
- ✓ For example, in a correspondence collection, each letter might be an object, rather than each folder or box

Controlled Vocabularies



Mass Observation Project 1981-2009

Filter results

Apply

Clear

Date

DD

Month

YYYY

Add Range

Directive Title

39

Document: Manuscript or Typescript

2

Employment Sector

4

Employment Status

7

Living Arrangements

8

Marital Status

6

Occupation

10

Region

13

Sex

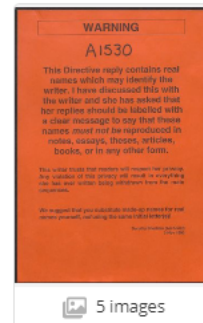
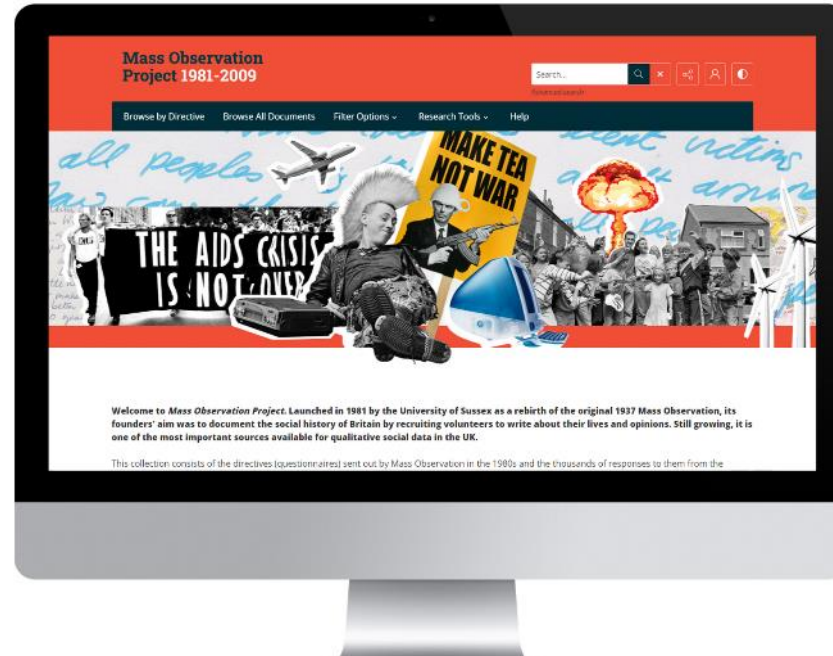
3

Year of Birth

10

Apply

Clear



A1530's response to 1986 Autumn directive part 1

1986

Directive Subtitle

Major events

Key Topics

AIDS Chernobyl disaster Live Aid Olympic Games public events Royal family Royal wedding television

View this directive and all responses to it
View all responses by this observer

1986 Autumn Directive part 1
1530



Full Text Search



OCR Transcription

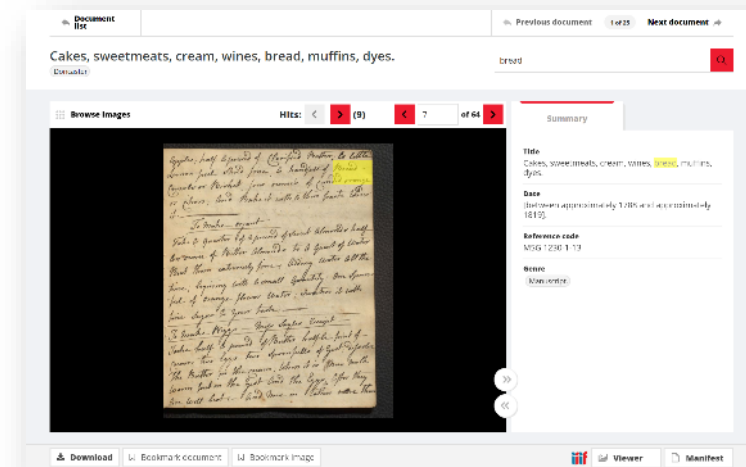
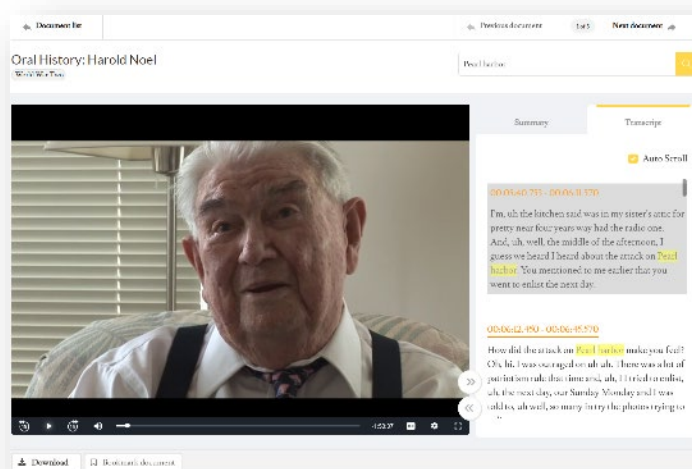
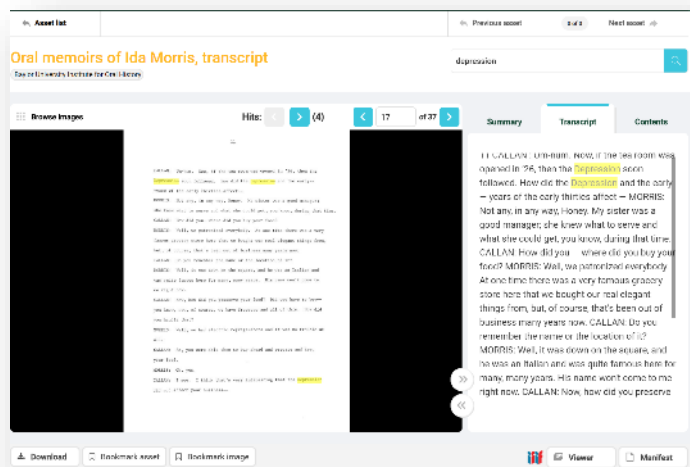
Newspapers, pamphlets, books

Audio/Visual Transcription

Oral histories, records, tapes, video clips

Handwritten Text Recognition (HTR)

Handwritten documents



Enhanced Metadata Creation



Add Field Cluster

Select field cluster for cataloguing. Once you have added the fields, use Advanced options to select the vocabulary to use for each controlled vocabulary field.

- ☒ Dublin Core
- ☐ MARC 21
- ☐ ISAD(G)

Field	Field Type	Required
Contributor	Free Text	✓
Coverage	Controlled Vocabulary	✓
Creator	Free Text	✓
Date	Date	✗
Description	Free Text	✗
Format	Controlled Vocabulary	✓
Identifier	Free Text	✓
Language	Controlled Vocabulary	✓
Publisher	Free Text	✗
Relation	Free Text	✗

[Cancel](#) [Add](#)

The_Ladys_Magazine_Vol_22 [Rename](#)

Asset details

Section(s)

Transcript(s)

Library

[Add option](#)

Places

People

Subjects

essays × fiction × history × illustrations ×
journal × literature × periodical × poems ×
politics × society × Women ×

[Add option](#)

Additional Information

The full run was 1770-1832 and included Volumes 1-49 (1770-1818); New Series: Volumes 1-10 (1819-1829); Improved Series: Volumes 1-5 (1830-1832). The issues included here are: Jan-Dec 1701

Box

[Save asset](#)

[Save & next](#)

[Cancel](#)

[Run OCR](#)

[Run HTR](#)

[Transcribe AV](#)

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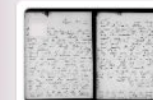
(395 images)

[Delete](#) [Mark for Review](#) [Batch Edit](#) [Add to Section](#)



Drag & drop files (max 10)
or [browse](#)

To replace a file, drag & drop or browse to another with a matching file name. Files can also be added to this asset.



AM_Part1_Reel11_...



HML_8053012_071



PP_5141_vol22-001



PP_5141_vol22-002



PP_5141_vol22-003



PP_5141_vol22-004



PP_5141_vol22-005



PP_5141_vol22-006

[Back to list of digital assets](#)

Showcasing – Digital Exhibits






Doodles of World War II Prisoners

Illustrations by U.S. POWs

Thousands of American citizens were held captive as prisoners of war during World War Two. The art of capture and imprisonment inspired a great deal of artwork. This exhibit includes a selection of drawings produced during periods of captivity in German POW camps, along with an oral history from a POW. These collections are sourced from The National WWII Museum, New Orleans.

Enter 




Doodles of World War II Prisoners

Harold Noel served in the U.S. Army Air Force (USAAF) as a crewman on a B-24 Liberator, and of the heavy bombers in the 77th Bombardment Squadron, 454th Bombardment Group, 15th Air Force. He was shot down on his 14th mission, captured and sent to the German POW camp, Stalag Luft III-A.

In the last months of the war, Noel and hundreds of his fellow POWs were marched across Germany to the prison camp at Moosburg where they were liberated by American forces in April 1945. Soon after he was liberated, Noel returned to the United States and was separated from service with the rank of second lieutenant.

This two-hour oral history details Noel's life before the war, his service, and daily life during his imprisonment at Stalag Luft III-A. Hear firsthand of the experiences illustrated in the previous slides. For closed captioning or to view the transcript, please [click through to the catalog record here](#).

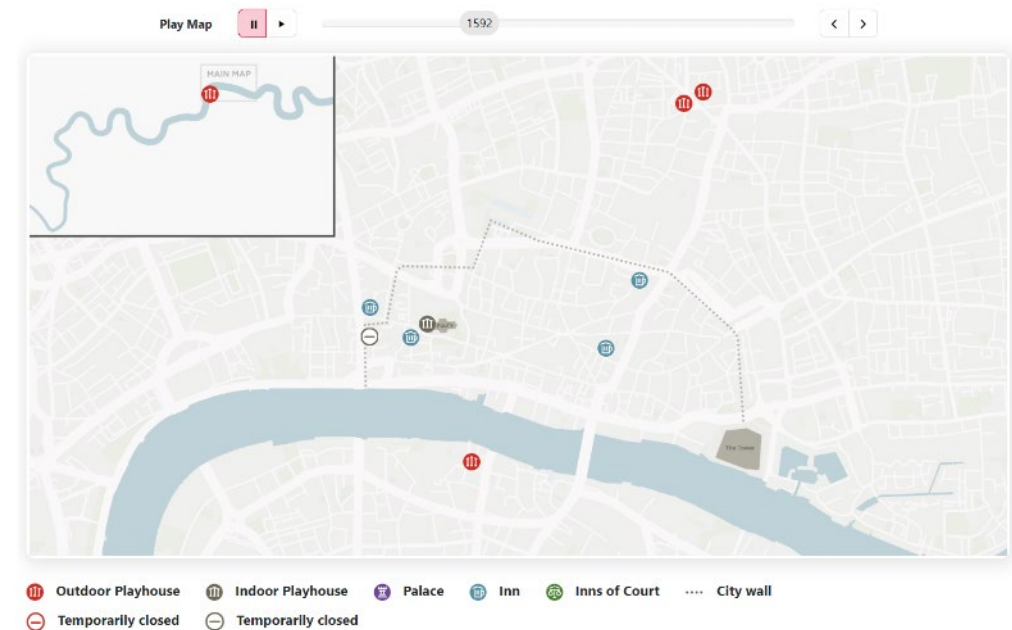
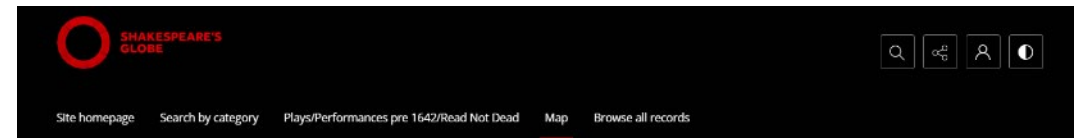
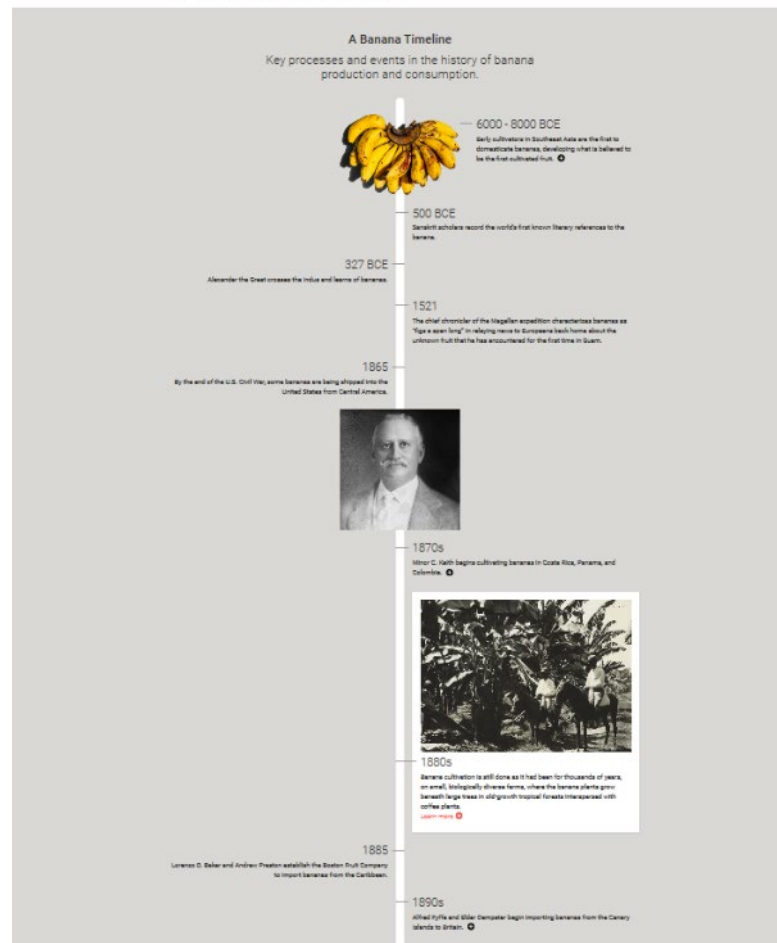


World War Two museum. The date is august 8th, 2012. I'm here

Showcasing – Timelines & Maps



TIMELINE



Web Accessibility

- Institutions in US & Canada cannot discriminate based on physical ability
- State university libraries and public libraries receive additional scrutiny
- **Web Content Accessibility Guidelines (WCAG)**
- Several assessment tools available to check your site for compliance



Sharing Assets Broadly



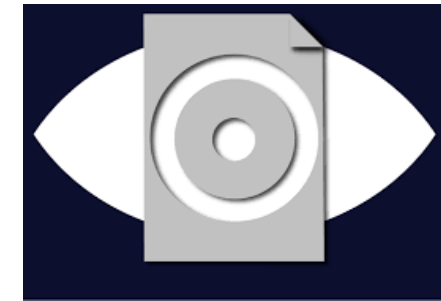
Consortia



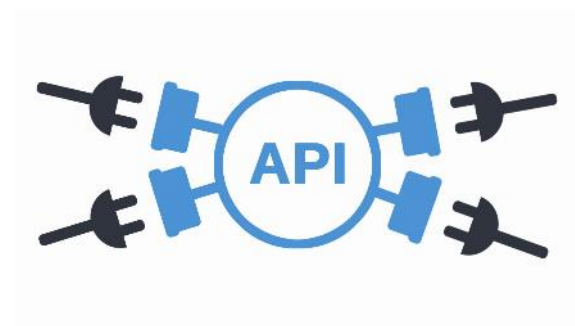
ILS Discovery Layers

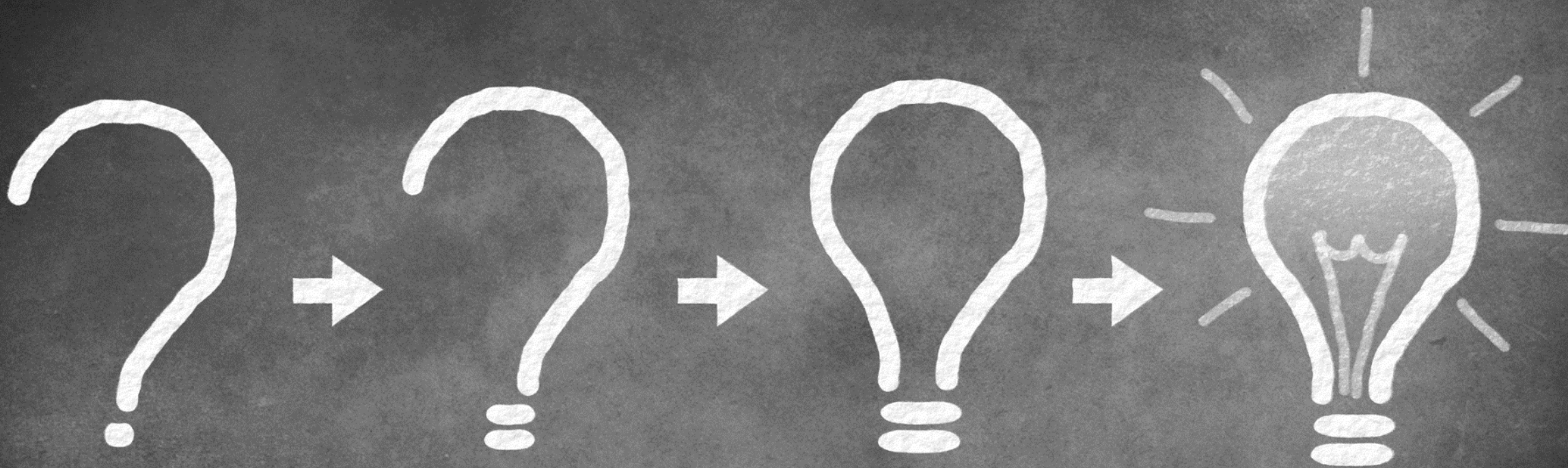


Preservation System



OAI-PMH Protocol





Questions?

Connect and Learn More

WEBINARS

Empowering Controlled Vocabularies in Quartex

August 26
1:00 PM EST



Process Improvement Standards in Digitizing Archival Collections

August 26
1:00 PM EST



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