Launching a Successful Digital Archives Initiative

Backstage LIBRARY WORKS

quartex
create digital collections

Presenters

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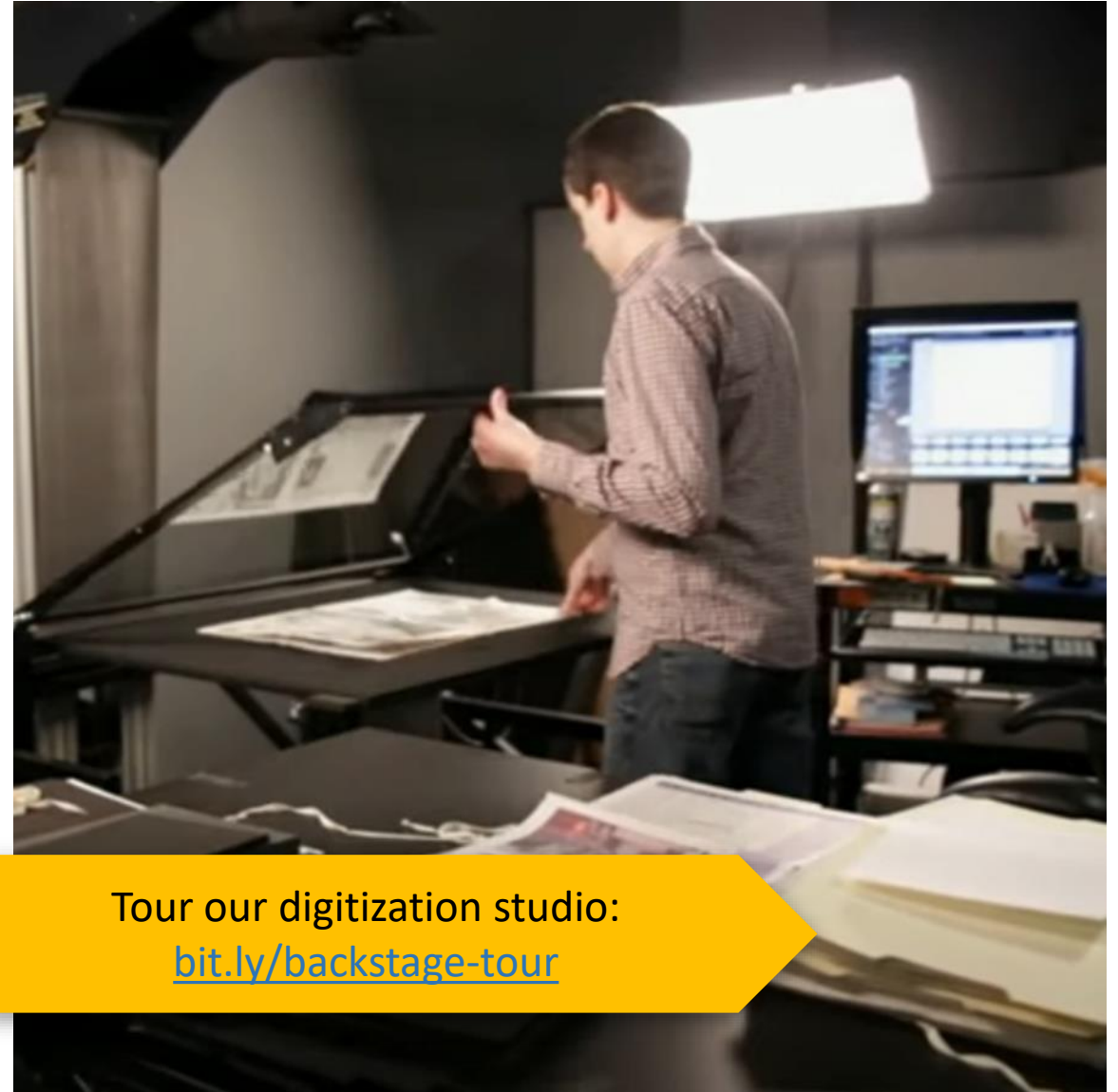
Tour our digitization studio:
bit.ly/backstage-tour

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
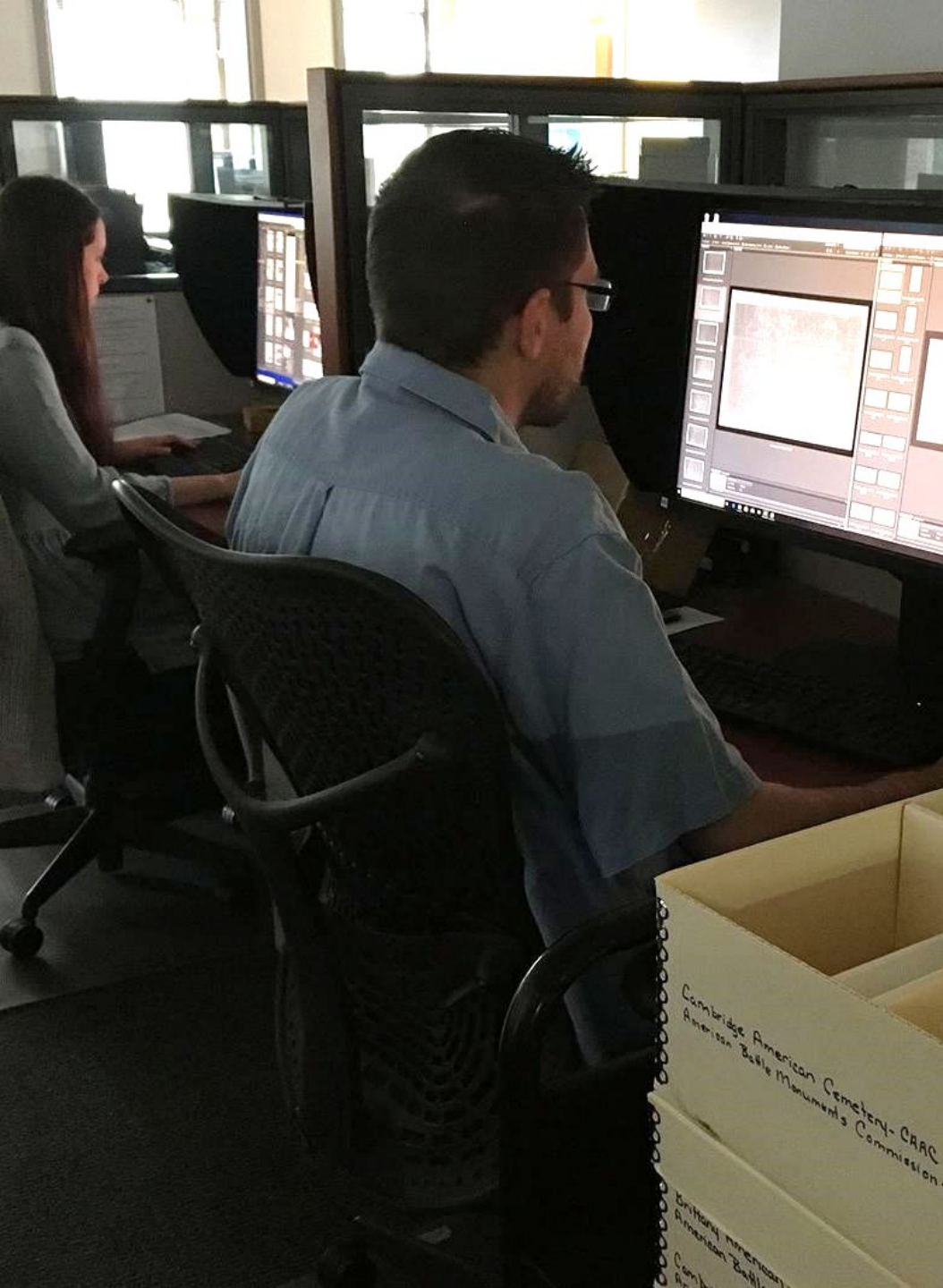
Poll

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.
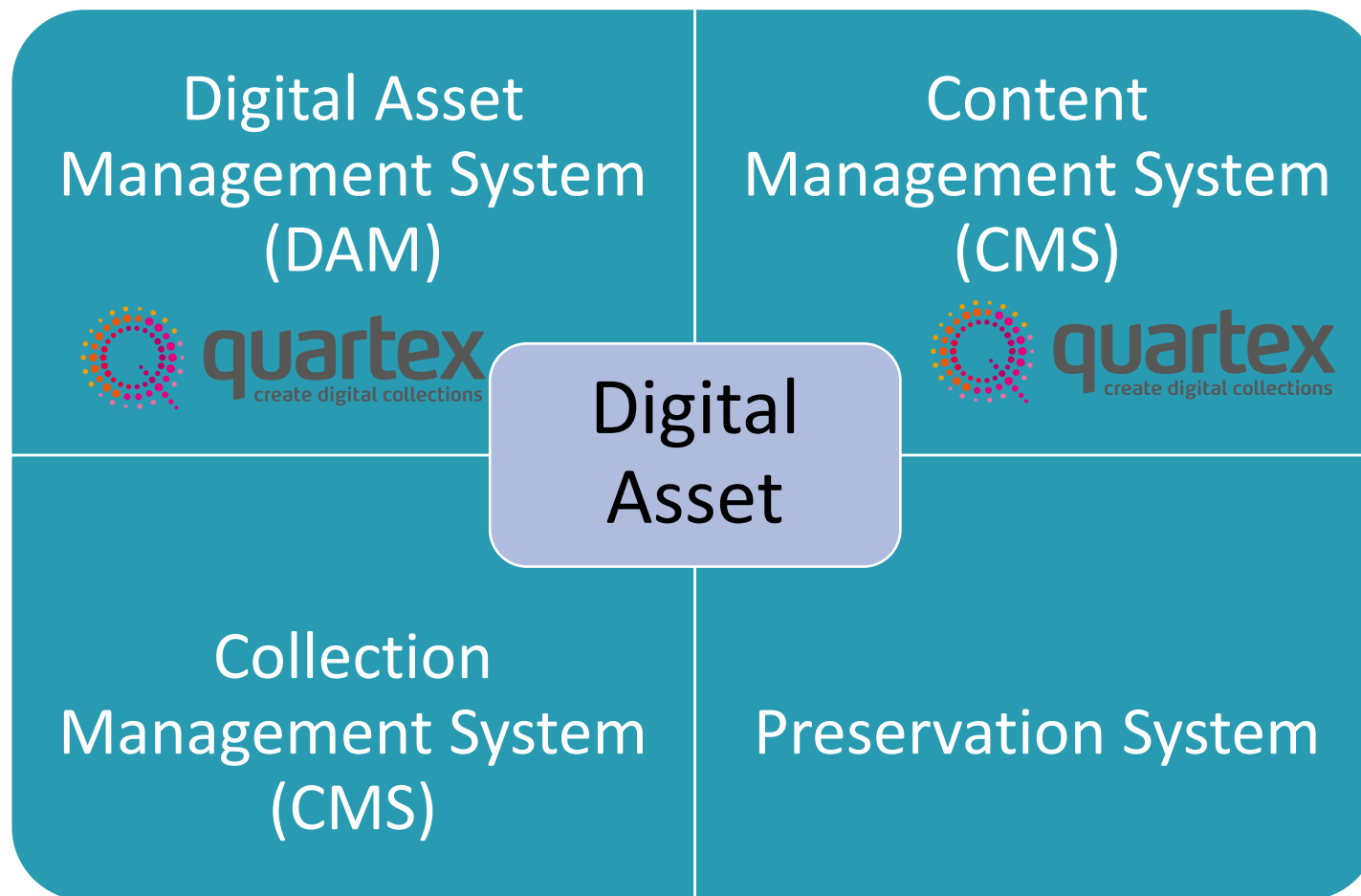- ❏ Maintaining the status quo.

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

Digital Asset Management System (DAM)	**Content Management System (CMS)**
Collection Management System (CMS)	**Preservation System**

Digital Asset

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.
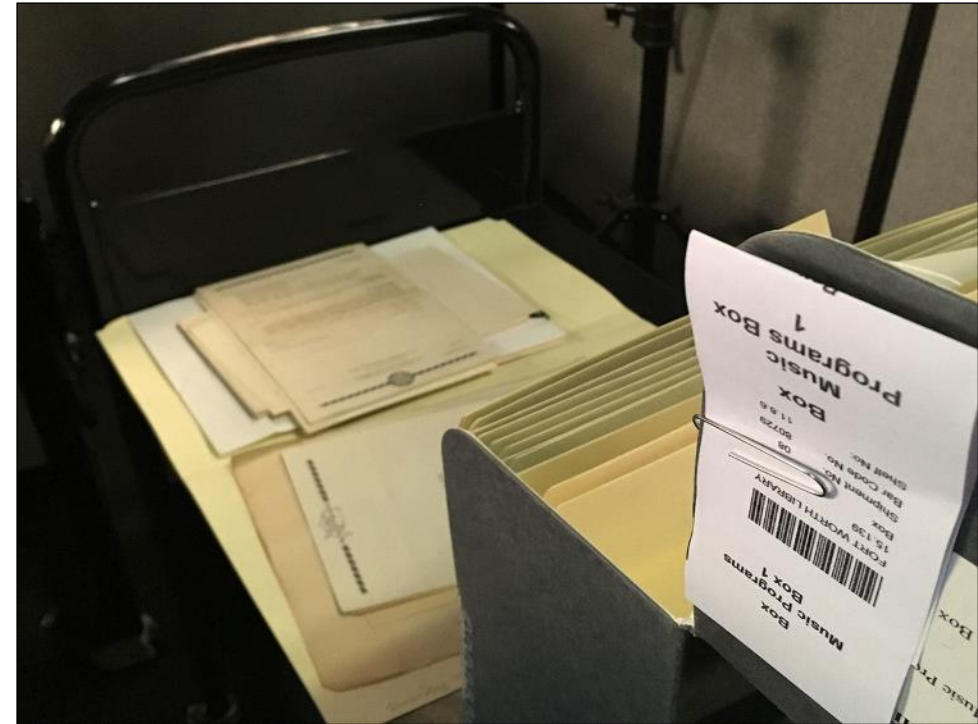
Process the collection to ensure it is camera-ready.

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

Item Level Metadata
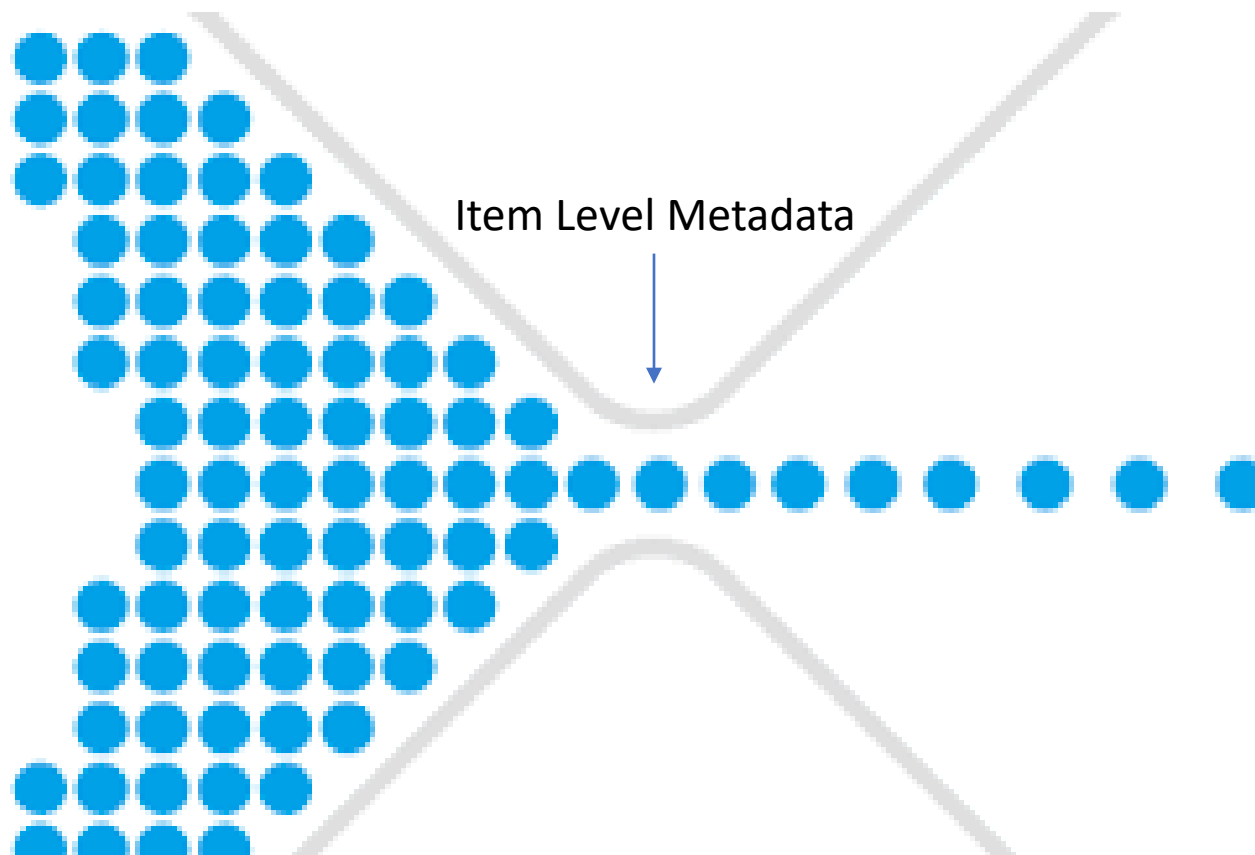
Identify and Create Collection Metadata

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
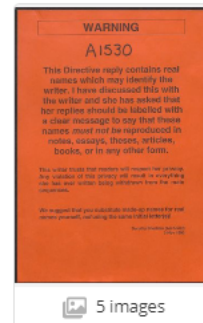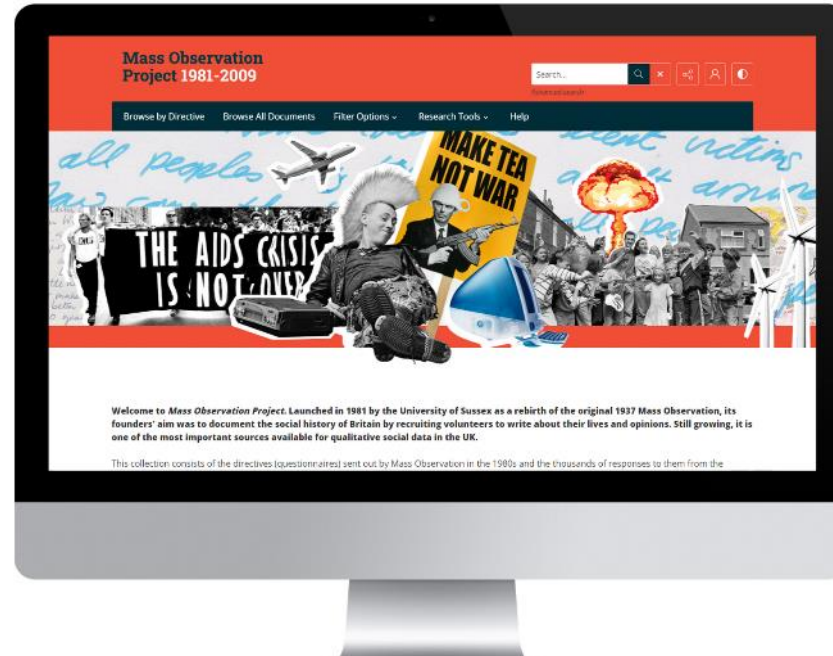
Full Text Search

OCR Transcription

Newspapers, pamphlets, books

Audio/Visual Transcription

Oral histories, records, tapes, video clips

Handwritten Text Recognition (HTR)

Handwritten documents
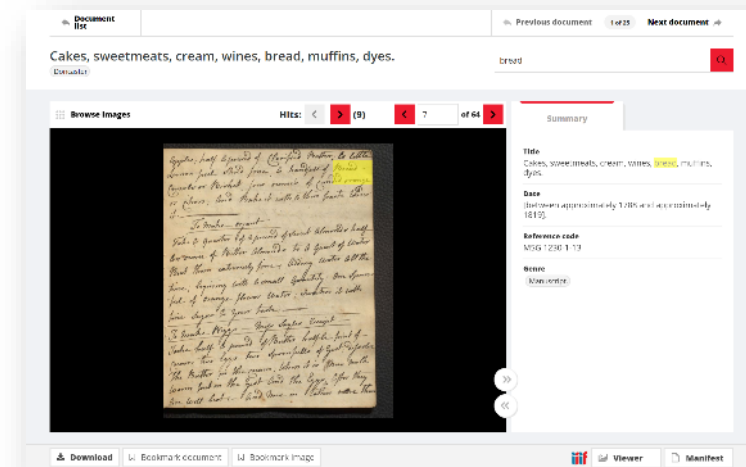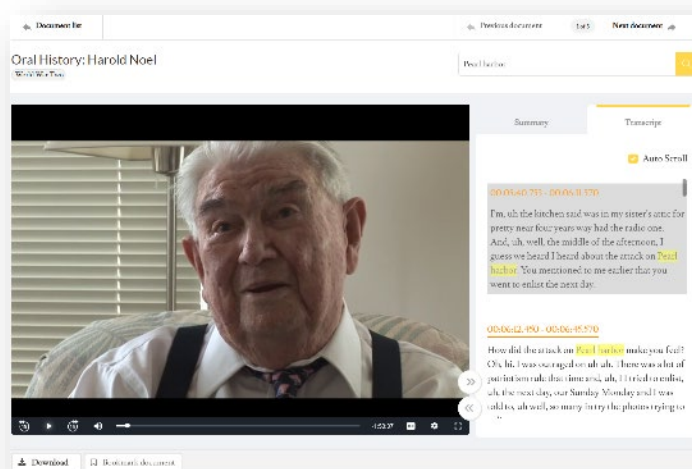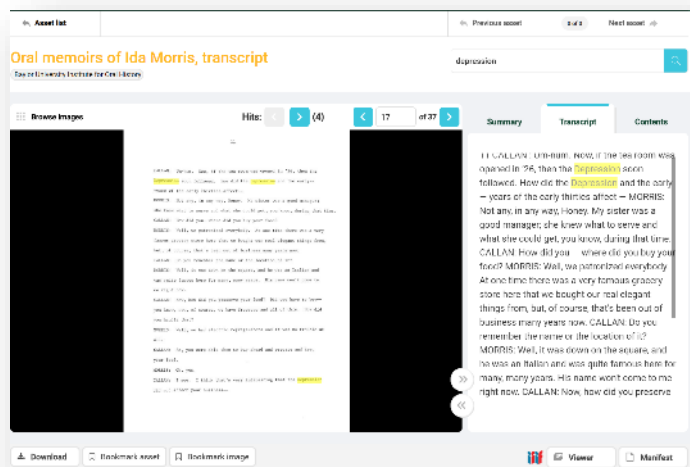
Enhanced Metadata Creation

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

Run OCR   Run HTR   Transcribe AV

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 1791

Box

Save asset   **Save & next**   Cancel

---

0 selected   (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.
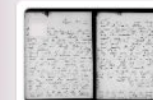
AM_Part1_Reel11_...   HML_8053012_071   PP_5141_vol22-001   PP_5141_vol22-002

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

Showcasing – Timelines & Maps
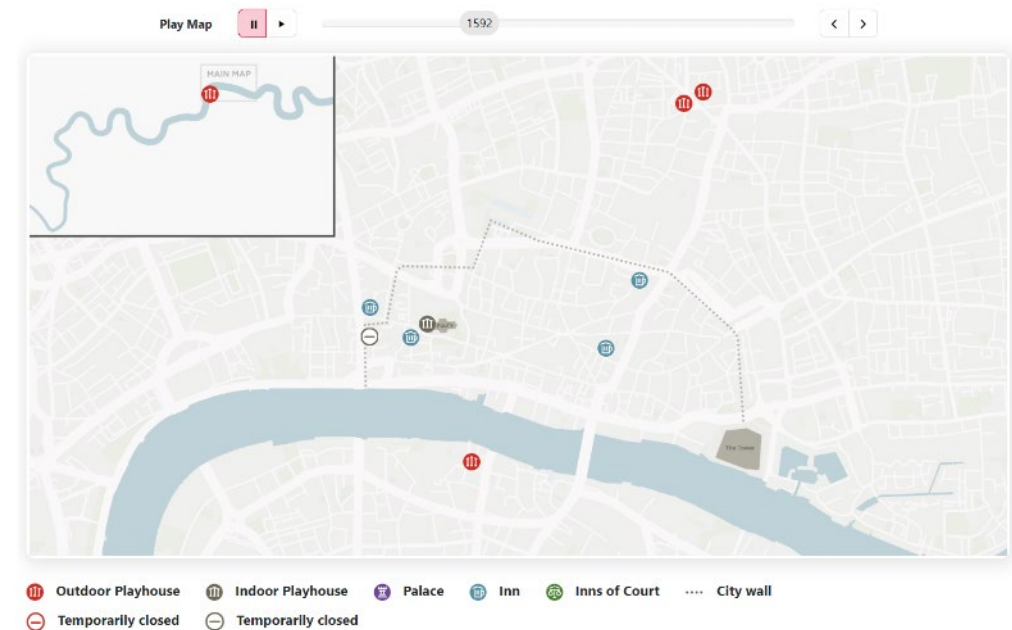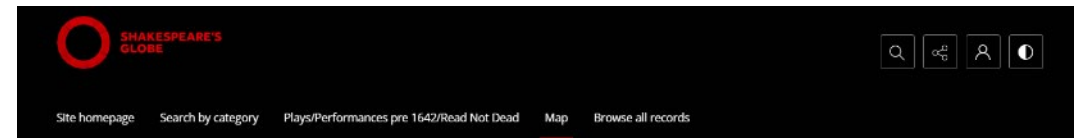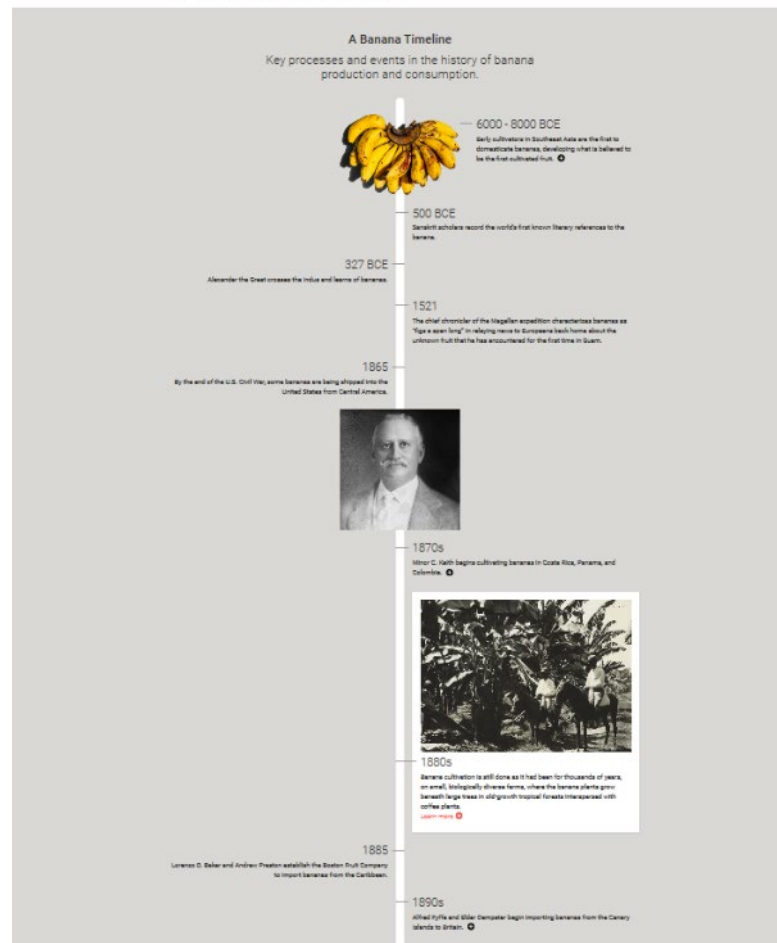
Web Accessibility

- 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
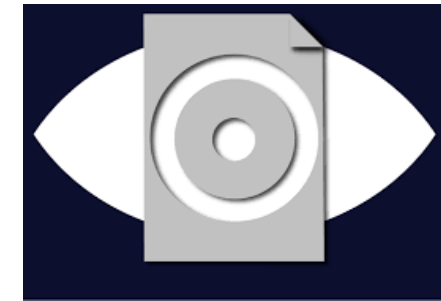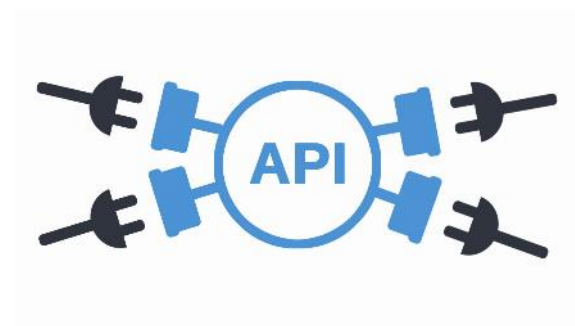
Sharing Assets Broadly

DIGITAL PUBLIC LIBRARY OF AMERICA
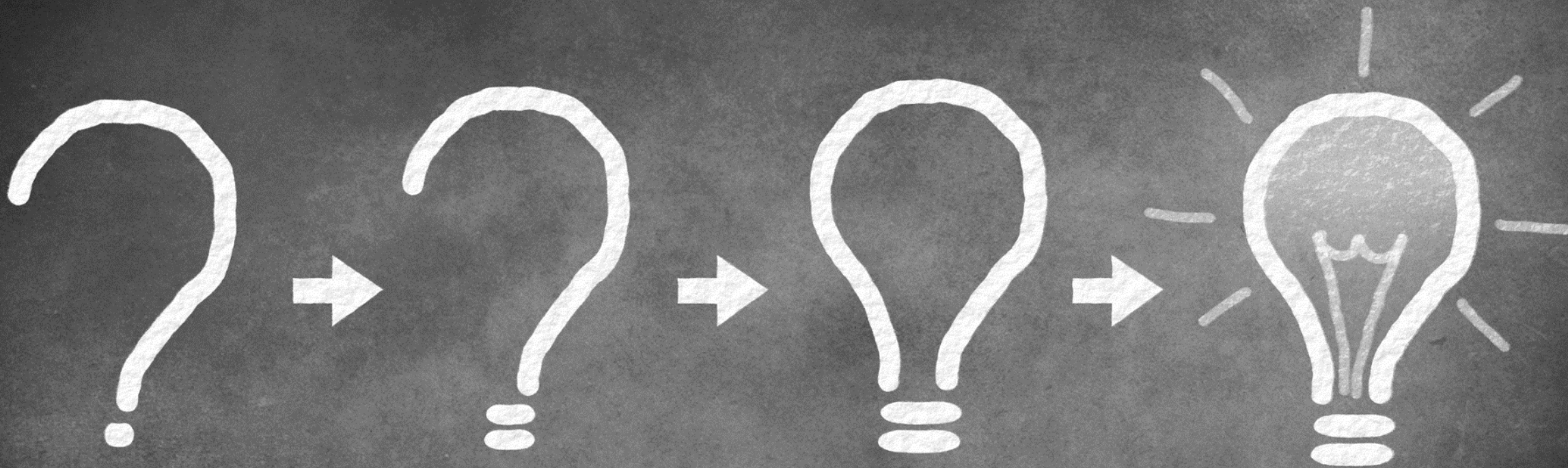
ILS Discovery Layers

OAI-PMH Protocol

API

Consortia

Preservation System

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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