Demystifying Digitization

An Introduction to the California Revealed Program

April 30, 2020 | californiarevealed.org
Hello!
Agenda

Who is California Revealed?

Why digitize?

Six steps of digitization
  Inventory and assess
  Prepare materials
  Digitization standards
  Quality control
  Long-term storage and preservation
  Access

Program timeline

Questions and comments
Who is California Revealed?
## Who is California Revealed?

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<tr>
<th>Year</th>
<th>Pilot Funding</th>
<th>Recordings</th>
<th>Partners</th>
<th>Hits</th>
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Who is California Revealed?

Director
Pamela Vadakan

Digital Repository Manager
Megan Lohnash

Preservation Managers
Theresa Berger (Print collections)
Shahed Dowlatshahi (Audiovisual collections)
Scott Lawan (Digital collections)

Preservation Assistants
Willow Germs
Evan Mackall
Allison Ryan
Who is California Revealed?

- African American Museum and Library
- The Bancroft Library, UC Berkeley
- Bishop Chamber of Commerce
- Butte County Library
- California Academy of Sciences
- Caltrans
- California Historical Society
- California State Archives
- California State Parks
- California State Railroad Museum Library
- California State University, Sacramento
- Center for Asian American Media
- Center for Sacramento History
- Daly City Public Library
- Dixon Public Library
- East Bakersfield High School
- Eastern California Museum
- Fresno County Public Library

- Glendale Library
- Graduate Theological Union
- Headlands Center for the Arts
- Inyo County Free Library
- Kern County Library
- Labor Archives, SF State University
- Manzanar National Historic Site
- Napa County Historical Society
- Oakland History Room
- ONE National Gay & Lesbian Archives
- Pacifica Radio Archives
- San Diego Air and Space Museum
- Shoshone Museum
- UCLA, Ethnomusicology Archive
- Upland Public Library
- Whittier Museum
- Yolo County Archives

**YOU!**
Who is California Revealed?
Why digitize?
We don’t have the resources to save everything.

Triage and selection is necessary.
Benefits of Preservation/Access/Visibility

“...We are able to share recordings that would otherwise not be known by staff or the Public. It’s also the preservation of California History for the future...”

“...Once digitized we integrate them into the educational experience that the library provides our community of scholars...”

“...Greater dissemination of our materials is an excellent benefit, and we gained connections in our community that has helped all of us work together better...”

“..We’ve learned much more about managing (or trying to manage) digital objects...”

“..It has helped our staff build a case for more investment in digitization projects...”
Inventory and assess
Inventory and assess

Locate and Identify

*What do you have?*

*Where is it?*

- Assess value and condition as you inventory
- Use information gathered to set priorities
- Basic fields: a partial inventory is a good start
  - An inventory is the basis of a catalog

*The inventory can feed into California Revealed's nomination process!*
Assess value

Is the object “significant”? 

- Historically significant?
- Requested by users?
- Part of a comprehensive collection?
- If lost would the library/archive spend its resources to replace it?
- Non-commercial or out of copyright?
- Your responsibility?
Assess condition

Is the object at-risk?

Archival: unique, master, or “best available”?  
Obsolete format?  
Damaged or deteriorating?  
At-risk if use continues?
Inventory and assess

**Essential fields**

- Main Title
- Call Number or Temporary Identifier
- Created Date
- Creator(s)
- Significance to local and state history
- Description
- Copyright status (if currently unknown, use “U” as a placeholder)
- Condition: deteriorated or damaged or requires special handling?
- Format
- Extent – total number of pages/tapes/reels
- Extent – dimensions/running time
Encouraged fields

Consider how your users will discover your collections.
Consider how you will share and link your metadata across platforms.

We strongly encourage you to include the following:

- Item annotations
- Subject Topics and Entities
- Spatial and Temporal Coverage
- Genre (AV only)

Apply for a California Revealed processing/cataloging mini-grant!
https://californiarevealed.org/describe
Prepare materials
Prepare materials

- Identify and rubber band related items
- Remove duplicates – identify best source/highest resolution
- Make sure call number or temp ID is clearly visible on housing/container
- Use acid-free tape for labelling items (artist's tape, painter's tape)
- Do not use post-it notes, make sure all labels are secure with acid-free tape
- Label your boxes with organization’s name and box # (SDHC – box 1 of 3)
- Styrofoam peanuts or padding not recommended - use bubble wrap
- Contact us for help for shipping fragile items (glass discs, etc.)

https://californiarevealed.org/partners/shipping-guidelines
Digitization standards
Digitization standards

Statement of Work considerations

In-house or outsourced digitization?

Cons of in-house: initial costs
requires staff
Pros: total control of the process
develop new skills

Cons of outsourcing: loss of control
Pros: less investment of resources (equipment and staff)
potentially a lab can handle majority of formats

File specifications: preservation master + access copy
High quality/lossless + stream quality
Open source or widely adopted
Digitization standards

Statement of Work considerations

Metadata and metadata standard(s)
Information about the files: descriptive, technical, administrative, preservation
Map to a standard schema such as DublinCore or PBCore

File naming conventions
Be consistent
Use a unique identifier
Example: YYYYMMDD_seriestitle_#####

Data storage
Estimate how much storage you’ll need
Specify what kind of storage media you want the files delivered on

Cost
Timeline
Digitization standards

Sample object: A photograph

- cwats_000006_access.jpg
- cwats_000006_access.jpg.md5
- cwats_000006_metadata.xml
- cwats_000006_prsv.tif
- cwats_000006_prsv.tif.md5
Digitization standards

Sample object: A newspaper issue
Resources

California Revealed Statement of Work
https://californiarevealed.org/partners/sow

California Revealed Digitization Guide for Print Materials

Library of Congress Recommended Formats
https://www.loc.gov/preservation/resources/rfs/TOC.html

Stanford University File Naming Recommendations
Quality control
California Revealed checks

- technical specifications
- directory structure and file naming
- accurate and complete metadata
- run checksums
- image and/or sound quality
  - 100% at first, then sampling when justified
- missing content
Quality control

Partner checks

- image quality adequate for patron use  
  (ideally 100% of all files)
- confirm content matches descriptive metadata
- update metadata in Islandora as needed

*Only after files and metadata have been approved by the CA-R and owning archive*  
*will the vendor return original materials to the archive*
Long term storage & preservation
Long-term storage and preservation

California Revealed’s digital preservation plan

- Extract and compile technical metadata for each digital object needed to manage its life cycle
- Store content and metadata together (in a “folder” or “bag”) so they are not irretrievably separated by future technology changes
- Maintain geographically dispersed copies of digital objects and database
- Check fixity of all the files (checksum validation)
- Restore files from the duplicate copy when (not if) fixity checks fail
- Continuously migrate to currently supported media and formats as needed to avoid technological obsolescence and media deterioration
Institutional digital preservation plan

- Order files on hard drives (avoid DVDs and CDs if possible)
- Clearly label and organize hard drives
- If possible, duplicate the files on a second drive or upload to cloud
- Consult with IT department (if available) about server storage
- Consider using tools such as Fixity to check checksums
- Access the files at least once a year to make sure hard drive is OK
- Place a readMe text file on the hard drive - an inventory of the files (and update!)

https://www.dpconline.org/handbook
https://soga.wildapricot.org/involvement/advocacy/professional
In October 2019, the Center for Sacramento History received The Colley Papers from the Nathaniel S. and Janiean J. Colley family. The collection documents the legal and civic activities of Nathaniel Colley, and is primarily comprised of speeches, statements, editorials, and publications. The [print out](#) or guide provides a complete description of the collection.

Nathaniel Colley, affectionately known by friends and colleagues as “Nat,” devoted himself to the improvement of his community. As one of Sacramento’s earliest African American lawyers, Colley spent 50 years helping to shape the course of social reform across Sacramenmo, California, and the nation.

A brilliant trial attorney, Nathaniel managed a successful Sacramento law firm, paving the way for groundbreaking anti-discrimination lawsuits and arguing in front of the U.S. Supreme Court. Together with his wife, Janiean, Nathaniel raised five children and led numerous civic organizations. His legacy lives on in this collection, comprised of awards and accolades, photographs, and the insightful speeches, letters, and articles for which Nathaniel Colley was renowned.

Nathaniel Colley led an intentional life. Rooted in family and a sense of right and wrong, Colley melded the personal and private for the sake of civil service. Colley was a civic-minded man who recognized moments ripe for change. For him, the time was always now.

**FEATURED ITEM**

At Priscilla Bell Farms

**RECENTLY ADDED ITEMS**

**Nathaniel Colley Speaking in Seattle, Washington**


**California State Board of Education**

California State Board of Education, April 1962.

**McGeorge School of Law Courtroom of the Future**

Nathaniel Colley presenting at western regional Mock Trial competition in the McGeorge School of Law Courtroom of the Future, January, 1979.
Historic Central Avenue: A Public History Resource Website

Collecting and sharing resources related to the historic Central Avenue corridor and its neighborhoods in Los Angeles, California

Central Avenue, Los Angeles, is one of the greatest cultural corridors of any global metropolis. This public resource site seeks to consolidate the best historical and archival resources available to support the public's interest and the efforts of policymakers, community organizations, and others to develop the public visibility, educational value, and community-economic development of the Central Avenue corridor.
Exhibitions on Calisphere

Take a deep dive into a topic or era. Exhibitions are groups of items curated and interpreted by librarians, historians, and other experts. Join a civil rights protest. Marvel at the engineering of an early car. Get a glimpse of what life was like for people throughout history.
Access

Outreach models

LA as Subject Archives Bazaar
https://laasssubject.org/archives-bazaar

Community History Map
https://eastbayyesterday.com/long-lost-oakland

Home Movie Day
http://homemovieday.com

Memory Lab
https://www.lapl.org/memorylab

Apply for a California Revealed
“Our Collections, Our Communities” mini-grant!
https://californiarevealed.org/community-outreach
August 30, 2020
Application and up to 200 nominations due

September/November 2020
Award letters go out

December 2020/March 2021
Partners prep/ship originals and metadata to CA-R

January/February 2021
CA-R sends materials to vendor(s)

January/June 2021
Vendor(s) digitize materials

March/August 2021
CA-R uploads access files online and stores digital objects on LTO. CA-R & partner QCs.

August 2021
Vendor(s) return original materials

Fall 2021
Promotion and community outreach events
Thanks!

Keep in touch!

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californiarevealed.org