


# DIGITIZING ON A SHOESTRING

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# WHAT IS DIGITIZATION?



## DIGITIZATION IS...

**Conversion of documents, photos, audio/video or other items to various computer file formats**

- **Equipment** may include scanners, cameras and specialized devices to convert audio and video
- **Software** for working with the resulting files includes photo/video editing and optical character recognition (OCR) software
- **Post-processing** those files for end use includes adding metadata for each item as created in an online platform

## DIGITIZED FILES...

**May be collected into a digital asset management system for online display...**

This constitutes publication, with additional considerations (copyright and privacy issues)


**...or not.**

Some or all of a collection may be made available for in-house use only (under Section 108 of U.S. copyright law)

## WHY DIGITIZE?

Unique local information can be made easily accessible to researchers, genealogists, historians, and casual browsers.


Digital copies can be accessed by users without risk of loss, damage or wear to the originals.



## WHY DIGITIZE?

A digitization project prompts examination of the physical items, which may result in better preservation and storage.

In case of disaster, at least the digital copies will still exist!




## DIGITAL PRESERVATION IS IMPORTANT BECAUSE...

Storage drives and computers can (and do!) **fail without warning**

Storage devices can be **damaged or lost**

Cloud storage can be **hacked**

Websites and services **change and disappear**




## LOCKSS

**Lots Of Copies Keeps Stuff Safe!**

**Back up...**

- On multiple storage media
  - Computer
  - External drives (small or large capacity)
- In multiple physical locations
  - In-house (on server)
  - Offsite (take it home)
  - Remote (cloud storage)




## MIGRATE

**To newer types of physical media**

- Copy from floppy disk to USB storage
- Copy from CD to external hard drive

**To current file types**

- Can be read by available software
- Most common file type that will meet your needs (prefer non-proprietary)



**REMEMBER that this is an ongoing concern!**



<http://digitalpreservation.gov/multimedia/videos/digipres.html>




# DIGITIZATION AND YOUR LIBRARY




## IS A DIGITAL LIBRARY IN YOUR FUTURE?

Your library's mission probably includes preserving and providing access to local and/or historic materials.

Increasingly, **preservation** and **providing access** includes digitizing print and other materials.

Even small libraries can share their collections with a much broader audience!

### THINK ABOUT...

Scope

- What materials do you have that would be good candidates for digitization?

Rights

- Are the items protected under copyright laws?
- If so, would you ask for permission to publish?

Tools

- Computer, scanner, converter, software, other?

### THINK ABOUT...

Funding

- Would additional funds be needed?

Physical space

- Not only for the new equipment, but adequate workspace

Time

- For training and for the project itself

Workflow

- Best practices: Metadata, consistency, review

### THINK ABOUT...

Personnel

- Staff? Volunteers?

Partnerships

- Local historical society, clubs

Programming

- Providing information for personal archiving, public scanning day

### DEFINE 'SHOESTRING'

It all depends! But...

- For projects including photographs and/or handwritten documents
- If you can use a computer you already own
- If you take advantage of free web hosting

Your hardware & software cost for:

- 1 TB external hard drive
- Epson Perfection V600 scanner
- Adobe Photoshop Elements



**could be around \$375!**

### ALWAYS KEEP IN MIND...

The biggest cost of any in-house digitization project is not the initial financial outlay, but


**TIME and ATTENTION!**



### LOOK BEFORE YOU LEAP

A digitization project is more than scanning pictures or documents... just as automating a library is more than sticking barcodes on books.

**But both are valuable and rewarding!**



# ITEM SELECTION

## WHAT CAN BE DIGITIZED?

Almost anything, in one form or another!

- Photographs
- Printed documents
- Letters, diaries
- Audio
- Video
- Three-dimensional objects

## WHERE TO START?

Selection is an important issue, whether for a personal/family collection or a library collection.

*The perception of value changes over time!*

**Prioritize based on:**

- Most at-risk
- Most critical
- Most requested
- Most unique
- Other criteria?



## COPYRIGHT



**Be aware of your responsibilities regarding copyright laws**

- If a selected item is protected by copyright, try to find the copyright owner and request permission to publish online.
- Do a risk/benefit analysis on any 'orphaned works' – it may be appropriate to go ahead and publish, with a proper rights statement.

When Works Pass Into the Public Domain - <http://www.unc.edu/~uncdng/public-d.htm>  
 Copyright Term & Public Domain in the U.S. - <http://copyright.cornell.edu/resources/publicdomain.cfm>

# EQUIPMENT AND SOFTWARE



## OUR SOFTWARE

Photo editing:

**Adobe Photoshop Elements 12**

Video editing:

**Adobe Premiere Elements 12**

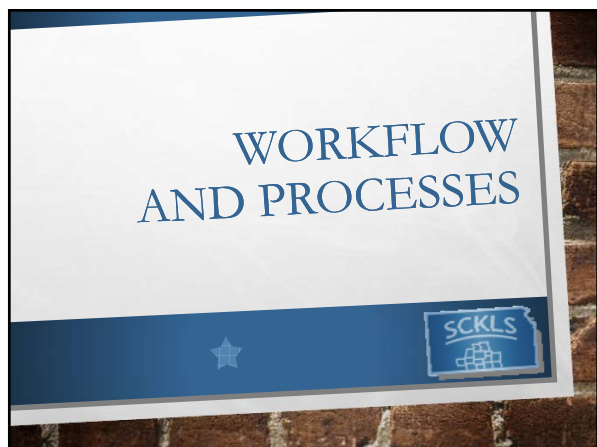
Optical Character Recognition:

**ABBYY FineReader 12**

## YOUR EQUIPMENT?

**Choose based on your library's:**

- Type(s) of items to be digitized
- Budget
- Workers' technology comfort level



## STANDARDS

'Industry' standards



<http://www.digitizationguidelines.gov/>



Be practical about limitations based on your resources

<http://digitalpreservation.gov/personalarchiving/>

Do the best you can the first time -  
there probably won't be a second time!

## STANDARDS

Once you have had a chance to figure out what works best for you and your project, from scanning resolution and file naming structure to metadata terminology...

**Document your own  
standards and processes!**

## WORKFLOW


- Scan at recommended resolution, using 'archival' file type
- Save files with unique, logical names
- Post-processing
  - Create derivative (web-friendly) files
  - Optical Character Recognition, etc.
- Copy files to one or more backup locations
- Gather information about each item



## METADATA = CATALOGING

Metadata provides many kinds of information about the digitized item, including:


- Who, what, where, when
- Subjects, description, full text
- Creator, owner, rights statement
- Size and format of the original and of the digital file(s)



## METADATA = CATALOGING

Adding metadata is a critical - *and time consuming* - part of the process, but it provides valuable information, context and findability.

If they can't find it, you don't have it.



## PUBLISHING ONLINE




## FINDING A PLATFORM

- Flexible
- Customizable
- Well-supported
- Maintainable
- Low cost (open source)



*"Create complex narratives and share rich collections, adhering to Dublin Core standards with Omeka on your server, designed for scholars, museums, libraries, archives, and enthusiasts."* <http://omeka.org>


## OMEKA



### Compare to WordPress + ILS

- General functions similar to WordPress
- Items added using Dublin Core instead of MARC
- Search and display something like a basic PAC

## OMEKA



- Download for self-hosting <http://omeka.org>
- Or create free hosted site <http://omeka.net/>
- Participate in project <http://recollectionsks.org/>
- SCKLS member libraries <http://digitalsckls.info>

