# Digital Projects in a Nutshell

Ross Fuqua - ross.fuqua@sos.wa.gov Evan Robb - evan.robb@sos.wa.gov Washington State Library



Lewis and Clark Exposition in a nutshell (1905), by W. Marks and Henry W. Metzger; photos by Kiser Bros

# Digital Projects in a Nutshell

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(But please create better images than this!)

Lewis and Clark Exposition in a nutshell (1905), by W. Marks and Henry W. Metzger: photos by Kiser Bros





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AUTHOR	Marks, W						
TITLE	Lewis and Clarl	k Exposition in a nutshell / by W. I	Marks and Henry W. Me	etzger ; photos by	Kiser Bros		
PUB INFO	Portland, Or. :	Bushong & Co., c1905					
DESCRIPT	1 sheet : ill ; 6	51 x 3 cm. folded to 20 x 27 mm					
OTHER AU	Metzger, Henry	y W					
OTHER AU	Kiser Bros						
SUBJECT	Lewis and Clarl	k Centennial Exposition (1905 : Po	ortland, Or.)				
SUBJECT	Portland (Or.)	Exhibitions					
NOTES	Text and photo	os on reverse sides. Issued in hing	ged walnut shell				
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# **Planning & Selection**

<u>University of Washington's Olympic Peninsula</u> <u>Community Museum: Resources for Creating a</u> <u>Digital Archive.</u>

Koelling, Jill Marie. *Digital Imaging: A Practical Approach.* Walnut Creek, CA: Altamira, 2004. Print.

**NINCH** (National Initiative for a Networked Cultural Heritage) Guide to Good Practice in the Digital Representation and Management of Cultural Heritage Materials.



Looking for a future for Roslyn's coal, Roslyn Heritage Collection.

# **Copyright & Permissions**

### **Required reading:**

<u>Copyright Term and the Public Domain in the</u> <u>United States</u>, or the Peter Hirtle (Cornell University Libraries) Copyright chart.

<u>Copyright and Cultural Institutions: Guidelines</u> for Digitization for U.S. Libraries, Archives, and <u>Museums</u>. (Hirtle, Hudson, and Kenyon) – free PDF (in depth).

### ALA Copyright tools:

Public Domain Slider. Section 108 Spinner. Fair Use Evaluator.

#### **Date of First Publication** Directions: Before 1923 Set arrow at correct date After 1922 & Before 1978 Read information in windows If published without © notice Mouse-over any [notes] or asterisks [\*] for clarifying After 1922 & Before 1964 information If published with © notice, but not renewed after 28 years After 1922 & Before 1964 Is it Protected by If published with © notice & renewed after 28 years After 1963 & Before 1978 If published with © notice **Copyright?** After 1977 & Before 2003 Created (unpublished) before 1978 & first published before For works first published in the U.S.A.\* January 1, 2003 After 1977 & Before March 1, 1989 If published without © notice & without subsequent registration No Permission Needed? After 1977 & Before March 1, 1989 If published without © notice but registered within 5 years; or published with © notice On or after March 1, 1989 Copyright Published with or without © notice In Public Domain Status/Term Published after 2002 Created before 1978 and author died more than 70 years ago **Unpublished Works Created by Individual or Joint Authors** (date of creation) **Created under Corporate Authorship** 2012 Michael Brewer & ALA Office for Information Technology Policy\*

ALA's Public Domain Slider.

# More Useful Copyright Research Links

### **Researching Ownership**

- U.S. Copyright Office database. 1978 to present; not likely to be useful for WRH.
- Harry Ranson Center WATCH file. Also unlikely to be useful; worth trying, esp. for prominent artists, photographers, etc.
- <u>Catalog of Copyright Entries</u>. Links to scanned copyright registrations and renewals. To look for a copyright renewal you would add 27 AND 28 years to the original copyright date. For example, to research renewal for a work first copyrighted in 1950, search for a renewal in 1977 and 1978.
- Stanford University's Copyright Renewals database. Limited to books, 1923-1963.
- U.S. Copyright Research Services' How to Investigate the Copyright Status of a Work.

#### Orphan Works and "Due Diligence"

- Orphan Works: Statement of Best Practices by the Society of American Archivists (SAA). Defines "orphan work" and clearly lays out practical, step-by-step approaches to identifying copyright owners and/or making the decision to use copyrighted works even when permissions cannot be obtained.
- Undue Diligence: Seeking Low-risk Strategies for Making Collections of Unpublished Materials More Accessible. Includes some fantastic archived audio of a seminar/conference focusing on the problem of unpublished and/or orphaned works.

#### Fair Use

- Association of Research Libraries' Code of Best Practices in Fair Use for Academic and Research Libraries. See especially Section Four (page 19 of pdf), "Creating Digital Collections of Archival and Special Collections Materials."
- <u>American Library Association's Fair Use Evaluator</u> is an online tool which leads you through a series of questions or factors related to fair use. In essence, it helps you determine the "fairness" of your copying/publishing/distributing a copyrighted work. Once complete, you can copy/print your analysis for your records. Note: this tool *helps* you think through, and document, your analysis; it does not, and cannot, tell you whether a use is "fair" (only a court can do that).
- Fair Use Checklist from Columbia University Libraries.
- <u>The Stanford University Law School's Center for Internet and Society</u> is a great source for news and information regarding fair use, although tailored for academic environments.
- To read more questions and answers about Fair Use, visit this page maintained by the George Washington University Law School.

#### Fun Stuff

- Watch a 6-minute interview with Peter Hirtle speaking about managing copyright risks within cultural heritage institutions, interviewed by librarian Deb Schiff for her Here and There blog.
- Here's a fun video on copyright and fair use put together by Professor Eric Faden at Bucknell University: "A Fair(y) Use Tale"

# Scanning & Imaging Equipment

# What is everyone else using? Some good equipment pages:

Carolina Digital Library and Archives, Digital Production Center

University of North Texas, Digital Projects Unit

Digital Library of South Dakota

### Basic specs for a flatbed scanner\*:

Resolution: 1200 ppi minimum, uninterpolated. Bit depth: 1 bit (b&w), 16 bit (grayscale), 48 bit (color). Dynamic range: Dmax of 3.4 minimum (higher is better). Size: Will you digitize larger than letter sized materials? Transparency adapter: Yes, for negatives, film, etc. Software: Can you turn off auto sharpening, control histogram?

\*Many modern flatbed scanners meet these specs and are affordable!



Cruse scanner at Washington State Archives.

## **Imaging Standards & Best Practices**

Collaborative Digitization Program (CDP) Best Practices. Includes best practices for imaging and audio digitization. Readable, but becoming outdated.

Minimum Digitization Capture Recommendations. Association for Library Collections & Technical Services (ALCTS).

Technical Guidelines for Digitizing Cultural Heritage Materials. Federal Agencies Digitization Guidelines Initiative.

Koelling, Jill Marie. *Digital Imaging: A Practical* Approach. Walnut Creek, CA: Altamira, 2004. Print.

Washington Rural Heritage - localized standards and practical digitization instructions.



**NO!** (Photo is pushed into corner) **YES!** (Space is left around photo)

# Metadata / Cataloging

Many standards for different types of metadata (e.g. descriptive, technical, structural, administrative, preservation).

MARC and Dublin Core are the most commonly used by small libraries.

### Best practices documents:

#### - <metadata> - <oai dc:dc xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/oai dc/ http://www.c <dc:identifier>EWAM0002</dc:identifier> <dc:title>John Deere elevating hay loader</dc:title> <dc:creator>Deere & Company</dc:creator> <dc:subject>Agricultural machinery & implements; Hay,</dc:subject> <dc:subject>Agriculture & Natural Resources;</dc:subject> - <dc:coverage> United States -- Washington -- Garfield county -- Pomeroy; </dc:coverage> - <dc:description> John Deere pull-behind hay loader. This unit used the best parts from 3 units donated by the Dean Burton, Pomeroy, WA. </dc:description> <dc:publisher>Washington State Library</dc:publisher> <dc:type>Physical Object;</dc:type> <dc:source>Eastern Washington Agricultural Museum</dc:source> - <dc:relation> Garfield County Heritage -- Eastern Washington Agricultural Museum Collection </dc:relation> <dc:format>image/jpeg</dc:format> - <dc:source> holding institution: Eastern Washington Agricultural Museum; dimensions: 11 x 8 x 12 ft. </dc:source>

Best Practices for CONTENTdm and other OAI-PMH compliant repositories: creating shareable metadata.

Dublin Core Metadata Initiative (DMCI): Creating Metadata wiki user guide.

CDP Metadata Working Group's Dublin Core Metadata Best Practices version 2.1.1, September 2006.

### Examples of metadata guidelines (aka 'data dictionaries'):

Washington Rural Heritage Metadata Guidelines.

Metadata Guidelines at Olympic Peninsula Community Museum.

### Arizona Memory Project Metadata Guidelines.

# **Creating Metadata**

Spreadsheets and other tools for creating consistent, structured data

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#### **CONTENTdm Project Client**

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Microsoft Excel or Access

#### South Whidbey Submission Form

Please use this form to create initial descriptions for digitized material as well as to track and document copyright research and permissions gathering. This form should be filled out as you scan each tier. The form populates a spreadsheet which will be used to load material to the Washington State Library's CONTENTdm digital library software. To view the spreadsheet, or to edit previously saved form submissions for the same item (i.e., to make a correction or add additional information), go to: <a href="http://bitlwystuEcy">http://bitlwystuEcy</a>

Sno-Isle Libraries cataloging staff will complete metadata creation, including subject indexing of material. If you have questions, please contact Evan: <u>evan.robb@sos.wa.gov</u> \* Required

#### Item Information

Descriptive cataloging about the topical content and physical format of the item being digitized.

#### Resource identifier \*

An item consisting of one file should be named in the following manner: acme0001.ttf. Items consisting of multiple files (e.g., sides, pages, etc.) should be named: acme0001-001.ttf, and so on.

#### Title \*

Whenever possible, transcribe directly from item (e.g., photo caption, description on back of photo, etc.).

## Masters, derivative files, editing software

Archival TIFF	Full Res JPEG	Web JPEG
Format: TIFF	Format: JPEG, Quality level 10	Format: JPEG, Quality level 8
File name: acme0001.tif	File name: acme0001.jpg	File name: acme0001.jpg
Resolution: 1100 ppi	Resolution: 1100 ppi	Resolution: 300 ppi
Pixel dimensions: 4161 x 3065	Pixel dimensions: 3959 x 2820	Pixel dimensions: 1080 x 769
Color space: Adobe RGB 1998	Color space: Adobe RGB 1998	Color space: Adobe RGB 1998
File size: 36.5 MB	File size: 6.51 MB	[sRGB is also fine]
		File size: 276 kB
Note: Slightly crooked. Original	Note: Straightened, cropped,	
photo is slightly faded and	brightness & contrast have been	Note: Looks the same but is
washed out.	adjusted. Still a large-ish file in	lower resolution, re-saved as a
	terms of file size and resolution.	"medium" quality JPEG.
		Reasonable file size for Web
		display. *Make sure to inspect
		the image at 100% zoom level to
		ensure you are happy with the
		quality. If not, start over from
		your full resolution JPEG.

Washington Rural Heritage: Image Worfklow & File Naming guidelines.

Image editors we tend to use: Adobe Photoshop, Adobe Photoshop Elements, GIMP (free), IrfanView (free). Good comparison of raster graphics editors (Wikipedia).

Audio: Audacity (free), foobar2000 (free)

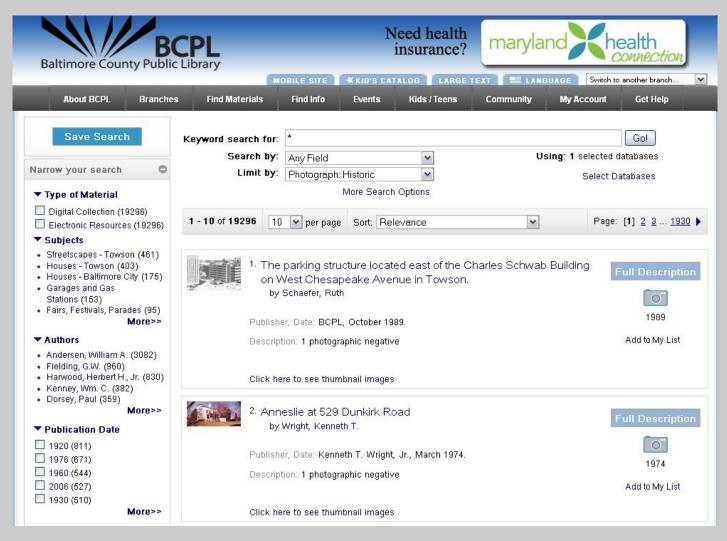
Video: Final Cut, Adobe Premiere, Adobe Media Encoder

## Providing access: Basic MARC record + digital files on local server

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More>>		
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🔻 Language	Call Number: DIGITAL MEDIA	
English (312)	Web Site: Local History Files 🌖 - Digital object from the Local History files Click link for image.	
Assigned Branch		

## Providing access: Add-on for your integrated library system.

Example shown: Fusion for the Polaris ILS



## Providing access: FREE digital library software

Example shown: Omeka



### Notable Omeka collections:

Lewis & Clark College Digital Collections

South Lake Union Stories

Albert M. Greenfield Digital Center for the History of Women's Education

BridgesNYC | Postcards

**Re/Collecting Project** 

Haystack - Colby-Sawyer College

William H. Berge Oral History Center

http://digital.lib.cwu.edu/collections/show/6 Brooks Library Digital Collections, CWU

## Providing access: Proprietary digital library software

Example shown: CONTENTdm

SOUTH WHIDBEY	HERITAGE							Wasl	ore hington Rural Heritag ctions →
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http://www.washingtonruralheritage.org Washington Rural Heritage

### Notable CONTENTdm collections:

**Denver Public Library Digital Collections** 

University of Idaho Library Digital Initiatives

**UNLV Digital Collections** 

Seattle Public Library, Special Collections

## Providing access: Exhibit & Visualization Tools

Example shown: Library of Congress' Viewshare

### South Whidbey Heritage

In 2012-2013, the South Whidbey Historical Society digitized more than 200 items from its own museum holdings as well as the private collections of local community members. Digitization was a collaborative effort, completed in partnership with Sno-Isle Libraries, and with grant assistance through the Washington State Library's <u>Washington Rural Heritage initiative</u>.

Search the collection:

195

IMAGE GALLERY · MAP · TABLE · TIMELINE

sorted by: Resource identifier; then by ... . I grouped as sorted

8

### Notable Viewshare Views:

Cason Monk-Metcalf Funeral Directors, East Texas Research Center

Historic Barns of Kittitas County, Ellensburg Public Library

Cabluda an anida a far 8

Gabby's gay guide to fun & fishing in Central Puget Sound

Arthur Spencer machine

shop and living guarters



Sarah and Hudson Spencer



d Hudson



Arthur H. Spencer and Ethel Partridge Spencer



Ethel Partridge and Arthur Spencer wedding photo



Spencer family in front of

Harbor Cash Store, post

office and community

center, Freeland,

Washington

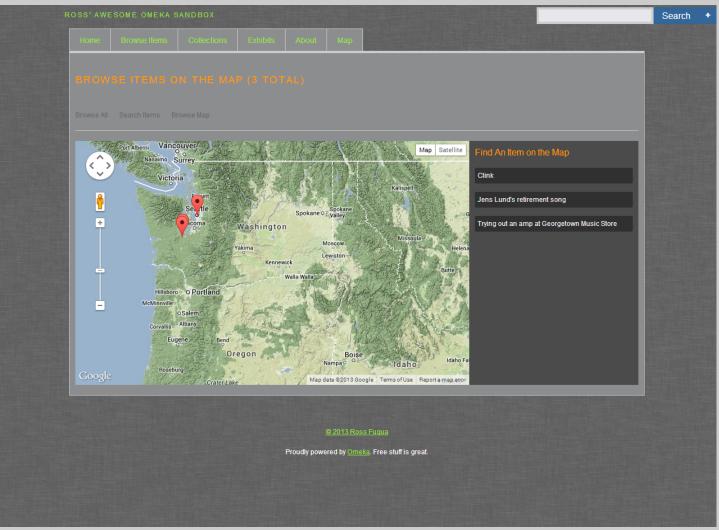
Minnie Spencer Plumb in front of tent at Honeymoon Bay, Holmes Harbor, Washington

http://www.sno-isle.org/?ID=6548 Embedded in Sno-Isle website and museum website.

## Providing access:

### Let's add a record to an Omeka instance!

Example shown: Ross Fuqua's Omeka Sandbox



http://rossfuqua.com/