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2019

Case Study: A Hybrid Approach to Preserving Scrapbooks Using Digitization

Mary Elizabeth Downing
Fort Hays State University, medowning@fhsu.edu

David Obermayer
Fort Hays State University, deobermayer@fhsu.edu

Recommended Citation

Case Study: A Hybrid Approach to

Preserving Scrapbooks Using Digitization

M. Elizabeth Downing MLIS
Digital Curation Librarian
Forsyth Library – Fort Hays State University

David Obermayer MA, MLIS
University Archivist
Forsyth Library – Fort Hays State University

Abstract

Scrapbooks are notoriously difficult to digitize and present in a way that both preserves the context of the item and supports discoverability in a digital collection environment. Digitization of complex mixed media items is time consuming. Metadata creation is a challenge. By digitizing only the items that would be rendered inaccessible by encapsulation, questions about presentation were bypassed. Items could be presented as individual assets. An umbrella collection of archival supplementary material was created in CONTENTdm and individual items from the scrapbook were connected through metadata rather than as a singular resource. This allowed the items to exist more cohesively with other digital collections and provides the flexibility to pursue other hybrid preservation projects in the future. The purpose of this project was to increase access to a historically valuable yet unused item. According to Google Analytics data, the piece has received 289 page views since going live, with most of those views coming as a result of searches in the Forsyth Digital Collections.

Keywords: Digitization as Preservation, Hybrid digitization

Case Study: A Hybrid Approach to Preserving Scrapbooks Using Digitization

Fort Hays State University Archives holds multiple scrapbooks but during a recent risk assessment the Elizabeth J. Agnew Scrapbook was identified as being at the highest risk. Because of the brittleness of the pages encapsulation was determined to be the best conservation technique for preserving this scrapbook. The issue became how to make accessible over a hundred and fifty cards, programs and pamphlets that would not be able to be opened once the pages were encapsulated. If these items could not be accessed then much of the historical information contained within the scrapbook would be lost. After considering, the archival and digitization librarians decided to try a highbred approach of physically encapsulating the brittle scrapbook pages while digitizing the items that would be made otherwise inaccessible. This highbred approach would also allow them to work around the metadata creation issues often faced when digitizing scrapbooks in their entirety.

Background of the Collection

The scrapbook was compiled by Elizabeth J. Agnew during her time at Fort Hays State College. Agnew was born in 1871 in Princeton, Kansas. She earned a bachelor of science in home economics from Kansas State University where she also taught until 1903. She then attended Columbia University where she earned a graduate degree in 1905. She taught home economics at Wichita High School for five years before being hired as head of the new home economics department at The Western Branch of the Kansas Normal School (now Fort Hays State University) in 1910 until the First World War. In 1919 she returned to Fort Hays State Normal School where she was appointed the first Dean of Women and served in that capacity until her retirement in 1943. In 1955 the Kansas Board of Regents named the new women's dormitory Agnew Hall in her honor making her the first woman to have a Fort Hays State campus building named after them. She died in 1961 (Forsythe, 2002).

Agnew's tenure spanned a pivotal point in the history of Fort Hays State University. During the period of 1910 to 1943 the institution moved from a small college designed to train teachers to one of the fastest growing colleges in Kansas. The scrapbook includes pamphlets, programs and invitations for events Agnew attended while Dean of Women. Through these documents the scrapbook reflects this particular period of change for Fort Hays State University. Further it does so in a unique way, by documenting student events and student life on campus particularly for women students.

Condition

The scrapbook had originally been created on thick but low quality paper, bound together by posts into a photo album-style book with cardboard covers. Materials had been taped or sometimes glued to the page. There is no record when the Elizabeth J. Agnew scrapbook first entered the University Archives. Before it was identified as in need of preservation intervention in 2017 it had been house without a proper archival enclosure and with only limited environmental controls.

The brittleness of the paper was the primary issue with the scrapbook. The pages of the scrapbook had acidified to the point where they could not be handled without being damaged. Small pieces of the page would flake off during even minimal handling and small tears occurred nearly every time a page was flipped.
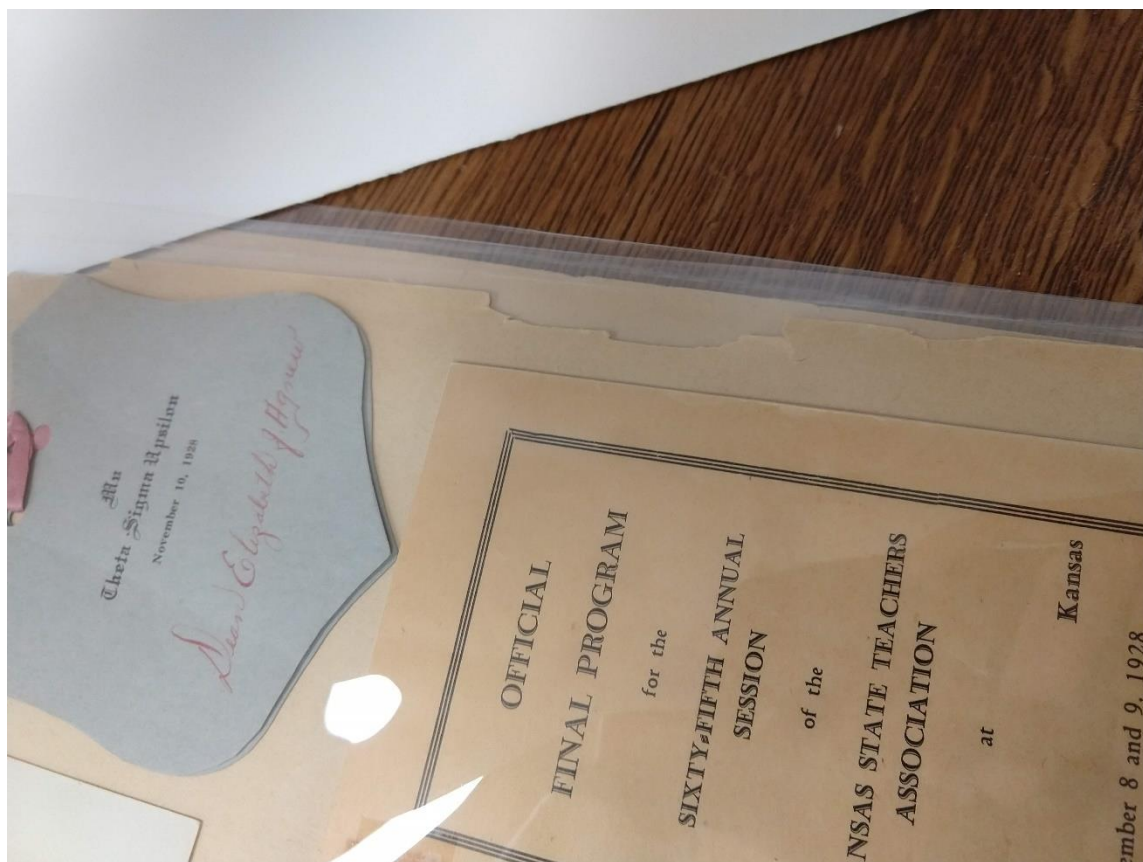
Brittle pages that broken that became damaged from handling.

Most of the pages had torn away from the posts and regularly fell out of the album.

Close up of where the scrapbook pages had torn away from the binding posts.

Each page was fragile to the point where the weight of the affixed materials threatened the structural integrity of the page. Further, much of the adhesive from both the tape and the glue that had been used to mount the materials had broken down causing materials to come free of the page.

Close up of adhesive break down

It would have been impossible for a researcher to handle the scrapbook without causing it serious harm and this along with the fact that it was part of an processed collection meant the scrapbook had not being made available for research purposes.

Preservation

Preserving scrapbooks is always difficult because scrapbooks are often involve a mix of materials, each with their own preservation concerns. Scrapbooks are also often constructed in an atypical manner using nonprofessional grade materials. These issues can make conservation interventions difficult as well. Because scrapbooks are a common form of archival material and yet are so difficult to work with there is a wide range of scholarship on how to preserve and conserve them. In case where the original glue is giving but the base page is still strong conservationists re-affix items.

Many institutions will detach heavy or atypically shaped items from the scrapbook, note where they were originally placed and store them as supplementary material. In cases where the base pages are breaking down some conservationists repair or even replace damaged base pages with more table Japanese paper (Brewer, 213). This technique however is labor-intensive and often requires a high level of specialized training. Because every scrapbook s unique archivists and conservators much decide on a case by case basis how to preserve them.

Ultimately encapsulation was chosen as the best means to preserve the Elizabeth J. Agnew scrapbook. Encapsulation means placing a sheet of paper between two pieces of uncoated, translucent films made from polyethylene terephthalate. The edges of the film are then sealed using archival quality double sided tape, ultrasonic, or heat welding, while the center is weighted to keep as little air as possible from being trapped inside. If multiple pages of a volume are encapsulated then several inches of polyethylene film is left along the left hand side so the pages can be bound together with a post binding if desired.
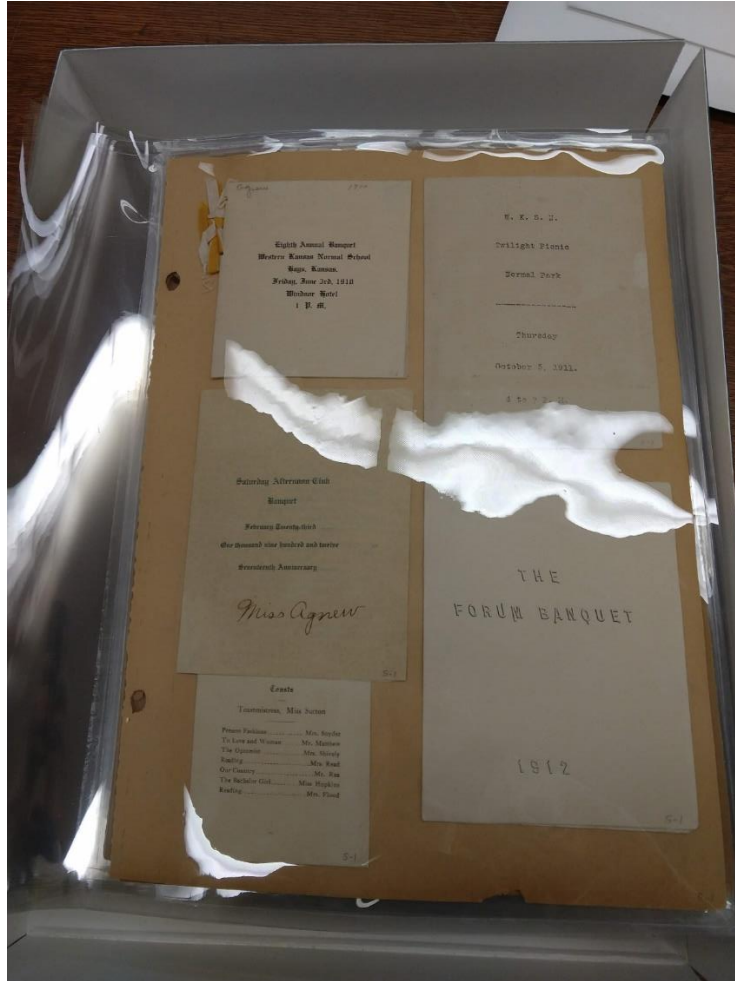
*Fully encapsulated scrapbook page with a margined left for rebinding*

Encapsulation was chosen as the best method of conservation because it is particularly effective

as a method for preserving fragile paper objects. It does not itself alter or damage the item.

Encapsulation keeps the page or document inert between the sheets of polyethylene through a very

small static electrical charge. The polyethylene also provides extra tensile strength to the fragile pages,

keeps the paper from being further damaged by coming into contact with dirt, dust and skin oils, and

protects against mold. It also creates a chemically stable environment for the pages.

Each page of the Elizabeth J. Agnew Scrapbook was fully encapsulated using polyethylene

terephthalate film and archival quality double sided tape. Extra film was left on the left edge of each

page in case the decision was made to rebind the pages at some point. The encapsulated pages, along with the original boards and posts, were rehoused in an acid free archival box.

The biggest hurtle to encapsulating the Agnew scrapbook was that many of the pamphlets, programs and other materials opened with information included inside the item. If the page was encapsulated then these items would not be able to open. One method that had been used by other archives for other scrapbooks was to carefully remove each item that could be opened and encapsulate it separately in such a way that users would still be able to open and view that item and then reattach it to an encapsulated page. For example conservationists at Public Library of Cincinnati and The University of Cincinnati (2017), recommend carefully removing overlapping and opening items and encapsulating them individually and reattach them using a hollytex hinge as part of their blog article on scrapbook encapsulation. In the same blog posts the conservation team experimented with creating polyethylene pockets for larger pamphlets. In the case of the Elizabeth J. Agnew Scrapbook neither of these methods were chosen because it would have exponentially increased the amount of labor and supplies necessary to individually encapsulate or create costume pockets for a hundred and fifty-four items with inside text. Instead the decision was made to digitize the items that could be opened in order to preserve that information once they were sealed with the polyethylene film.
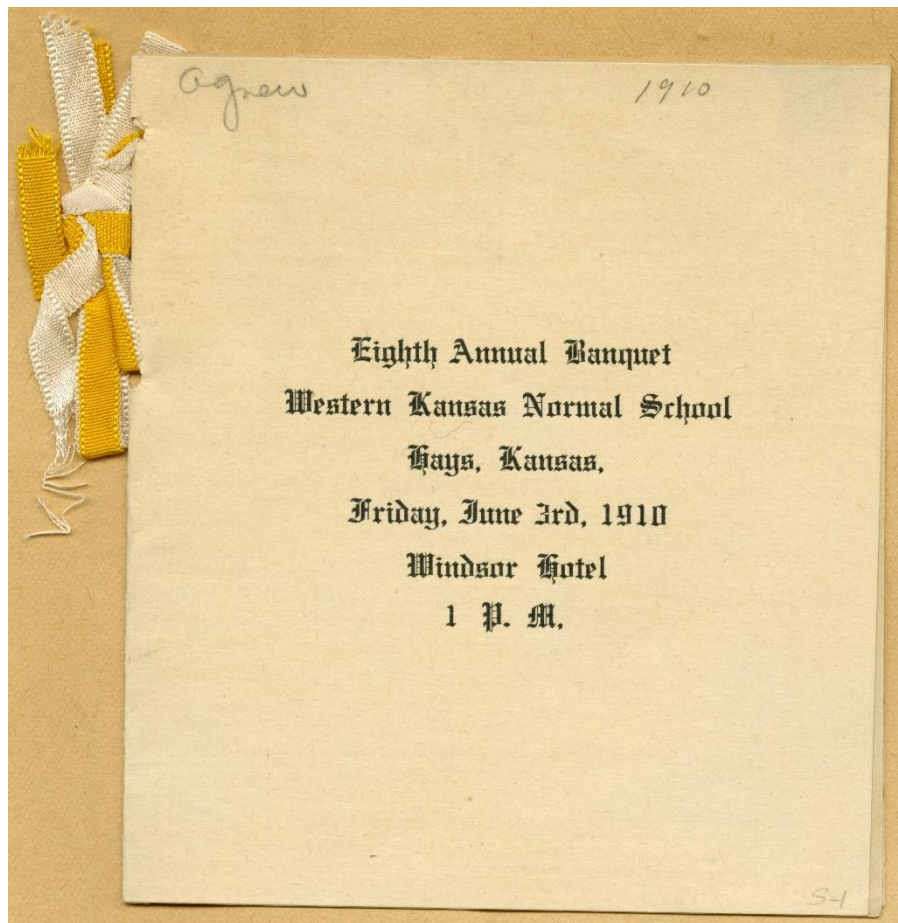
Scan of a program from the Elizabeth J. Agnew Scrapbook
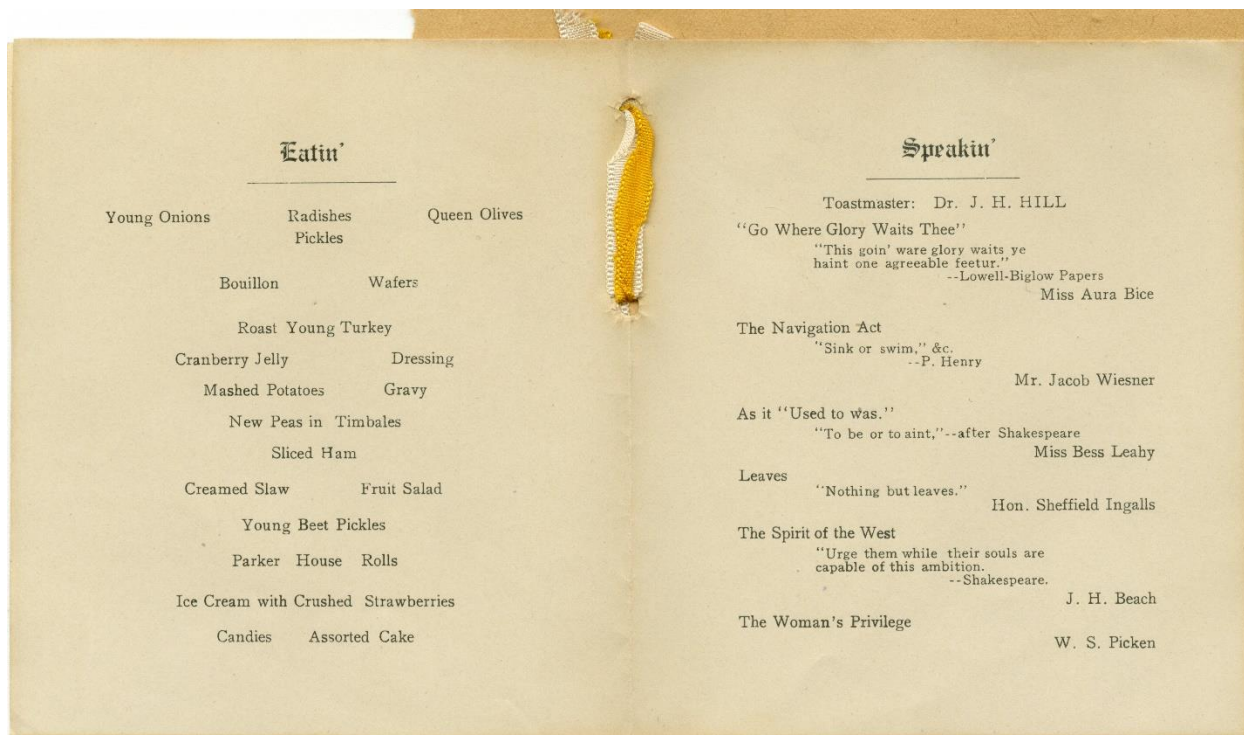
Scan of the inside of the same program from the Elizabeth J. Agnew Scrapbook

Digitization

Anecdotal evidence suggests that scrapbooks are common problem children for archivists and digital curation librarians alike. Digitization is fraught with challenges. They are compiled of collected materials with varying copyright issues. They are full of mixed media objects that are often fragile, complex, or awkward to handle. They can rarely be scanned in their entirety on a flatbed scanner due to concerns that the equipment will be damaged. Digitizing a scrapbook in its entirety is time consuming and for a small staff, that investment is impractical at best. As a result most scrapbooks are not digitized and even though they may present a unique historical perspective, they remain inaccessible to researchers.

In addition to the challenges previously identified, there are no accepted best practices for digitization and presentation. As a practitioner researching options for scrapbook digitization, one

quickly learns that there are almost as many ways to digitize a scrapbook as there are digitized

scrapbooks. Most commonly, scrapbooks tend to be either digitized as a whole, with each page being

digitized and metadata done for the entire page, or, they can be digitized down to the individual items

on the page.

The H.H. Gunning Scrapbook from the McCracken Research Library at the Buffalo Bill Center of

the West in Cody, Wyoming is an example of the first approach.


(Gunning, 1942, p. 96)

This scrapbook was compiled by H.H. Gunning, an advertising agent for Barnum and Baily Circus during its 1896 European Tour. This scrapbook contains postcards, souvenirs, letters, advertisements, and other ephemera in five different languages. The scrapbook was digitized at the page level and the metadata was created for the page as a whole, addressing each individual item and its location on the page.

Description	A page from a red covered scrapbook containing three photographic postcards, a Hotel Astor Roof Garden card, a photograph and a handwritten note. Top left: A photograph of a group of people standing and sitting in front of a building on a street in Maubeuge, France. The building on the left has a sign with "Estaminet Bonte" printed on it. On the right the building has "Logeapied" printed above the second story windows. "Mme. Lannoy Cafe Restaurant" is printed above the door. Handwritten text: An Meubage France 1900". Center left: A postcard featuring a photograph of a seven story building situated on the corner of a street in Paris, France. Horse-drawn vehicles and people are in the street lined with buildings on the right. Trees are on the left. Buildings are in the background. Printed and handwritten text. Center right: A Hotel Astor Roof Garden card printed on a green background with "1930" and the hotel crest in the background. Printed and handwritten text. Bottom left: A postcard featuring a colorized photograph of the outside of a rotunda theater with flags on the roof and build in the classical style in Vienna, Austria. Arches line the ground floor of the structure and it is crowned with an arched tower. Trees are in the foreground. Printed text. Bottom right: A postcard featuring a photograph of a block of buildings in Vienna, Austria that housed the Barnum and Bailey advertising office. Multi-story buildings line the street. A river front is in the foreground. People and buildings are in the background on the left. Printed and handwritten text.
Transcription	Handwritten note: "At Meubage France in 1900 The way we decorated the buildings in Europe with Barnum & Bailey advertising - & some of the advertising brigade. With the mob of curious who followed them from Place – even Barnum is seen over the door – The fellow with the light hat being HHG". Postcard from Paris, France, printed text: "797. Paris – Rue Saint Dominique, prise avenue Rapp C.L.C." Handwritten text: "Feby 3/1906 Our Paris Office & Bill Room H.H. Gunning Buffalo Bill Wild West". Hotel Astor Roof Garden card, printed text: "Hote Astor Roof Garden Mr. H.H. Gunning, and Friends Fred A Wunheuheim This card is not transferable, and may be cancelled at any time by the management". Handwritten text: "Mother and I always stopped at the Astor Kitchen in NY". Postcard from Vienna, Austria, No. 1, printed text: "Vienna Austria 1901 Barnum And Baileys Winter Home Gruss aus Wien. Rotunde im Prater. "With Kindest Remembrances and Best Wishes for the New Year" H.H. Gunning." Postcard from Vienna, Austria, No. 2, printed text: "Stefanie-Strasse. Wien." Handwritten text: "Varnum & Bailey Advertising office Vienna, 1900 B&B Bill Room Vienna 1900 Compliments of H.H. Gunning".

(Gunning, 1942, p. 96)

This 200 plus page scrapbook took one cataloger 8 weeks to describe and resulted in more than 80,000 words of metadata. The end result is a scrapbook that is searchable, but it represents a major investment in human capital.

The TE Ranch Scrapbook Photo Album from the same institution is an example of the second approach. This object contained mostly photos but the creator also included illustrations, captions, and other decorations. It more closely resembles a "modern" scrapbook. In this case, the piece was digitized and described at the page level, and then items on the page were presented individually with their own metadata.
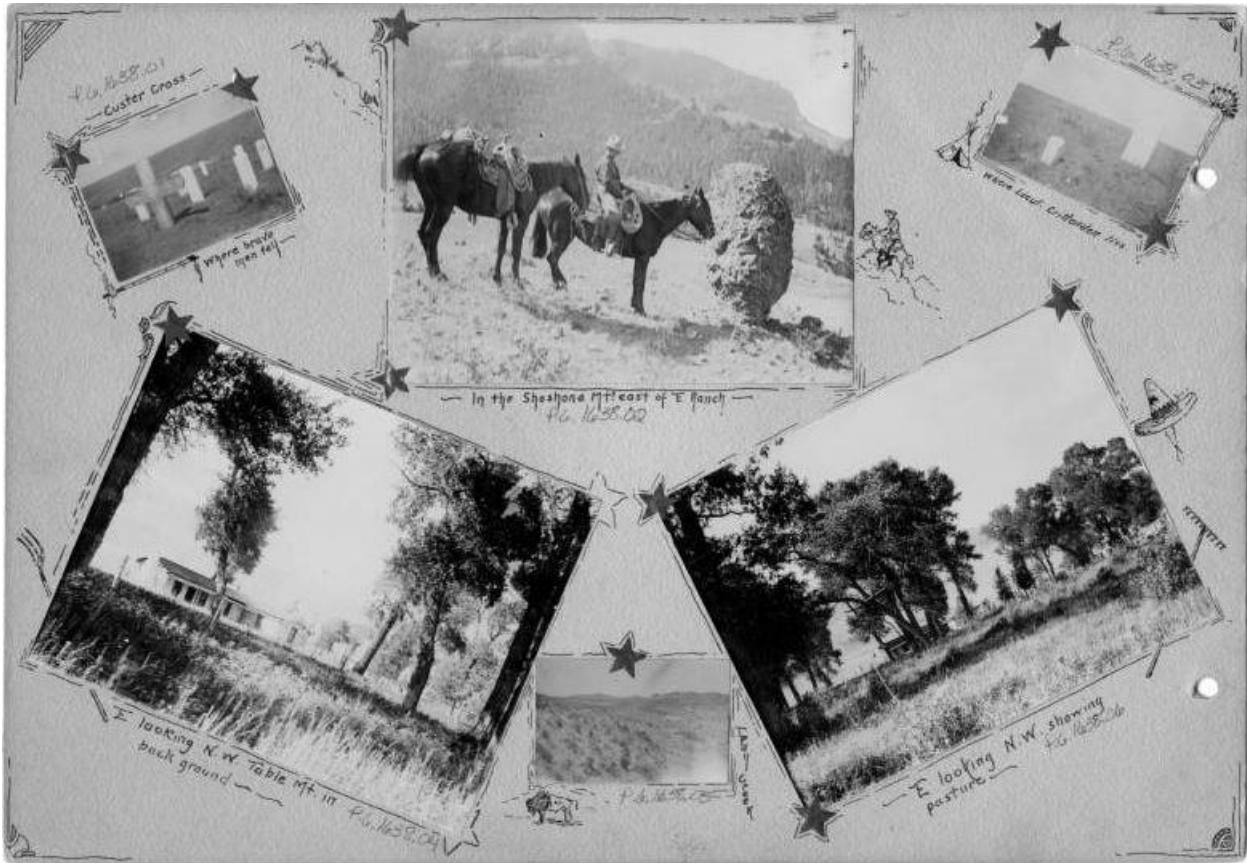
Description   Page one of TE Ranch scrapbook photo album containing six photographs. The page is decorated with stars and illustrations of western icons. Top left: Custer cross. Top center: In the Shoshone Mtns. East of TE Ranch. Top right: Where Lieut. Crittenden Lies. Bottom left: TE looking N.W. Table Mtn. in Background. Bottom center: Trail Creek. Bottom right: TE looking N.W. showing pasture.

(TE Ranch, 1910, p.1)

Description   A photograph of a man mounted on a horse next to a rock formation. A pack horse is on the left. Mountains are in the background. Handwritten caption.

(TE Ranch, 1910, p.1)

This multiplied the hours necessary to complete description and what took 8 weeks in the first instance was increased to many months for this scrapbook.

In the case of the Agnew scrapbook, the resources to devote weeks or months to description did not exist. Full digitization of this piece was impractical for a myriad of reasons. The item was fragile, it contained too many disparate items on the pages, and the time and human capital needed to fully digitize and describe the piece was out of reach for the department. In order to still provide access to the scrapbook once it was encapsulated, the decision was made to digitize only the items that would be rendered inaccessible and present those piece digitally in an online collection thus creating a hybrid object consisting of a physical master with supplemental digital content.

Process

During the encapsulation planning process, the archivist identified which items would be digitized. An archival student employee trained on image standards and file naming conventions scanned the individual items. The archivist did quality control for images to ensure the scans were complete and of an acceptable quality.

Forsyth Library uses both CONTENTdm and Digital Commons to present digital collections. Because this was an image-based collection versus a text-based collection, CONTENTdm was the chosen platform. The library has been moving away from smaller more specific digital collections to a collection development plan that focuses on larger more usable collections so rather than create an Agnew Scrapbook collection, it was organized as the University Archives Supplemental Materials collection (add application profile as appendix). In this way items could be added to the collection from other projects without creating yet another smaller collection.

The collection was originally created with 613 individual images in 154 objects. Multipage objects were created as traditional CONTENTdm compound objects. Metadata was created according to a modified Dublin Core schema that is consistent with other collections created by the library. Digitized items are connected to the physical master through the Archival Number field which contains the accession number for the parent object as well as through the Related Material field which provides the full citation for the item on the page within the physical master. The object identifier uses the accession number as the base. This number also serves as the filename for the preservation master.

(Agnew, 1917, p. 7)

The Digital Curation Librarian was charged with creating all administrative metadata while a student worker trained in descriptive metadata creation described the objects. Of interesting note, the student worker in this case was an international graduate student whose first language was Chinese. The Archivist chose subject headings and the Digital Curation Librarian performed quality control on the descriptive metadata. Metadata was checked for spelling, grammar, format, and completion. Open Refine and Excel were used to identify instances of missing metadata or formatting issues.

Usage

The University Archives Supplemental Materials Collection went live in its completed form on February 26, 2018. Usage data collected from CONTENTdm is often unreliable so Google Analytics is used to track usage of the collections. In the period from March 1, 2018 to March 1, 2019, the collection

has received 134 page views, of which 114 are unique. These numbers are not remarkable, however,

prior to digitization, there was no usage of this item so any usage at all is an improvement. The archives

has yet to receive any requests for the parent item generated by the material included in digital

collections, however, such a request would represent an additional successful outcome of the project.

Conclusion

The Elizabeth J. Agnew Scrapbook presented a common challenge for not only this library but

for many libraries. Its physical condition was such that it could no longer be safely used by researchers

yet there remained value in keeping the item in the collection. Availability of time, resources, and labor,

limited preservation activities. Complete digitization was not possible given the current project schedule

and resources available. By using a hybrid approach of targeted digitization, archival staff was

successfully able to preserve access to items within this scrapbook while simultaneously increasing

usage of the item. Whether or not this hybrid approach results in increased usage of the physical parent

object is yet to be seen. Supervised student labor has proven to be a viable tool for limited digitization

and descriptive metadata creation. The targeted digitization approach has been a success for this library

and archives and will be used again in the future should the need arise.

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Appendix A

Metadata Creation Training Materials

Student Metadata Training Materials

Created by M. Elizabeth Downing, MLIS

Digital Curation Librarian

Forsyth Library – Fort Hays State University
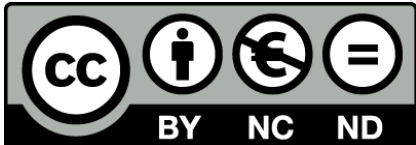
Contents

- What is Metadata?
- Metadata Application Profiles
- Creating Metadata: Title
- Creating Metadata: Date
- Creating Metadata: Descriptions
- Description Rubric

What is Metadata?

Metadata is "data about data"

- What does metadata do?
  - It tells the computer "what it is looking at"
- Two kinds of metadata
  - Administrative
    - Gives technical information about the file
  - Descriptive
    - Gives information on the content of the file

Descriptive Metadata

- Examples of descriptive metadata:
    - Title
    - Date
    - Creator
    - Description
    - Subject headings
    - Transcriptions

Two More Kinds of Metadata

- Good Metadata
  - Accurate
    - Free from errors.
  - Complete
    - Makes full use of the metadata schema.
  - Consistent
    - Uses the same words to describe the same kinds of objects in the same way across all collections.
- Bad Metadata
  - Missing data
    - It's just not there.
  - Incorrect data
    - It's wrong.
  - Junk data
    - "unknown," "n.a.," "undated," etc. This metadata tells us nothing. If the information is not there, don't fill it in.
  - Confusing data
    - It's inconsistent.
  - Insufficient data
    - It's incomplete.

Metadata Application Profiles

What is an application profile?

- An application profile does 3 things:
  - Defines fields in the metadata
  - Provides instruction on how to create the metadata
  - Gives information on how the metadata is related to the object
- In order to be useful, metadata must be consistent. With an application profile you can be certain you are describing the same information the same way across diverse collections.
- We use a modified Dublin Core metadata schema
  - This is a common standardized schema used by a variety of libraries all over the world

Our Metadata Application Profiles

- All new collections are based off of FDCC016 University Archives Photographs Collection Profile
  - I created this profile in Fall 2017
  - It represents industry standards for metadata creation
  - Can be customized depending on the needs of the collection
  - Eventually all collections will be updated to this schema

Anatomy of an Application Profile: 1

FDC016 University Archives Photograph Collection

Metadata Application Profile
v1.1
2017-09-14

Forsyth Digital Collections

Elizabeth Chance, MLIS
Digital Curation Librarian
Forsyth Library
Fort Hays State University

Anatomy of an Application Profile: 2

- Most collections have 26 fields
- We will only cover descriptive metadata in this video
- Descriptive fields you will be creating metadata for include:
  - Title
  - Date
  - Description
  - Transcription

Title

Field Name	Title
Previous Label	*Title*
Definition	The name given to the resource
How to Use	Take title from digitized item when possible. If no title exists enter a short, succinct title for the resource
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Title DC map: Title Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: No

Date

Field Name	Date
Previous Label	*Date Original*
Definition	A point or period of time associated with the creation of the resource.
How to Use	The date covered by this table refers to the creation of the original resource, that is, when the resource was first created, before undergoing any digital conversion. For resources created in non-digital format and converted to digital format, use the date the non-digital resource was first created. -- e.g., for print books, use the publication date of the book. Acceptable formats include: YYYY-MM-DD; YYYY-MM; YYYY; YYYY-YYYY;
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Date DC map: Date-Created Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: No

Description

Field Name	Description
Previous Label	*Description*
Definition	An account of the resource.
How to Use	Use standard punctuation and grammar to describe the item's history, physical appearance, contents, etc. Follow local style requirements for place names and individuals.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Description DC map: Description Data type: Full Text Search Large: Yes Search: Yes Hide: No Required: Yes Vocab: No

Transcription

Field Name	Transcription
Previous Label	*none*
Definition	A transcription of the original text of the resource.
How to Use	Transcription should only be undertaken where it will greatly improve access to the original document or where it will drastically improve discoverability. Examples of transcription for increasing accessibility: Transcribing handwritten documents Examples of transcription for increasing discoverability: Names in a yearbook Photo captions including names and place information As a rule, legible printed materials are not appropriate for transcription.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Transcription DC map: None Data type: Text Large: Yes Search: Yes Hide: No Required: No Vocab: No

Creating Metadata: Title

Title

Field Name	Title
Previous Label	*Title*
Definition	The name given to the resource
How to Use	Take title from digitized item when possible. If no title exists enter a short, succinct title for the resource
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Title DC map: Title Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: No

Items with Titles

- Take the title from the item when you can.

- Be as specific as possible.

  - Example: "Kansas State Teachers College 1928 Commencement Banquet Program"

  - If there are subsequent pages in an item, each item will need a unique title.

    - Example: "Kansas State Teachers College 1928 Commencement Banquet Program – Page 1"
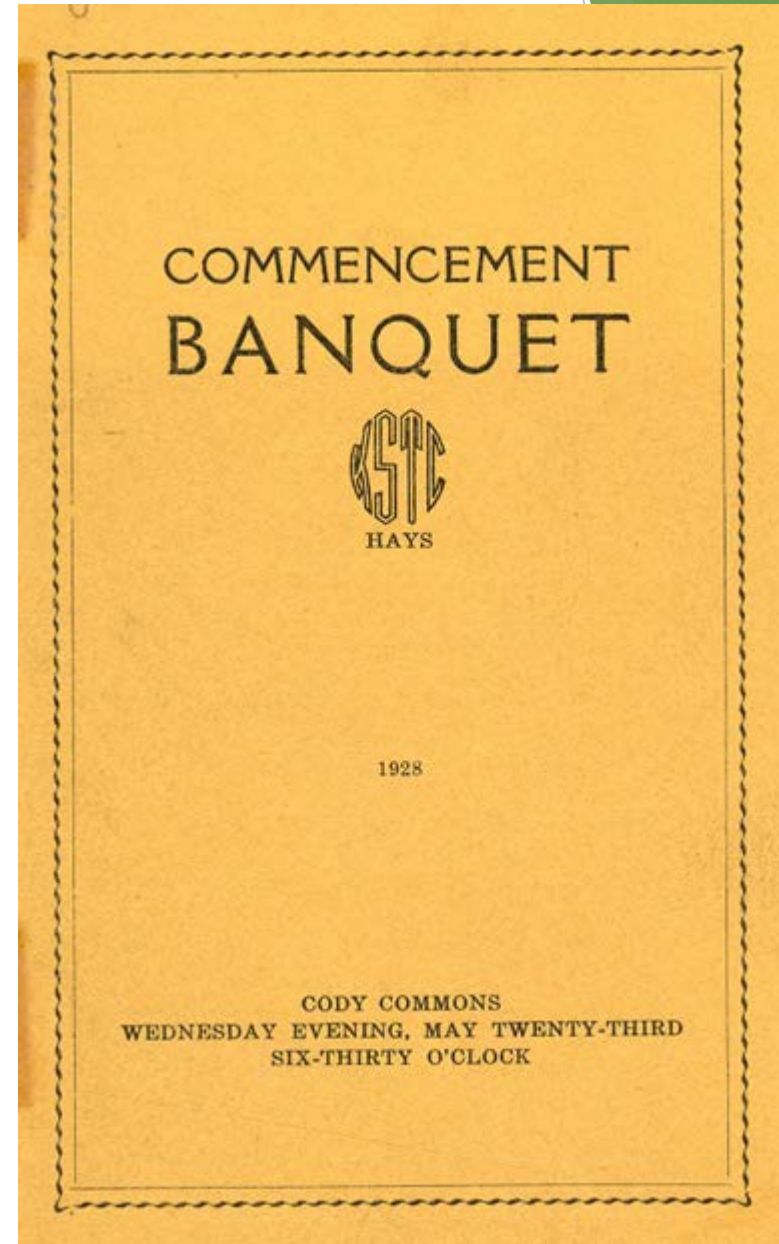
Items Without Titles

- Create a specific and descriptive title.
  - Specific titles address the "who, what, where, when" of an object.
  - You may not have all of the information. Include what you can.
- Do not begin the title with an article (a, an, the)
- Do not put a period at the end of the title.
- Use Title Case
  - Capitalize the first and last word.
  - Capitalize all adjectives, adverbs, nouns, pronouns, and verbs.
  - Do not capitalize articles (a, an, the).
  - Do not capitalize coordinating conjunctions (for, and, nor, but, or, yet, so).
  - Do not capitalize words less than three letters (of).
- Example: "1907 Western Branch of the Kansas Normal School Men's Baseball Team Photograph"
- Special note for photographs: Individual pages are referred to as "front" and "back."
- Example: "1907 Western Branch of the Kansas Normal School Men's Baseball Team Photograph - Back"

Creating Metadata: Date

Date

Field Name	Date
Previous Label	*Date Original*
Definition	A point or period of time associated with the creation of the resource.
How to Use	The date covered by this table refers to the creation of the original resource, that is, when the resource was first created, before undergoing any digital conversion. For resources created in non-digital format and converted to digital format, use the date the non-digital resource was first created. -- e.g., for print books, use the publication date of the book. Acceptable formats include: YYYY-MM-DD; YYYY-MM; YYYY; YYYY-YYYY;
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Date DC map: Date-Created Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: No

Items With Dates

- If there is a date on the item, enter it in the correct format.
  - You may have to hunt for it.
  - The formats listed in the application profile are the *only* acceptable formats.
  - Good
    - 1907-04-26
    - 1907-04
    - 1907
    - 1905-1910
  - Bad
    - Anything that doesn't look like what is listed above!
  - If you have dates in a range (multi-day event like a fair or conference) use the day the event started as the date for this field.
  - If you have a month and a day for an item, but no year, treat it as something that does not have a date.

How to Determine Dates

- Look at the item in it's entirety.
  - If it is a correspondence, look at the handwriting style, any events mentioned, or other historical clues.
  - If it is a photograph start with the basics. Is it a color photograph? Black and white? Are there people? If so what are they wearing? Are there buildings or other landmarks that may have changed over time?
- Research
  - Do a quick internet search for clues you've found in the item. Look up names and places.

Items Without Dates

- Every item needs something in the date field.
- Get as close as possible.
- Use available resources to narrow down your dates.
- Do not use "circa" or "ca."
  - Bad: "circa 1905" or "ca. 1905"
  - Instead: "1900-1910"
- Try to get your date range into a 10 year period
  - Doesn't have to start at a decade
  - OK: "1903-1911"

Creating Metadata: Descriptions

Description

Field Name	Description
Previous Label	*Description*
Definition	An account of the resource.
How to Use	Use standard punctuation and grammar to describe the item's history, physical appearance, contents, etc. Follow local style requirements for place names and individuals.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Description DC map: Description Data type: Full Text Search Large: Yes Search: Yes Hide: No Required: Yes Vocab: No

Basics on Description

- The purpose of description is to help users quickly find what they are looking for.

- Machines know nothing about the content of items.

- Machines have no way of knowing what something means.

- Descriptions tell the machine "what" something is other than an organized pile of information bytes.

- Descriptions bridge the gap between human and computer.

- **We are helping people and computers speak the same language.**

Our Responsibility

- Description is a huge responsibility.
  - The words you use to describe an object will color the perception of our users.
  - You are describing items that have never been seen before by the public.
- We have a responsibility to get it right.
  - Scholars may cite our objects in research.
  - The quality of these descriptions reflect on the library as a whole and on the university.
- We have a responsibility treat the subjects of our collections with respect, dignity, and sensitivity.
  - You may be asked to describe collections involving marginalized groups, racial or ethnic minorities, or difficult social topics. The words we use to describe these collections have power and we must be mindful of our own personal biases and privileges when writing descriptions.

The Nuts and Bolts: Writing a Description

- Use the formula:
  - [The/A] (Title). (What it is.) (What you see.)
- Be specific!
- For subsequent pages use the same formula but add "Page (number)" or "Front/Back" as appropriate.
  - Alter the description of the whole to fit subsequent pages.
  - Copy and paste where appropriate but be careful.

Example Description

- "The 1907 Western Branch of the Kansas Normal School Men's Baseball Team Photograph. The black and white matted photo shows a team of nine men posing for a portrait. The men wear baseball caps, baseball uniforms, and baseball gloves. Two men sit in the front row. Two bats and a catcher's mask are between the two men. Two men sit in the second row. Five men stand in the back row. The man standing second from left holds a baseball. A painted backdrop with a column and trees is in the background. "Fort Hays 1907" is written on the bottom of the photograph.

Breaking It Down

Our Description

▶ "The 1907 Western Branch of the Kansas Normal School Men's Baseball Team Photograph. The black and white matted photo shows a team of nine men posing for a portrait. The men wear baseball caps, baseball uniforms, and baseball gloves. Two men sit in the front row. Two bats and a catcher's mask are between the two men. Two men sit in the second row. Five men stand in the back row. The man standing second from left holds a baseball. A painted backdrop with a column and trees is in the background. "Fort Hays 1907" is written on the bottom of the photograph.

The Formula

"**The 1907 Western Branch of the Kansas Normal School Men's Baseball Team Photograph**. **The black and white matted photo shows a team of nine men posing for a portrait**. **The men wear baseball caps, baseball uniforms, and baseball gloves. Two men sit in the front row. Two bats and a catcher's mask are between the two men. Two men sit in the second row. Five men stand in the back row. The man standing second from left holds a baseball. A painted backdrop with a column and trees is in the background. "Fort Hays 1907" is written on the bottom of the photograph.**

Title Information

What It Is

Specific Description

Transcription Information

Do's and Don'ts

Do

- Answer the following questions in your description;
  - "What is it?" (photograph, program, invitation, card, etc.)
  - "What do you see?" (people? Text?)
- Think about what you would search for if you were looking for this exact image.
  - Describe using keywords.
- Spell check your descriptions.
- Be aware of "readability"
  - If descriptions are too complicated (lots of really big words), we will check them on a readability scale and talk about how to make them more accessible to readers with a lower comprehension level.

Don't

- Use opinion statements.
  - Opinion statement: "A pretty dress."
    - Instead describe the elements of the dress. (A lace collar. Pearl buttons, etc.)
  - Statement of fact: "A tall man."
    - Is the man taller than the other people in the photograph?
- Guess at gender.
  - If you are unsure of a person's gender in a photograph, describe them as a person and use the pronouns "they/them/theirs" if necessary.
- Guess at anything.
  - If you don't know what something is you can 1) ask or 2) describe in in general terms (object, item).
    - Don't call it a "thing"
    - Don't use words like "possibly" or "maybe."

Keywords in Descriptions

"The 1907 Western Branch of the Kansas Normal School Men's Baseball Team Photograph. The black and white matted photo shows a team of nine men posing for a portrait. The men wear baseball caps, baseball uniforms, and baseball gloves. Two men sit in the front row. Two bats and a catcher's mask are between the two men. Two men sit in the second row. Five men stand in the back row. The man standing second from left holds a baseball. A painted backdrop with a column and trees is in the background. "Fort Hays 1907" is written on the bottom of the photograph."

Description Rubric

- Make your descriptions a 10/10!

Criteria	0	1	2
Description includes "what" the image is.	Description does not address the "what" of the physical object.	Description partially describes the "what" of the physical object given the available information.	Description fully describes the "what" of the physical object given the available information.
Description includes what can be seen in the image.	Description does not address what can bee seen in the image.	Description partially describes what can be seen. Omits some objects/people/themes. Partially describes colors/details.	Description fully describes what can be seen in the image. All objects/people/themes are addressed. Colors and details are fully represented.
Description includes where things are in the image.	Description does not address location of elements in the image.	Description partially describes the location of elements in the image. Omits some objects/people/themes.	Description fully describes the location of elements in the image. All objects/people/themes are addressed.
Description avoids opinion statements. Example: "A woman in a pretty dress."	Description includes opinion statements.	N/A	Description does not include opinion statements.
Description is grammatically correct and free of spelling errors.	Description contains multiple spelling and/or grammar errors.	Description contains one or two typos.	Description is grammatically correct and free of spelling errors.

Transcriptions: Still Description

- Only transcribe handwritten text.
  - Do not transcribe machine printed text.
- Type it exactly as it is written.
- If it is only a few sentences, you can transcribe it in the description.
  - You must indicate that it is a transcription.
  - Put your transcription in quotes.
    - **"Fort Hays 1907" is written on the bottom of the photograph.**
- If the transcription is longer (as in a letter or correspondence) it will go in the Transcription field.
  - These transcriptions do not need quotes.
  - Indicate original spelling errors with (sic)
    - It's Latin for "just as" indicating that you have transcribed it directly from the source
  - Spell check and proofread your transcription.

Metadata Description Rubric

Criteria	0	1	2
Description includes "what" the image is. Example: "A digital photograph of an oil painting by Mabel Vandiver, former chair of the Fort Hays State University Art Department."	Description does not address the "what" of the physical object.	Description partially describes the "what" of the physical object given the available information.	Description fully describes the "what" of the physical object given the available information.
Description includes what can be seen in the image.	Description does not address what can bee seen in the image.	Description partially describes what can be seen. Omits some objects/people/themes. Partially describes colors/details.	Description fully describes what can be seen in the image. All objects/people/themes are addressed. Colors and details are fully represented.
Description includes where things are in the image.	Description does not address location of elements in the image.	Description partially describes the location of elements in the image. Omits some objects/people/themes.	Description fully describes the location of elements in the image. All objects/people/themes are addressed.
Description avoids opinion statements. Example: "A woman in a pretty dress."	Description includes opinion statements.	N/A	Description does not include opinion statements.
Description is grammatically correct and free of spelling errors.	Description contains multiple spelling and/or grammar errors.	Description contains one or two typos.	Description is grammatically correct and free of spelling errors.

Appendix B

Metadata Application Profile

CONTENTdm Core Metadata Application Profile

v2.2

2018-03-22

Forsyth Digital Collections

Elizabeth Chance, MLIS
Digital Curation Librarian
Forsyth Library
Fort Hays State University
Hays, Kansas

Table of Contents

Element Tables – In order of appearance

Field Name	1. Title
Previous Label	*Title; Title-Alternate; Title Descriptive*
Definition	The name given to the resource
How to Use	Take title from digitized item when possible. If no title exists enter a short, succinct title for the resource
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Title DC map: Title Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: No

Field Name	2. Identifier
Previous Label	*Identifier; Resource Identifier; Image number;*
Definition	An unambiguous reference to the resource within a given context.
How to Use	Enter the file name of the preservation quality digital surrogate stored on library servers here.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Identifier DC map: Identifier Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: No

Field Name	3. Creator
Previous Label	*Creator; Artist; Creator - **
Definition	An entity primarily responsible for making the resource.
How to Use	Person or entity responsible for creating intellectual content of resource such as a person, organization or service. Prefer form of name as verified in the Library of Congress Authorized Headings. If name is not listed there, give name in the following format: Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.
Controlled Vocabulary	*creator*
CONTENTdm Properties	Field Name: Creator DC map: Creator Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared

Field Name	4. Contributor
Previous Label	*Contributor*
Definition	An entity responsible for making contributions to the resource.
How to Use	Use for other people or entities who contributed to making the intellectual content of the resource, but who are not covered in the creator field. Examples include illustrators, editors, translators, etc. When possible, refine the contributor name by including the role the person or entity played in contributing to the resource. Prefer name as verified by the Library of Congress Authorized Headings. If name is not listed there give name in the following format: Last name, First name, Middle initial with period, year of birth and/or death if known, separated by a hyphen. Add a comma and space, then the role of the person or entity in this work. Separate additional entries by a semicolon and a space. Some examples: Jones, Bill, 1900-1981, illustrator; Smith Printing Company, printer; Doe, Jane, 1800-1845, donor; Pain, Ima, 1877-1935, editor
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Contributor DC map: Contributors Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: No

Field Name	5. Date
Previous Label	*Date Created; Date - * *
Definition	A point or period of time associated with the creation of the resource.
How to Use	The date covered by this table refers to the creation of the original resource, that is, when the resource was first created, before undergoing any digital conversion. For resources created in non-digital format and converted to digital format, use the date the non-digital resource was first created. -- e.g., for print books, use the publication date of the book. Acceptable formats include: YYYY-MM-DD; YYYY-MM; YYYY; YYYY-YYYY;
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Date DC map: Date-Created Data type: Date Large: No Search: Yes Hide: No Required: No Vocab: No

Field Name	6. Description
Previous Label	*Description; Content Description; Description - **
Definition	An account of the resource.
How to Use	Use standard punctuation and grammar to describe the item's history, physical appearance, contents, etc. Follow local style requirements for place names and individuals.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Description DC map: Description Data type: Full Text Search Large: Yes Search: Yes Hide: No Required: Yes Vocab: No

Field Name	7. Subject (LCSH)
Previous Label	*Subject; Keywords; Subject - **
Definition	The topic of the resource.
How to Use	Describe what the content is *about* expressed in Library of Congress Authorized Subject Headings. Separate additional entries by a semicolon and a space.
Controlled Vocabulary	*LCSH*
CONTENTdm Properties	Field Name: Subject (LCSH) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared

Field Name	8. Subject (LCTGM)
Previous Label	*None*
Definition	The topic of the resource.
How to Use	Describe what the content is *about* expressed using Library of Congress Thesaurus of Graphic Materials terms. Use only for images. Follow TGM application guidelines and choose the most specific term applicable for the item. Separate additional entries by a semicolon and a space.
Controlled Vocabulary	*LCTGM*
CONTENTdm Properties	Field Name: Subject (LCTGM) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared

Field Name	9. Subject (Local)
Previous Label	*Subject*
Definition	The topic of the resource.
How to Use	Describe what the content is *about* expressed using local subject headings. Local headings are used mainly for names of persons or entities not included in the Library of Congress Subject Headings. Use the following format: Last name, First name, Middle initial with period, year of birth and/or death if known, separated by a hyphen. Separate additional entries by a semicolon and a space.
Controlled Vocabulary	*Local_Subjects*
CONTENTdm Properties	Field Name: Subject (Local) DC map: Subject Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared

Field Name	10. Related Material
Previous Label	*None*
Definition	Additional material related to the resource
How to Use	Enter links or citations to other material related to the resource. Examples include other items within the collection, links to external informational sources, or citations of related publications. Some examples: FHSU Buildings and Facilities - Forsyth Library: https://www.fhsu.edu/facilities-planning/campusbuildings/Forsyth-Library/ See Angelo, R.T., M.S. Cringan, E. Hays, C.A. Goodrich, E.J. Miller, M.A. VanScoyoc, and B.R. Simmons. 2009. Historical changes in the occurrence and distribution of freshwater mussels in Kansas. Great Plains Research 19:89-126 for more information.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Related Material DC map: None Data type: Text Large: No Search: No Hide: No Required: No Vocab: No

Field Name	11. Geographic Location
Previous Label	*Coverage; Location; Place; Geographic Location*
Definition	The spatial topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
How to Use	Use to state the place or area that is described or represented by the resource, not the place where the resource was published. Prefer place names from www.geonames.org. Format entries as "Place Name, City, County, State, Country, permanent URL." Some examples: Fort Hays State University, Hays, Ellis County, Kansas, United States, http://www.geonames.org/4271684/fort-haysstate-university.html Mount Rushmore, Pennington County, South Dakota, United States, http://www.geonames.org/5768645/mountrushmore.html England, United Kingdom, http://www.geonames.org/6269131/england.html
Controlled Vocabulary	*geographic_locations*
CONTENTdm Properties	Field Name: Geographic Location DC map: Coverage-Spatial Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared

Field Name	12. Language
Previous Label	*Language*
Definition	A language of the resource
How to Use	Use ISO 639 three letter codes. For multiple languages separating each additional language with a semicolon and a space. See http://id.loc.gov/vocabulary/iso639-1.html for additional language codes
Controlled Vocabulary	*languages*
CONTENTdm Properties	Field Name: Language DC map: Language Data type: Text Large: No Search: Yes Hide: No Required: No Vocab: Yes-shared

Field Name	13. Medium
Previous Label	*Format Original; Medium*
Definition	The type of physical resource.
How to Use	Enter the basic type of physical resource. Some examples: Photograph Correspondence Post card
Controlled Vocabulary	*Medium*
CONTENTdm Properties	Field Name: Medium DC map: Format-Medium Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared

Field Name	14. Physical Description
Previous Label	*Format Original; Medium*
Definition	The material or physical carrier of the resource.
Is Field Required?	Required
How to Use	Enter the physical dimensions and material of the physical resource -- e.g. "8.5 x 14 text photocopy on paper." Some examples: "8.5 x 14 text photocopy on paper" "5 x 7 black and white photograph" "8.5 x 11 handwritten page" "Digital photograph"
Controlled Vocabulary	*none*
CONTENTdm Properties	Field Name: Physical Description DC map: Format-Medium Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: no

Field Name	15. Source
Previous Label	*None*
Definition	A related resource from which the described resource is derived
How to Use	Use only when the resource is the result of digitization nondigital originals. Provide sufficient information to identify and find the original resource. Enter here information on publisher if item is a digitized surrogate of a previously published item -- e.g. newspaper clippings. For items where only the publisher is known enter the name as "Publisher Name, (City, State)" or if the location is not known, enter only the publisher's name. Separate subsequent entries by a semicolon and a space. Some examples: Los Angeles Times (Los Angeles, Calif.); Smith Publishing If full citation is available, enter the information in APA style. For information on how to use APA see https://owl.english.purdue.edu/owl/resource/560/01/
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Source DC map: Source Data type: Text Large: No Search: No Hide: No Required: No Vocab: No

Field Name	16. Type
Previous Label	*Type*
Definition	The nature or genre of the content of the resource
How to Use	Enter the type of the item using the DCMI type vocabulary. If the resource is an image of text, use the term "Text." If the resource consists of more than one type separate multiple type terms with a semicolon and a space.
Controlled Vocabulary	*DCMI Type Vocabulary*
CONTENTdm Properties	Field Name: Type DC map: Type Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes

Field Name	17. Format
Previous Label	*Format; Format Digital; Digital Format*
Definition	The digital manifestation of the resource.
How to Use	Describe the file format of the resource using the Internet Media Type (IMT) scheme. Some examples: image/tiff; application/pdf; Separate multiple file types by a semi-colon – e.g., an oral history consisting of both an audio portion and a transcription (audio/mp4; application/pdf;).
Controlled Vocabulary	*Format*
CONTENTdm Properties	Field Name: Format DC map: Format Data type: Text Large: No Search: No Hide: No Required: Yes Vocab: Yes-shared

Field Name	18. Collection
Previous Label	*Relation; Collection; Collection Name; Repository*
Definition	A related resource in which the described resource is physically or logically included.
How to Use	Used to state the collection to which this resource belongs.
Controlled Vocabulary	*Collections*
CONTENTdm Properties	Field Name: Collection DC map: Relation–Is Part Of Data type: Text Large: No Search: Yes Hide: No Required: Yes Vocab: Yes-shared

Field Name	19. Repository
Previous Label	*Source; Repository; Contributing Institution; Home Location*
Definition	The institution housing the physical location of the collection.
How to Use	Used to state where the physical collection related to the digital surrogates are housed. Follow local naming conventions. Some examples: University Archives, Forsyth Library, Fort Hays State University For born-digital items: Digital Collections, Forsyth Library, Fort Hays State University
Controlled Vocabulary	*Repository*
CONTENTdm Properties	Field Name: Repository DC map: Relation–Is Part Of Data type: Text Large: No Search: No Hide: No Required: Yes Vocab: Yes-Shared

Field Name	20. Steward
Previous Label	*None*
Definition	The collection supervisor responsible for the physical collection related to the digital resource
How to Use	Used to state which department has stewardship over the physical collection related to the digital resource. Provide the name of the department along with the contact information of the person responsible for the collection. Some examples: Special Collections, Forsyth Library, Fort Hays State University University Archives, Forsyth Library, Fort Hays State University
Controlled Vocabulary	Local
CONTENTdm Properties	Field Name: Steward DC map: None Data type: Text Large: No Search: No Hide: No Required: Yes Vocab: No

Field Name	21. Publisher
Previous Label	*Publisher; Publisher Digital; Digital Publisher; Publisher - **
Definition	An entity responsible for making the resource available.
How to Use	Name of the entity that created or is providing access to the digital resource. If the resource existed in another form prior to being digitized, provide information about that previous publisher in the "source" field and give the creation date for the original in the date field. A publisher may include a person, organization, or a service. Clarify the role of the publisher by preceding the institution name with "*Digitized by*" Some examples: Digitized by Forsyth Library, Fort Hays State University Access provided by Forsyth Library, Fort Hays State University
Controlled Vocabulary	*Publisher*
CONTENTdm Properties	Field Name: Publisher DC map: Publisher Data type: Text Large: No Search: No Hide: No Required: Yes Vocab: Yes-shared

Field Name	22. Rights
Previous Label	*Rights; Rights Management; Copyright Statement*
Definition	Information about rights held in and over the resource.
How to Use	Enter the current rights statement here. Example: "Copyright Forsyth Library Digital Collections, Fort Hays State University. All rights reserved. May not be reproduced without permission. For more information contact Digital Collections, Forsyth Library, Fort Hays State University, 600 Park Street, Hays, Kansas 67601."
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Rights DC map: Rights Data type: Text Large: No Search: No Hide: No Required: Yes Vocab: No

Field Name	23. Transcription
Previous Label	*none*
Definition	A transcription of the original text of the resource.
How to Use	Transcription should only be undertaken where it will greatly improve access to the original document or where it will drastically improve discoverability. Examples of transcription for increasing accessibility: Transcribing handwritten documents Examples of transcription for increasing discoverability: Names in a yearbook Photo captions including names and place information As a rule, legible printed materials are not appropriate for transcription.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Transcription DC map: None Data type: Text Large: Yes Search: Yes Hide: No Required: No Vocab: No

Field Name	24. Digitization Specifications
Previous Label	*Digitization Specifications*
Definition	The production or manufacturing processes, techniques, and methods incorporated in the fabrication or alteration of the work or image.
How to Use	Enter digitization information here including the model and brand of the scanner used, scanning DPI, preservation file type, and indicate any post scanning conversion. Example: Original scanned on an Epson Expression 11000XL flatbed scanner at 600 dpi. Color file. Saved as an uncompressed TIFF, re-sized and converted to JPEG in Adobe Photoshop CS6.
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Digitization Specifications DC map: None Data type: Text Large: No Search: No Hide: Yes Required: No Vocab: No

Field Name	25. Date Digital
Previous Label	*Date Digital*
Definition	The date the item was digitized.
How to Use	Enter the date the item was digitized as YYYY-MM-DD
Controlled Vocabulary	None
CONTENTdm Properties	Field Name: Date Digital DC map: None Data type: Text Large: No Search: No Hide: Yes Required: No Vocab: No

Change Log

v2.1 – Removed controlled vocabulary from "Physical Description" field.

V2.2 – Added numbers to field entries. Changed "Data type" in "Date" field to "Date."