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Keeping track of objects and metadata at UNLV: From material selection through metadata quality control

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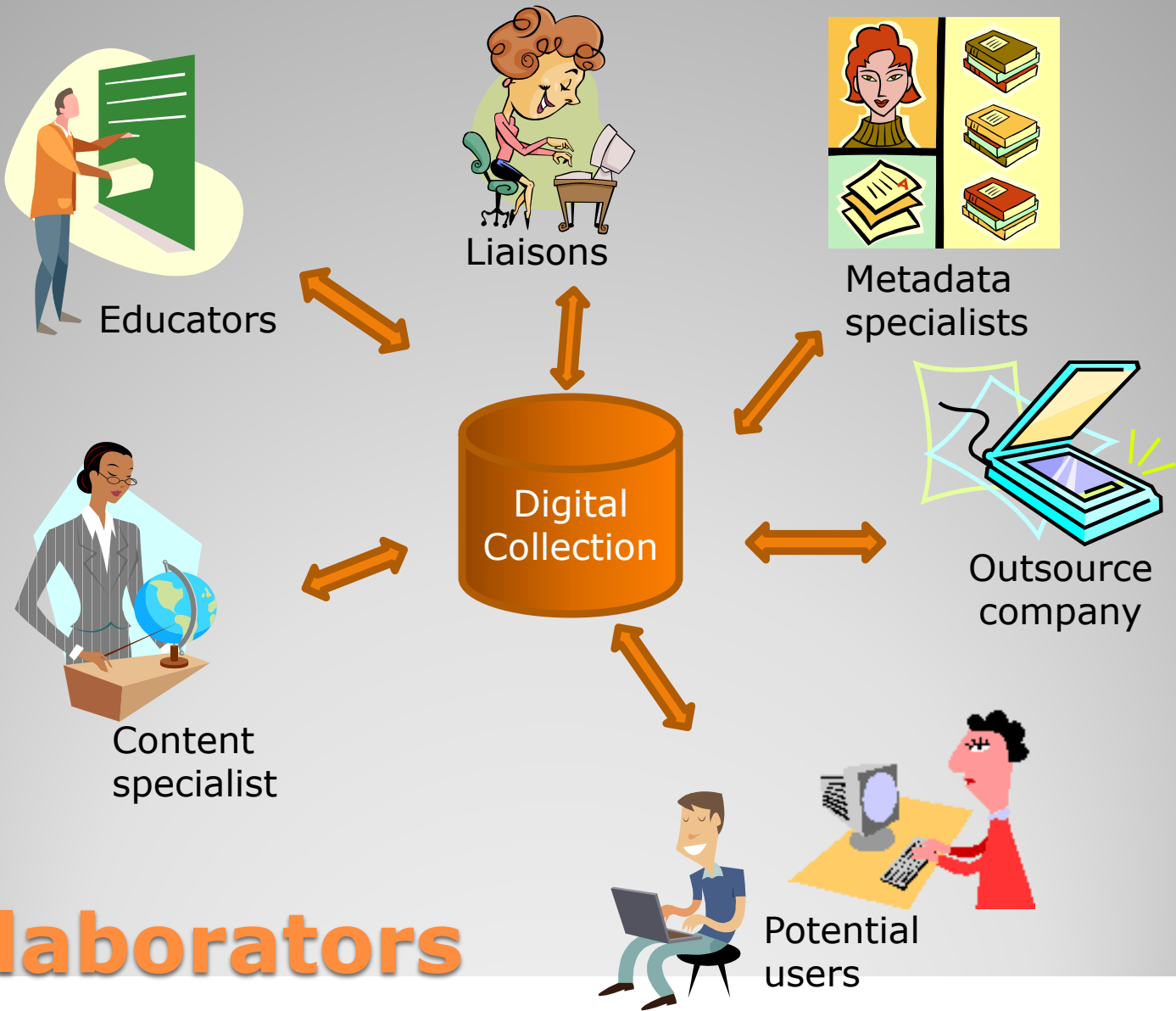
Keeping Track of Objects and Metadata at UNLV

**From Material Selection through
Metadata Quality Control**

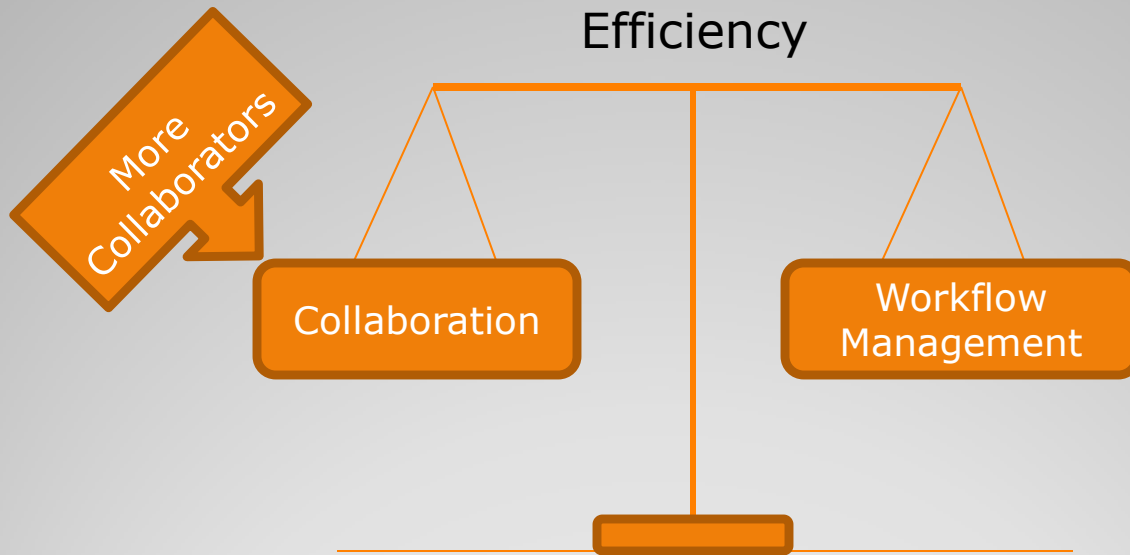
**Sílvia Southwick & Jane Skoric
University of Nevada, Las Vegas**

Collaboration increases quality of
digital collections

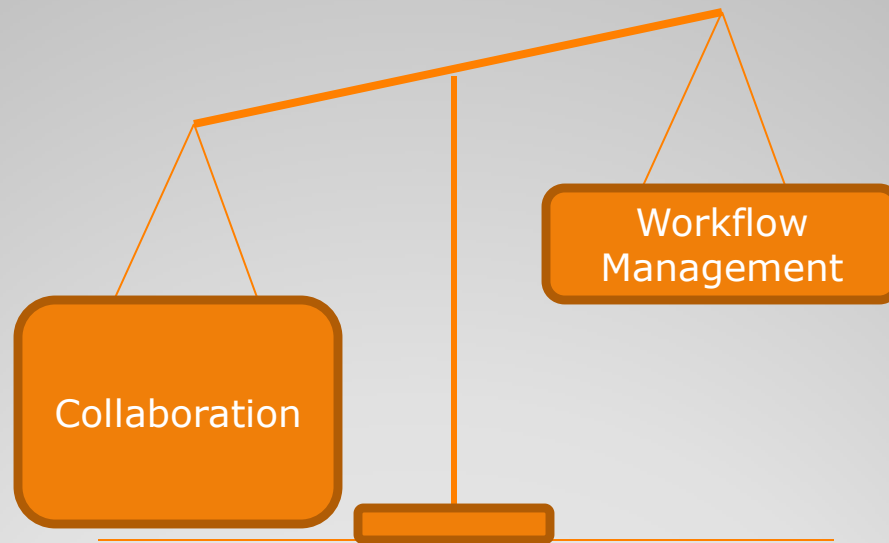
Our Belief



Collaborators



Efficiency



Efficiency

Collaboration is great



but we need to be prepared to
incorporate it into the workflow
in order to keep efficiency



Synchronizing

Creating tools to support workflow management that allows:

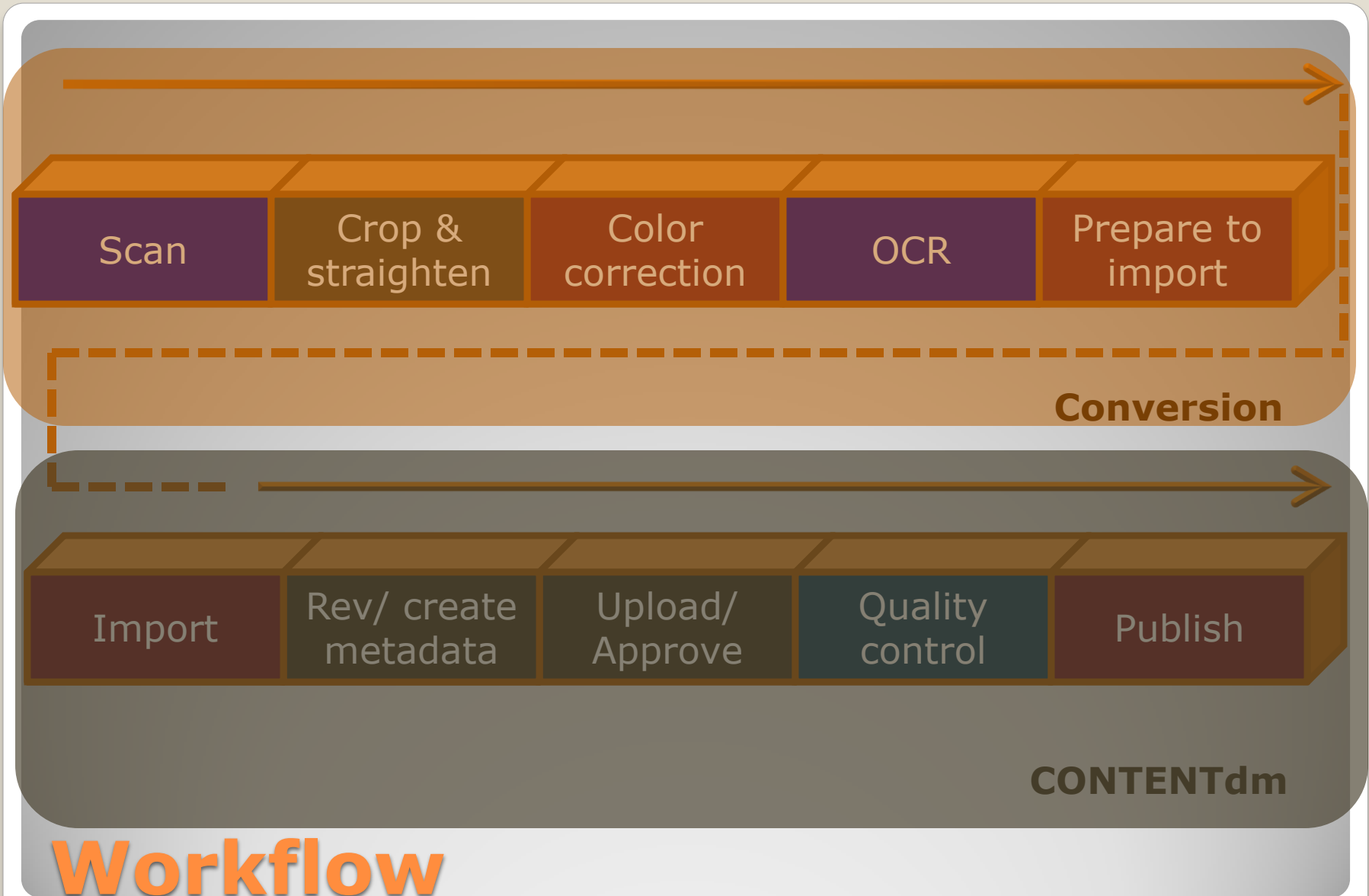
- Acquiring knowledge from experts, potential users, educators and liaisons
- Translating knowledge into metadata
- Tracking status of individual objects
- Implementing quality control processes

How?

- Identify tasks that are self-contained
- Allow collaborators (metadata creators) to self assign their tasks
- Focus on quality control and efficiency (as opposed to individual production)

Document... Document... Document... Document
Allows for Self-sufficiency

Strategy



Workflow



“Coming together is a beginning.”

Collaboration

LV_Architecture - Database (Access 2007) - Microsoft Access

Table Tools: Home, Create, External Data, Database Tools, Acrobat, Datasheet

Security Warning: Certain content in the database has been disabled. Options...

Digital ID	Title	Description	Creator	Contributo	Source	Original Collection	Formatted	Alternativ	Location
sky000001	Xanadu Hotel Casino Proposal	Binder containing proposal for the Xanadu Hotel	Martin Stern, Jr.			Martin Stern, Jr. Collection	1975/10/30		Las Vegas; Clark County; Nevada
sky000002	Sahara Boardwalk Hotel Casino - De	Information regarding the proposed Sahara Boardwalk Hotel	Martin Stern, Jr.	Martin Stern,		Martin Stern, Jr. Collection	1980		Atlantic City; Atlantic County; New Jersey
sky000003	MGM Grand Hotel Proposal	Bound proposal for the MGM Grand inclu	Martin Stern, Jr.			Martin Stern, Jr. Collection	c1968		Las Vegas; Clark County; Nevada
sky000004	Las Vegas International Hotel Prop	Bound proposal for the Las Vegas Interna	Martin Stern, Jr.			Martin Stern, Jr. Collection	c1972		Las Vegas; Clark County; Nevada
sky000005	Aladdin High Rise Addition Propos	Bound proposal for Aladdin high rise add	Martin Stern, Jr.			Martin Stern, Jr. Collection	c1974		Las Vegas; Clark County; Nevada
sky000006	Playboy Hotel and Casino Proposal	Bound proposal for Playboy Hotel and Ca	Martin Stern, Jr.			Martin Stern, Jr. Collection	1977		Atlantic City, Atlantic County; New Jersey
sky000007	Flamingo Plan for Future Expansio	Bound proposal for Flamingo high rise ad	Martin Stern, Jr.			Martin Stern, Jr. Collection	Before 1975		Las Vegas; Clark County; Nevada
sky000008	Thunderbird Plan for Future Expan	Bound proposal for Thunderbird expansio	Martin Stern, Jr.			Martin Stern, Jr. Collection	Before 1977		Las Vegas; Clark County; Nevada
sky000009	Proposed Hotel, Atlantic City Conv	Bound proposal for Hotel/Casino in the A	Martin Stern, Jr.			Martin Stern, Jr. Collection	Before 1977		Atlantic City, Atlantic County; New Jersey
sky000010	Atlantic City Showboat Hotel Casin	Bound proposal for the Atlantic City Show	Martin Stern, Jr.			Martin Stern, Jr. Collection	c1985		Atlantic City, Atlantic County; New Jersey
sky000011	Aladdin Expansion Proposal	Bound proposal for Aladdin expansion in	Martin Stern, Jr.			Martin Stern, Jr. Collection	c1976		Las Vegas; Clark County; Nevada
sky000012	Circus Circus Expansion Proposal	Bound proposal for Circus Circus expansio	Martin Stern, Jr.			Martin Stern, Jr. Collection	1970/08/04		Las Vegas; Clark County; Nevada
sky000013	Stardust Plan for Future Expansion	Bound proposal for Stardust expansion in	Martin Stern, Jr.			Martin Stern, Jr. Collection	c 1964		Las Vegas; Clark County; Nevada
sky000014	Hotel Fremont Plan for Future Expi	Bound proposal for Hotel Fremont expan	Martin Stern, Jr.			Martin Stern, Jr. Collection	1965		Las Vegas; Clark County; Nevada
sky000015	MGM Grand Hotel Reno Proposal	Bound proposal for MGM Grand Hotel Ren	Martin Stern, Jr.			Martin Stern, Jr. Collection	1976		Reno; Washoe; Nevada
sky000016	Hotel Nevada	The Hotel Nevada on the corner of Main		Wharton Drug	0001:0016	Ferron Collection	1912		Las Vegas; Clark County; Nevada
sky000017	Fremont Street Looking West	Looking west down Fremont Street from	Frasher's Fotos		0001:0021	Ferron Collection	c1920		Las Vegas; Clark County; Nevada
sky000018	Fremont Street at Night	Looking west down Fremont Street from	Oakes		0001:0038	Ferron Collection	c1920		Las Vegas; Clark County; Nevada
sky000019	Meadows Country Club	Meadows Country Club, Las Vegas, Nevad	Oakes		0001:0046	Ferron Collection	c1931		Las Vegas; Clark County; Nevada
sky000020	Arizona Club Under Construction in	Arizona Club on Block 16 while it was und			0002:0018	Squires Collection	1905		Las Vegas; Lincoln County; Nevada
sky000021	Hotel Las Vegas	The Hotel Las Vegas was the first hotel in	Eddy Gillette		0003:0002	Doris Hancock Collection	1905		Las Vegas; Clark County; Nevada
sky000022	The Mint Hotel and Casino	Postcard of the Mint Hotel and Casino on			0010:0064	Alice Lake - Earl Rockwell Co	c1963		Las Vegas; Clark County; Nevada
sky000023	Fremont Street with the Hotel Apa	Fremont Street at night with the Hotel Ap			0015:0005	James Down Collection	1940		Las Vegas; Clark County; Nevada
sky000024	Fremont Street looking west from	Fremont Street looking west from the ro			0019:0022	Logan Collection	c1920		Las Vegas; Clark County; Nevada
sky000025	Early interior of a Fremont Street c	People playing blackjack in an early Las V			0019:0037	Logan Collection	c1930		Las Vegas; Clark County; Nevada
sky000026	Early casino interior on Fremont St	People playing bingo in an early Fremont			0019:0038	Logan Collection	c1930		Las Vegas; Clark County; Nevada
sky000027	Bingo game in early Fremont Stree	People playing bingo in an early Fremont			0019:0040	Logan Collection	c1930		Las Vegas; Clark County; Nevada
sky000028	Card games in early Fremont Stree	Early casino interior showing men playing			0019:0041	Logan Collection	c1930		Las Vegas; Clark County; Nevada
sky000029	Faro game in early Fremont Street	Early faro game. Notice there are no wor			0019:0043	Logan Collection	c1930		Las Vegas; Clark County; Nevada
sky000030	Craps game in Apache Casino	Interior of the Apache Casino showing a c			0019:0046	Logan Collection	c1930		Las Vegas; Clark County; Nevada
sky000031	Early casino interior showing roule	Interior of early Fremont Street Casino.			0019:0056	Logan Collection	c1930		Las Vegas; Clark County; Nevada
sky000032	Little children in a parade on Frem	Casino sign that says "Ladies Welcome."			0019:0120	Logan Collection	c1930		Las Vegas; Clark County; Nevada
sky000033	Fremont Street night scene in 1938	Looking west down Fremont Street from	Glenn A. Davis		0020:0008	Davis Collection	1938		Las Vegas; Clark County; Nevada
sky000034	Windmill Sign, El Rancho Vegas	View of the El Rancho Vegas.	Glenn A. Davis		0020:0018	Davis Collection	After 1941		Las Vegas; Clark County; Nevada

Records: 1 of 351 | No Filter | Search

Datasheet View

Access Database

Transforming

SKY MasterList (000001-1).xls [Compatibility Mode] - Microsoft Excel

Digital ID	Title	Measurement w x h inches	Conversion Specification	Cataloger's Notes	Compound Object	masterCreation mm/dd/yyyy	masterExtent a x b pixels; c x d inches	masterFormat image/tiff; master size in bytes	masterOperatingSystem Windows XP	masterQuality 24 bit color; 8 bit gray-scale	masterSoftware	Scanner
sky000001	Xanadu Hotel Casino Proposal		Original material scanned on Epson Expression 10000XL									Epson
sky000002	Sahara Boardwalk Hotel Casino - Documents supporting	14.2 x 8.45 inches				9/14/2011	4261 x 22534 pixels; 14.2 x	image/tiff; 31,959,000 bytes				Zeutschel
sky000003	MGM Grand Hotel Proposal											
sky000004	Las Vegas International Hotel Proposal	19.63 x 16.7 inches				9/15/2011	5891 x 5008 pixels; 19.63 x	image/tiff; 86,758,000 bytes				Zeutschel
sky000005	Aladdin High Rise Addition Proposal	20.46 x 16.2 inches				9/15/2011	6034 x 4740 pixels; 20.11 x	image/tiff; 84,120,000 bytes				Zeutschel
sky000006	Playboy Hotel and Casino Proposal	22.26 x 15.92 inches		Includes note on protective cover:		9/15/2011	6678 x 4775 pixels; 22.26 x	image/tiff; 93,745,000 bytes				Zeutschel
sky000007	Flamingo Plan for Future Expansion Proposal	22.11 x 17.42 inches		folder on last page marked "additional"		9/15/2011	6633 x 5225 pixels; 22.11 x	image/tiff; 101,862,000 bytes				Zeutschel
sky000008	Thunderbird Plan for Future Expansion Proposal	22.16 x 17.49 inches		folder on last page marked "additional"		9/15/2011	6647 x 5247 pixels; 22.16 x	image/tiff; 102,503,000 bytes				Zeutschel
sky000009	Proposed Hotel, Atlantic City Convention Center	21.82 x 15.86 inches				9/15/2011	6546 x 4758 pixels; 21.82 x	image/tiff; 91,572,000 bytes				Zeutschel
sky000010	Atlantic City Showboat Hotel Casino Proposal	19.68 x 15.71 inches				9/15/2011	5904 x 4713 pixels; 19.68 x	image/tiff; 81,844,000 bytes				Zeutschel
sky000011	Aladdin Expansion Proposal	22 x 17.27 inches		folder on last page marked "additional"		9/16/2011	6600 x 5181 pixels; 22 x 17.27	image/tiff; 97,800,000 bytes				Zeutschel
sky000012	Circus Circus Expansion Proposal	pages 1-6, 8, 10-14; 22 x		pages 7 & 9 are oversized blueprints,		9/16/2011	pages 1-6, 8, 10-14: 6555 x 5188	image/tiff; pages 1-6, 8, 10-14:				Zeutschel
sky000013	Stardust Plan for Future Expansion	pages 1-2 & last page:		3 pages (so far!); Scanned at 274 dpi;		9/16/2011	pages 1-2 & last page: 6036 x	image/tiff; pages 1-2 & last				Zeutschel
sky000014	Hotel Fremont Plan for Future Expansion	22.15 x 17.39 inches		scanned at 274 dpi; includes note on		9/16/2011	6069 x 4765 pixels; 22.15 x	image/tiff; 82,700,000 bytes				Zeutschel
sky000015	MGM Grand Hotel Reno	21.58 x 15.85 inches		scanned at 274 dpi; includes note on		9/16/2011	5912 x 4344 pixels; 21.58 x	image/tiff; 72,500,000 bytes				Zeutschel

MasterList

Scanning



"Keeping together is progress."

Collaboration

SKY Status control file.xlsx - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View | Add-ins | Acrobat

Clipboard | Font | Alignment | Number | Styles | Cells | Editing

N2 Batches

Dreaming the Skyline: Status control file

1	Dreaming the Skyline: Status control file																	
	2	Scanning			Pre-processing		PDF (SO)		Transcripts		Color Correction		Ready for Batches	Batches	Metadata		Type of material	Process No (initials/d)
3	Digital ID	Initials	Done	Number of images	Initials	Done	Initials	Done	Initials	Done	Initials	Done	Created/Imported	Initials	Uploaded			
4	sky000001																	
5	sky000002	ajh	9/14/2011	170			yes		yes									book
6	sky000003																	
7	sky000004	ajh	9/15/2011	24			yes		yes									folio
8	sky000005	ajh	9/15/2011	11			yes		yes									folio
9	sky000006	ajh	9/15/2011	32			yes		yes									folio
10	sky000007	ajh	9/15/2011	12			yes		yes									folio
11	sky000008	ajh	9/15/2011	12			yes		yes									folio
12	sky000009	ajh	9/15/2011	14			yes		yes									folio
13	sky000010	ajh	9/15/2011	13			yes		yes									folio
14	sky000011	hn	9/16/2011	12			yes		yes									folio
15	sky000012	hn	9/16/2011	22			yes		yes									folio
16	sky000013	hn	9/16/2011				yes		yes									folio scanned only cardboard cover use oversize scan for the rest
17	sky000014	hn	9/16/2011	10			yes		yes									folio
18	sky000015	hn	9/16/2011	17			yes		yes									folio
19	sky000016	ajh	9/21/2011	1			no		no									photo
20	sky000017	cm	9/21/2011	1			no		no									photo
21	sky000018	cm	9/21/2011	1			no		no									postcard
22	sky000019	cm	9/21/2011	1			no		no									postcard
23	sky000020	cm	9/21/2011	1			no		no									photo
24	sky000021	cm	9/21/2011	1			no		no									photo
25	sky000022	cm	9/21/2011	1			no		no									postcard

Status Control File

Tracking



“Working together is success.”
–Henry Ford

Twenty-seven students at Penn State Abington piled into a Volkswagen New Beetle and unofficially broke the world record.
Bucks County Courier Times (Philadelphia, USA) - April 27, 2001

Collaboration

T:\Historic Landscape of Nevada\HLN Processed -- Single Objects\SO Imported to CONTENT dm

File Edit View Favorites Tools Help

Back Forward Stop Search Folders

Address T:\Historic Landscape of Nevada\HLN Processed -- Single Objects\SO Imported to CONTENT dm

Name	Size	Type	Date Modified
SO_Batch01.txt	9 KB	TXT File	10/28/2010 2:00 PM
SO_Batch02.txt	9 KB	TXT File	11/11/2010 8:22 AM
SO_Batch03.txt			
SO_Batch04.txt			
SO_Batch05.txt			
SO_Batch06.txt			
SO_Batch07.txt			
SO_Batch08.txt			
SO_Batch09.txt			
SO_Batch10.txt			
SO_Batch11.txt			
SO_Batch12.txt			
SO_Batch13.txt			
SO_Batch14.txt			
SO_Batch15.txt			
SO_Batch16.txt			
SO_Batch17.txt			
SO_Batch18.txt			
SO_Batch19.txt			
SO_Batch20.txt			
SO_Batch21.txt			
SO_Batch22.txt			

CONTENT dm Project Client

Project Add Item Edit Administration Help

Home Find in Collection New HLN

Historic Landscape of Nevada

New HLN

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
- Upload for Approval

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENT dm Administration

Historic Landscape of Nevada

1 to 20 of 20 items

Thumbnail	Title	Creator	Description	Transcribed Notes	Additional Information	Abstract	Transcription	Identified Individuals	Identified Corporate
	HLN00002	138	At Big Springs in Vegas - 1912	Handwritten inscription on back: At Big Springs in Vegas - 1912?			Two unidentified women standing next to the big Las Vegas Spring.		1912
	HLN00001	137	View of Hemeway Wash and Colorado River from Highway 93	Handwritten inscription on back: Looking thru Hemeway wash to river from new highway to day site			Looking east thru Hemeway Wash towards the Colorado River from the newly constructed Highway 93.		circa 1929
	HLN00003	139	Vegas Creek and the old bridge	Handwritten inscription on back: e. of Old Ranch - cross to school - 2nd & Lewis			Bridge over Las Vegas Creek south of the Old Mormon Fort.		circa 1900
	HLN00006	142	Well at Eglington Ranch	Handwritten inscription on back: well at Eglington ranch in Las Vegas, c. 1912, one of Dara's boys'		one of Dara's boys	A young boy standing next to an artesian well on Eglington Ranch.		1912
	HLN00007	143	Eglington Well - Las Vegas	Handwritten inscription on front: Eglington Well - Las Vegas			Spouting artesian well on the Eglington Ranch.		1912
	HLN00008	144	Eglington Well - Las Vegas	Handwritten inscription on front: arrow indicating road in '96 feet			Spouting artesian well on the Eglington Ranch.		1912

Last upload finished Friday, September 30, 2011 11:55:54 PM show details

Project Client is up to date

Batching

“Efficiency is doing things right;
effectiveness is doing the right things.”

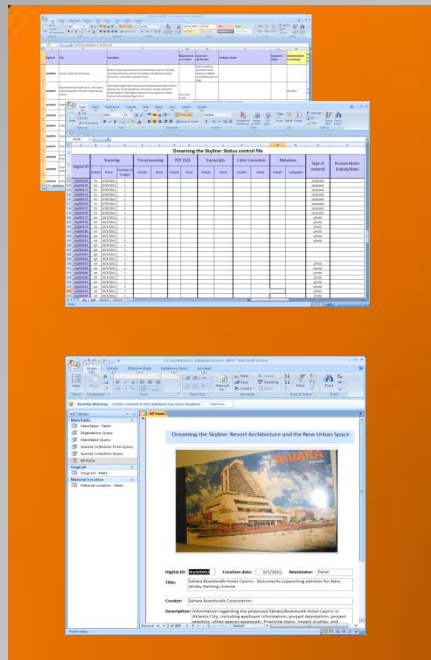
Peter F. Drucker

Efficient & Effective

Integration



What is next?



Web-based Workflow Management System

Thank you!

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jane.skoric@unlv.edu