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Teaching Them How to Fish: Supporting Digital Collection Building Through Regional Partnerships

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Teaching Them How to Fish:

Supporting Digital Collection Building Through Regional Partnerships



Amy Bocko, Marianne Swierenga, & Sharon Carlson
Western Michigan University Libraries

Overview

- (Digital) age old “problem” how do small organizations enter the digital collection space?
- Creating a “solution”
- Project-set up and launching the pilot
- COVID-19, or when a pandemic ruins your plans
- Making it work, remotely
- End product, with pictures!
- Lessons learned
- Next steps

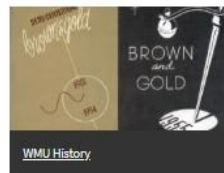
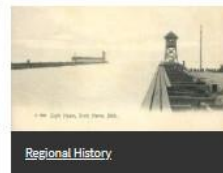
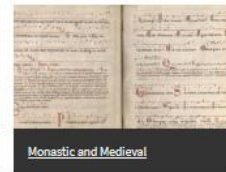


Digital Projects at WMU

- Strong history in digitization projects
 - Equipment
 - Technical and descriptive expertise
- Technical infrastructure
 - Digital collection platforms
 - Sub-Hub of the Michigan Service Hub of the Digital Public Library of America
 - Michigan Digital Preservation Network (MDPN)

Digital Collections

Ever wonder how beer was made in 1838? Or, what downtown Kalamazoo looked like in the 1940s? You can find out this and more in our digital collections, scanned from items owned by University Libraries. Browse through historically significant items from photographs and artwork to diaries and manuscripts.



Copyrights for items in these collections vary by item and collection. All rights reserved by Western Michigan University. For questions about using an image, email lib-dc@wmich.edu.

University Libraries

Western Michigan University
Kalamazoo MI 49008-5353 USA
(269) 387-5059 for information
(269) 387-5155 for hours



Archives and Regional History at WMU

- Zhang Legacy Collections Center, home to the University Archives and the Regional History Collections
 - Mission to collect, preserve, and make available the history of Southwest Michigan
 - Rich collection to draw from for digitization projects
 - Subject specialists with local history knowledge
 - Strong community outreach
 - Student employees and interns gain hands-on education



“The Problem”

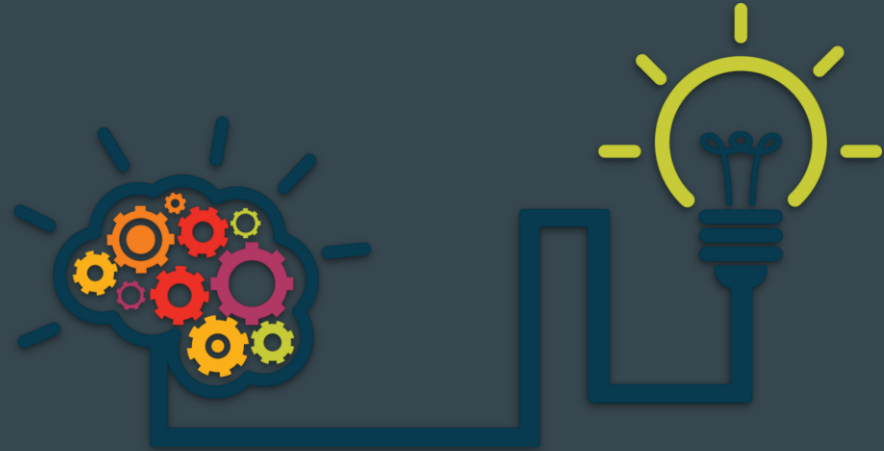
Small and under-resourced institutions desire to enhance the reach and access of their unique archival collections

Barriers to digital collection building

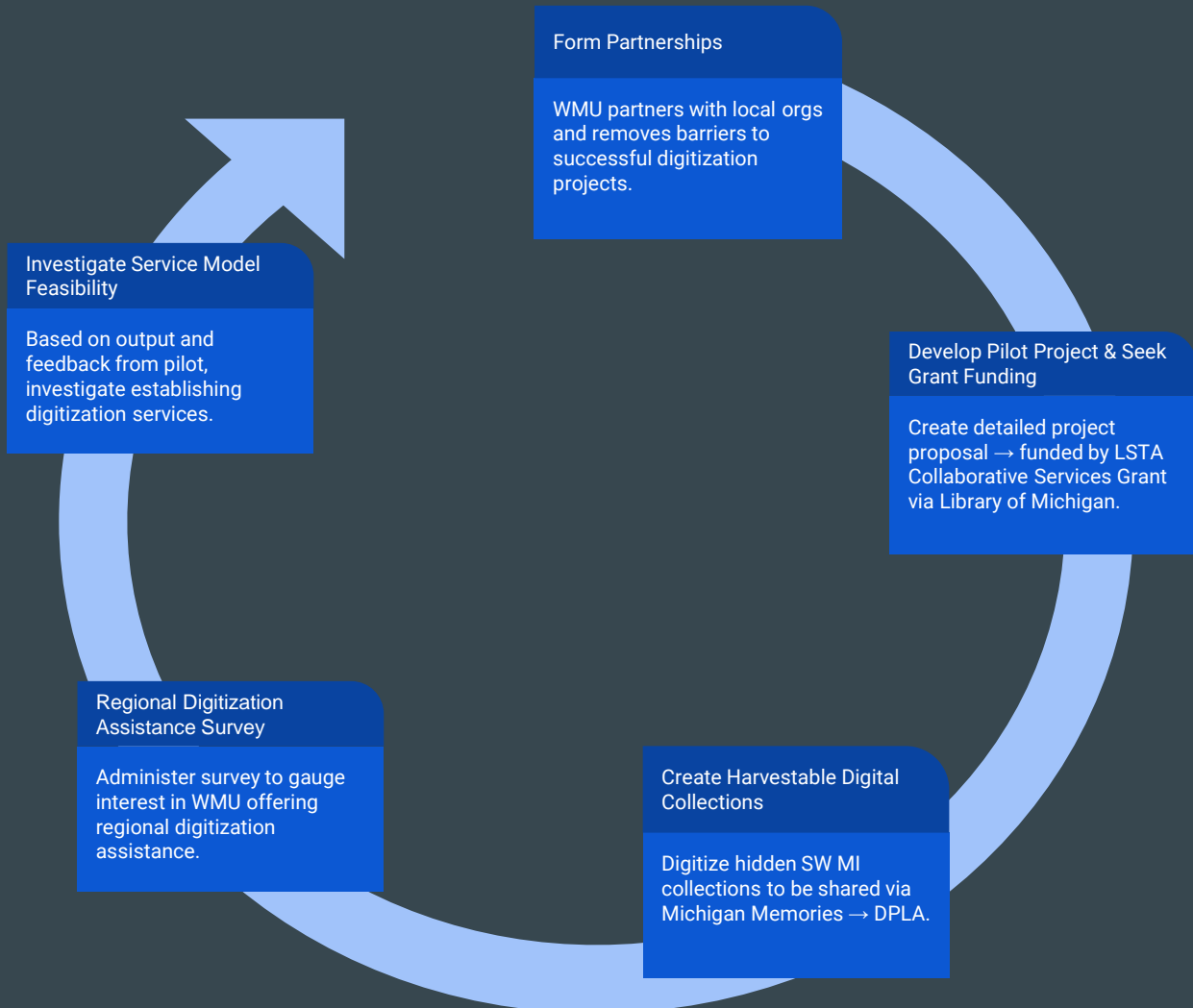
- Funding for scanning equipment
- Stable technical infrastructure and digital collection platforms
- Expertise in digitization and metadata creation
- Backlog of un- or under-processed/undescribed materials
- Lean staffing

Institutional Strengths

- Unique materials from underrepresented communities and geographical regions
- Enthusiasm
- Volunteers with regional & institutional knowledge



“The Solution”





Gilmore Car Museum

Hickory Corners, MI
gilmorecarmuseum.org

- Started by businessman and car enthusiast Donald S. Gilmore and his wife Genevieve in 1966
 - North America's largest automobile museum
 - Research Library and Archival Facility
 - No digitized collections, or capacity to create them
 - Previous connection through consultations
-

Richland Community Library



Richland, MI

www.richlandlibrary.org

- Established in 1973 by the grassroots efforts of local residents
 - Serves the mostly rural Richland Township region
 - Active genealogy and public history groups
 - Local History Room with locally-significant materials
 - No digitized collections, but enthused to begin them
-

Defining the Scope

(otherwise known as “no, we won’t digitize everything in this room”)



Developing the Pilot

Create suite of flexible, high-quality equipment for mobile digitization.

Develop metadata profile based on the partners needs that will work with WMU platforms.



Hire a project assistant to provide digitization training and on-site guidance.

Develop and administer survey gauging interest in regional digitization services.

Community Digitization Through Regional Partnerships

A Collaborative Model for Digital Collection Building

LSTA Collaborative Library Services Grant Recipient 2019

Mobile Digitization & Guidelines

Equipment Detail/Budget

File Edit View Insert Format Data Tools Add-ons Help Last edit was

100% \$ % .0 .00 123 Arial 10 B

A1 fx Equipment

	A	B	C
1	Equipment	Price	Link
2	EOS 6D Mark II	2200	https://www.bhphotovideo.com/c/product
3	LED Light Kit	370	https://www.bhphotovideo.com/c/product
4	Color Passport	90	https://www.bhphotovideo.com/c/product
5	Copystand	440	https://www.bhphotovideo.com/c/product
6	Non-reflective glass	150	
7	Tripod	190	https://www.bhphotovideo.com/c/product
8	Tripod head	116	https://www.bhphotovideo.com/c/product
9	Memory Cards	70	https://www.bhphotovideo.com/c/product
10	Cords	15	
11	Canon AC adaptor	144	https://www.bhphotovideo.com/c/product
12	Background support	105	https://www.bhphotovideo.com/c/product
13	Backgrounds (need 3)	150	https://www.bhphotovideo.com/c/search
14	Mat boards	30	
15	Lens Protector filter	60	https://www.bhphotovideo.com/c/product
16	MacBook Pro (2)	3300	https://www.bhphotovideo.com/c/produ
17	Epson 12000XL	3430	https://www.bhphotovideo.com/c/product
18	Epson V600	200	https://www.bhphotovideo.com/c/product
19	Camera case	100	
20	Total:	11160	
21			

Equipment Detail

Image/PDF Creation Guidelines for Archival Collections

Updated 5/23/21 by Amy Bocko

For each image, there will be three corresponding files. An archival master tif, an edited service tif and a jpg which we will ingest into our delivery systems. For multi-page archival documents, we will use the jpgs to generate a pdf for delivery and display.

Archival TIF

This image should be at least 300 dpi, and 3000-4000 pixels on the longest side. (**For oversized negatives, scan at 800 dpi**) No edits will be made to this image, and to be differentiated from the service tif with an "a" at the end of the extension (i.e. 012345a.tif). Please make sure you save a copy before you make any edits! This file will serve as an archival version, and can be accessed to re-edit should it be necessary in the future. This file can range from 25-80MB.

Service TIF

All service tifs will be standardized to 300 dpi, and 3000 pixels. This uniform size will create high quality derivative jpgs for classroom and research purposes. All image editing takes place within the service tif. The overall size of the service tif will be around 20MB. Do not add an "s" to the file extension.

JPG

For the archival photo collection, we are not resizing the image, but rather saving the service tif as a jpg. We'll ingest the high-res jpg into our delivery systems to ensure a good user experience and save subscription space.

Image	Size
Archival TIF	300-400 dpi (800-1200 dpi for negatives), 3000-4000 pixels on the longest side (25-60MB)
Service TIF	300 dpi, 3000 pixels on longest side (20MB)
JPG	300 dpi, 3000 pixels on longest side (5MB)

Create PDF

Using the jpgs, we will generate a pdf in Photoshop of multi-page archival documents. We'll save these alongside the independent images.

1. Open all images for the document in Photoshop.
2. Go to File -- Automate -- PDF Presentation
3. Under Source Files, click Open Files. Under Output Options, select Multi-Page Documents. Hit Save.
4. Name the file, and save. The Save Adobe PDF window will pop up. Unless it's a very, very large number of pages, we shouldn't have to compress the file. Click Save PDF.
5. Done!

Digitization Guidelines

Collaborative Metadata

- Developing the Metadata Profile
 - Dublin Core
 - DPLA Metadata Application Profile (MAP)
 - Rights Statements
- Creating documentation
 - Metadata guidelines
 - Template spreadsheet
 - Samples
- Train-the-trainer model
 - Librarian -> Project Assistant -> Volunteers

Metadata Guidelines

Data entry guidelines: Field Name will correspond to a heading in your spreadsheet. Do not format text (italic, bold, etc.); each. You may repeat the fields Subject, Contributor, and Location by adding a hashtag and number (example: Subject#1, Subject#2)

FIELD NAME	DC MAP	REQUIRED	FIELD DESCRIPTION
TITLE	Title	Yes	Brief, descriptive name given to the resource
CREATOR	Creator	Yes	Entity primarily responsible for the creation of the resource (photographer, author)
SUBJECT	Subject	Yes	Person pictured or topic of the resource
DESCRIPTION	Description	Yes	Textual description of the content
PUBLISHER	Publisher	Yes	Entity responsible for making the resource available in its present form (WMU)
CONTRIBUTOR	Contributor	No	Other person(s) or organization(s) who have made significant contributions to the resource
DATE	Date - Created	Yes	Date resource was created (photograph taken). Format like 1964-09-17
TYPE	Type	Yes	Resource type (Image or Text)
FORMAT	Format	Yes	image/tiff - image/jpg
IDENTIFIER	Identifier	Yes	Number used to uniquely identify the resource
SOURCE	Source	Yes	What was the image digitized from: physical details, archival collection, institution
LANGUAGE	Language	No	Language of a textual resource
LOCATION	Coverage - Spatial	No	Location (named place, city, state) of place pictured
TIME PERIOD	Coverage - Temporal	No	Estimated time period of creation if no date given. If a decade is known - 1940 - 1949
RIGHTS	Rights	Yes	*A link (URL only) to a copyright notice, a rights-management statement
RIGHTS	accessRights	No	Local rights statement if needed. Cannot contradict Rights Statement.
RIGHTS HOLDER	rightsHolder	No	Person or organization who holds rights
COLLECTION NAME	Relation - IsPartOf	Yes	Name given to digital collection
FILE NAME	N/A	Yes	File name with extension
DATE DIGITAL	Date - Available	Yes	Year when the resource was digitized

*Rights Statements

We will be using [RightsStatements.org](http://rightsstatements.org) for standardized rights statements and communicate any copyright for these digital objects. Three main statements:

In Copyright : <http://rightsstatements.org/vocab/InC/1.0/>

No Copyright - United States: <http://rightsstatements.org/vocab/NoC-US/1.0/>

Copyright Undetermined: <http://rightsstatements.org/vocab/UND/1.0/>

Selection Process

Selection Criteria: *Should you, May you, Can you?*

- Should you? : content value, description, rare/fragile/unique, audience
- May you? : copyright, permissions, privacy
- Can you? : equipment, time, platform considerations

Pilot Project Criteria

- Equipment best for photographs, single sheets
- Platform requirements/restrictions
- DPLA's collection development guidelines
- Specified time period for completion

Project Management

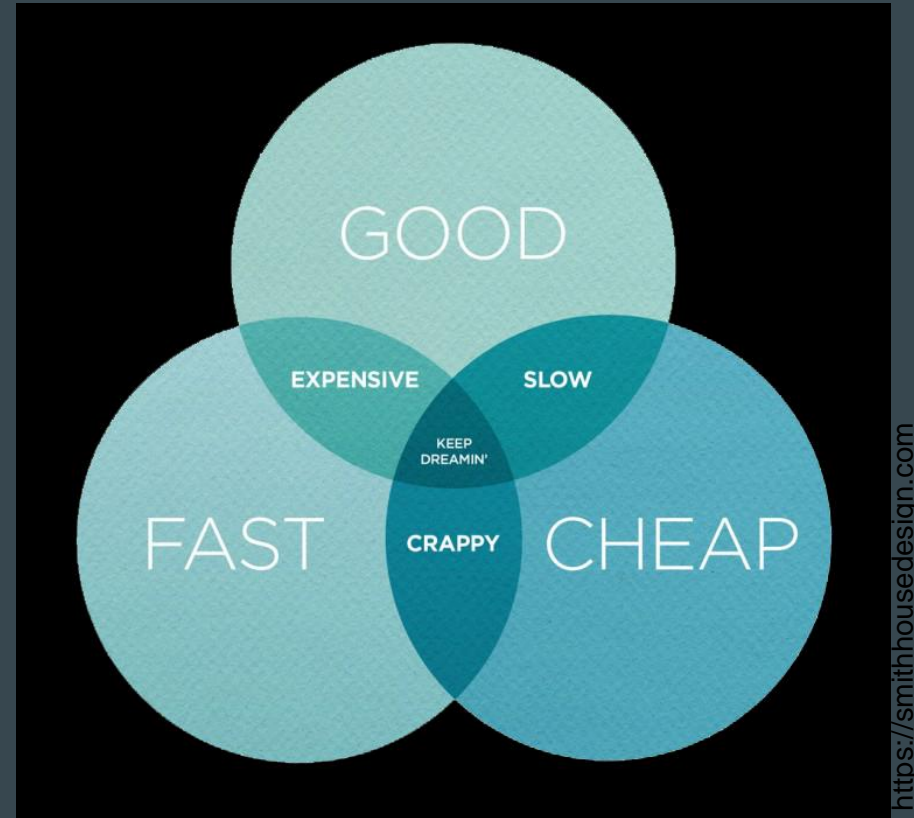
Set realistic goals

Establish workflow

Assign tasks

Break it down to manageable steps

Watch for scope creep



When a Pandemic Ruins Your Plans

- Priorities change
- Flexibility is required
- Volunteer labor is susceptible
- File management is important - *Gather ye data while ye may*
- Be prepared to find new ways to get the work done
- Keep open communication with your granting agency

Pandemic Pivots

- What had been digitized previously is what we had to work with
- WMU staff helped to edit raw scans
- Metadata created by WMU faculty while working remotely

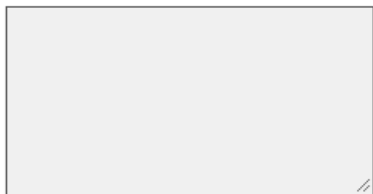


The Survey

- Focused on smaller libraries and historical societies in Southwest Michigan
- General questions about mission, staffing, collections, and past digital projects
- Students in the Public History program were going to do site visits
- COVID-19 impacted follow-up

Selected Survey Questions

What are your greatest hurdles in digitizing collections? (See choices below) (1=greatest obstacle to 3=not an obstacle)
You may also list out any other factors.



Staff to Digitize

- 1 Greatest Obstacle
- 2 Moderate Obstacle
- 3 Not an Obstacle

Equipment

- 1 Greatest Obstacle
- 2 Moderate Obstacle
- 3 Not an Obstacle

Space to Digitize

- 1 Greatest Obstacle
- 2 Moderate Obstacle
- Not an Obstacle

Description/Metadata of Digitized Materials

- 1 Greatest Obstacle
- 2 Moderate Obstacle
- 3 Not an Obstacle

Copyright Restrictions

- 1 Greatest Obstacle
- 2 Moderate Obstacle
- 3 Not an Obstacle

Survey Results

- 19% response rate - 12 institutions
- Staffing, equipment, digital storage were the primary concerns
- 6 of the 12 institutions responding wanted to partner with WMU

Lessons Learned

- Manage expectations up front - we can't digitize *everything*, but we can digitize something high-impact, and exciting to the community.
- Communicate often, openly and clearly.
- Document, document, document: create easy to follow documentation and guidelines.
- To “Train the Trainer”, or not to “Train the Trainer”?



End Products

Gilmore Car Museum, Walt Disney Collection

- 594 images of Walt Disney's visit to Southwest Michigan, Sept. 1964

Richland Community Library, Local History Collection

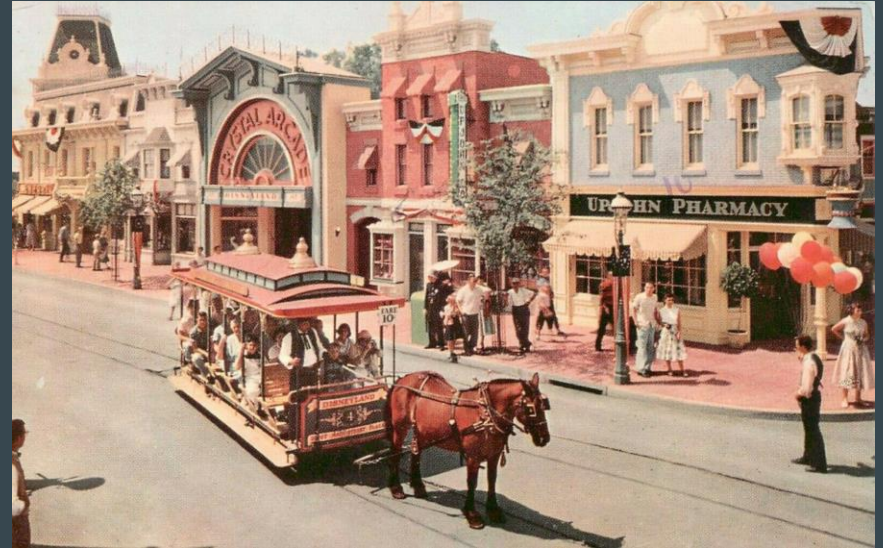
- 89 digitized photographs from late 1800s, early 1900s
- Images featuring Richland area locations and people

Accessible

- Hosted online through WMU's Luna platform
- Harvested into DPLA and Michigan Memories

Donald Gilmore and Walt Disney - A Fortuitous Friendship

- Upjohn Pharmacy
- Upjohn's Triangle
- Gilmore Car Museum collaboration expanded on holdings at WMU



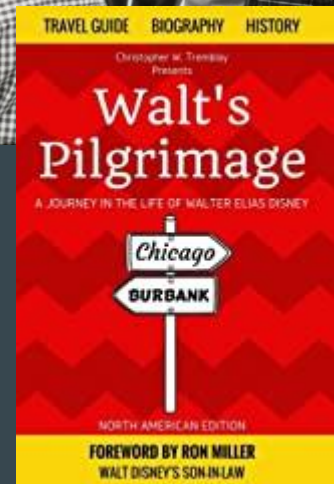
PRO



THE DISNEY COMPANY
100 CALIFORNIA STREET
BURBANK, CALIF. 91502
TELEPHONE 835-1000
COURTESY BY 1988

7/26/88
MORRIS

Walt Disney Collection at the Gilmore Car Museum



Walt Disney Collection at the Gilmore Car Museum

MEDIA INFORMATION X

Gilmore Car Museum, Walt Disney Collection



COLLECTION NAME:

Gilmore Car Museum, Walt Disney Collection

Record

Filename: DF06-23.jpg

Identifier: DF06-23

Title: Walt Disney and children at the Kalamazoo Art Center

Creator: Lyttle, Douglas, 1919-2017

Subject: Disney, Walt, 1901-1966

Subject: Kalamazoo Institute of Arts

Description: Photograph of Walt Disney with a group of children during his visit to the Kalamazoo Art Center.

Publisher: Western Michigan University

Date: 1964-09-17/20

Type: Image

Format: image/jpeg

Source: Negative, Walt Disney Collection, Gilmore Car Museum Archives

Location: Kalamazoo (Mich.)

Rights: In Copyright. Contact the Gilmore



REFINE

WHAT

- Richland (Mich.)--Histor... (22)
- Yorkville (Mich.) (22)
- Gull Lake (Mich.) (18)
- Group portraits (13)
- School children (10)

More >

WHERE

- Richland (Mich.) (29)
- Ross (Mich. : Township) (20)
- Gull Lake (Mich.) (19)
- Hickory Corners (Mich.) (2)
- Battle Creek (Mich.) (1)

More >

WHO

- Chatelain (1)
- Garvin's Studio (Chicago, ... (1)
- Noble, C.E. (1)
- P.B.R. (1)
- Reidsema (1)

More >

WHEN

- 1900 - 1909 (13)
- 1910 - 1919 (13)
- 1920 - 1929 (11)
- 1890 - 1899 (4)
- 1930 - 1939 (4)

More >

Advanced Search

Browse All

1-50 of 89

1

2



Stevens & Case Elevator...
P.B.R.
Richland (Mich.)
approximately 1900-1920



Farmers National Bank o...
Richland (Mich.)
approximately 1908-1920



The Corner Store, E.A. ...
Noble, C.E.
Richland (Mich.)



Richland's first automoo...
Richland (Mich.)



Main Street, Richland
Richland (Mich.)
1911



Firetruck in front of D...
Richland (Mich.)



Sonnevilles Restaurant
Richland (Mich.)
1936-02



Downey & Beattie Druggi...
Richland (Mich.)



Knappen & Son Dealers L...
Richland (Mich.)



Walker & Richenmore har...
Richland (Mich.)
1936-02



Advertising card with i...
Richland (Mich.)
1896



Mr. and Mrs. Clyde and ...



Richland teenagers
Richland (Mich.)
approximately 1915



Portrait of James Noble



Portrait of Louella Ben...



Portrait of Lloyd Noble



Clyde E. Noble in his a...



Dr. Price's Food, Price Cereal Food Co., Yorkville, MI



All items > Yorkville Mill under construction

Please read DPLA's Statement on Potentially Harmful Content.

Yorkville Mill under construction

View Full Item 

Description The building under construction, workers in the doors. The hamlet of Yorkville lied in the western side of Ross Township, near Gull Lake, Michigan.

Partner Michigan Service Hub

Contributing Institution Western Michigan University. Libraries

Publisher Western Michigan University

Subjects Yorkville (Mich.)
Flour mills

Location Ross (Mich. : Township)

Type image

13 results for Yorkville michigan

Sort by

Relevance

Items per page

20

Layout






Please read DPLA's Statement on Potentially Harmful Content.

Create new list

Add to: No list





Refine your search

How Can I Use It?  Unspecified Rights Status  13 Type image 13 Subject Date 

Between Year

and Year

Update

Location Language Contributing Institution Partner 

Yorkville, dirt road with fence

Two men stand in a dirt road. There looks to be a stone arch bridge in the distance.

[View Full Item](#)  in Western Michigan University. Libraries



Yorkville, the Stone Arch Bridge

A road runs up and over a stone arch bridge.

[View Full Item](#)  in Western Michigan University. Libraries



Yorkville, bridge with car stopped

[View Full Item](#)  in Western Michigan University. Libraries



Yorkville, Dr. Price's Foods, Price Cereal Products

Formerly Yorkville Mill. Dr. Price Cereal Co. closed in 1907. The hamlet of Yorkville lied in the western side of Ross Township, near Gull Lake, Michigan.

Where do we go from here?

- Writing a case study.
- Continue collection building with RCL.
- Follow up with survey responses.
- Evaluate options for a deployable service model.
- Pursue additional grant funding.



Yes, Outreach and Community Engagement are Still Important

“The University Libraries empowers its community to discover, explore, and shape the information universe.”

~WMU Libraries Mission, [strategic plan](#)

Links

Richland Community Library Local History Collection

<https://luna.library.wmich.edu/luna/servlet/wmich~8~8>

Gilmore Car Museum, Walt Disney Collection

<https://luna.library.wmich.edu/luna/servlet/wmich~6~6>

Library of Michigan / LSTA Collaborative Library Services Grant Program

www.Michigan.gov/LSTA

Thank You

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