Digitize All the Things

Standards and Best Practices

Gina Strack · Utah State Archives

Best Practices Exchange· November 14, 2013

Source: Hyperbole and a Half

About Us

The purpose of the State Archives is to assist Utah government agencies in the efficient management of their records, to preserve those records of enduring value, and to provide quality access to public information.

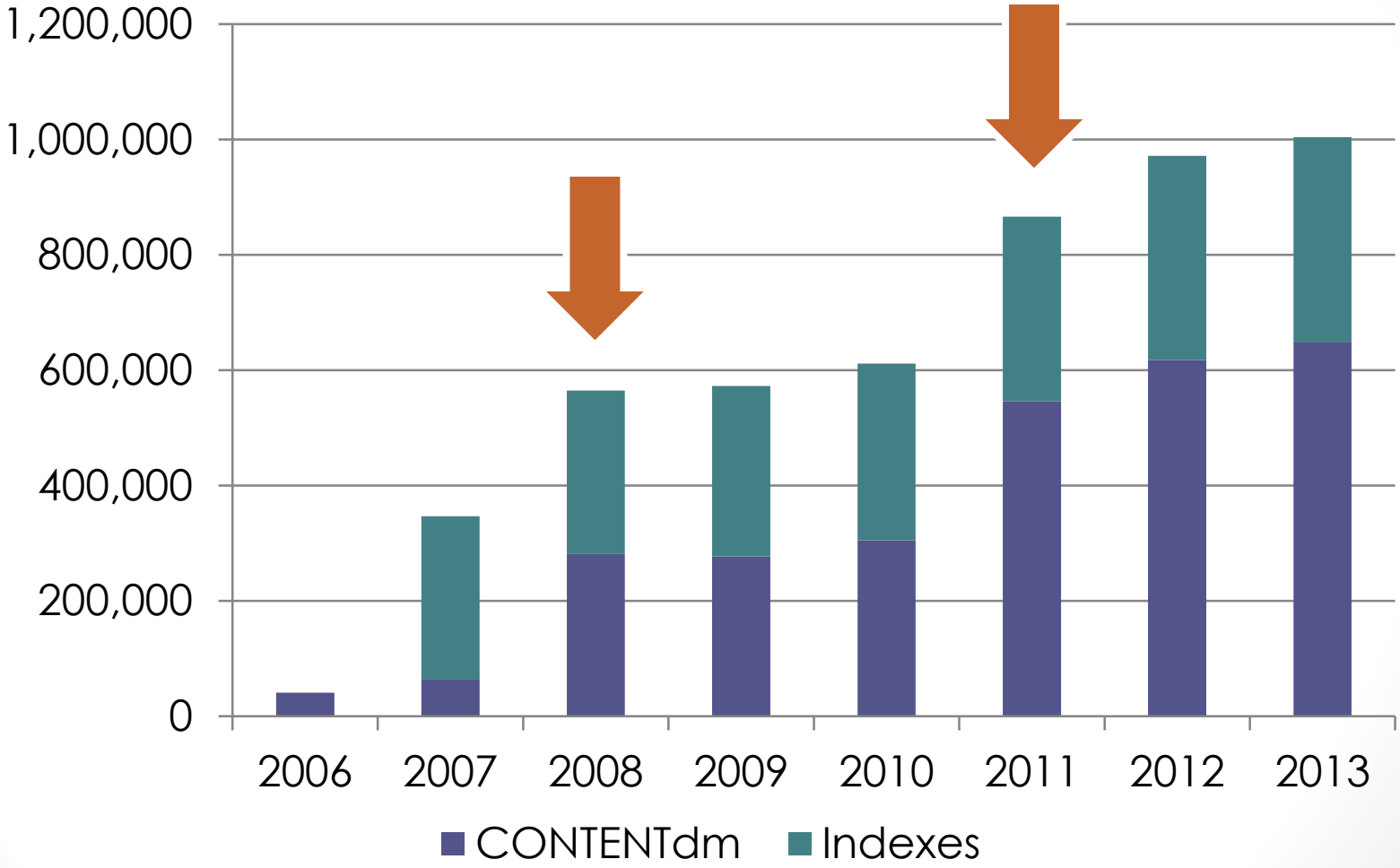
About the Digital Program

2005	2006	2007	2008	2011
One-time Appropriation Microfilm Roll Scanner CONTENTdm	Governor Leavitt's Records	Death Certificates	House of Representatives Bill Files	Senate Bill Files

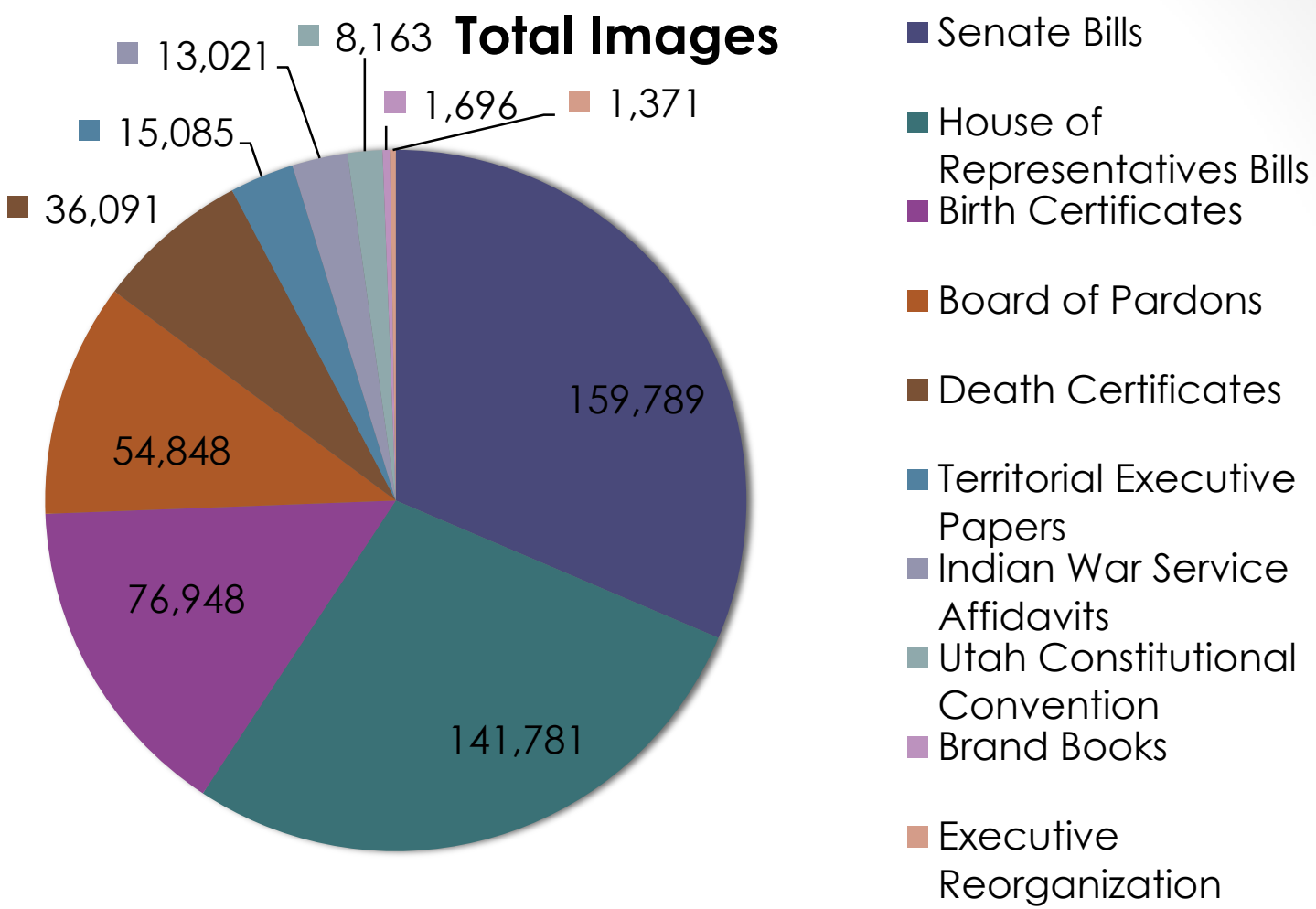
Partnerships

BY THE NUMBERS

Growth 2006-2013

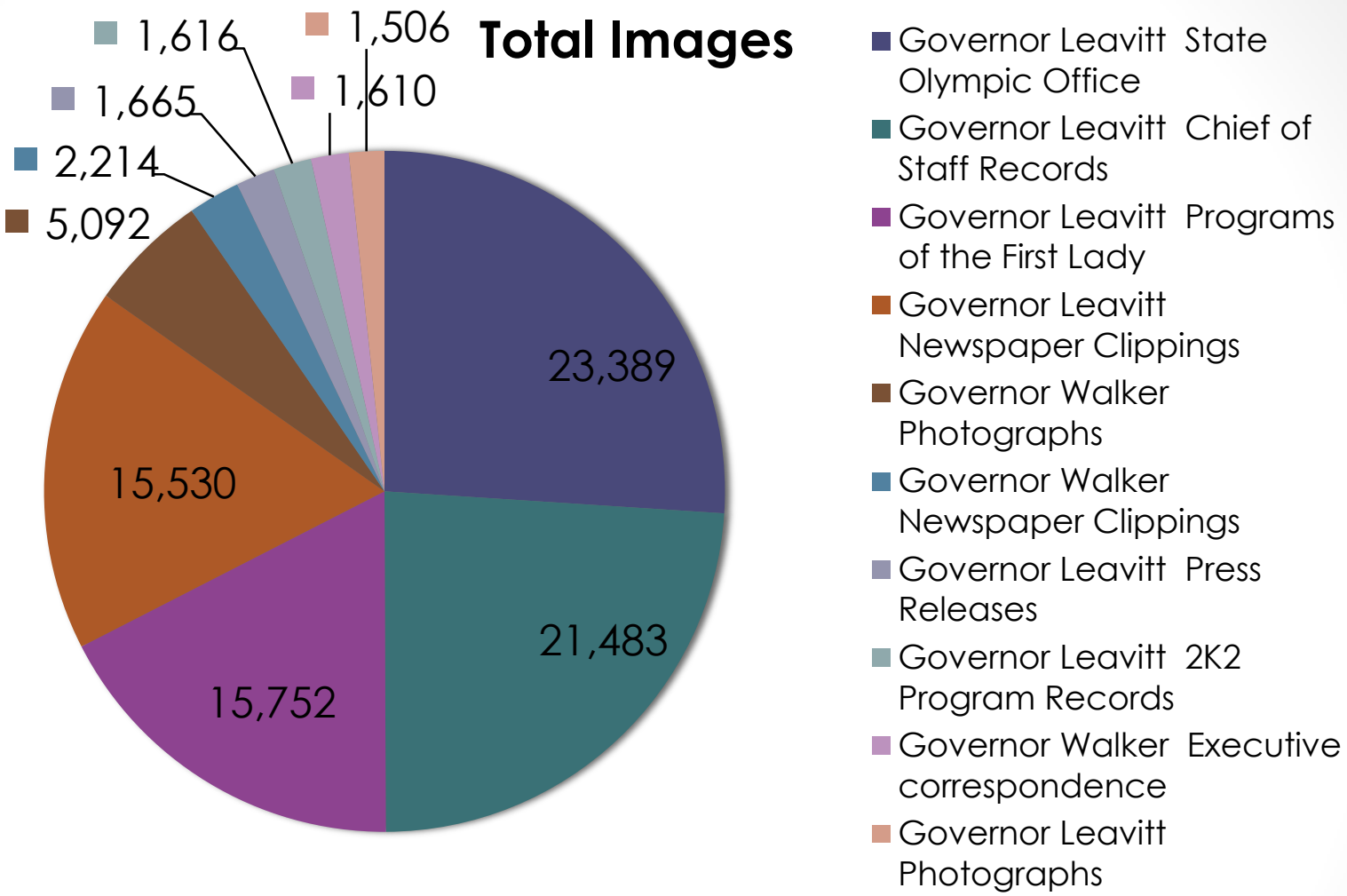


One Million Items



Largest Collections

Public Access



Largest Collections

Staff Access (Governors)

DIGITAL PROJECT WORKFLOW

It Feels Like

"The natural condition is one of **insurmountable obstacles on the road to imminent disaster**."

"So what do we do?"

"Nothing. Strangely enough, it all turns out well."

"How?"

"I don't know.

It's a mystery."

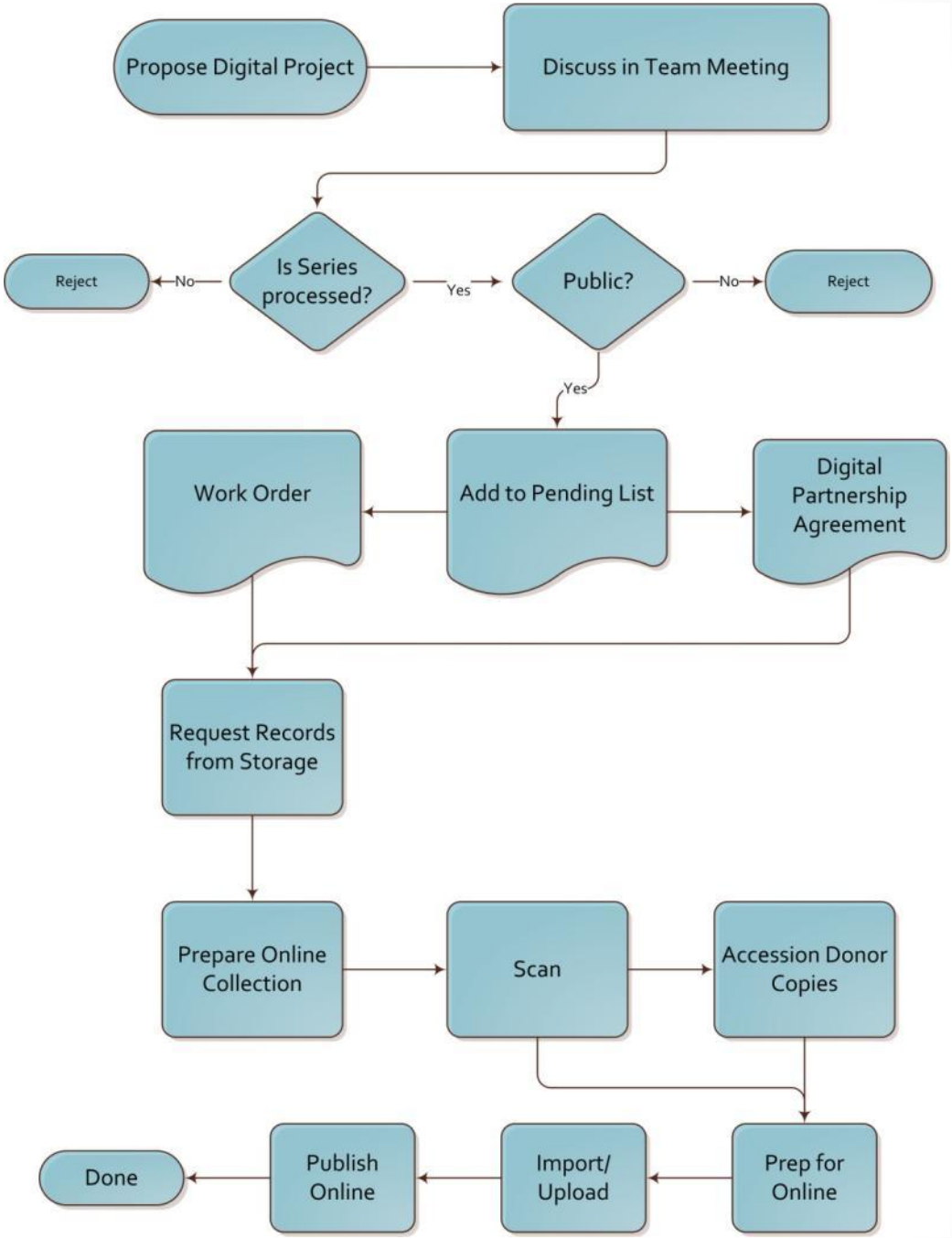
Best Practices

archives.utah.gov/digital/best-practices.html

Digital Imaging

Dublin Core Metadata

Building Collections


Propose Digital Project
Discuss in Team Meeting
Is Series processed?
No
Reject
Yes
Public?
No
Reject
Yes
Work Order
Add to Pending List
Digital Partnership Agreement
Request Records from Storage
Prepare Online Collection
Scan
Accession Donor Copies
Prep for Online
Import/ Upload
Publish Online
Done

Project Planning

Propose Digital Project

- "Building Good Collections"

Discuss in monthly Team Meeting

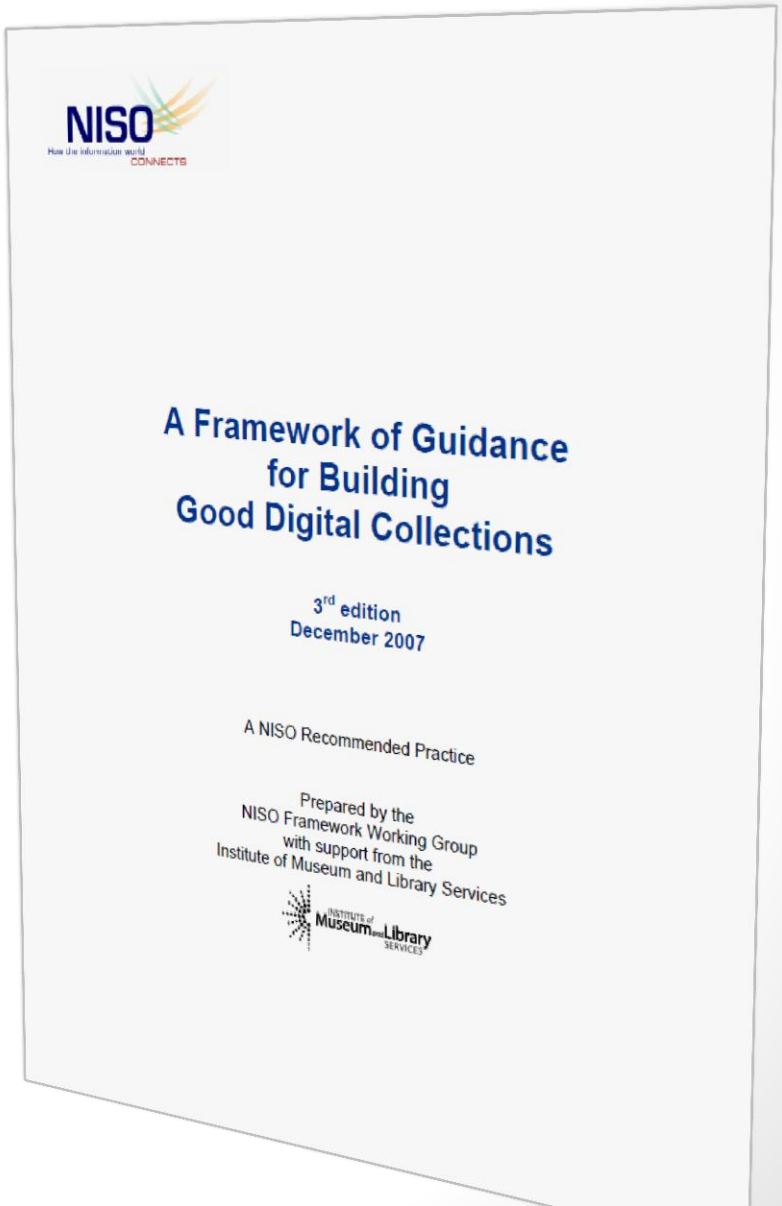
- Processed?
- Public?
- Partner or vendor?

Building Collections

A Framework of Guidance for Building Good Digital Collections

www.niso.org

- Collections (organized groups of objects)
- Objects (digital materials)
- Metadata (information about objects and collections)
- Initiatives (programs or projects to create and manage collections)



State Government

Series #	Agency	Series Title	Volume of Original Materials	Dates	Project Number	Workorder	Prepare Collection	Imaging Begin	Quality Control	Imaging Finish	Prep for Online	Upload	Website	Status Summary
14107	Semi-Centennial Commission	Book of the Pioneers†	1 book	1897			☑	8/16/2010	☑	9/12/2012	☑	☑	7/12/2013	DONE
6300	Convention to Ratify the 21st Amendment (1933)	Administrative Records	1 reel	1933		486	☑	9/6/2012	☑	9/6/2012	☑	☑	9/13/2012	DONE
3212	Statehood Constitutional Convention	Records	2 folders	1895		482	☑	7/23/2012	☑	7/23/2012	☑	☑	7/27/2012	DONE
3212	Statehood Constitutional Convention	Records	5 reels	1895		441	☑	2/29/2012	☑	2/29/2012	☑	☑	7/27/2012	DONE
27847	Department of Public Safety	Graduating class photos	0.5 cu. ft.	1958-2011	23	419	☐	1/10/2012	☐	1/30/2012	☑	☑		4/1 - Index testing
25122	Department of Transportation	Official photographs index	1 reel	1965-1998		418	☑	1/6/2012	☑	1/6/2012	☑	☑	1/12/2012	DONE
81448	Office of Vital Records and Statistics	Death certificates	11 reels	1961		405	☑	11/18/2011	☑	11/21/2011	☑	☑	4/1/2013	DONE
15274	State Records Committee	Minutes	0.35	1992-2009		370	☑	7/11/2011	☑	7/12/2011	☑	☑	7/13/2011	DONE
4532	Governor Matheson	State agency correspondence	0.35 cu. Ft.	1977-1983		363	☑	6/7/2011	☑	6/16/2011	☑	☑	6/22/2011	DONE
3298	Legislature	Little Hoover Commission	.35 cu. ft.	1965-66			☑	6/6/2011	☑	6/6/2011	☑	☑	6/19/2011	DONE
3179	Reorgnization of Executive Branch	Report	2 folders	1966			☑	5/31/2011	☑	6/1/2011	☑	☑	6/1/2011	DONE
81448	Office of Vital Records and Statistics	Death certificates	23 reels	1959-60		336	☑	3/9/2011	☑	4/6/2011	☑	☑	5/2/2012	DONE
81443	Office of Vital Records and Statistics	Birth certificates	26 reels	1912	3	323	☑	2/3/2011	☑	2/7/2011	☐	☐		Creating browsable
17170	Division Archives and Records Service	Oaths of Office	2 docs	2011			☑	1/24/2011	☑	1/24/2011	☑	☑	1/24/2011	DONE
3214	Statehood Constitutional Convention	State constitution	1 cu. ft.	1895			☑	7/12/2010	☑	8/16/2010	☑	☑	1/4/2011	DONE
17170	Division Archives and Records Service	Oaths of Office	2 docs	2009			☑	9/12/2009	☑	9/12/2009	☑	☑	3/8/2010	DONE
17170	Division Archives and Records Service	Oaths of Office	5 docs	2009			☑	5/12/2009	☑	5/12/2009	☑	☑	5/12/2009	DONE
17170	Division Archives and Records Service	Oaths of Office	5 docs	2005			☑	3/27/2006	☑	3/27/2006	☑	☑	4/5/2006	DONE
81443	Office of Vital Records and Statistics	Birth certificates	27 reels	1913	3									
17170	Division Archives and Records Service	Oaths of Office	3 cu. ft.	2001-2013	24									Meeting 8/12/2013

Track

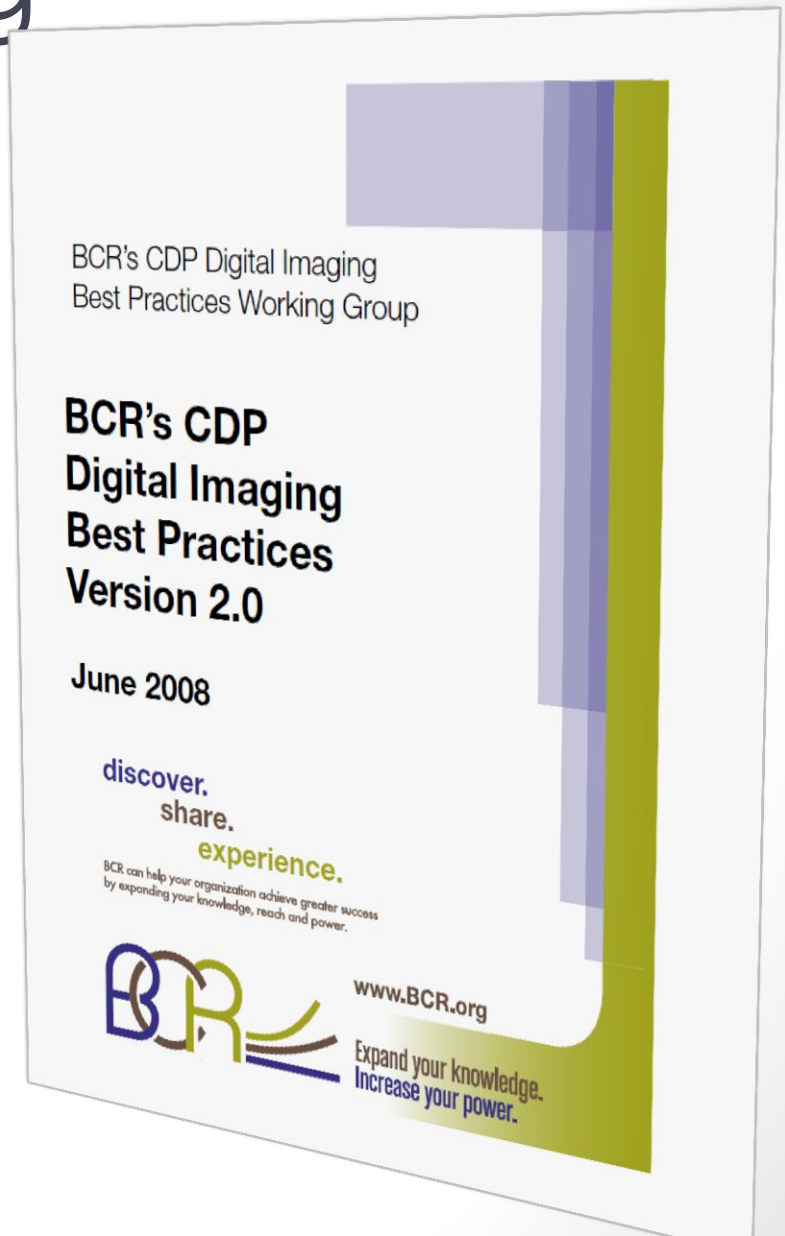
Digitize
Shift
GlassGiant.com

Digital Imaging

BCR Digital Imaging Best Practices 2.0

mwdl.org

- General Principles
- Digital Preservation
- Creation Basics
- Hardware Considerations
- Software Considerations
- Guidelines for Creating Digital Images
- Quality Control
- Describing Digital Images
- Storage

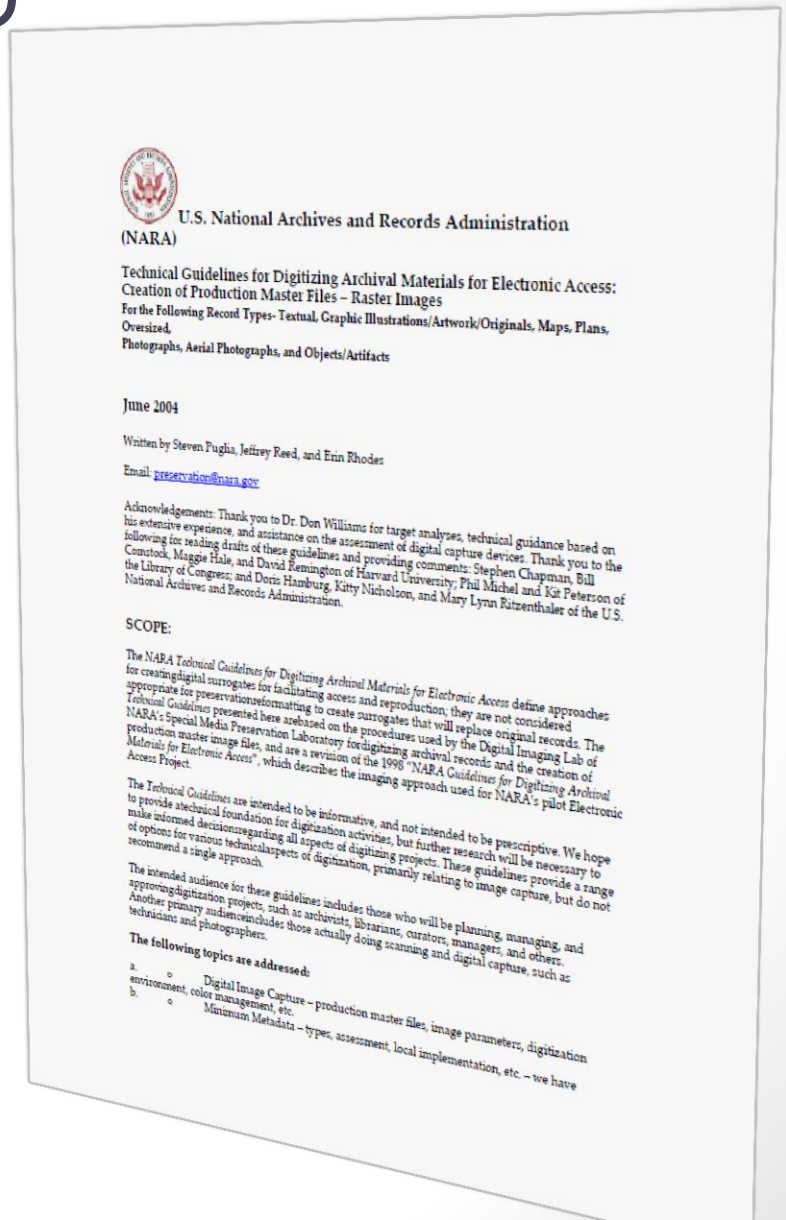


Digital Imaging

U.S. National Archives Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files - Raster Images

www.archives.gov

- Digital Image Capture
- Minimum Metadata
- File Formats, Naming, and Storage
- Quality Control



U.S. National Archives and Records Administration (NARA)

Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files – Raster Images

For the Following Record Types- Textual, Graphic Illustrations/Artwork/Originals, Maps, Plans, Oversized,
Photographs, Aerial Photographs, and Objects/Artifacts

June 2004

Written by Steven Puglia, Jeffrey Reed, and Erin Rhodes

Email: preservation@nara.gov

Acknowledgements: Thank you to Dr. Don Williams for target analyses, technical guidance based on his extensive experience, and assistance on the assessment of digital capture devices. Thank you to the following for reading drafts of these guidelines and providing comments: Stephen Chapman, Bill Comstock, Maggie Hale, and David Remington of Harvard University; Phil Michel and Kit Peterson of the Library of Congress; and Doris Hamburg, Kitty Nicholson, and Mary Lynn Ritzenthaler of the U.S. National Archives and Records Administration.

SCOPE:

The *NARA Technical Guidelines for Digitizing Archival Materials for Electronic Access* define approaches for creatingdigital surrogates for facilitating access and reproduction; they are not considered appropriate for preservationreformatting to create surrogates that will replace original records. The *Technical Guidelines* presented here arebased on the procedures used by the Digital Imaging Lab of NARA's Special Media Preservation Laboratory fordigitizing archival records and the creation of production master image files, and are a revision of the 1998 "*NARA Guidelines for Digitizing Archival Materials for Electronic Access*", which describes the imaging approach used for NARA's pilot Electronic Access Project.

The *Technical Guidelines* are intended to be informative, and not intended to be prescriptive. We hope to provide atechnical foundation for digitization activities, but further research will be necessary to make informed decisionsregarding all aspects of digitizing projects. These guidelines provide a range of options for various technicalaspects of digitization, primarily relating to image capture, but do not recommend a single approach.

The intended audience for these guidelines includes those who will be planning, managing, and approvingdigitization projects, such as archivists, librarians, curators, managers, and others. Another primary audienceincludes those actually doing scanning and digital capture, such as technicians and photographers.

The following topics are addressed:

a. ○ Digital Image Capture – production master files, image parameters, digitization environment, color management, etc.
b. ○ Minimum Metadata – types, assessment, local implementation, etc. – we have

Metadata

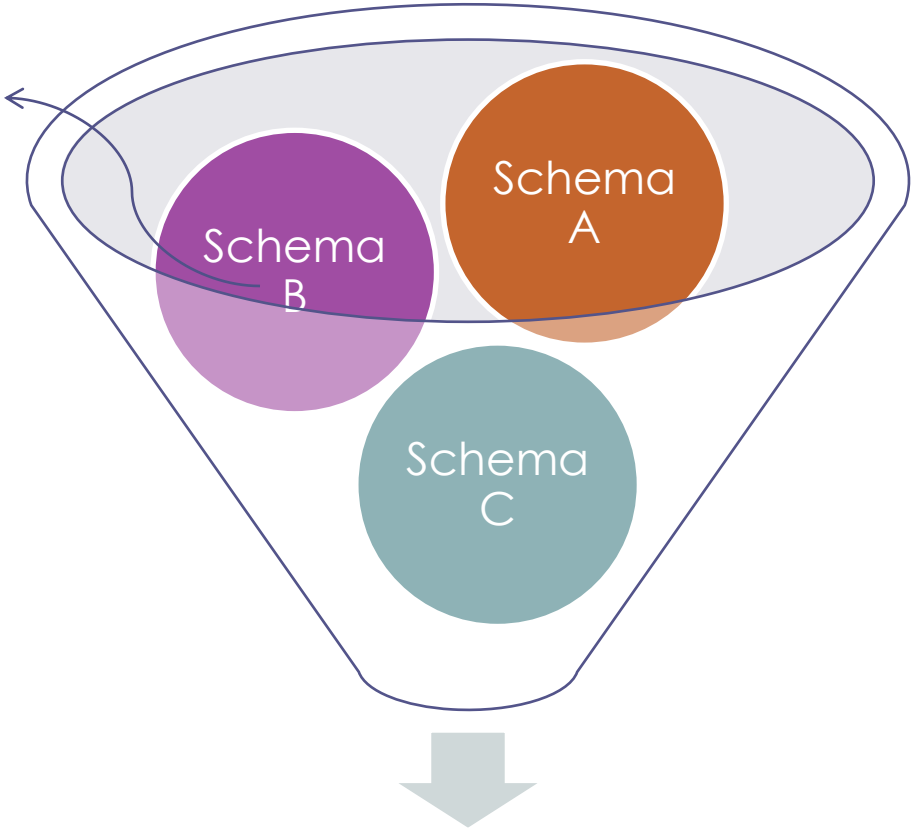
Dublin Core Application Profile

mwdl.org

"defines metadata records which meet specific application needs while providing semantic interoperability with other applications on the basis of globally defined vocabularies and models"

Simplified.

Example:
Dublin Core

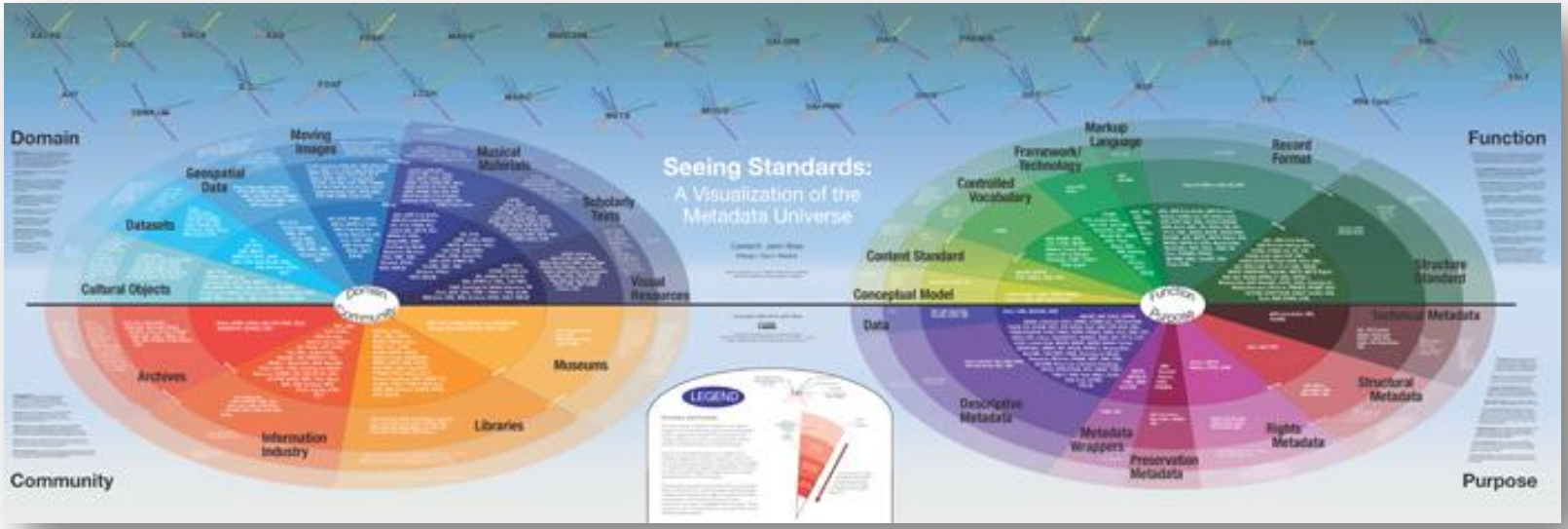


Application Profile

Metadata Element Example

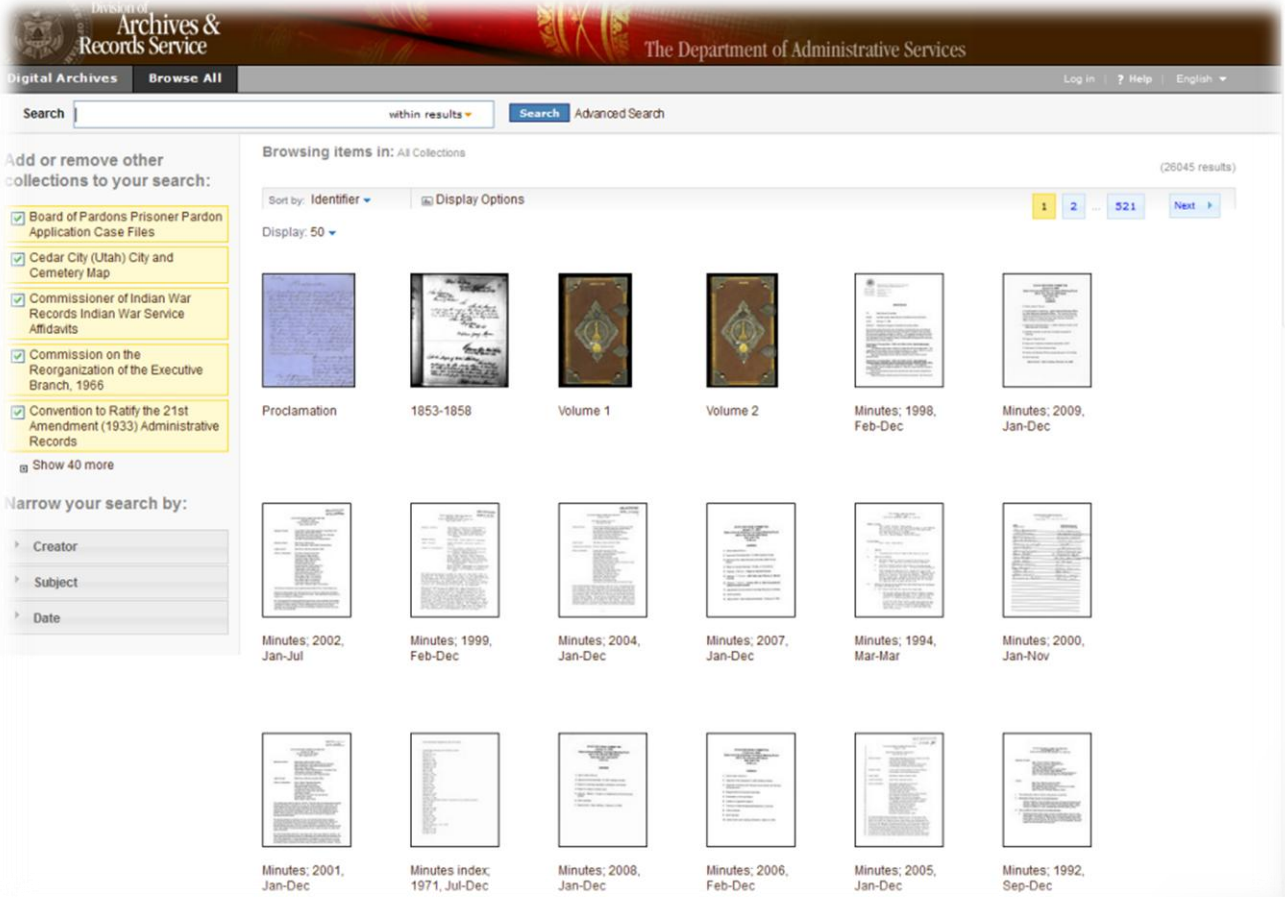
Element Name	*language*
Label	Language
DC Definition	A language of the resource.
Is Field Required?	Optional
Is Field Repeatable?	Yes
How to Use	Use ISO 639-3 three letter codes. For multiple languages, use separate language fields or list all in a single field, separating each with a semicolon and a space. More detail about the languages may be included in the Description element. Example: In German and English in parallel columns.
Refines/Refinement	None
Schemes	ISO 639-3
DC Mapping	**dcterms:language**
MARC Mapping	041 0# subfield a (language code); 008/35-37

“Seeing Standards”



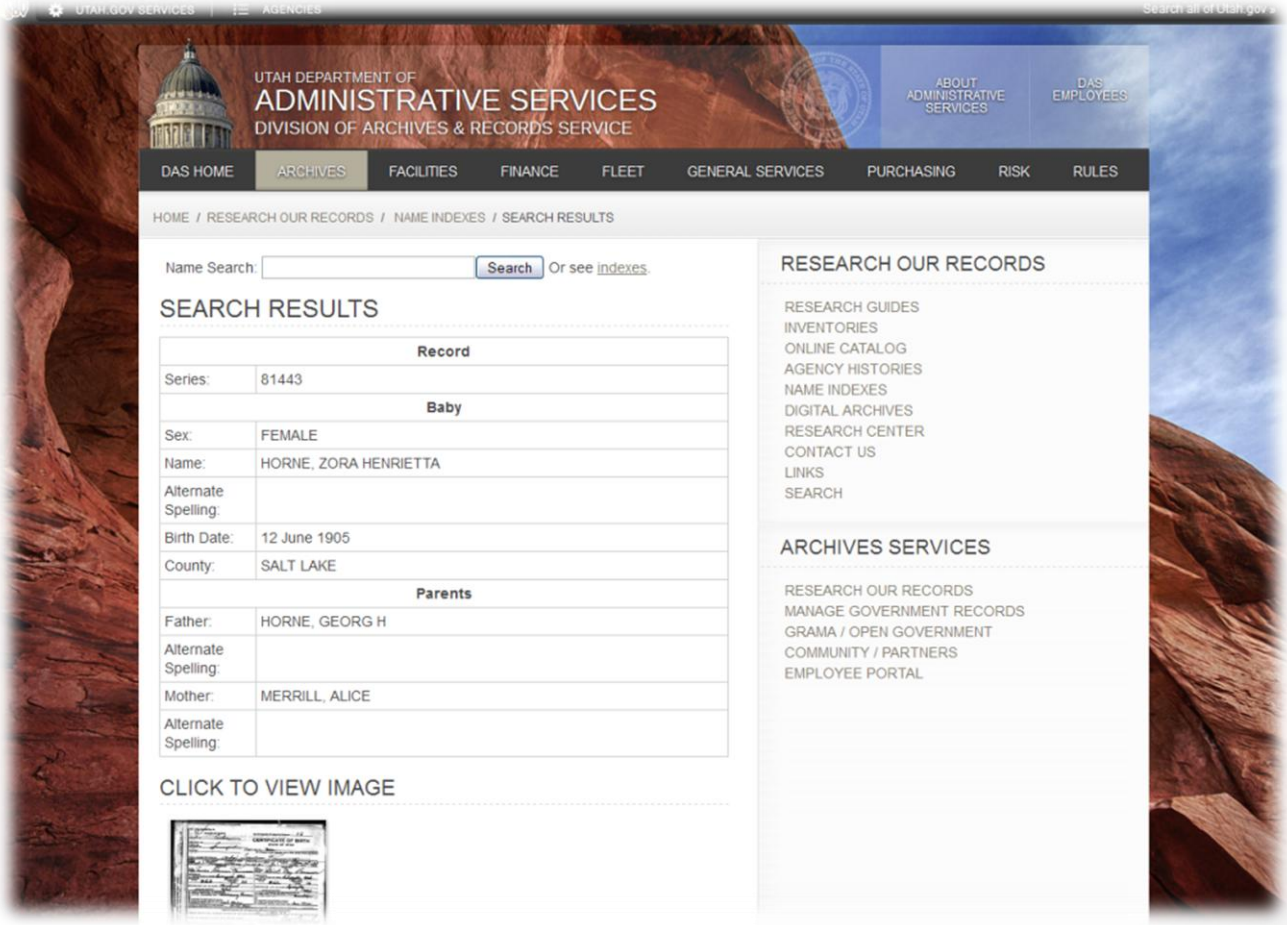
Online Presentation

CONTENTdm for collections (record series)



Online Presentation

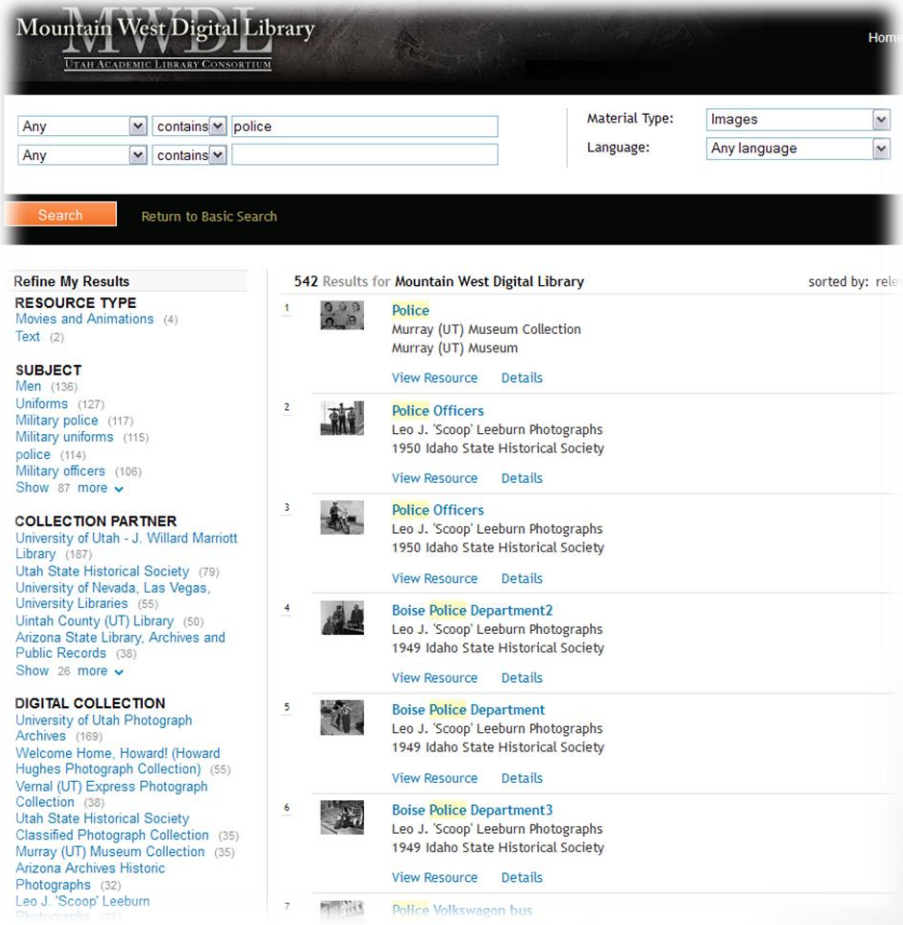
Name Indexes for Genealogy



“Share and Enjoy”

Mountain West Digital Library

Free access to nearly 800,000 resources from universities, colleges, public libraries, museums, historical societies, and government agencies, counties, and municipalities in Utah, Nevada, Idaho, Arizona, Hawaii, and other parts of the U.S. West



CREATING DIGITAL OBJECTS

Context

- Government records, like many archival materials, must retain context to be both useful and retain meaning
- Almost all digital objects = compound objects

(Affidavit of Soldier)

28

ADAMS, JOSEPH

AFFIDAVIT CONCERNING SERVICE IN INDIAN WARS WITHIN THE STATE OF UTAH AND OF SERVICE RELATING THERETO.

Made Under the Provisions of Chapter 55, Laws of Utah, 1909.

1909
62
97

STATE OF UTAH,
County of Utah } ss.

Joseph Adams, being first duly sworn, upon his oath, says:

I am a resident of American Fork, Utah County, Utah, and have been such resident for 57 years last past, and am 62 years of age.

That on the 13th day of June, 1866, I was enrolled in Company Cav, commanded by Captain William H Nimm; that at said time I was a resident of American Fork, Utah County, Utah, and of the age of 19 years; that I was a _____ member of said organization for 62 days, and was transferred from said organization to Company _____, commanded by Captain _____, and served with said last named organization for a period of _____, and was transferred from said organization to Company _____, commanded by Captain _____, and served in said organization for a period of _____, and was honorably released from service with said _____ Command on the 13th day of August, 1866.

That during said service in Company Cav, under Captain William H Nimm, I participated in the following engagements and duties:

Was in constant service with said company for 62 days - Made an expedition against the Indians into Sanpete and Sevier counties

That during said service in Company _____, under Captain _____, I participated in the following engagements and duties:

Digital Image © 2007 Intellectual Reserve, Inc. All Rights Reserved. The Utah State Archives is the custodian of the original record.

That during said service in said Company _____, under Captain _____, I participated in the following engagements and duties:

That as witnesses of the foregoing service, I name the following persons who served with me in Company Cav, under Captain William H Nimm:

Benjamin Y Greenwood Robert E King

and _____; in Company _____ under Captain _____;

and _____; in Company _____ under Captain _____;

and _____

And I further state that said service was continuous between the dates mentioned, and that I was constantly with said command unless temporarily absent on proper leave, and that the dates of service above given are correctly given, and that the dates of the engagements and duties above are true and correct to the best of my recollection and belief.

Joseph Adams

Subscribed and sworn to before me this 12th day of June 1909

J S Arthur
Commissioner.

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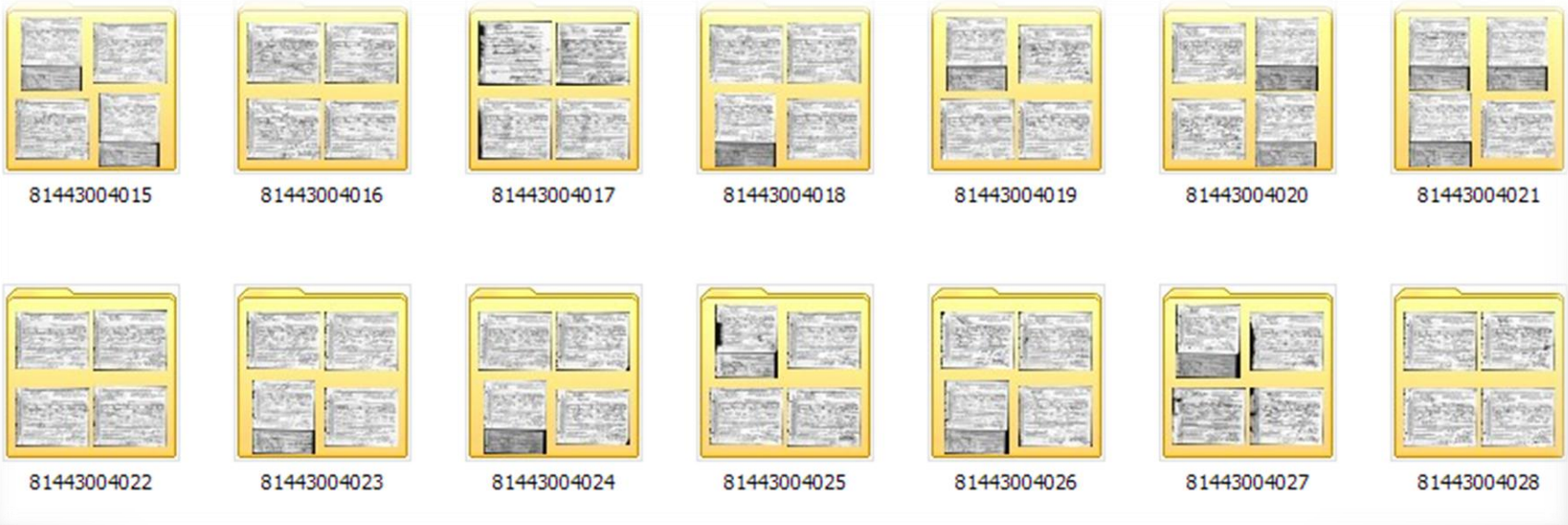
Page 2 of a letter means little without Page 1

Directory Structure

- Series Number and Title
  - tiff
    - Directory Name (matches “Caption” field in metadata)
      - seriesboxfolder_001.tif
      - seriesboxfolder_002.tif
      - seriesboxfolder_003.tif
    - Directory Name



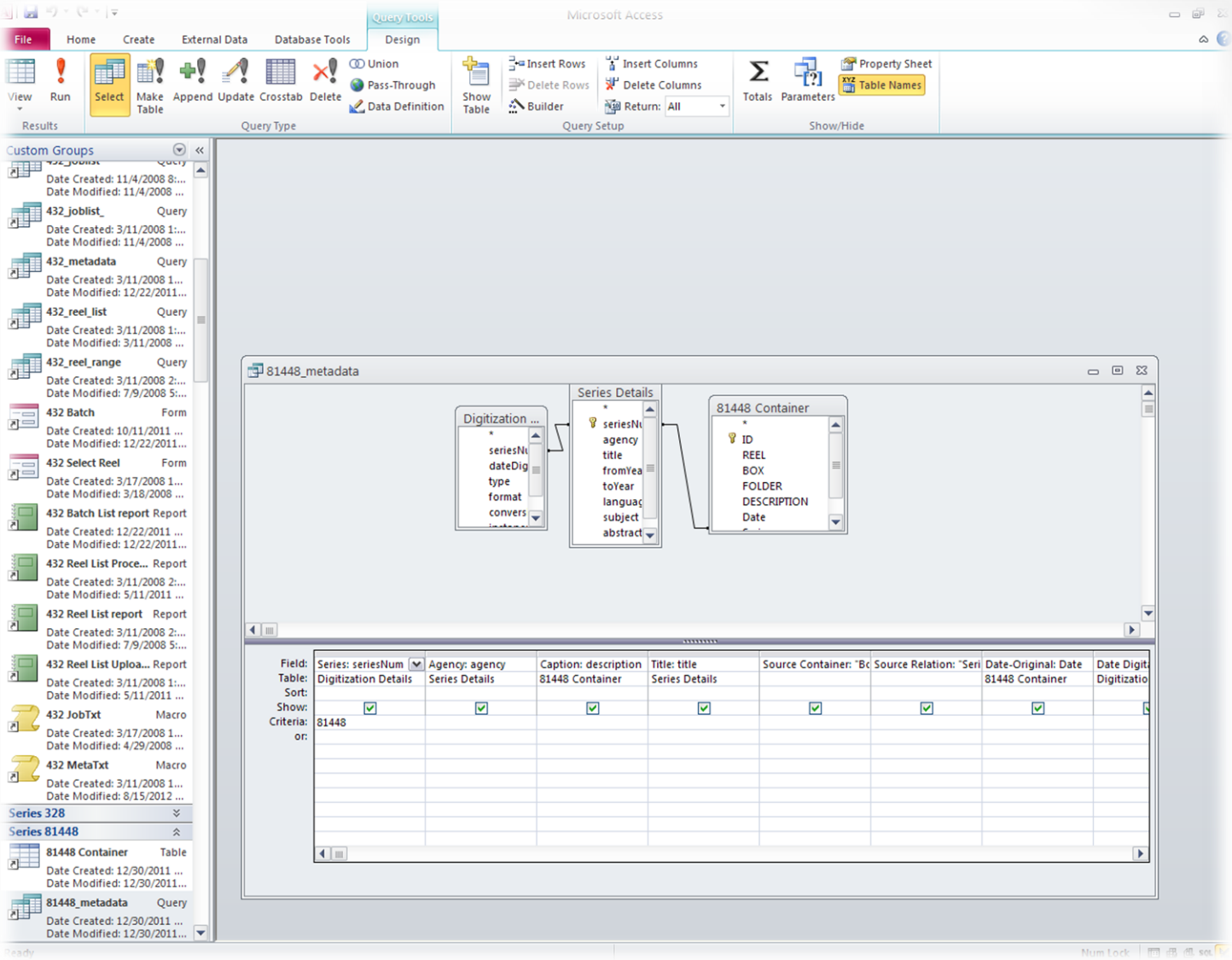
Especially with "More Product Less Process"

Metadata

- EAD
- database
- inventory

- Collection
- Creator
- Dates
- Scanning
- Rights, etc.

Tab-delimited text file



Access Query

LINKING TO DIGITAL

CONTENTdm Administration

admin home | server | collections | items

:: profile : fields : website : reports : export : view collection : help ::

Current collection: Office of Vital Records and Statistics Birth Certificates [change]

Export metadata

Choose the method used to export metadata.

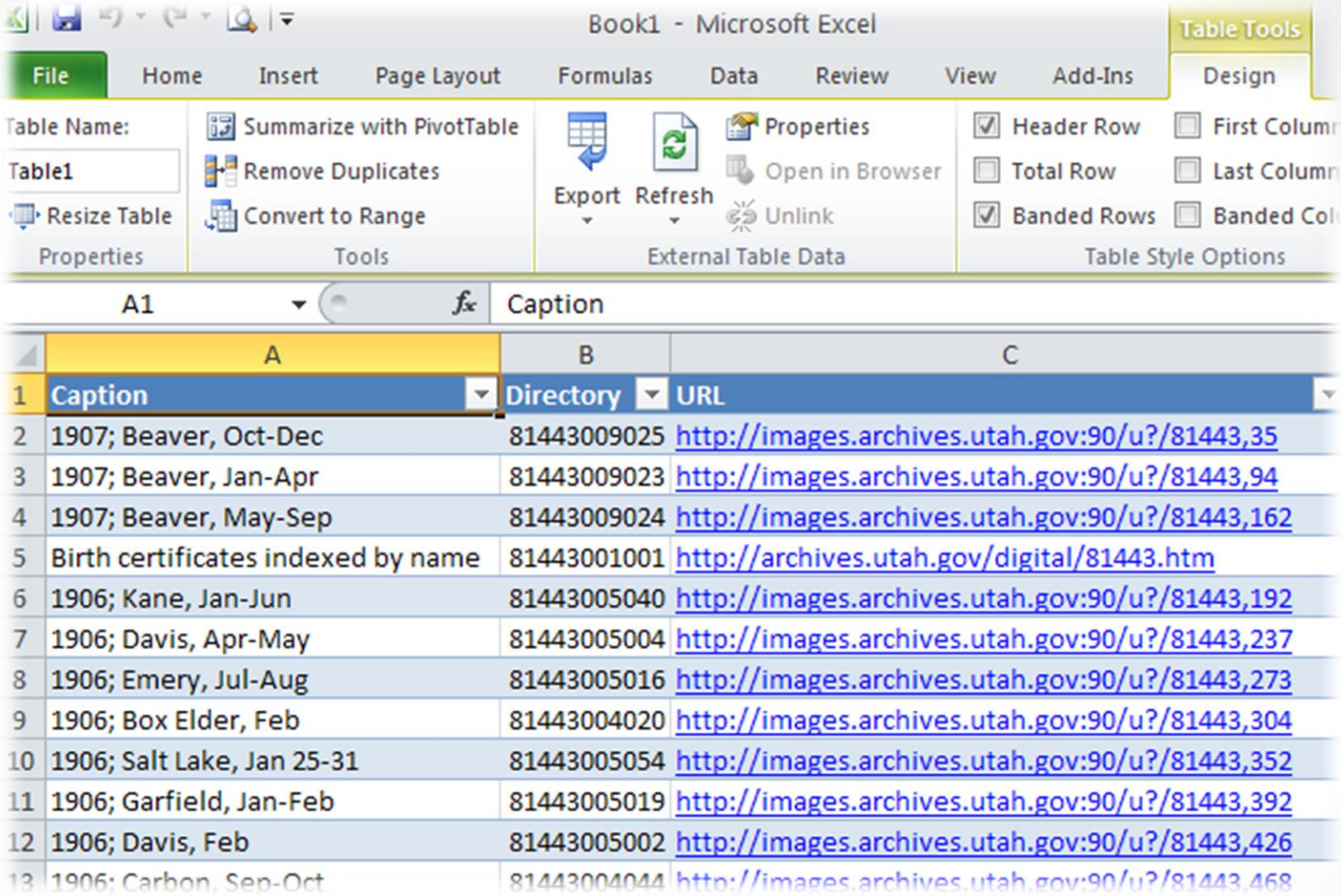
- ○ **Tab-delimited**. Exports data as a tab-delimited text file.
  - ☐ Return field names in first record
- ◉ **XML**. Exports data as XML.
  - ○ Standard Dublin Core XML
  - ○ CONTENTdm Standard XML
    - ◉ Include only the full text field from page-level metadata
    - ○ Include all page-level metadata
  - ◉ Custom XML
    - ☐ Include all page-level metadata
- ○ **OCLC SiteSearch**. Exports data that can then be loaded to an OCLC SiteSearch database.
  - ◉ Dublin Core. Produces the SGML and DTD files that can be used to load a defined Dublin Core database.
  - ○ Custom. Define tags used in the exported SGML file, which will then be used with the DTD file to load a custom SiteSearch database.

[next]

XML export — Custom

Enter XML tags for the fields you want to export. Use the tag format specified by the third-party software to which you are exporting. Fields without XML tags will not be exported.

Field name	XML tag name
Series	
Agency	
Caption	Caption
Title	
Source Container	
Source Relation	
Date-Original	
Date-Digital	
Type	
Format	
Conversion Specifications	
Language	
Rights Management	
Holding.Institution	
Finding Aid	
Directory	Directory
Subject	
Abstract	
Item URL	URL
OCLC number	



	A	B	C
1	Caption	Directory	URL
2	1907; Beaver, Oct-Dec	81443009025	http://images.archives.utah.gov:90/u?/81443,35
3	1907; Beaver, Jan-Apr	81443009023	http://images.archives.utah.gov:90/u?/81443,94
4	1907; Beaver, May-Sep	81443009024	http://images.archives.utah.gov:90/u?/81443,162
5	Birth certificates indexed by name	81443001001	http://archives.utah.gov/digital/81443.htm
6	1906; Kane, Jan-Jun	81443005040	http://images.archives.utah.gov:90/u?/81443,192
7	1906; Davis, Apr-May	81443005004	http://images.archives.utah.gov:90/u?/81443,237
8	1906; Emery, Jul-Aug	81443005016	http://images.archives.utah.gov:90/u?/81443,273
9	1906; Box Elder, Feb	81443004020	http://images.archives.utah.gov:90/u?/81443,304
10	1906; Salt Lake, Jan 25-31	81443005054	http://images.archives.utah.gov:90/u?/81443,352
11	1906; Garfield, Jan-Feb	81443005019	http://images.archives.utah.gov:90/u?/81443,392
12	1906; Davis, Feb	81443005002	http://images.archives.utah.gov:90/u?/81443,426
13	1906; Carbon, Sep-Oct	81443004044	http://images.archives.utah.gov:90/u?/81443,468

Open “export.xml” in Excel as XML Table

PROCESSING NOTE

Additional supplemental material attached to the original handwritten register were removed to ensure preservation. These items were foldered and labeled according the register page from which they were removed. A name index was created by Archives volunteers in December 2009 based upon the typewritten register with names from supplements completed in March 2011. The Genealogical Society of Utah created digital images February 2010. A microfilm copy was created from those digital images in April 2011. Archival processing was completed by Gina Strack in May 2011.

FINDING AIDS

Indexes: A name index is available online. View index. Research guide for Birth Records is available. View guide.

INDEXING TERMS

- Registers of births, etc.--Ogden (Utah)
- Ogden (Utah)--Statistics, Vital

CONTAINER LIST

Reel	Box	Folder	Description
1	1	none	1890-1905; Birth register (original)
2	2		1885-1905; Supplements removed from register
2	2	1	Supplements from Page A
2	2	2	Supplements from Page C
2	2	3	Supplements from Page 1
2	2	4	Supplements from Page 2
2	2	5	Supplements from Page 3
2	2	6	Supplements from Page 5
2	2	7	Supplements from Page 6

Archives & Records Service — The Department of Administrative Services

Digital Archives | Browse All | Log in | Help | English

Search | Search | Advanced Search | Results 1 of 1

Home ›› Ogden (Utah). City Recorder Birth Register ›› Cover

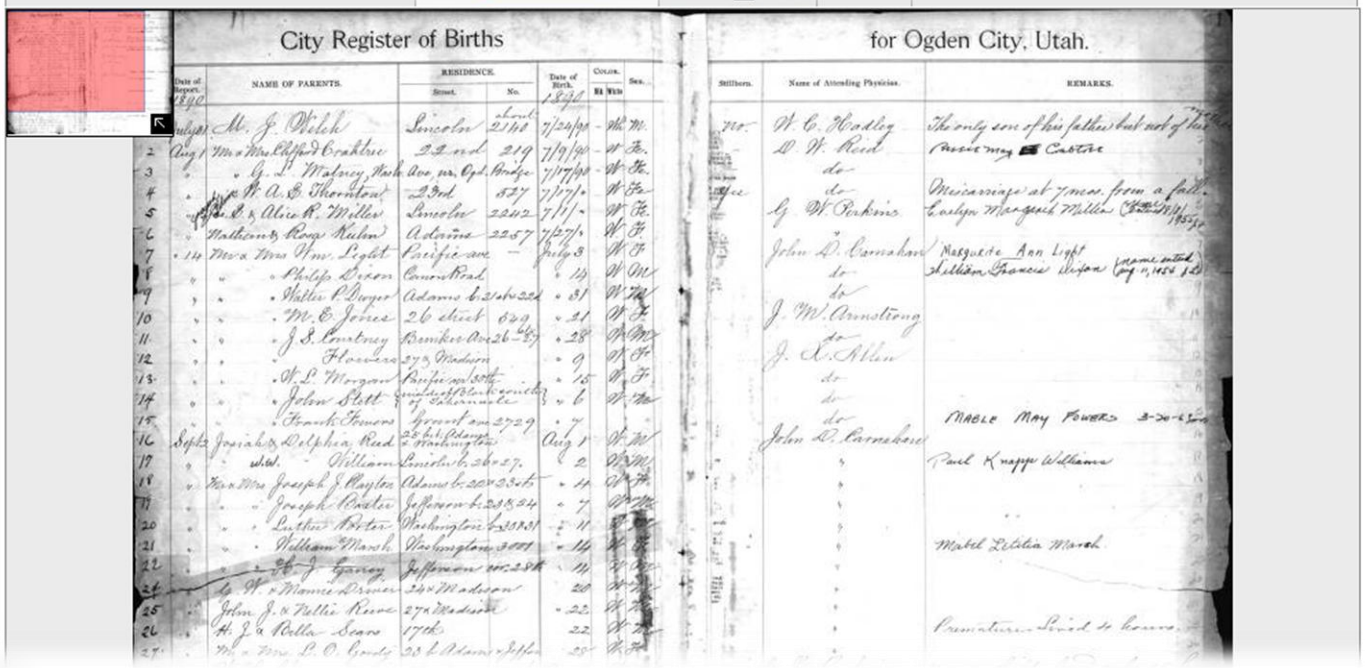
Reference URL | Share | Add tags | Comment | Rate

Register

Page 1 | Previous | 2 of 212 | Next

View Description | View Image & Text | Download | Print

Image | Text | Text Search...



Content

Register

- Cover
- Page 1
- Page 2
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- Page 7
- Page 8
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- Page 12
- Page 13
- Page 14
- Page 15
- Page 16

Review of Tools

- Microsoft Excel
  - Project tracking
  - Collection inventories
  - Links to inventories
- Microsoft Access
  - Add digitization for metadata
- Quick File Rename
- Folder Creator or Folder Maker

Microsoft® Office 2010

DATA WRANGLING

Thank you.

archives.utah.gov/digital/

Gina Strack

gmstrack@utah.gov

(801) 531-3843