



# **DIGITIZATION AND COLLECTIONS CARE & MANAGEMENT**

## **Webinar**

Lisa Barr

Utah Division of State History

January 19, 2023

11 am - 1 pm



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES



**UTAH**HUMANITIES

Ideas in Action



Utah Division of  
**Arts & Museums**

# AGENDA

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- Program overview/housekeeping
- Introductions
- Reasons for digitization
- Digitization project management
- Activity
- Digitization best practices



# PROGRAM OVERVIEW: Year at a Glance

## 1. ACCESS AND ARTIFACT HANDLING

JANUARY  
FEBRUARY  
MARCH

Workshop  
(pt A & B)  
1. Webinar  
2. Webinar  
3. Webinar

## 2. PRESERVATION IN STORAGE AND DISPLAY

APRIL  
MAY  
JUNE

Workshop  
(pt A & B)  
1. Webinar  
2. Webinar  
3. Webinar



## 3. ENVIRONMENT AND BUILDING SYSTEMS

JULY  
AUGUST  
SEPTEMBER

Workshop  
(pt A & B)  
1. Webinar  
2. Webinar  
3. Webinar

## 4. RISK MANAGEMENT, EMERGENCY PREPAREDNESS & DISASTER RESPONSE

OCTOBER  
NOVEMBER  
DECEMBER

Workshop  
(pt A & B)  
1. Webinar  
2. Webinar  
3. Webinar

# PROGRAM OVERVIEW: Year at a Glance



The Utah Collections Preservation Program supports **comprehensive preservation training** for collections stewards through quarterly programming.

Each quarter includes 3 free webinars, a two-part in-person workshop, preservation assessments, and the focused training of Collections Preservation Team members.



**REGISTER  
HERE**



Scan with your phone or visit  
[www.artsandmuseums.utah.gov/utah-collections-preservation](http://www.artsandmuseums.utah.gov/utah-collections-preservation)

Access and Artifact Handling	<b>SPRING 2023</b>	January 5, 2023	Workshop 1a, Edge of the Cedars, Blanding
		January 19, 2023	Webinar 1, Digitization and Collections Care
		February 2, 2023	Workshop 1b, Grand County Library, Moab
		February 16, 2023	Webinar 2, Handling Procedures Manual
		March 16, 2023	Webinar 3, Collections Move
Preservation in Storage and Display	<b>SUMMER 2023</b>	April 6, 2023	Workshop 1a, John Wesley Powell Museum, Green River
		April 20, 2023	Webinar 1, Thinking in Systems: Preservation Site Assessments
		May 4, 2023	Workshop 1b, Emery County Archives, Castle Dale
		May 18, 2023	Webinar 2, Preservation through Partnership: Care of Culturally Sensitive Objects
		June 15, 2023	Webinar 3, Preservation of Outdated Media
Environment and Building Systems	<b>FALL 2023</b>	July 6, 2023	Workshop 1a, USU East Prehistoric Museum, Price
		July 20, 2023	Webinar 1, Preservation and Collections Hazards
		August 3, 2023	Workshop 1b, Helper Auditorium, Helper
		August 17, 2023	Webinar 2, Integrated Pest Management
		September 21, 2023	Webinar 3, Collections Management Systems
Risk Management, Emergency Preparedness & Disaster Response	<b>WINTER 2023</b>	October 5, 2023	Workshop 1a, Canyon Country Discovery Center, Monticello
		October 19, 2023	Webinar 1, Emergency Planning: Pocket Response Plan
		November 16, 2023	Webinar 2, Seismic Storage
		November 2, 2023	Workshop 1b, USU Eastern Library Special Collections, Price
		December 21, 2023	Webinar 3, Security for Collections and Access

Workshops are in-person, full-day events, and occur in two parts.

Registration is \$10 to cover materials. Please note when registering that you will be expected to attend both Part A and Part B - registration fees covers **both parts** of the workshop.

**Scholarships available!** to offset costs associated with travel to and from each workshop.



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Ideas in Action



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Utah Division of  
**Arts & Museums**

# GOALS

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Gain a better  
understanding of Key  
Themes...



## Key Themes

1. Understand the importance of digitization and access implications
2. Understand collections preservation risks due to digitization activities
3. Know how to plan a workflow for a digitization project

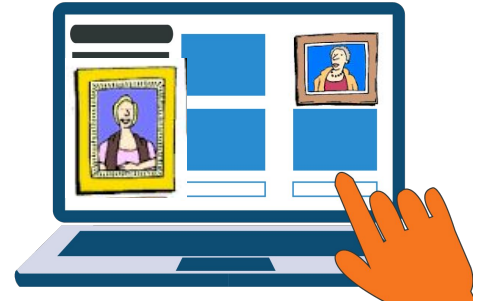
# WHAT IS DIGITIZATION?

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The process of converting analog information, such as objects, documents, images, audio, and video into a digital format.

## WHY IS DIGITIZING COLLECTIONS IMPORTANT?

It can help to preserve original materials and makes them more accessible to the public.





# REASONS FOR DIGITIZING MATERIALS

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- Preservation concerns
- Access
- Uniqueness
- Demand
- Feasibility



Lucidea.com

# PRESERVATION CONCERNS

- Material is in a state of deterioration
- Material is handled often by staff and patrons and digitization will allow access to information while preserving physical material
- Material is fragile





# ACCESS

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- If material is used often then digitization will likely to provide enhanced usability
- Materials that are already comprehensively organized make good candidates for digitization
- Material is public domain or your institution maintains copyright




Archives at the Amon Carter Museum

# UNIQUENESS

- Material is unique to your institution
- Material context covers unique or widely unknown events, people and/or places




 **Smithsonian**

Visit What's On Explore Learn Get Involved Support About

## Dorothy's Ruby Slippers

*National Museum of American History*



Details

Related

### Object Details

Garland, Judy

**designer**  
Adrian

Adrian

**Description**  
Sixteen-year-old Judy Garland wore these sequined shoes as Dorothy Gale in the 1939 film classic *The Wizard of Oz*. In the original book by L. Frank Baum, Dorothy's magic slippers are silver; for the Technicolor movie, they were changed to ruby red to show up more vividly against the yellow-brick road. One of several pairs used during filming, these size-five shoes are well-worn, suggesting they were Garland's primary pair for dance sequences.

# DEMAND

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- Digitization of material will generate broader use of your institutions resources
- Digitization of material is time sensitive
- Digitization of material has come at the request of your stakeholders (donors, community partners)



[fieldmuseum.org](http://fieldmuseum.org)

# FEASIBILITY

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- Material can be easily gathered and organized for digitization
- Sufficient staff time and resources available for digitization
- Current partnerships and/or contracts can be used in digitization



# EXAMPLES OF WHEN NOT DIGITIZE

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- If materials are acidic, fragile, brittle, torn, missing pieces, sticky or stuck to something.
- Loose, flaking or friable media such as crayon, charcoal, chalk, or soft pencil.
- Photographs that are separating from the mount or support.
- Photographs that are curled, bent, creased, folded, wrinkled, or cracked.
- Deteriorated cellulose nitrate or acetate film negatives.





# TYPES OF MATERIALS TO DIGITIZE

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- Objects
- Photographs
- Documents
- Audio Visual Materials



# OBJECTS

## Photographing Your Collection

- Used for visual representations of objects in online collection managements systems
- Provide high resolution images of objects for patrons



[African American Quilt by Robert Handy](#)

# OBJECTS

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## 3D scans

3D laser scanning is a way to capture a physical object's exact size and shape to create a digital 3-dimensional representation.



[Discovery Space Shuttle, Smithsonian Air and Space Museum](#)

# PHOTOGRAPHS

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- Prints
- Negatives
- Slides
- Digital Files

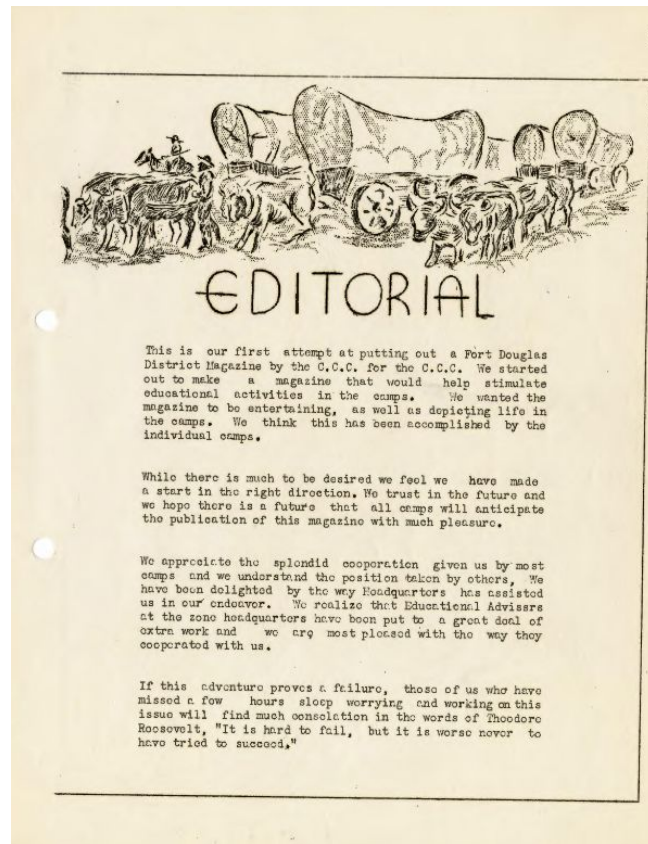
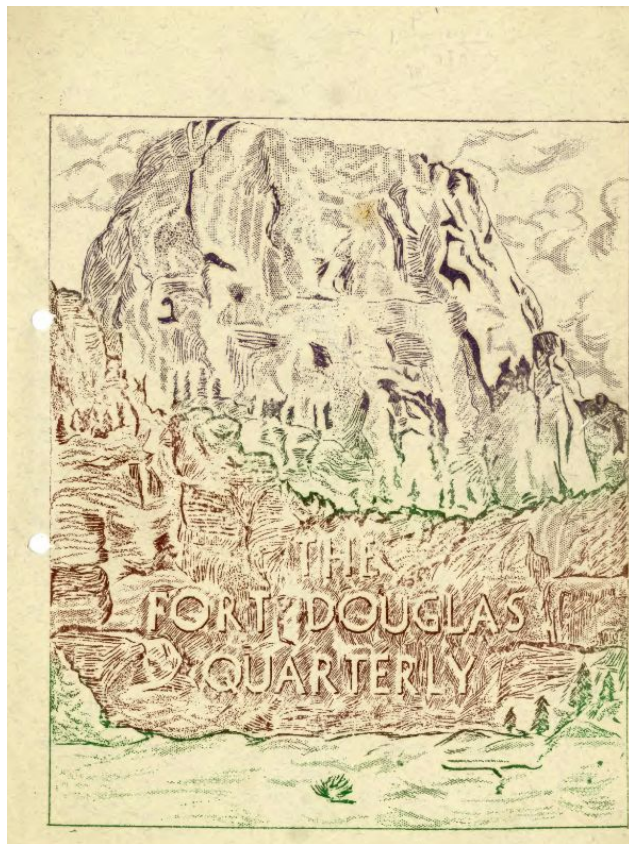


[Dead Horse Point by Al Morton](#)



# DOCUMENTS

- Books
- Papers
- Pamphlets
- Ledgers
- Journals
- Scrapbooks



[Fort Douglas Quarterly, CCC Newsletter](#)



# AUDIO VISUAL MATERIALS

- Film
- Vinyl
- Cassettes
- Compact Disks
- Digital Files



[16mm film from April 2, 1959 includes footage from the river and canyon from Larabee & Aleson Western River Tours.](#)

# HOW TO MANAGE A DIGITIZATION PROJECT

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# EVALUATE YOUR PROJECT

## Digitization Evaluation Form:

Preservation needs (30%)

Access (20%)

Uniqueness (15%)

Demand (15%)

Feasibility (20%)

This can vary depending on your institution's mission.



## Digitization Evaluation Form

Evaluation Criteria	Notes	Score 0-3
<b>Preservation Needs (30%)</b> <ul style="list-style-type: none"><li>Material is in a state of deterioration</li><li>Material is handled often by staff and patrons and digitization will help preserve its condition</li><li>Material is fragile</li></ul>		
<b>Access (20%)</b> <ul style="list-style-type: none"><li>Material is used often and digitization is likely to provide enhanced usability</li><li>Material is already comprehensively organized, making metadata creation easier to produce</li><li>Material is in public domain or UDSH maintains copyright</li></ul>		
<b>Uniqueness (15%)</b> <ul style="list-style-type: none"><li>Material is unique to your institution</li><li>Material context covers unique or widely unknown events, peoples, and/or places</li></ul>		
<b>Demand (15%)</b> <ul style="list-style-type: none"><li>Digitization of material will generate broader use of your institution's resources</li><li>Digitization of material is time sensitive</li><li>Digitization of material has come at the request of a stakeholder (donors, community partners)</li></ul>		
<b>Feasibility (20%)</b> <ul style="list-style-type: none"><li>Material can be easily gathered and organized for digitization</li><li>Sufficient staff time and resources available for digitization</li><li>Current partnerships and/or contracts can be used in digitization</li></ul>		

# ASSESS THE MATERIALS

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- Are they processed, cataloged, well described, and have accurate information?
- Are certain materials too fragile to digitize?
- Material size constraints
- Copyright issues
- Do the materials fit your collections scope?



# ASSESS THE MATERIALS

## Assessment Example

### How to assess materials:

- Condition of the collection
- Types of materials in the collection
- Staples or bound material
- Size of materials
- Verify collection information is accurate and up to date.



UDSH Assessment Worksheet Example

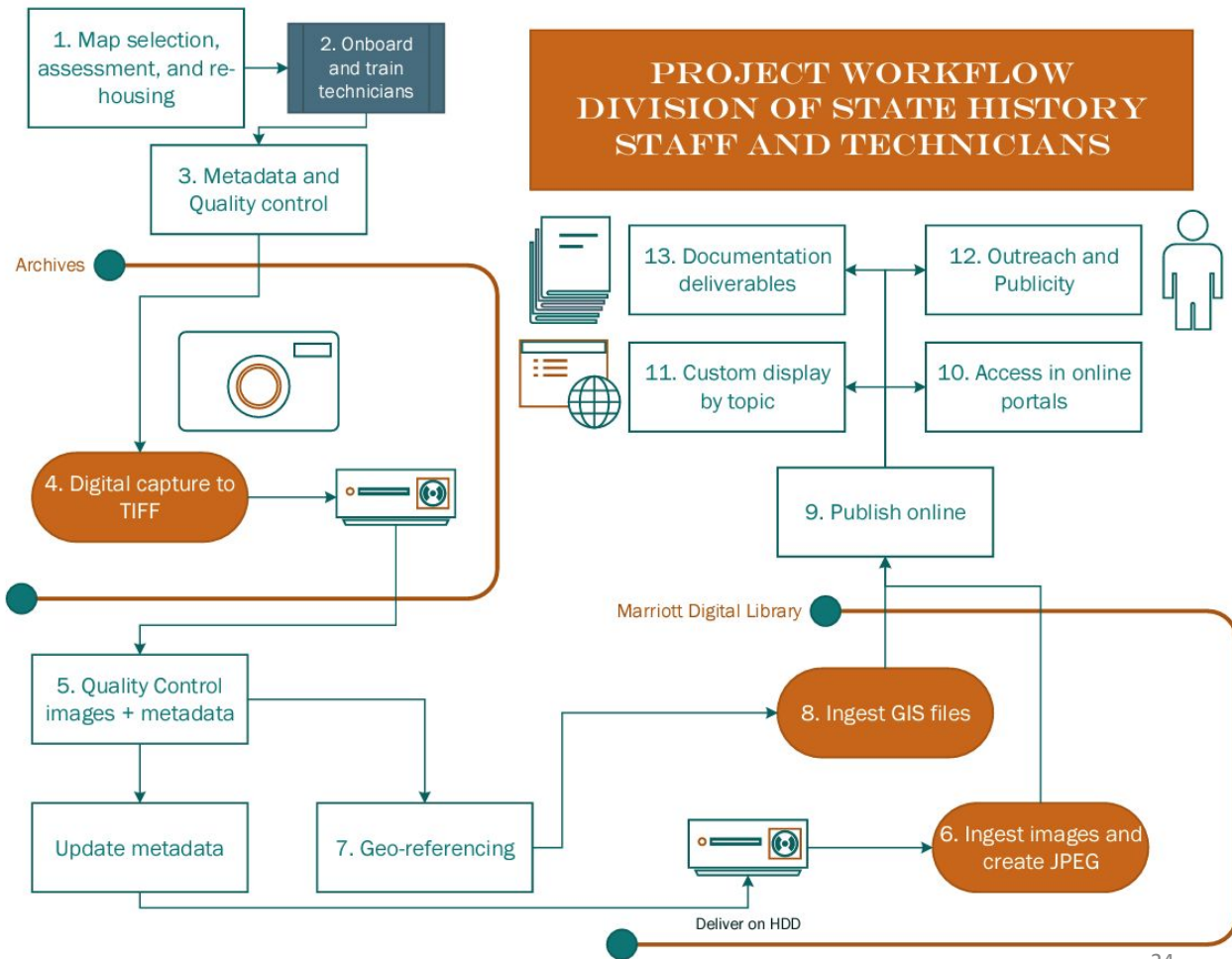
File Edit View Insert Format Data Tools Extensions Help Last edit was 3 minutes ago

	A	B	C	D	E	F	G	H	I	J	K	L
		Title	# of boxes	Linear feet	# of folders/files	Staples? y/n	Average page size	# of pages, average size	Other page sizes	# of odd-sized pages	Bound material? y/n	Condition
9	B 206	Utah Wool Marketing Association Records	3	1.5	estimate 20 folders	n	letter				n	Excellent
10	B 207	Utah Manufacturing Association Records	12	6	39 folders	n	letter and legal		12 x 16.5 scapbooks		y scapbooks	Excellent
11	B 208	Salem Pond Irrigation Company Records	1	0.5	9 folders	n	legal				n	Excellent
12	B 209	Provo Bench Canal and Irrigation Company Records	12	6	125 folders	y	letter and legal				y a few notebooks	Excellent
13	B 210	Manti-LaSal National Forest Records	3	1.5	estimate 50 folders	n	letter and legal				n	Excellent
14	B 212	Alta Mining Records	13	6.5	59 folders	n	letter		13.5" x 16.5"		y stock books	Excellent
15	B 213	Arthur W. Finley Diaries	1	0.5	box level	n	5 x 7				y all bound journals	Stable
16	B 214	Der Harigari Club Records	1	0.5	box level	n	letter				y 2 bound records	Stable
17	B 215	Oaita Club Records	1	0.5	8 folders	n	letter and 7 x 10				y 1 notebook	Excellent
18	B 216	Horace Mann Junior High School Records	2	4	9	n	oversize		12.5" x 16"		y scrapbooks	Stable
19	B 217	St. George and Santa Clara Field Irrigation Company	3	1.5	15 folders	n	letter and legal				y all bound ledgers	Stable
20	B 219	Utah Water Records Project Inventory	9	4.5	78 folders	n	letter and legal				n	Excellent
21	B 220	Draper Irrigation Company Records	10	5	201 folders	y	letter and legal				y record books	Stable
22	B 221	Grouse Creek Oral History Interviews Collection	3	1.5	box level	n	letter and legal				y all bound transcripts	Excellent



# PILOT PROJECT

Conduct a small pilot project to establish workflows, timelines, labor needs, and funding required.



# WHO WILL DIGITIZE YOUR MATERIALS?

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## Vendor partnerships are the best option.

- Have the staff, training, equipment, and storage to perform quality digitization projects
- Vendor examples: University Libraries, Backstage Library Works
- Vendor requirements and quality standards:
  - Form feed equipment is not acceptable for scanning fragile, high-value, fine art, or special or archival collection materials including drawings, graphic prints, manuscripts, newsprint, photographs; and equivalent materials.
  - Scanning equipment must feature controls to limit light and heat exposure to the items being scanned.
  - Scanning equipment must be properly sized to accommodate collection materials without causing damage. Oversized materials must be scanned using equipment that features a scanning bed that is as large or larger than the object to be scanned.
  - Scanning equipment must be adjustable to the height of the collection item to accommodate books that need cradle support.



[Preservation Guidelines for Digitizing Library Materials - Collections Care \(Preservation](#)

# CONSTRAINTS OF IN-HOUSE DIGITIZATION

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- Scanner quality, size, and maintenance
- Staff training and labor
- Data storage
- Website accessibility



Cleaning video playback equipment on an Umatic deck  
<https://www.library.ucla.edu/>

# HOW WILL YOUR PROJECT BE ACCESSED?

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- Your institution's website (with link to vendor site)
- Vendor website
- Link to [Mountain West Digital Library](#)
- Other platforms: [Omeka](#), [CollectionSpace](#)

## SEARCH OUR DIGITAL COLLECTIONS

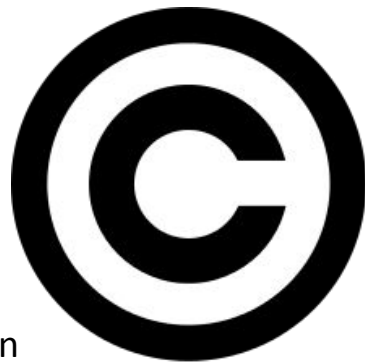
Or search individual  
collections below.

 Search



# COPYRIGHT

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- If materials are in the public domain, you can digitize.
- If materials are protected by copyright but rights are held by your institution, you can digitize.
- If you are unsure, search [U.S. Copyright Office registration records](#). The catalog contains records from 1978 to the present. For works older than 1978, use [Stanford's Copyright Renewal Database](#). Search by author, creator, publisher, or title.
- If you find a record here, it usually means there's a rights holder and that should be listed as the copyright holder. This means you may need to get permission to digitize.





# RIGHTS STATEMENTS

<https://rightsstatements.org/en/>

## Three Categories of Rights Statements

IN COPYRIGHT



*Statements for works that are in  
copyright*

NO COPYRIGHT



*Statements for works that are not in  
copyright*

OTHER



*Statements for works where the  
copyright status is unclear*



The rights statements fall in three categories: Statements for works that are in copyright, statements for works that are not in copyright and statements for works where the copyright status is unclear. The statements provide end users with easy to understand high level information about the copyright and re-use status of digital objects. With the exception of the two statements for objects with an unclear copyright status, these statements should only be applied after the copyright status of a work has been established. You can find more information about how to apply the rights statements in the [documentation section](#).

# ACTIVITY - 20 Minutes

- Think of an item(s) from your collection that you would like to digitize.
- Use the Digitization Evaluation Form to determine if your items are good candidates for digitization. (5 min)
- Discuss your project in breakout group (7 min)
- How ready are your materials for digitization based on your evaluation? Group discussion (8 min)



## Digitization Evaluation Form

Evaluation Criteria	Notes	Score 0-3
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BREAK (5 Minutes)



# **DIGITIZATION BEST PRACTICES**

# QUALITY STANDARDS

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- No photoshopping tools are to be used to enhance or alter any scanned images beyond standard cropping and de-speckling to create a presentable digital image as close to the original source as possible.
- Quality control measures are applied to ensure digital images accurately represent the original source. Coordinate with your digitization partner to establish specific guidelines.
- Reformatting standards: TIFF, JPEG (image) PDF (text) MP4 (video), WAV, MP3 (audio)



# METADATA

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Metadata is the information that describes the collection.

Required metadata for collections:

**Title**

**Date**

**Description**

**Identifier: File name**

**Subject(s)**

**Rights Statement:** Puts the responsibility on the user – we share what we know about the material and informing the user <https://rightsstatements.org/en/>

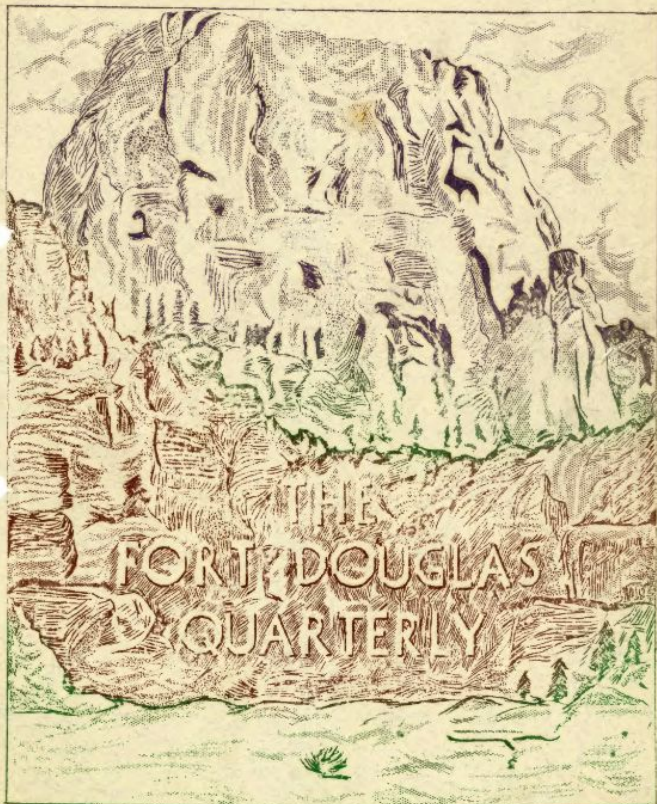
**Format:** File format – image/jpg or audio/mp4, text/PDF

**Type:** object, text, image, moving image, sound





# DIGITAL METADATA EXAMPLE



Title	Fort Douglas Quarterly
Collection	MSS B 540 Civilian Conservation Corps Newsletters, 1935-1941
Source Container	Box 9, Folder 13
Publisher	Published by Utah State History; digitized and hosted by J. Willard Marriott Library, University of Utah
Date	1935; 1936; 1937; 1938; 1939; 1940; 1941
Creator	Civilian Conservation Corps (Utah)
Spatial Coverage	Salt Lake City, Salt Lake County, Utah, United States, <a href="http://sws.geonames.org/5780993">http://sws.geonames.org/5780993</a>
Subject	Public service employment -- Utah; New Deal, 1933-1939; Civilian Conservation Corps (Utah)
Description	Newsletters for all CCC Camps in the Ft. Douglas District, no date indicated
Type	Text
Format	application/pdf
Language	eng
Rights Management	<a href="https://rightsstatements.org/page/NoC-US/1.0/">https://rightsstatements.org/page/NoC-US/1.0/</a>
Is Part of	<a href="https://history.utah.gov/finding-aids/data/B00540/B0540.xml">https://history.utah.gov/finding-aids/data/B00540/B0540.xml</a>
Scanning Technician	Natalia Soto
Metadata Cataloger	Melissa Coy
Genre	periodicals

# MOUNTAIN WEST DIGITAL LIBRARY

<https://github.com/mountainwestdl/mwdl-map/wiki/MWDL-Metadata-Application-Profile>

## Metadata Application Profile

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### Version 3 (2019)

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The Mountain West Digital Library (MWDL) provides a portal (<https://mwdl.org>) to digital resources in universities, colleges, public libraries, museums, archives, historical societies, government agencies, and other entities in Utah, Nevada, and other parts of the Western United States.

MWDL collection managers and metadata creators use this application profile to guide creation of new metadata records.

### Table of Contents

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1. [Acknowledgments, Versioning, and Licensing](#)
2. [Best Practices](#)
3. [General Guidelines](#)
4. [Explanation of Element Tables](#)
5. [Element Tables](#)



# LONG TERM PRESERVATION

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- Unfortunately, digitization is not a long term form of preservation.
- Digitizing material can help with agents of deterioration for the original material, but digital preservation is also an agent, in that technology becomes outdated and inaccessible.
- Keeping up with technology in terms of hardware, software, new formats, etc. is a challenge of all institutions. Even the ones that will likely house your digital collections.
- There is some loss of information when an analog item is made digital, just as there is when one analog copy is made from another.
- Every time you transfer a file you lose information.
- Vendors will generally have a greater capacity to store your digital collections than in house storage.



# TECHNOLOGY IS CONSTANTLY EVOLVING

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# DIGITIZATION POLICY

## Include:

- Objectives
- Selection Process
- Digitization Process
- Workflow
- Preservation
- Review

[UDSH Library and Collection Example](#)



## Digitization Policy for the Library and Collections Program of the Utah Division of State History

### Introduction

Technology has become an integral part of the success of cultural institutions. The Utah Division of State History (UDSH) and the Library and Collections (L&C) program have a commitment to digitization efforts. Digitization provides a means to fulfill mandated responsibilities, specifically with regard to stimulating research of Utah's history, and preserving and maintaining a specialized library UCA §9-8-203<sup>1</sup>. Just as the L&C program has a [collecting policy](#) for physical items the same concepts of discretion and judgment apply to the creation of digital collections.

With the fulfillment of mandate as a guiding factor and the goal of a successful future as a cultural institution dedicated to relevant and quality digital collections, this policy defines how L&C conducts digitization.

This policy only applies to the L&C program of the UDSH.

### Objective

Digitization supports the mission of UDSH to "preserve and share the past with the present and future." The availability of digital collections removes the physical and financial barriers of travel and access and gives customers an unlimited opportunity of researching. Digitization further allows for the proper care of the State's collections as it is used as a means of accessing the original content without handling the original itself. The original can then be properly preserved. Digitization also provides an opportunity to showcase unique or valuable collections on an international level. Therefore, L&C digitizes collections with three main goals:

- Aid in the preservation of fragile or at-risk collections
- Enrich access to collection material
- Highlight unique collections

### Selection Process

<sup>1</sup> UCA §9-8-203. Division duties.

- (1) The division shall:
  - (a) stimulate research, study, and activity in the field of Utah history and related history, maintain a specialized history library;

# PROJECT FUNDING

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Utah State Historical Records Advisory Board Grant Program

<https://archives.utah.gov/USHRAB/grants.html>

What Records are Eligible:

- Manuscripts, personal and family papers, organizational and business archives
- Permanent records of enduring and historical value created by non-Federal units of government
- Collections of photographs, motion pictures, sound recordings, and electronic records
- Unpublished architectural, cartographic, and engineering drawings

\*Grant requests can be up to \$7,500 and require a one-to-one in-kind and/or cash match. Will begin accepting applications March 1, 2023\*





# Thank you! Questions?

**LISA BARR**

Historical Collections Curator | Utah Division of State History | [lbarr@utah.gov](mailto:lbarr@utah.gov)

This project was made possible in part by the National Endowment for the Humanities.



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