



# Managing Digital Assets in a Collaborative Environment

Society of Georgia Archivists  
Savannah  
October 13

Annual Meeting  
L6

Josh Hogan  
Sarah Tanner  
Christine Wiseman

Atlanta University Center Robert W. Woodruff Library

View metadata, citation and similar papers at [core.ac.uk](http://core.ac.uk)

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CORE

# Atlanta University Center, Robert W. Woodruff Library

The AUC Woodruff Library serves as the center of the academic village of the AUC, providing the highest level of information resources and services in support of teaching learning, scholarship, and cultural preservation of the Atlanta University Center.

- [Clark Atlanta University](#)
- [Interdenominational Theological Center](#)
- [Morehouse College](#)
- [Spelman College](#)



Atlanta University Center  
Robert W. Woodruff Library

# Archives Research Center



- *“Premier Destination Archives”*  
ARC is a cultural asset and active participant in teaching and scholarship, providing collaborative leadership in the preservation, access, and collection development of archival resources.
- Nearly 8,000 linear feet of archival materials and rare books
- Collections document Atlanta University Center institutions and the African American experience primarily in Atlanta and Southern United States
- Digital collections include Morehouse College Martin Luther King Jr. and Tupac Amaru Shakur Collections, photographs, audio and moving image materials



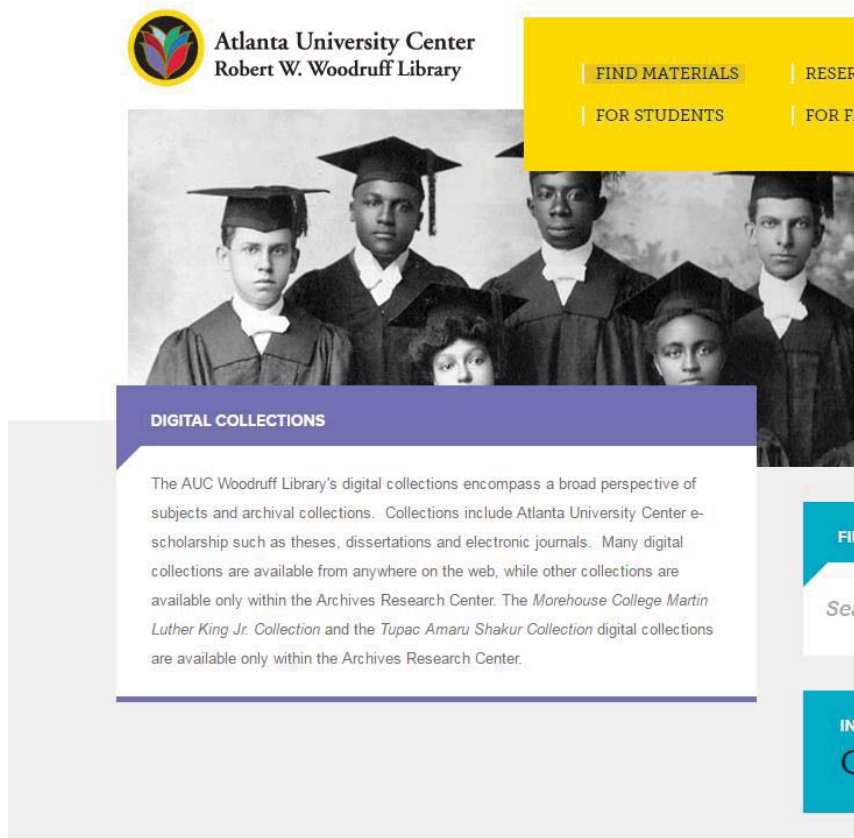
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# Digital Services Department

- Digitization Services
  - Patron requests
  - Mass digitization projects (grants)
  - Exhibits
- Repository Management
  - DigitalCommons, CONTENTdm, Omeka
- Archival Systems Support
  - ArchivesSpace
  - XTF
- Library ILS Support
- Digital Preservation Planning



# Online Digital Collections



The screenshot shows the website for the Atlanta University Center Robert W. Woodruff Library. At the top left is the library's logo, a stylized flower with red, yellow, and blue petals. To its right is the text "Atlanta University Center Robert W. Woodruff Library". Below the logo is a black and white photograph of a group of graduates in caps and gowns. A yellow navigation bar is overlaid on the top right of the page, containing the text "FIND MATERIALS", "RESER", "FOR STUDENTS", and "FOR FA". Below the photograph is a purple header with the text "DIGITAL COLLECTIONS". Underneath this header is a white text box with the following text: "The AUC Woodruff Library's digital collections encompass a broad perspective of subjects and archival collections. Collections include Atlanta University Center e-scholarship such as theses, dissertations and electronic journals. Many digital collections are available from anywhere on the web, while other collections are available only within the Archives Research Center. The *Morehouse College Martin Luther King Jr. Collection* and the *Tupac Amaru Shakur Collection* digital collections are available only within the Archives Research Center." To the right of the text box are partial views of blue buttons with the text "FIN", "Sea", and "IN".

- HBCU Library Alliance,  
<http://hbcudigitallibrary.auctr.edu/cdm/>
- Digital Commons @ AUC Woodruff Library, e-Scholarship IR,  
<http://digitalcommons.auctr.edu/>
- Digital Exhibits,  
<http://digitalexhibits.auctr.edu/>



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# Digital Initiatives

## Grants

HBCU Photograph Preservation Project, Round III

Mellon funding via LYRASIS

Digitized audio, video and photographs

Mentoring and training interns

Outreach to faculty

Spreading the Word: Expanding Access to African American Religious Archival Collections

NEH Preservation and Access, July 2015-June 2018

Fully process 14 archival collections

Digitize and provide access to 1,100 audio and video assets, and 2,100 photographs

Incorporate resources into training and outreach

Project blog: <https://aucwoodruffarchives.wordpress.com/>



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# Digital Initiatives and Archival Collections

Digital Preservation Planning



Archival  
Systems  
Support

Digital  
Humanities  
Projects

Mass Digitization  
Projects

Digital Exhibits

Grants

Born Digital  
Collections



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# From This



*"Nice, but as long as there are readers there will be scrolls."*

# To This





# Digital Preservation Planning

Aligned with library strategic plan

Digital Preservation Working Group

Meets monthly

DSD, ARC, and IT staff



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# DPWG Accomplishments

- With IT set up sandbox environment to test Bit Curator, Fixity and other digital preservation tools
- Began to run Fixity on large collections (server transfers or received from vendor)
- Expanding digital assets inventory to include born digital (archival and institutional records)
- Drafted digital preservation policy and 3-year plan
- Drafted born digital acquisitions procedures

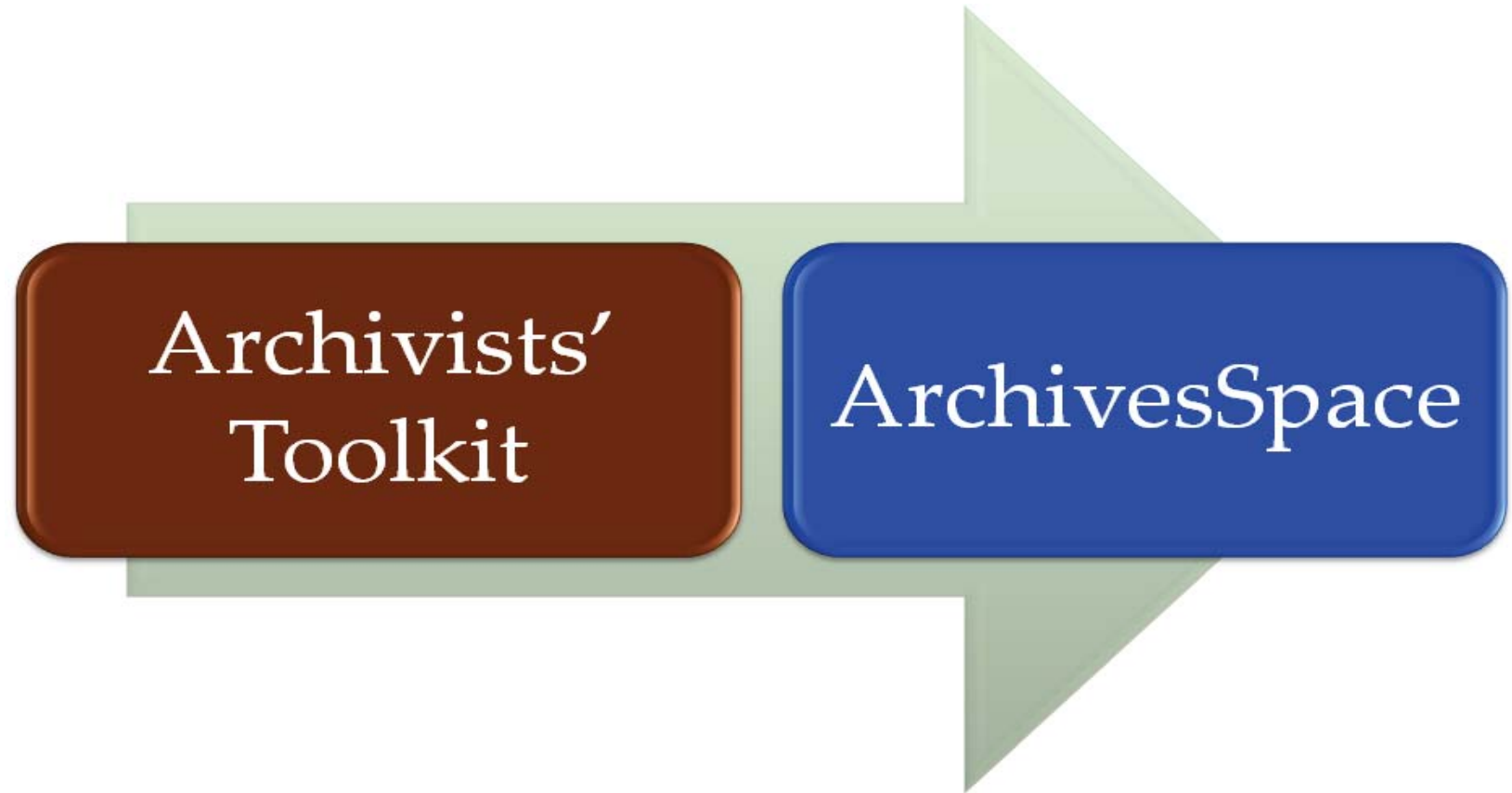


# DPWG Future Goals

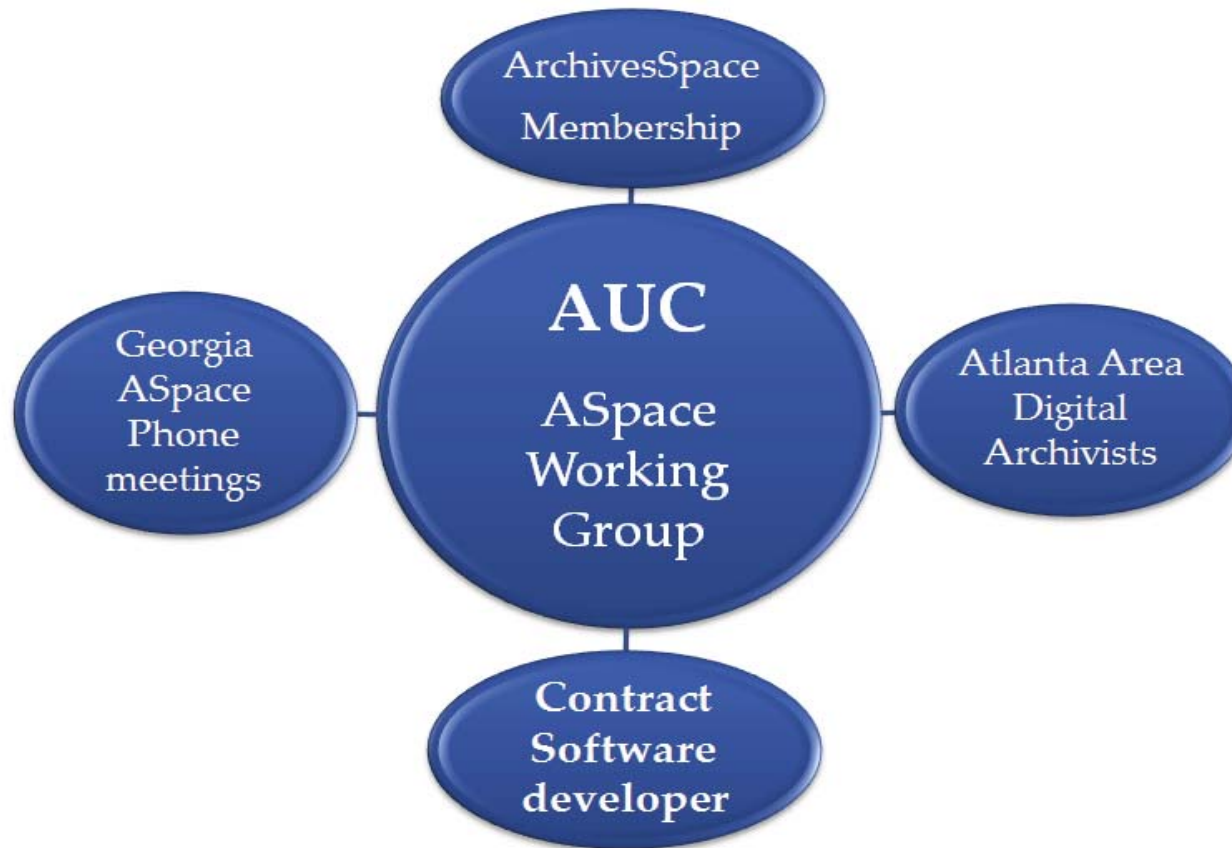
- Complete Digital Collections Policy and DP Plan that establishes priorities and maps them to tiers of preservation.
- Ensure that donor agreements include language that ensures the ability to care and provide access for digital objects.
- Set up dedicated workstation for acquisitions and appraisal of born digital content.
- Ensure that digital masters are replicated and stored at a minimum of two locations, one off site.



# The Migration



# ArchivesSpace in Collaboration





# Making it all work

- Forming interdepartmental working groups
  - Working with a contract programmer
  - Learning new skills
    - Project management systems - BitBucket
    - Linux OS command line
    - Git Repositories
  - Creating new workflows
-

# Project Management

The screenshot shows the Bitbucket interface for a repository named 'auc-finding-aids' owned by Sarah Tanner. The page is titled 'Overview' and features a navigation sidebar on the left with options like 'Clone', 'Create branch', 'Create pull request', 'Compare', 'Fork', 'Overview', 'Source', 'Commits', 'Branches', 'Pull requests', 'Issues', 'Downloads', and 'Settings'. The main content area displays repository statistics: 'Last updated: 2016-09-02', 'Language: XML', 'Access level: Admin', '1 Branch', '0 Tags', '0 Forks', and '1 Watcher'. A central message states 'THERE ISN'T A README YET' with a 'Create a README' button. On the right, there is an 'Invite users to this repo' section with a 'Send invitation' button and a 'Recent activity' section listing four commits by Sarah Tanner from July and September 2016.

Bitbucket Teams Projects Repositories Snippets Find a repository...

Sarah Tanner / auc-finding-aids

## Overview

Download SSH git@bitbucket.org:sarahtanner/auc-findi Share

Last updated	2016-09-02	1	0
Language	XML	Branch	Tags
Access level	Admin	0	1
		Forks	Watcher

**THERE ISN'T A README YET**  
Create one and tell people where to start and how to contribute.

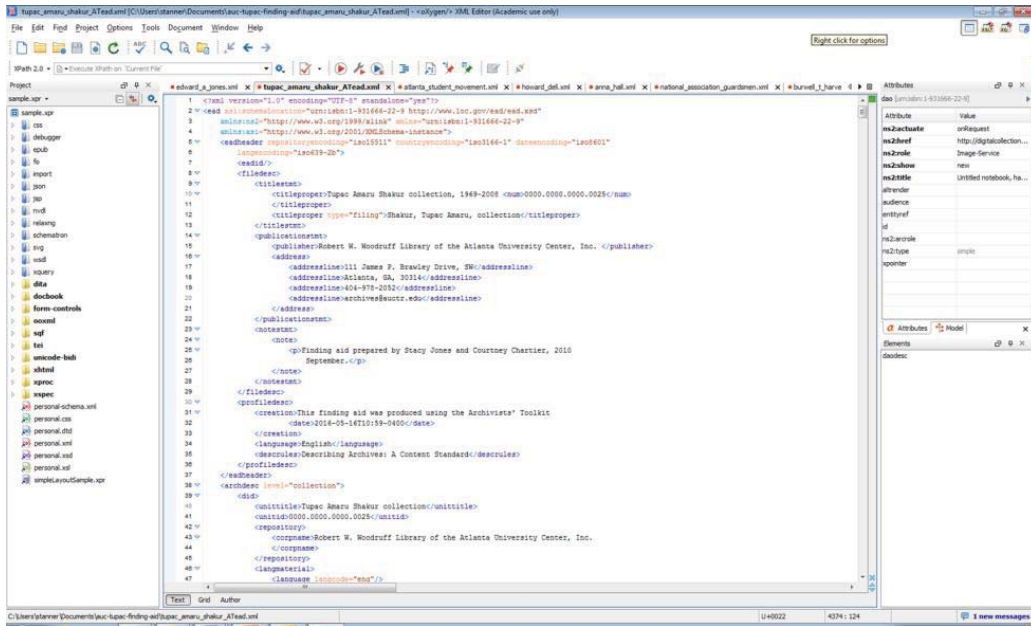
Create a README

### Invite users to this repo

Send invitation

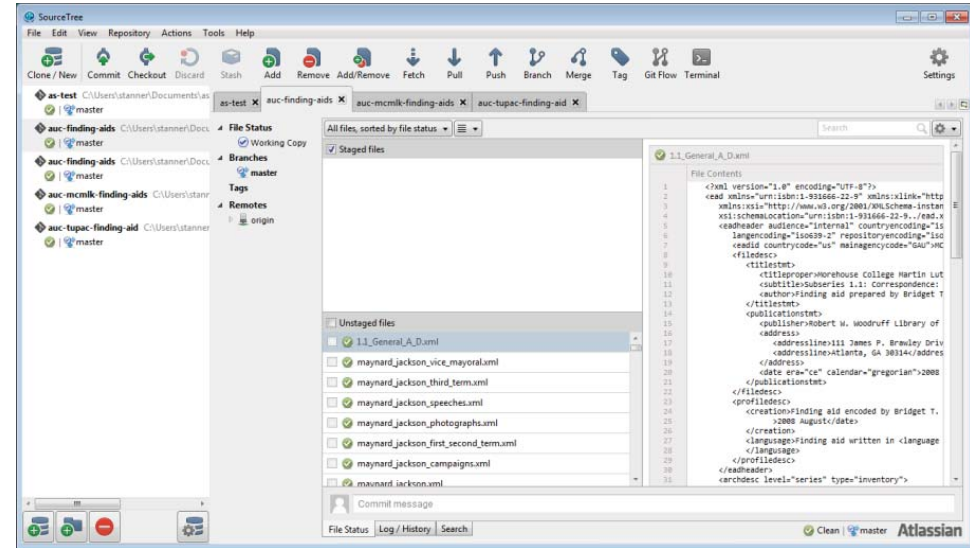
#### Recent activity

- 1 commit  
Pushed to sarahtanner/auc-finding-aids  
ca99edf Added 5 new finding aids (CAU p...  
Sarah Tanner · 2016-09-02
- 1 commit  
Pushed to sarahtanner/auc-finding-aids  
6e7aafa Edited Pennington finding aid  
Sarah Tanner · 2016-07-25
- 1 commit  
Pushed to sarahtanner/auc-finding-aids  
3710846 Edited Pennington Cartoon collec...  
Sarah Tanner · 2016-07-25
- 1 commit  
Pushed to sarahtanner/auc-finding-aids  
1490092 Edited Atlanta Student Movement...  
Sarah Tanner · 2016-07-25

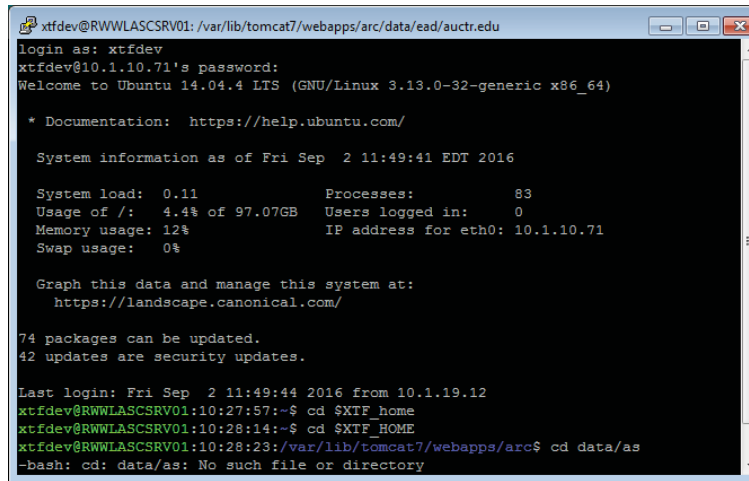


# Oxygen XML Editor

# SourceTree



# PuTTY



# New Workflows

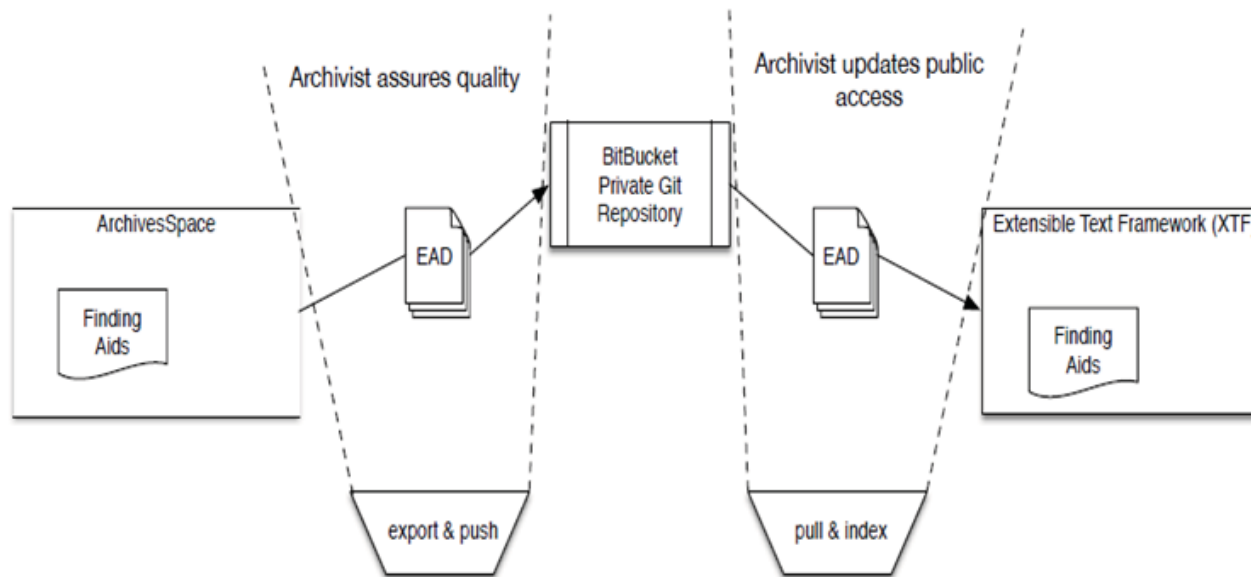


Figure 2: New workflow for EAD finding aids

# Access to our digital assets

The screenshot shows the ASpace interface for editing a digital object. The title is "All Eyes On Me, photocopy". The identifier is "Digital Object ID #hjknel". The type is "Mixed Materials" and the language is "English". The file URI is "http://digitalcollections.auctr.edu/cdm-emhc/document.php?CISOROOT=/emhc&CISOPTR=1468&REC=15".

**Basic Information**

Title \* All Eyes On Me, photocopy

Identifier \* Digital Object ID #hjknel

Publish?

VRA Core Level

Type Mixed Materials

Language English

Restrictions?

**File Versions**

Make Representative

File URI \* http://digitalcollections.auctr.edu/cdm-emhc/document.php?CISOROOT=/emhc&CISOPTR=1468&REC=15

Publish?

Digital Objects in ASpace

The screenshot shows the Finding Aids Search Archives Research Center interface. The title is "Maurice Pennington political cartoon collection". The list includes 15 items, each with a box number, folder number, and title.

**Maurice Pennington political cartoon collection**

1 11 Ward, Horace, Constance Motley, Donald L. Hollowell undated

**Political cartoons undated**

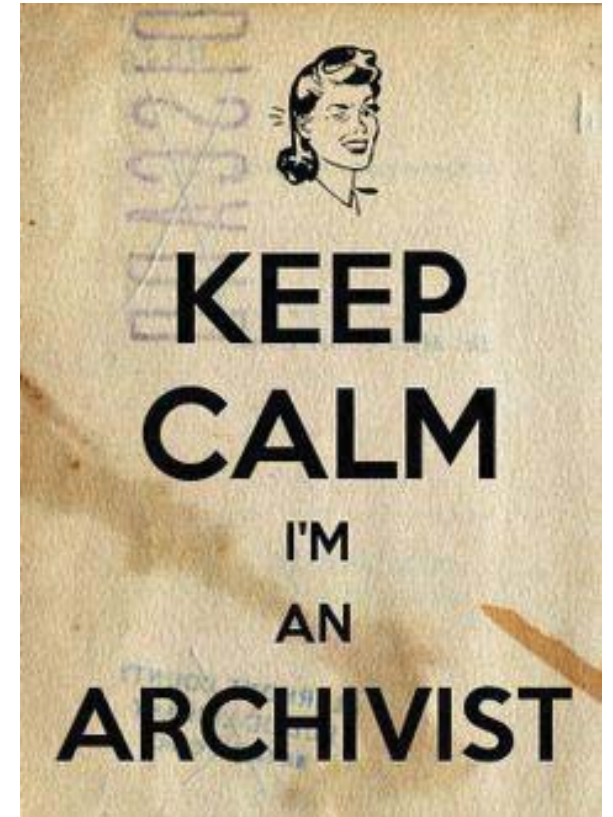
Box	Folder	Title
OS2	1	"Asleep?" 1962 January 27 <a href="#">View Online</a>
OS2	2	"Back Door Deals" undated <a href="#">View Online</a>
OS2	3	"Beautiful Atlanta" 1962 January 6 <a href="#">View Online</a>
OS2	4	"Community Effort" undated <a href="#">View Online</a>
OS2	5	"Fire Fighters?" undated <a href="#">View Online</a>
OS2	6	"Freedom, Respect, and Justice" - man and woman atop Lincoln quote undated
OS2	7	"Get in Boy!" undated <a href="#">View Online</a>
OS2	8	"Git" undated
OS2	9	"Held Back" 1960 November 14
OS2	10	"He Talked Uppity" 1962 January 20 <a href="#">View Online</a>
OS2	11	"His Master's Voice" undated
OS2	12	"Hospital Overload" 1961 December 9 <a href="#">View Online</a>
OS2	13	"It Takes Guts To Do This" undated <a href="#">View Online</a>
OS2	14	"Jefferson v Lincoln" 1963 November 24 <a href="#">View Online</a>
OS2	15	"JFK on Jim Crow" undated

Digital Objects in XTF



# Recommendations

- Continue professional development
- DOCUMENT EVERYTHING!
- Create manuals for standardizing practices
- It's okay not to have everything figured out
- Step outside the archives

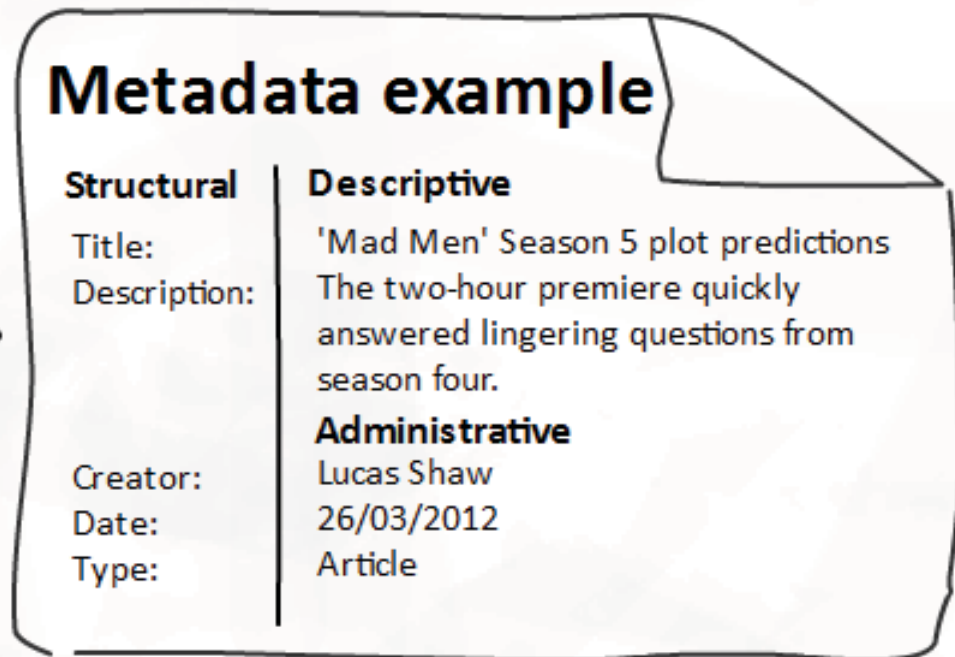
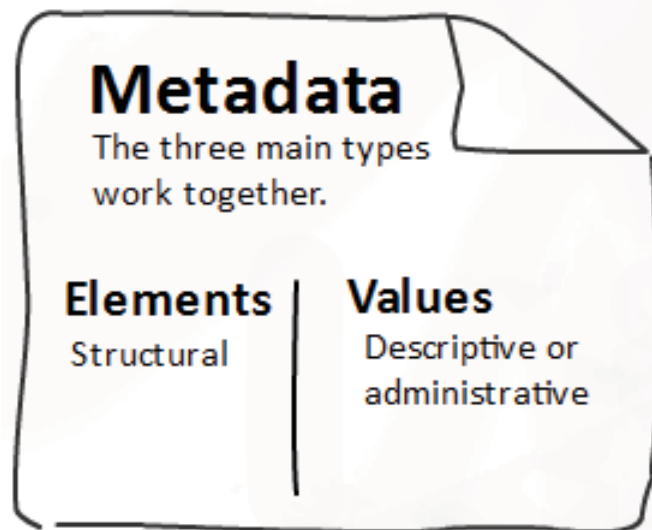


**METADATA**

The word "METADATA" is written in a bold, white, sans-serif font. The letters are slightly slanted to the right. The 'M' and 'A' are particularly stylized, with sharp, jagged edges that resemble lightning bolts or sharp mountain peaks. The 'M' has a long, thin tail extending downwards and to the left. The 'A' has a long, thin tail extending downwards and to the right. The entire word is centered horizontally within a solid black rectangular background.



# Three Main Types of Metadata



# RWWL's Metadata Landscape

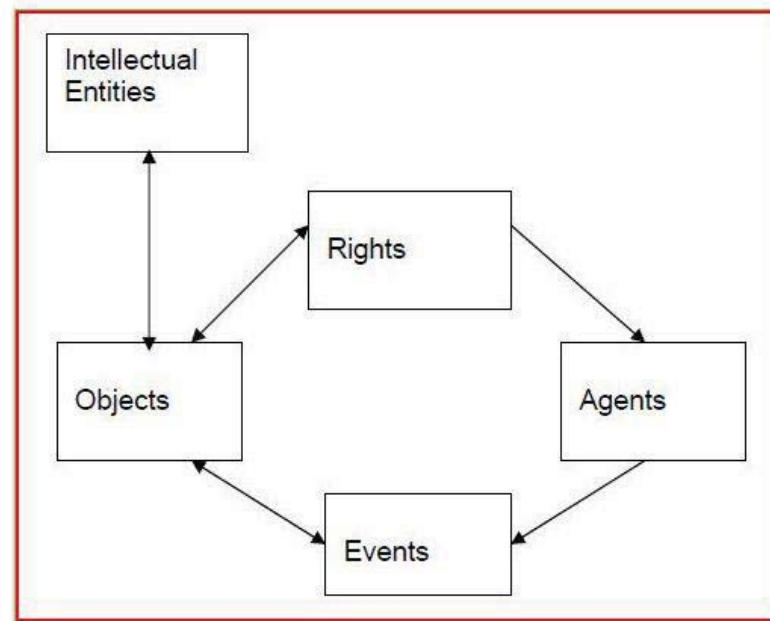
- Digital Collections “live” in multiple platforms (DigitalCommons, CONTENTdm, Omeka).
  - Descriptive and administrative metadata is primarily in Dublin Core format.
  - Metadata scattered in Excel spreadsheets in various server locations.
-



# Recommendations

- Establish best practices for capturing metadata going forward.
  - Avoid the lowest common denominator approach.
  - Aim for continuous improvement.
  - Ideal implementation will include both MODS and PREMIS.
-

# PREMIS Data Model



# Metadata Solutions Considered

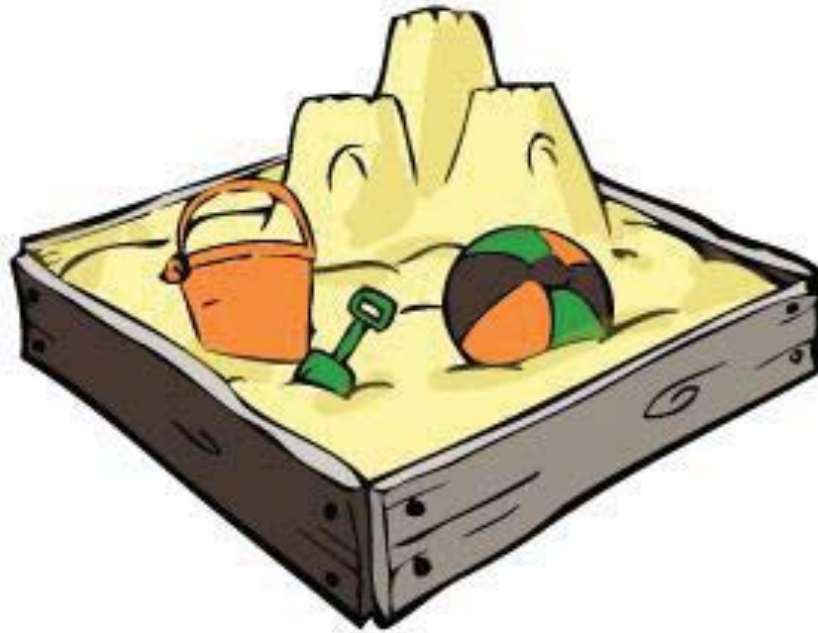
- Master Excel spreadsheet or collection of copies of all spreadsheets in one folder backed up in multiple locations.
- Technology solution (ArchivesSpace, Collective Access, etc.)
- Recording all metadata, including PREMIS metadata, and including it in a bag, created with Bagit, with digital objects.



# Metadata Manual

- Standardize metadata practices for descriptive, administrative, structural, AND preservation metadata.
- Create policy manual spelling out best practices within the AUC RWWL context.
- Create long-term plan relating to implementing a MODS-PREMIS model and converting legacy metadata.

# Playing in the Sandbox



# Ubuntu Linux

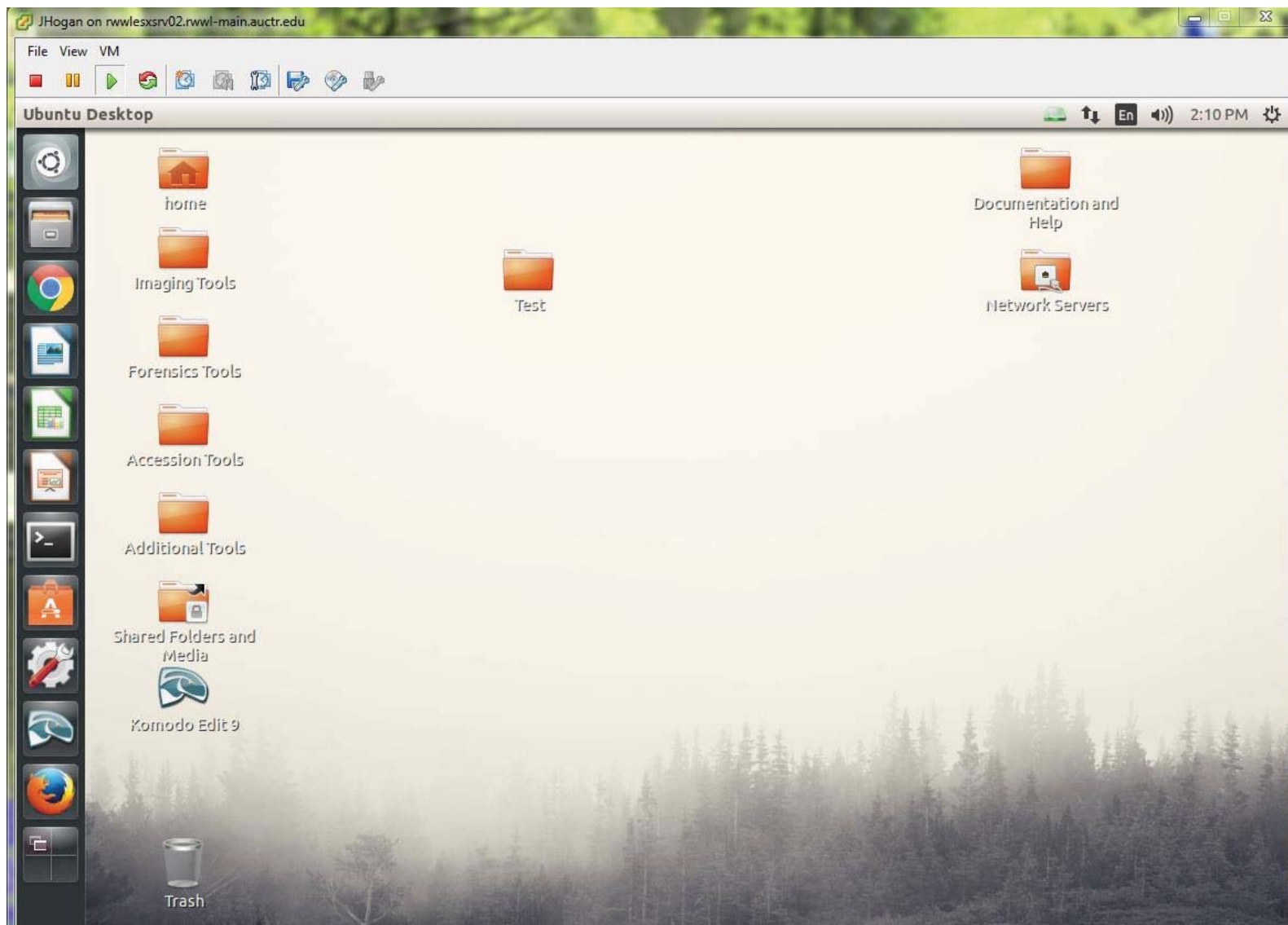
ubuntu 

Ubuntu is an ancient African word, meaning: 'I can't configure Debian!'



Well, actually...





# BitCurator

## Sample Tools in BitCurator

- Imaging Tools
  - Guymager
  - ddrescue
- Forensic Tools
  - Md5deep
  - HashDB
- Accession Tools
  - Bagger
  - BagIt Library
- Additional Tools
  - ClamTk
  - GtkHash
  - FITS File Information



# Coding Interest Group

- Cross departmental participation
- Took online courses together
  - Code Academy, edX
- Library support for resources and certification in HTML 5
- Using skills to customize LibGuides, library webpages, web based digital exhibits, style sheets for online finding aids



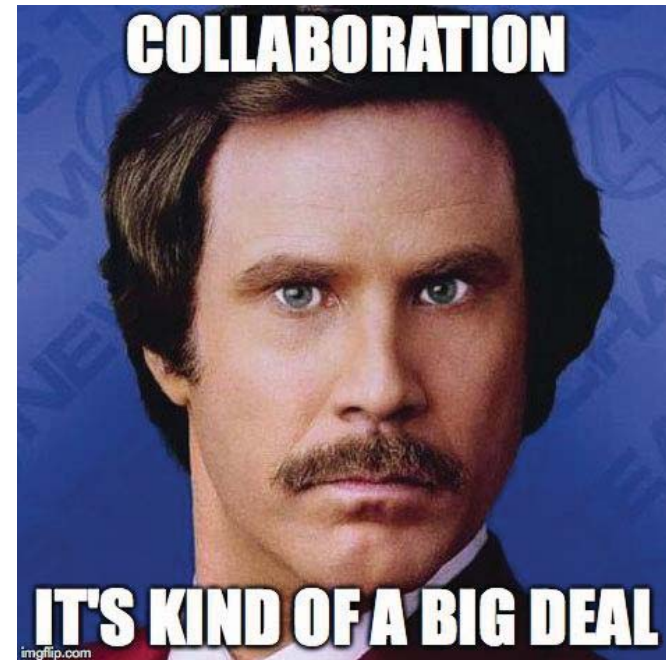
## Current Activities

- Learning Linux Command Line
- Planning to create monitor stations with a Raspberry Pi
- Working on a dynamic web page to display on library monitors
- Exploring ways to improve the library mobile app



# Managing Digital Assets = Collaboration

- Internally
  - Working groups
  - Interest groups
  - Administration buy-in
- Externally
  - Stakeholders
  - Statewide and local organizations
  - National organizations







***THANK YOU!***

Josh Hogan, Metadata and Digital Initiatives Librarian, [jhogan@auctr.edu](mailto:jhogan@auctr.edu)

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Christine Wiseman, Head, Digital Services Department  
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**www.auctr.edu**