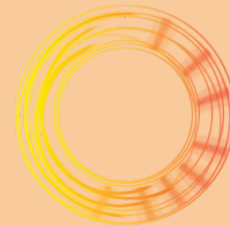


Demystifying Digitization

An Introduction to the California Revealed Program

April 30, 2020 | californiarevealed.org



CALIFORNIA
REVEALED



Permalink: <https://californiarevealed.org/islandora/object/cavp%3A28572>

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



Permalink: <https://californiarevealed.org/islandora/object/cavp%3A28681>

Who is California Revealed?

Who is California Revealed?

2010-2011	2012-2013	2014-2015	2016-2017	2018-2019	2019-2020	2020
pilot funding	450	3,000	7,900	17,903	26,653	52,987+
50	recordings	recordings	recordings	recordings	recordings	recordings
recordings	26	77	images	images	images	images
22	partners	partners	documents	documents	documents	documents
partners	22,000	102,982	127	newspapers	newspapers	newspapers
5,912	hits	hits	Partners	etc.	etc.	etc.
hits			1.7 million	200	250	283+
			hits	Partners	Partners	Partners
				2.4 million	2.63 million	3.06 million
				hits	hits	hits

Who is California Revealed?

Director

Pamela Vadakan

Digital Repository Manager

Megan Lohnash

Preservation Managers

Theresa Berger (Print collections)

Shahed Dowlathshahi (Audiovisual collections)

Scott Lawan (Digital collections)

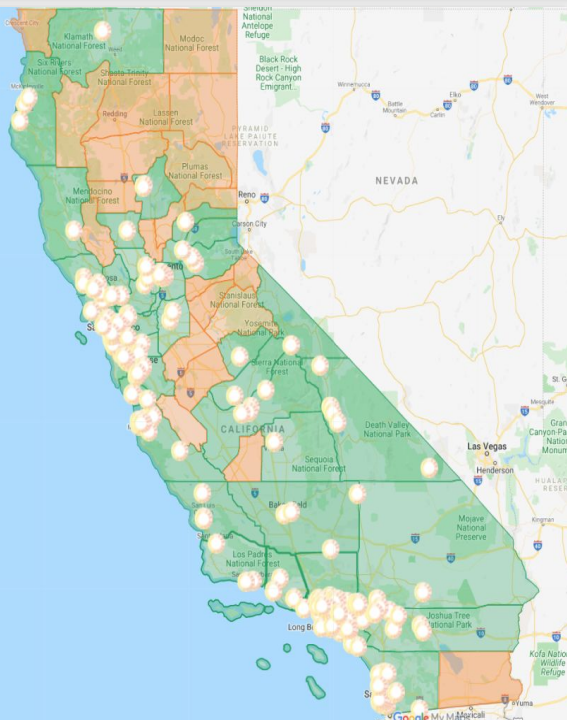
Preservation Assistants

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?

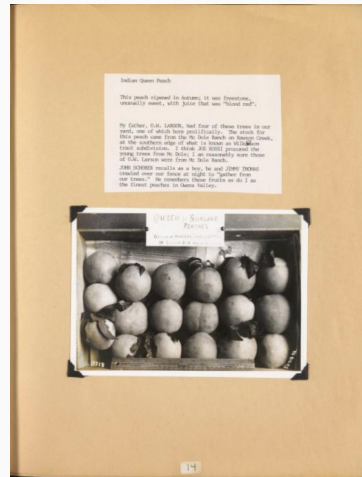
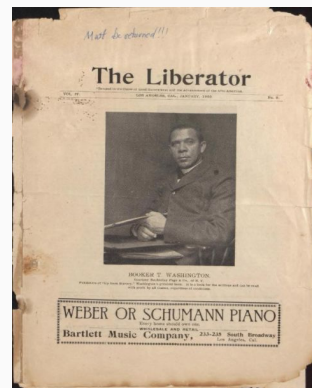
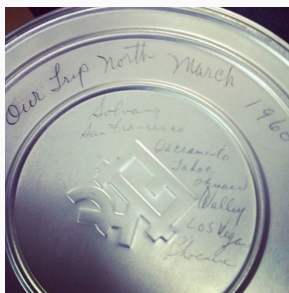


Cesar Chavez Speaks

Cesar Chavez will speak about the farm worker movement and why you should register to vote **YES on 14!**

Register to Vote Yes on 14!

When you register to vote, you will be able to vote on Proposition 13, which would limit property taxes. You will also be able to vote on Proposition 13, which would limit property taxes. You will also be able to vote on Proposition 13, which would limit property taxes.





Permalink: <https://californiarevealed.org/islandora/object/cavp%3A176590>

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...”



Permalink: <https://californiarevealed.org/islandora/object/cavp%3A30088>

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?

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>



Permalink: <https://californiarevealed.org/islandora/object/camp%3A174826>

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>



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A13195>

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

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

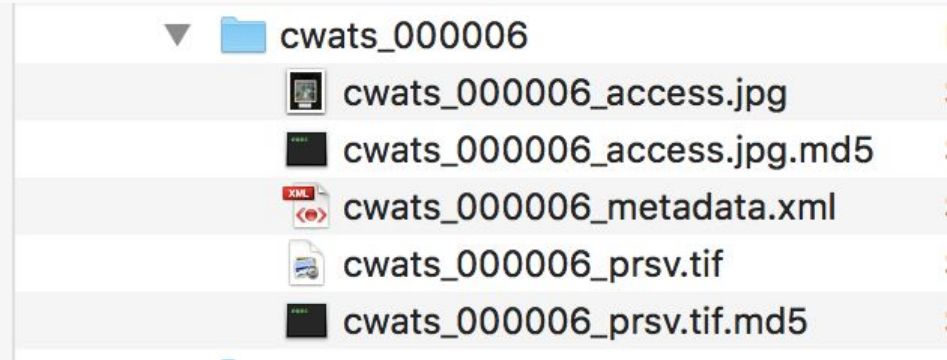
Specify what kind of storage media you want the files delivered on

Cost

Timeline

Sample object: A photograph

Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A72097>



Digitization standards

Sample object: A newspaper issue

Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A139574>



▼ cawoyca	Jan 24, 2020 at 4:30 AM	--	Folder
▼ cawoyca_000138	Feb 19, 2020 at 11:14 AM	--	Folder
cawoyca_000138_access.pdf	Feb 19, 2020 at 11:14 AM	14.4 MB	Adobe...cument
cawoyca_000138_access.pdf.md5	Feb 19, 2020 at 11:14 AM	61 bytes	Document
cawoyca_000138_metadata.xml	Feb 19, 2020 at 11:14 AM	9 KB	XML Document
cawoyca_000138_p001_prsv.tif	Feb 19, 2020 at 11:13 AM	30.4 MB	TIFF image
cawoyca_000138_p001_prsv.tif.md5	Feb 19, 2020 at 11:13 AM	64 bytes	Document
cawoyca_000138_p002_prsv.tif	Feb 19, 2020 at 11:13 AM	30.4 MB	TIFF image
cawoyca_000138_p002_prsv.tif.md5	Feb 19, 2020 at 11:13 AM	64 bytes	Document
cawoyca_000138_p003_prsv.tif	Feb 19, 2020 at 11:13 AM	29.7 MB	TIFF image
cawoyca_000138_p003_prsv.tif.md5	Feb 19, 2020 at 11:13 AM	64 bytes	Document
cawoyca_000138_p004_prsv.tif	Feb 19, 2020 at 11:13 AM	30.9 MB	TIFF image
cawoyca_000138_p004_prsv.tif.md5	Feb 19, 2020 at 11:13 AM	64 bytes	Document
cawoyca_000139	Feb 19, 2020 at 11:14 AM	--	Folder
cawoyca_000140	Feb 19, 2020 at 11:14 AM	--	Folder

Resources

California Revealed Statement of Work

<https://californiarevealed.org/partners/sow>

California Revealed Digitization Guide for Print Materials

<https://californiarevealed.org/sites/default/files/CA-R-Digitization-Guide.pdf>

Library of Congress Recommended Formats

<https://www.loc.gov/preservation/resources/rfs/TOC.html>

Stanford University File Naming Recommendations

<https://library.stanford.edu/research/data-management-services/data-best-practices/best-practices-file-naming>



Permalink: <https://californiarevealed.org/islandora/object/cvwp0%3A72236>

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

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

California Revealed's digital preservation plan

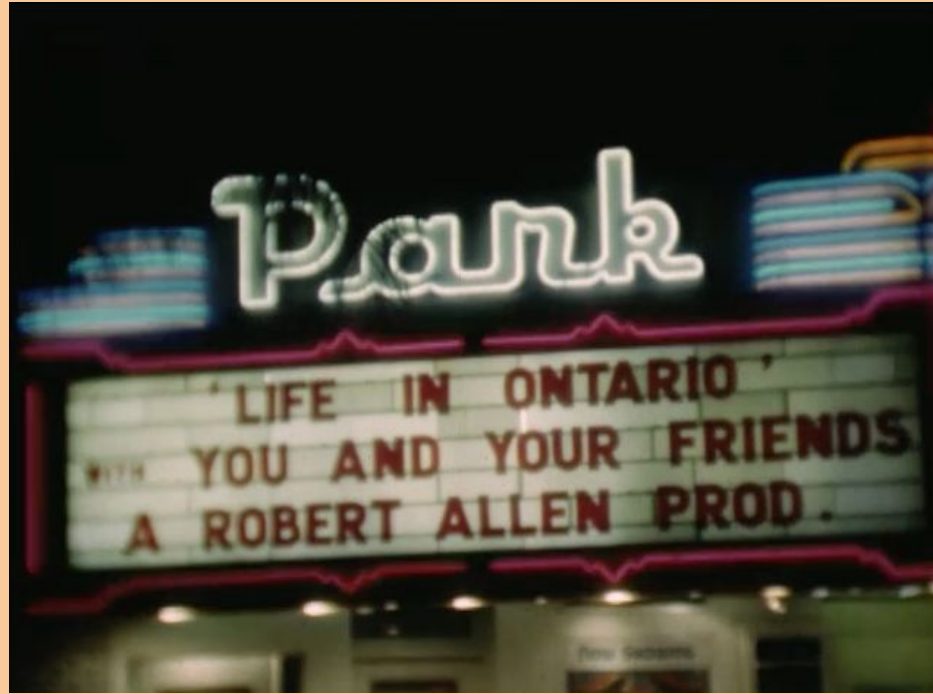
- Extract and compile technical metadata for each digital object needed to manage its life cycle
- Store content and metadata together (in a “folder” or “bag”) so they are not irretrievably separated by future technology changes
- Maintain geographically dispersed copies of digital objects and database
- 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>



Permalink: <https://californiarevealed.org/islandora/object/cwpb%3A12275>

Access



CALIFORNIA REVEALED

Over 150 years of California's unique
stories from collections across the state

[Railroad freight car filled with giant peaches], California State Railroad Museum Library and Archives

FEATURED COLLECTIONS



Center for Sacramento
History



University of California, Los
Angeles, Ethnomusicology
Archive



California State Archives



Orange County Archives

[Browse all Partner Collections](#)

FEATURED THEMES



THE COLLEY PAPERS

[Browse Items](#)[Browse Collections](#)[Browse Exhibits](#)[About CSH](#)THE TIME IS NOW *The Civic Life of Sacramento's Nathaniel Colley*

AN ONLINE EXHIBITION PRESENTED BY THE CENTER FOR SACRAMENTO HISTORY



In October 2010, the Center for Sacramento History received The Colley Papers from the Nathaniel S. and Jerlean J. Colley family. The collection documents the legal and civic activities of [Nathaniel Colley](#), [\(audio\)](#) and is primarily comprised of speeches, statements, editorials, and publications. The [finding aid](#), 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 Sacramento, 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, Jerlean, 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



Nathaniel Colley speaking in Seattle, Washington, 1962.

California State Board of Education



California State Board of Education, April 1962.

McGeorge School of Law Courtroom of the Future



Nathaniel Colley presiding at western regional Mock Trial competition in the McGeorge School of Law Courtroom of the Future, January, 1979.

[View All Items](#)



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





Farmworkers in the Land of Plenty





[Contributing Institutions](#)

[Collections](#)

[Exhibitions](#)

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.

[Random Explore](#)

[Browse All](#)

[Title Search](#)



African Americans: Civil Rights and Social Reform,



The Rise of Technology



African Americans: Gold Rush Era to 1900



Native Americans: Pre-Columbian California to 18th



Life on the Home Front during World War II





Outreach models

LA as Subject Archives Bazaar

<https://laassubject.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>



Permalink: <https://californiarevealed.org/islandora/object/cvnp%3A18818>

Program timeline

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/May 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



Permalink: <https://californiarevealed.org/islandora/object/cawppb%3A13540>

Questions?
Comments?



Permalink: <https://californiarevealed.org/islandora/object/cavpp%3A113207>


Thanks!

Keep in touch!

Pamela Vadakan
team@californiarevealed.org

916.653.5074

californiarevealed.org

The logo for California Revealed is centered on the right side of the slide. It features the words "CALIFORNIA" and "REVEALED" in a bold, sans-serif font, stacked vertically. The text is white with a thin black outline. Behind the text are several concentric, slightly irregular circles in a light gray color, creating a ripple effect. The entire logo is set against a white background.

CALIFORNIA
REVEALED