



DIGITIZATION AND COLLECTIONS CARE & MANAGEMENT Webinar
 Lisa Barr
 Utah Division of Arts and Museums
 January 20, 2022
 11 am - 1 pm






GOALS

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




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AGENDA

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



Cooper Hewitt Museum's mass digitization effort





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WHAT IS DIGITIZATION?

The process of converting analog information, such as objects, documents, and sounds 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

- Preservation concerns
- Access
- Uniqueness
- Demand
- Feasibility



Lucidea.com



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PRESERVATION CONCERNS

- Material 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



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ACCESS

- 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



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UNIQUENESS

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



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DEMAND

- 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



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FEASIBILITY

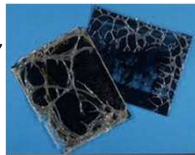
- Material can be easily gathered and organized for digitization
- Sufficient staff time and resources available for digitization
- Current partnerships and/or contracts can be used in digitization



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EXAMPLES OF WHEN NOT DIGITIZE

- 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.



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TYPES OF MATERIALS TO DIGITIZE

- Objects
- Photographs
- Documents
- Audio Visual Materials

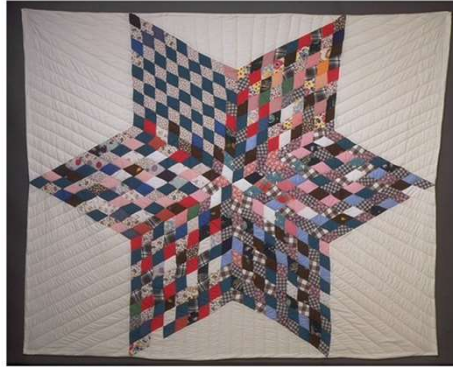


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OBJECTS

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

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OBJECTS

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

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PHOTOGRAPHS

- Prints
- Negatives
- Slides
- Digital Files

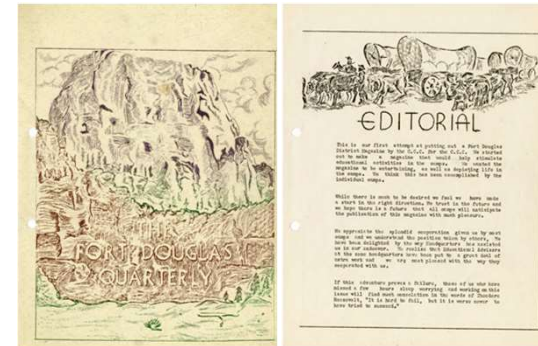


Dead Horse Point by Al Morton

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DOCUMENTS

- Books
- Papers
- Pamphlets
- Ledgers
- Journals



Fort Douglas Quarterly, CCC Newsletter

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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.

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HOW TO MANAGE A DIGITIZATION PROJECT

EVALUATE YOUR PROJECT

Digitization Evaluation Form:

Preservation needs (30%)

Access (20%)

Uniqueness (15%)

Demand (15%)

Feasibility (20%)



Available
in Drive

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

ASSESS THE MATERIALS

- Assess the materials: 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?



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HOW WILL YOUR PROJECT BE ACCESSED?

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



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COPYRIGHT



- 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.



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ACTIVITY - 15 Minutes

- Choose an item from your collection that you would like to digitize.
- Fill out Digitization Evaluation Form to determine if your item is a good candidate for digitization.



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Digitization Evaluation Form		
Evaluation Criteria	Notes	Score 0-3
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DIGITIZATION BEST PRACTICES

QUALITY STANDARDS

- 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)



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METADATA

Metadata is the information that describes the collection.

Required metadata for collections:

Title

Date

Description

Identifier: File name

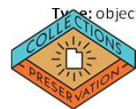
Subject

Rights: specifically for cultural heritage institutions; 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



Follow the [Mountain West Digital Library Dublin Core Application Profile](#) for best practices.

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[Example](#)

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LONG TERM PRESERVATION

- 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.



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TECHNOLOGY IS CONSTANTLY EVOLVING




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DIGITIZATION POLICY

Include:

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

[UDSH Library and Collection Example](#)



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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 special collection of U.S.A. 9-9-2006, just as the L&C program has a [collection policy](#) for physical items the same concepts of discretion and judgment apply to the creation of digital collections.

With the fulfillment of mandate as 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 digital collections as it is used as a means of assessing 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
- Enhance access to collection material
- Highlight unique collections

Selection Process

¹ U.S.A. 9-9-2006: [Conservation Act](#)
 (1) The division shall...
 (2)...
 (3)...
 (4)...

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PROJECT FUNDING

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, 2022



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Thank you! Questions?

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