Digital Archives: Getting Started
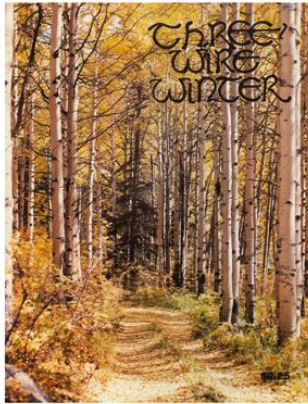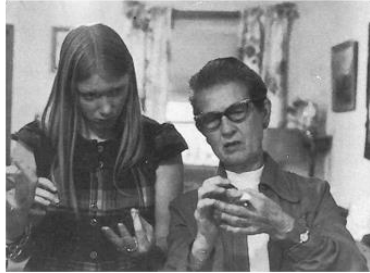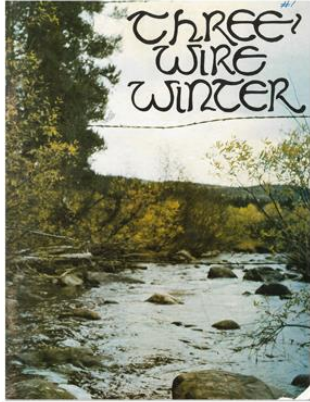
Lacy DunLavy
Eagle Valley Libraries

Jill McKinney
Gunnison County Libraries

Alysa Selby
Bud Werner Memorial Library

Martha Talman
Fort Lewis College

Nicole LeBoeuf Trujillo
Adams State University

Bud Werner - Three Wire Winter Oral History

Museum Partnership

(24) Magazines, (304) Articles, (248) Interviews + Transcripts
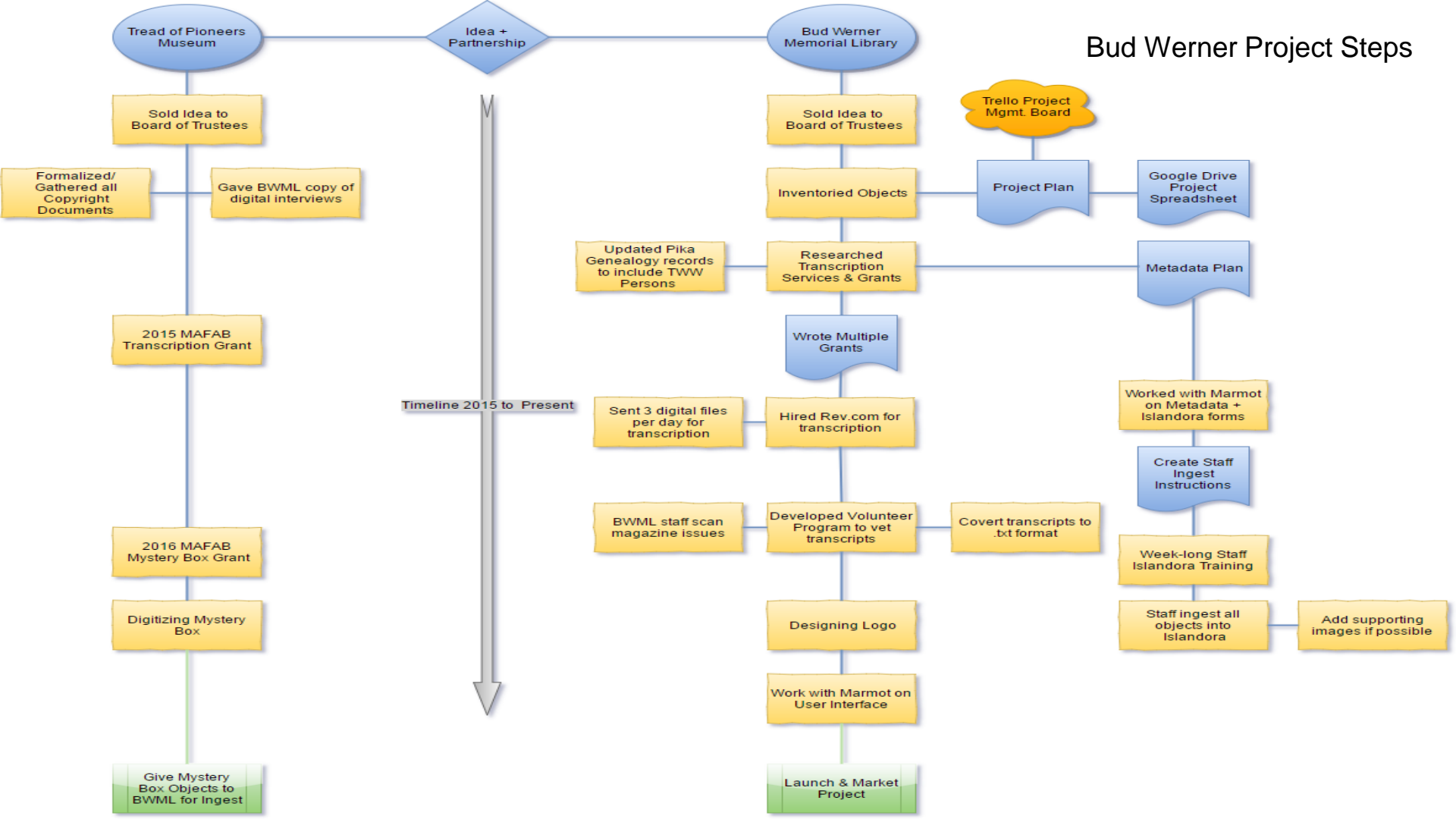
Interviews already digitized (mostly)

Transcriptions outsourced to Rev.com

Volunteers review transcripts

Scanning of magazines & metadata of all objects done by (4) Reference Desk Staff

Awarded $15,000 in Grants

Bud Werner Project Steps

Tread of Pioneers Museum — Idea + Partnership — **Bud Werner Memorial Library**

Tread of Pioneers Museum branch:
- Sold Idea to Board of Trustees
- Formalized/Gathered all Copyright Documents
- Gave BWML copy of digital interviews
- 2015 MAFAB Transcription Grant
- 2016 MAFAB Mystery Box Grant
- Digitizing Mystery Box
- Give Mystery Box Objects to BWML for Ingest

Timeline 2015 to Present

Bud Werner Memorial Library branch:
- Sold Idea to Board of Trustees
- Inventoried Objects — Project Plan — Google Drive Project Spreadsheet
- Trello Project Mgmt. Board
- Researched Transcription Services & Grants — Metadata Plan
- Updated Pika Genealogy records to include TWW Persons
- Wrote Multiple Grants
- Hired Rev.com for transcription — Sent 3 digital files per day for transcription
- Worked with Marmot on Metadata + Islandora forms
- Developed Volunteer Program to vet transcripts — BWML staff scan magazine issues — Covert transcripts to .txt format
- Create Staff Ingest Instructions
- Week-long Staff Islandora Training
- Designing Logo
- Staff ingest all objects into Islandora — Add supporting images if possible
- Work with Marmot on User Interface
- Launch & Market Project

Three Wire Winter Tread/Bud Werner Partnership ⭐ 👥 Team Visible

👁 Subscribed 📅 Calendar ⋯ Show Menu

References

TWW Google Drive Folder

Marmot Project Website

Marmot Budget

Rev.com Account ✏️
☰ 💬 1

Marmot Project Description for Three Wire Winter
☰ 💬 1

Test for Candice
👁 ☰   CB

OHMS Viewer
☰ 💬 1

Google Digitization Account
☰

Islandora Logins
☰ 💬 1

FTP to Marmot
☰

Add a card...

To Do

Add Cemetery Descriptions
👁 ☰ 🕐 Oct 31

Review Pika Display
👁 ☰ 🕐 Sep 30
CB JM KA

Create Marketing Plan
👁 ☰ 🕐 Sep 30
CB JM KA

Metadata Remaining TWW Documents
👁 ☰ ☑ 0/2 🕐 Jul 31   JM

Oral History Workshop at Bud Werner
👁   JM

Oral History Workshop at Tread
KA

Metadata Input for Oral History Workshop Materials
👁   JM

Marmot Launches Projects

Followup with Kate Hawk
☰

Begin Marketing

Add a card...

Doing

Scan Remaining TWW Documents
👁 ☰ 💬 4 ☑ 0/2 🕐 Jul 31
JM TN

Bill & Tanna Identify Interviewees
☰ 💬 1 🕐 Apr 30, 2017 JM KA

Digitize & Transcribe the Mystery box.
👁 ☰ 💬 4
CB KA

Logo for TWW
👁 ☰ 💬 13 📎 6
CB JM KA

Metadata 1976 TWW Documents
👁 ☰ ☑ 3/4 🕐 Sep 15   JM

Add a card...

Future Work

Gather All Rights Documents
👁 ☰ 💬 8   CB JM KA

Add a card...

Pending on Someone Else

Add a card...

Done

Train Staff for Metadata Entry
👁 ☰ 💬 5 ☑ 14/14   JM

MAFAB Grant Finalization
👁 ☰ 💬 9   CB JM

My votes is stay original- use scan of this cover.
💬 2 📎 1

Administrative Interface Developed by Marmot
👁 💬 3   JM

Staff Documentation for digitization & metadata.
👁 ☰ 💬 5 ☑ 2/2 🕐 Apr 15
JM

Send Interviews for Transcription
👁 ☰ 💬 1

Reconcile the orphan audio files
👁 ☰ 💬 3   JM

Review UI Needs with Marmot
👁

Add a card...

Trello Project Management Tool

Bud Werner Links

Trello Project Management tool: https://trello.com/

Rev.com Transcription Services: https://www.rev.com/

Project Plan:
https://docs.google.com/document/d/1Fa0EX1Wu9RIqF_4FThjiHwGzA7xQRabOAg8a69xtNHo/edit?usp=sharing

Project Spreadsheet:
https://docs.google.com/spreadsheets/d/1azjrNvZRDoUH6hsfHyqDhm_f0eFOOhG5toIpWNpsqY4/edit?usp=sharing

Metadata Plan: https://docs.google.com/spreadsheets/d/1IIlJ4rP-wQ7DTNGd6fw27_al8D6p83YFOtn8MYFr7Vk/edit?usp=sharing

Staff Ingest Instructions:
https://drive.google.com/folderview?id=0ByiGePAMYCQUWW1NTXVoWXlTY2s&usp=sharing

Gunnison - History of Cattlemen's Days Rodeo

Partnered with Cattlemen's Days Association

100+ years of archival material in house
> Additional material from community members

Staff members worked on Metadata and scanning.
> Volunteers also worked on scanning.

Project was funded primarily out of GCLD budget, with a
small donation from Cattlemen's Days Association.

Other community organizations have approached us to
archive their materials -
> Boomers and Beyond - Video Oral Histories
> Crested Butte Mountain Heritage Museum - Archives
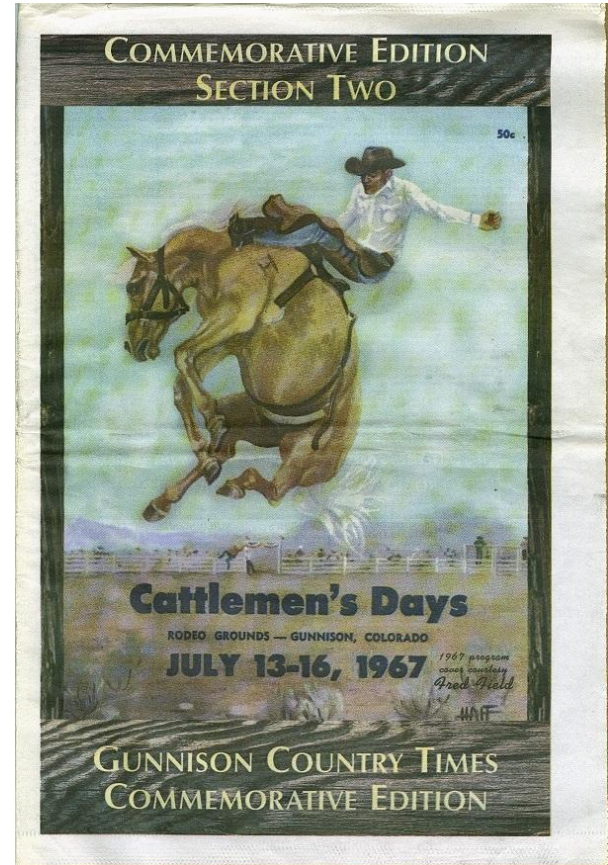
Cattlemen's Days Metadata Linking Chart

Eagle Valley Library District Year 1 Projects
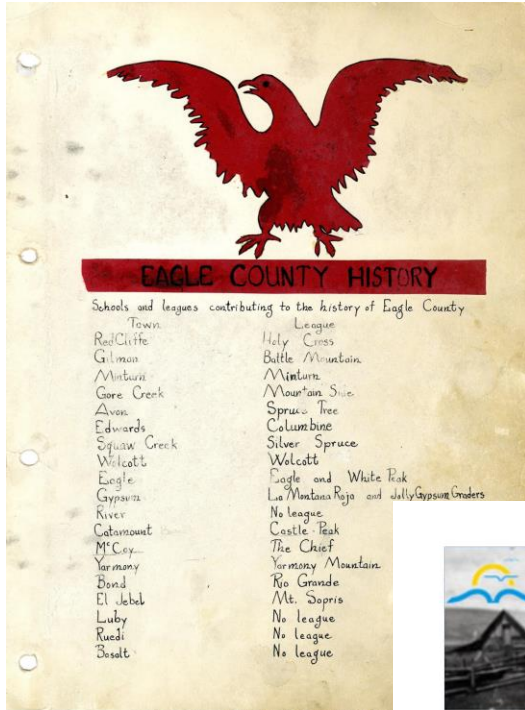
Eagle Valley Local History Archive

Existing Collection

- Migration from PastPerfect

- Partnership with Eagle County Historical Society

- District-funded Local History Department

  - 1 person on staff

  - Volunteers for...some things

Project: "History of Eagle County" or Red Book

- Student scrapbook of Eagle County

- Joint ownership with ECHS

PastPerfect Migration

6,000+ objects with metadata

    Local and provided

Special requests:

    request form, no downloads

Archival description vs. library
  subject headings

Missing/extra data

    Duplicates

    Thumbnails

Metadata:

Education
Schools
Graduation ceremonies

Adams State University - Theses
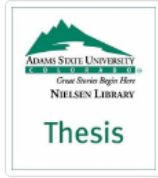
1) **A new perspective: MA in art thesis paper**
Author: McCaulley, Madison.
Publisher: Adams State College
Pub. Date: 2011.
Choose a Format

+ Book — On Shelf (library use only)
Show Edition — ASU Archives — LD18.A4ha M331

More Info | Add To List | SHARE
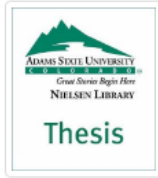
2) **Twenty paintings: a creative thesis for the Masters Degree in painting**
Author: Dietrich, Linda.
Publisher: Adams State College
Pub. Date: 1977.
Choose a Format

+ Book — On Shelf (library use only)
Show Edition — ASU Archives — LD18.A4ha D54

More Info | Add To List | SHARE
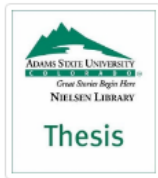
3) **Linking strength with speed**
Author: Dameworth, Bryan.
Publisher: Adams State College ;
Pub. Date: 2000.
Choose a Format

+ Book — On Shelf (library use only)
Show Edition — ASU Archives — LD18.A4ha D36

More Info | Add To List | SHARE

Partnership with HPPE, History, Art Departments; Graduate Council

(448) Theses in archives total; (31) digitized as optimized PDF files.

Theses scanned using the copier. Most of the work was done by student workers.

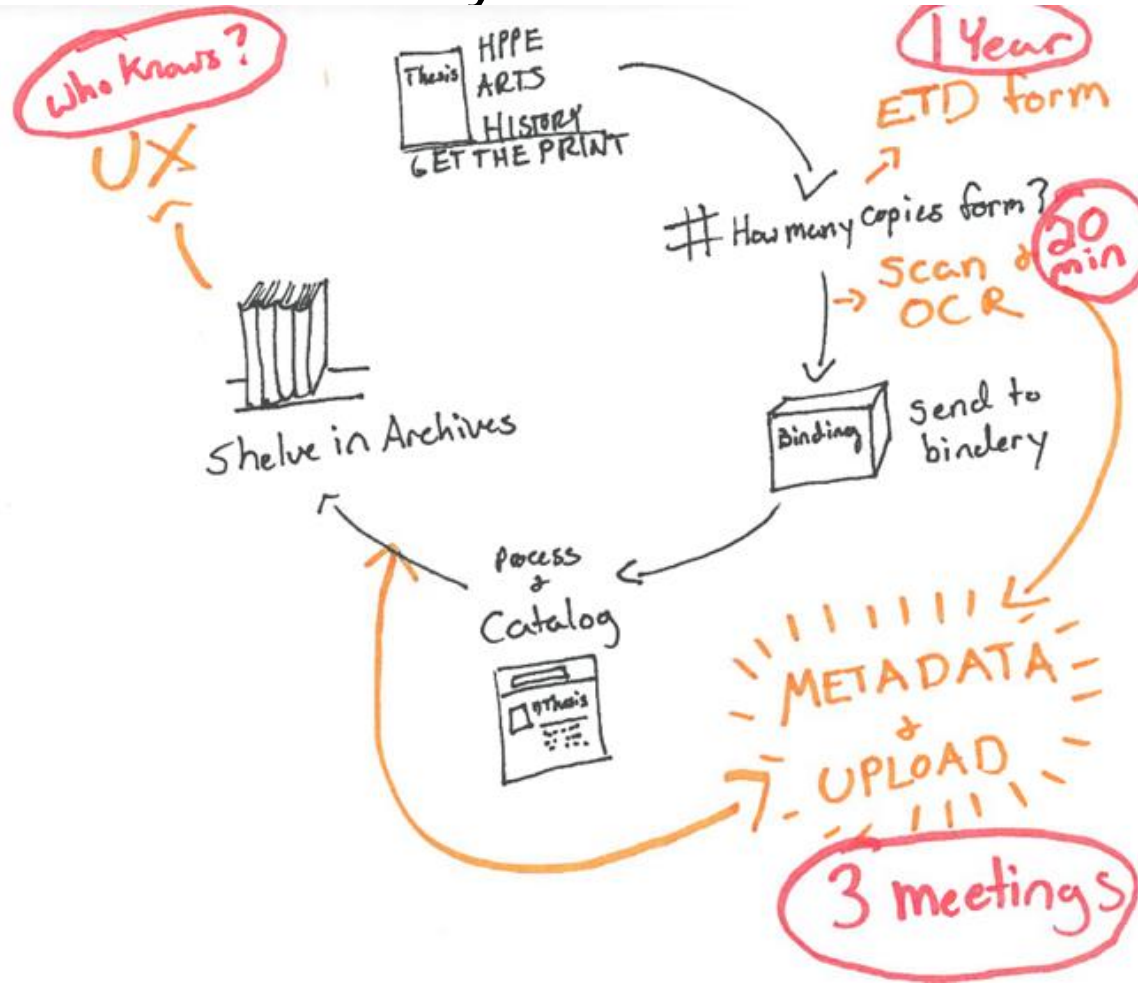Project funding was provided by the library.
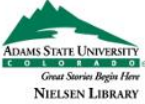
Adams State University - Old Theses Workflow
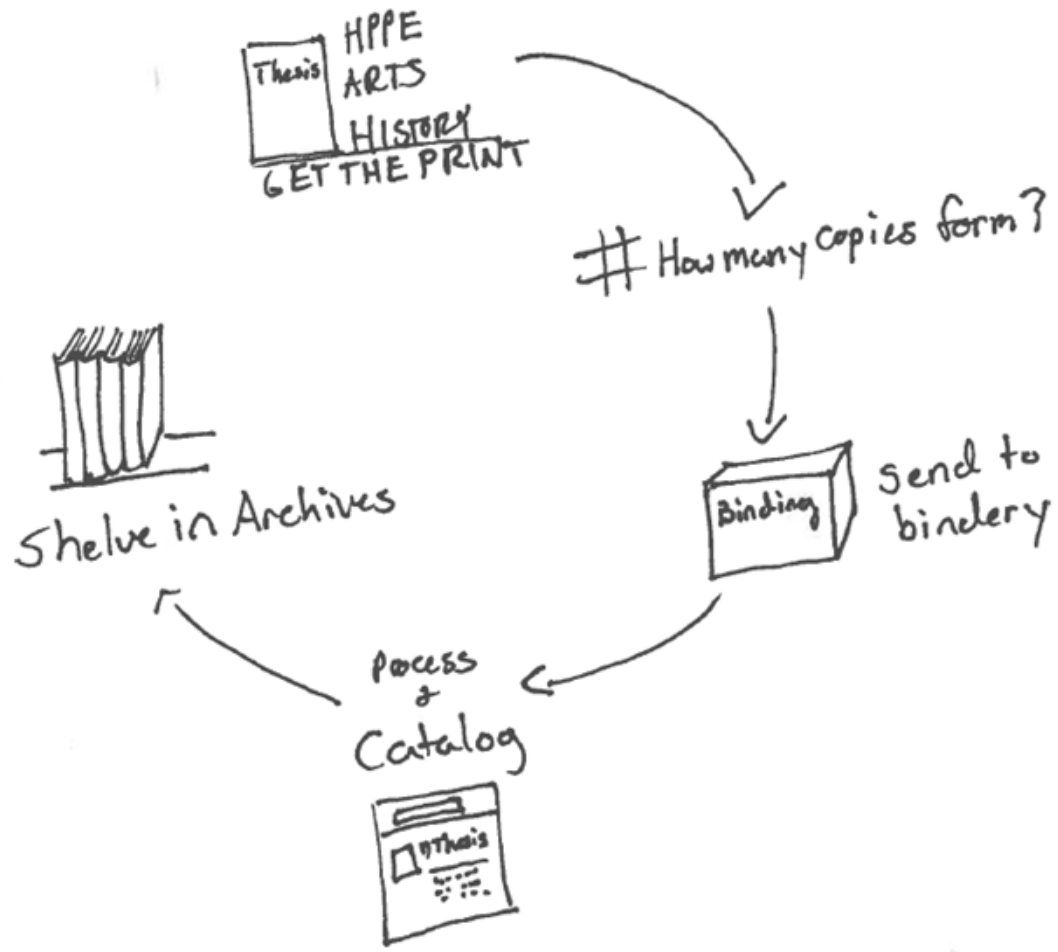
Adams State University - New Theses Workflow
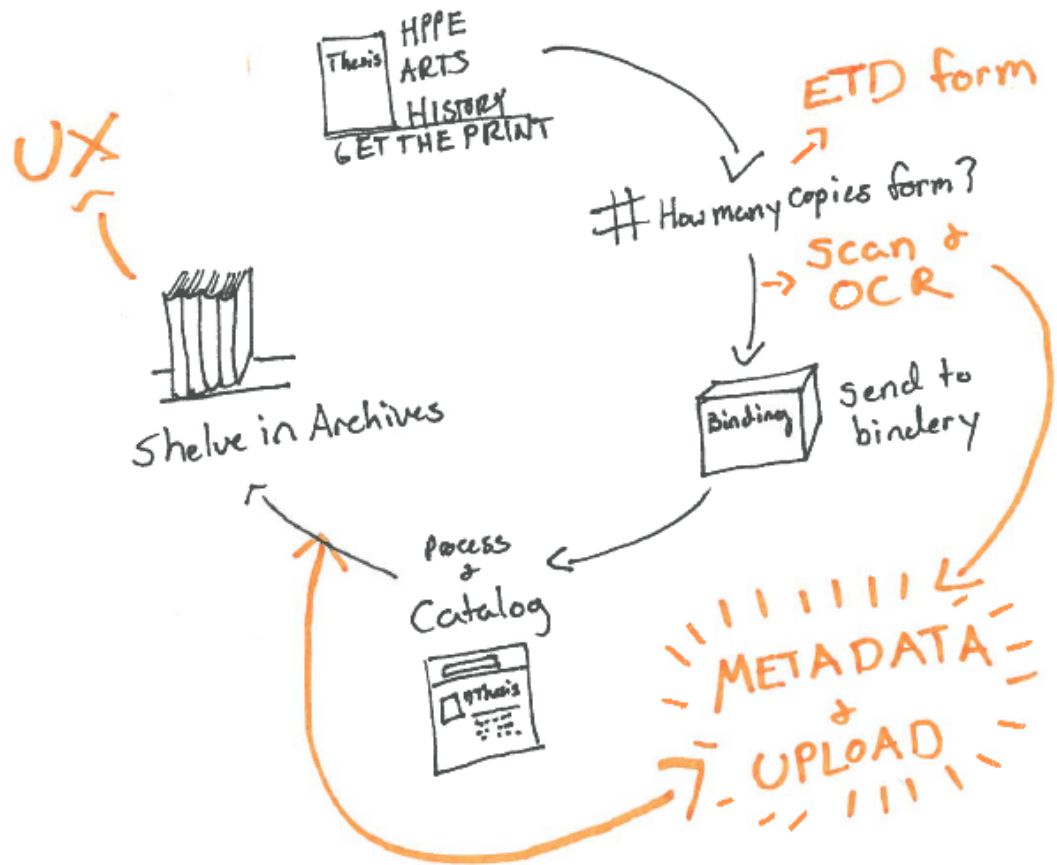
Adams State University - Time Estimates

Adams State University - Theses Display

Fort Lewis College

Nina Heald Weber Postcard Collection

± 5,000 historic postcards of Durango and Four Corners region

Owned by Center of Southwest Studies

❏ Most images already digitized

❏ Two images for every postcard (back and front)

❏ Basic information in homegrown Access database

❏ Images and descriptions migrated into Islandora

Why is Reed Library involved in this project?

❏ Collaboration on campus

❏ Library footprint (metadata experts)

Fort Lewis College

Reed Library responsibilities:

With Marmot, organized metadata schema

Correcting and completing data on each
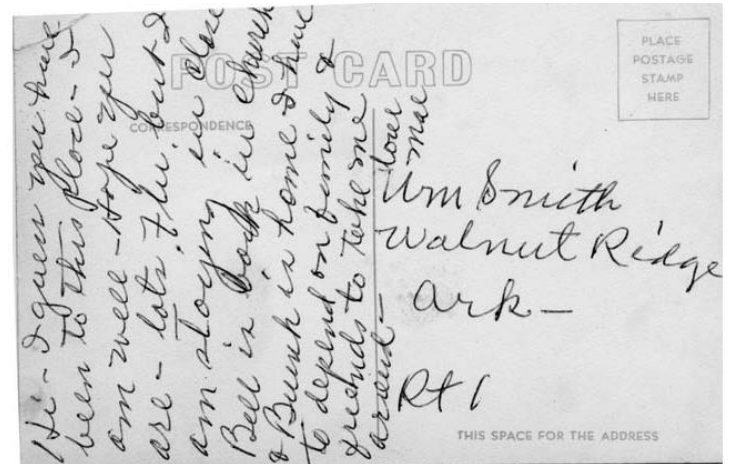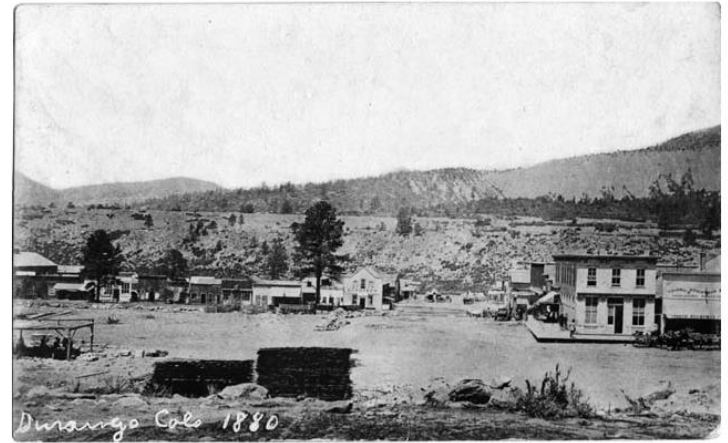postcard (more fields, transcription)

Problems we encountered right away

Two postmarks

Deciphering writing

Decisions - subject, entities, entering twice

Project Management

Fort Lewis College

8807 Cliff Palace, Mesa Verde, Colorado.

1. **Import images and existing descriptions from Access into Islandora**
   - ❏ Export difficult
   - ❏ Import time-consuming

2. **View each postcard, correct and add data, including linked data**
   - ❏ Increasing accuracy, not perfect
   - ❏ Some students are suited, some not
   - ❏ Need to develop better training for students - testing them
   - ❏ Deciding which subject headings is difficult - better to add terms to description
   - ❏ Enter into tracking spreadsheet, including entity work required
   - ❏ Interface clunky (long scrolling document)
   - ❏ Problems with images loading

3. **Quality control**
   - ❏ Check work – must be timely or the projects stops
   - ❏ Review / Retrain
   - ❏ Reassign some people

4. **Entity Work: DECISIONS!**
   - ❏ Create entities for people, places, events, and organizations
   - ❏ Lack of clarity as to what deserves an entity
   - ❏ Requires research

5. **Project Management**
   - ❏ Check entity work
   - ❏ Monitor individual progress
   - ❏ Train / retrain as needed

6. **Rise and repeat** a few thousand times.

LINK: http://fortlewis2.marmot.org/Archive/fortlewis:2/Exhibit

Questions?