



Tips for Managing Your Digitization Project

ILA Noon Network Sept 28, 2022

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COLLABORATING. CREATING. SHARING.





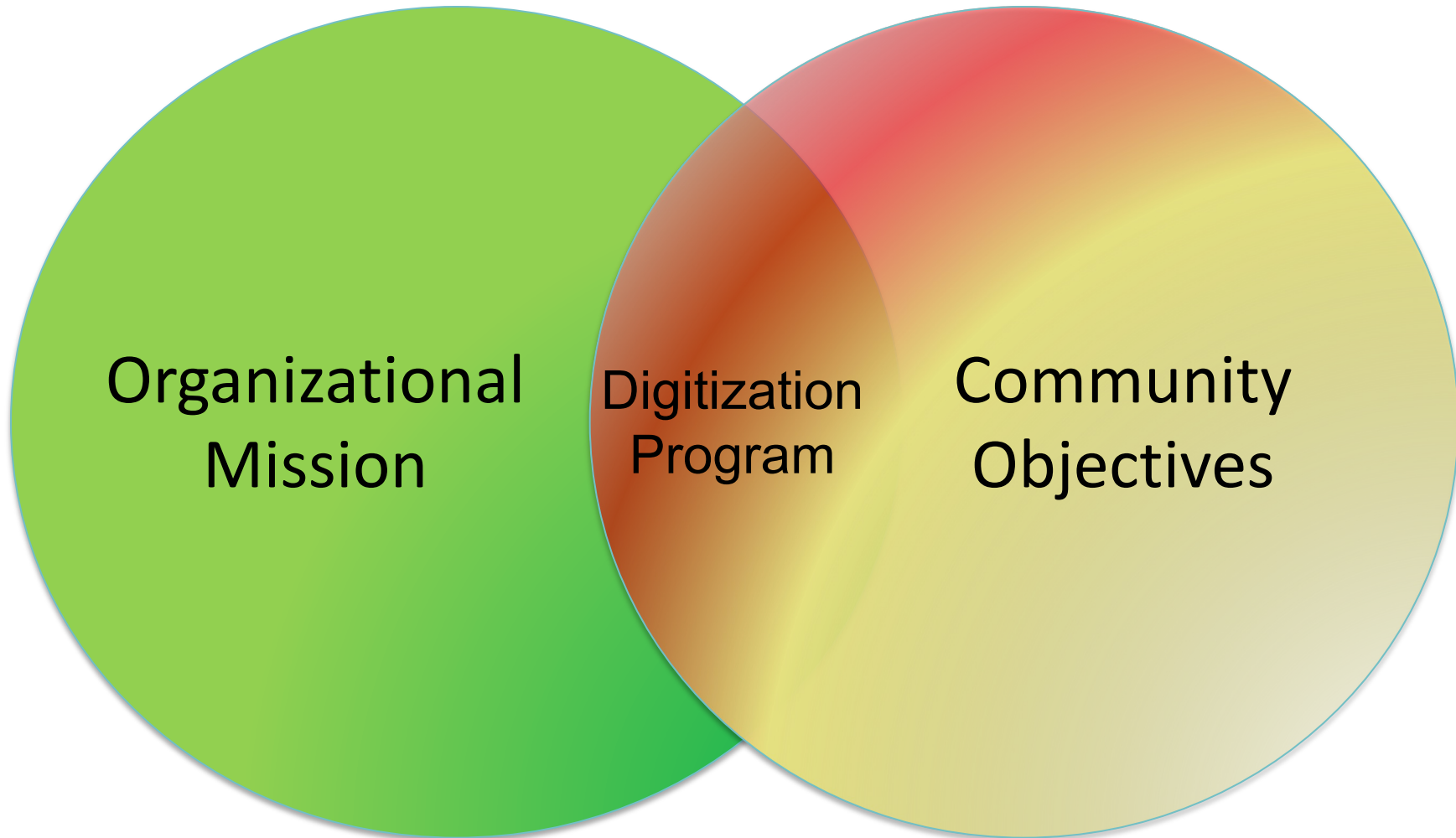
Session outline

- The Basics
 - Collections & Conversion
 - Community & Collaborations
 - Display & Discovery
 - Evaluation & Impact
 - Q&A
-



THE BASICS

Determining a digitization project





Project

“one and done”

- finite: start and end date
 - specific collection or types of items
 - independent activity
 - one time grant/funding
-



Program

“big picture”

- long-term planning
 - collaborative
 - iterative development of
 - workflows
 - standards
 - tools
 - documentation
-



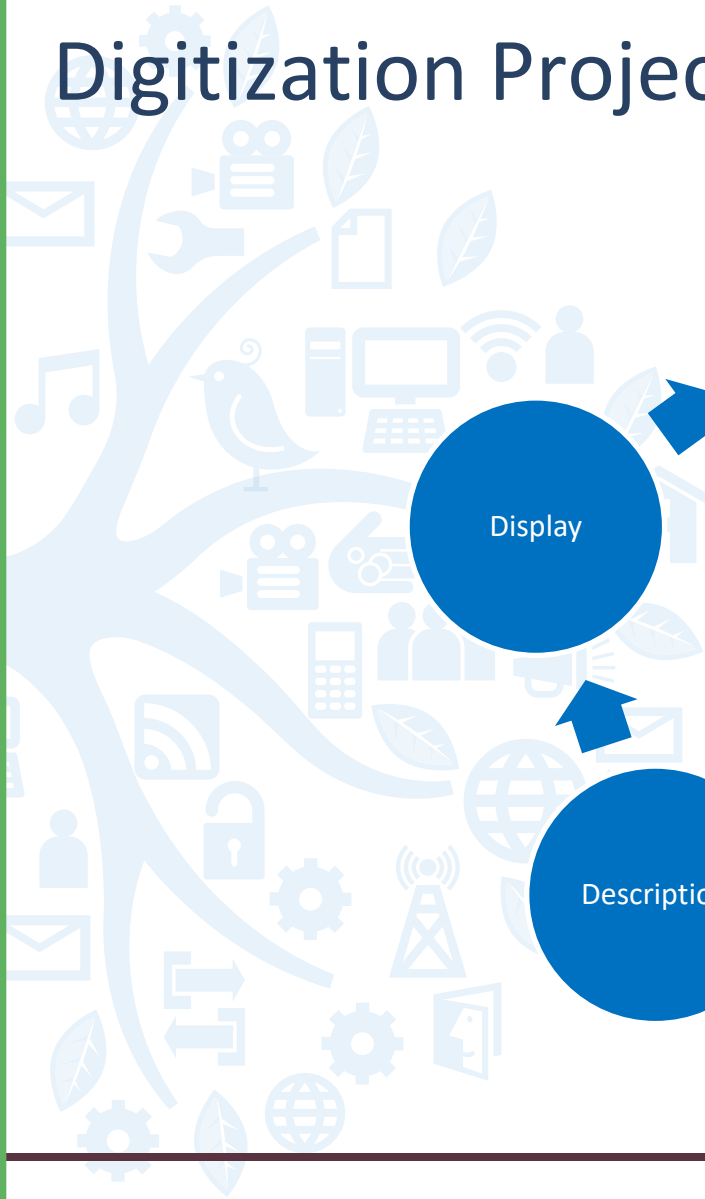
Planning for Sustainability

- Digitization and online collection activity
 - Community and audience
 - Staffing
 - Collaborations
 - Long-term choices
-

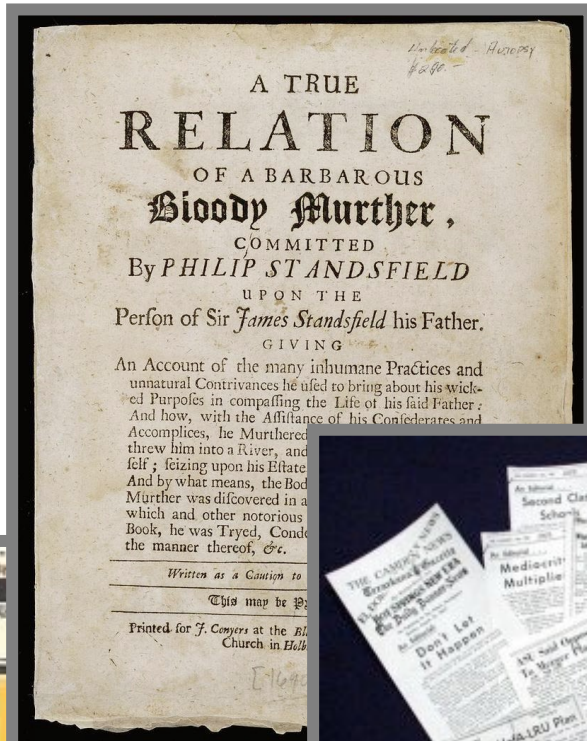


COLLECTIONS & CONVERSION

Digitization Project



Collection Inventory



188rdak film records The Flesherston Advance May 8, 1902 - Dec. 25, 1902 Jan. 1, 1903 - Dec. 31, 1903 Jan. 7, 1904 - Sept. 22, 1904 Jan. 5, 1905 - June 8, 1905 Box No. No bottle	196rdak film records The Flesherston Advance Dec. 1, 1926 - Dec. 29, 1926 Jan. 5, 1927 - Dec. 28, 1927 Jan. 4, 1928 - Dec. 26, 1928 Jan. 2, 1929 - Sept. 25, 1929 Box No. No bottle
189rdak film records The Flesherston Advance June 15, 1905 - Dec. 31, 1905 Jan. 4, 1906 - Dec. 30, 1906 Jan. 2, 1907 - Dec. 26, 1907 Jan. 2, 1908 - July 30, 1908 Box No. No bottle	198rdak film records The Flesherston Advance July 20, 1932 - Dec. 28, 1932 Jan. 4, 1933 - Dec. 27, 1933 Jan. 3, 1934 - Dec. 26, 1934 Jan. 2, 1935 - May 8, 1935 Box No. No bottle
190rdak film records The Flesherston Advance Aug. 6, 1908 - Dec. 31, 1908 Jan. 14, 1909 - Dec. 30, 1909 Jan. 6, 1910 - July 14, 1910 Jan. 5, 1911 - Dec. 28, 1911 Box No. No bottle	199rdak film records The Flesherston Advance May 15, 1935 - Dec. 25, 1935 Jan. 1, 1936 - Dec. 30, 1936 Jan. 6, 1937 - Dec. 29, 1937 Jan. 5, 1938 - Mar. 2, 1938 Box No. No bottle
192rdak film records The Flesherston Advance Jan. 7, 1915 - Dec. 30, 1915 Mar. 30, 1916 - Sept. 28, 1916 Jan. 4, 1917 - Dec. 27, 1917 Box No. No bottle	200rdak film records The Flesherston Advance March 9, 1938 - Dec. 28, 1938 Jan. 4, 1939 - Dec. 27, 1939 Jan. 3, 1940 - Sept. 28, 1940 Jan. 1, 1941 - Mar. 26, 1941 Box No. No bottle
193rdak film records The Flesherston Advance Jan. 3, 1918 - Dec. 26, 1918 Jan. 2, 1919 - Dec. 25, 1919 Jan. 1, 1920 - Dec. 30, 1920 Box No. No bottle	202rdak film records The Flesherston Advance Feb. 2, 1944 - Sept. 27, 1944 Jan. 3, 1945 - Dec. 19, 1945 Jan. 2, 1946 - July 28, 1946 Jan. 6, 1947 - July 16, 1947 Box No. No bottle
195rdak film records The Flesherston Advance Box No. No bottle	203rdak film records The Flesherston Advance Box No. No bottle



In-House Digitization

Pros

- Good for fragile or specialty materials
- Keeps material on site
- Builds new skills
- Saves money?

Cons

- Requires expertise, space, specialty tools
- Slower production
- Less sophisticated hardware/software
- One-time staff leave with their expertise

Equipment

Hardware:

- 2D objects: Flatbed scanner
- 3D objects: Camera
- Audio/Video: Conversion device

Software:

- Image editing—Photoshop (\$), GIMP (OS)
 - OCR (Optical Character Recognition)—ABBYY FineReader (\$), Tesseract (OS)
 - Audio editing—Audacity (OS) ...
 - Video editing—iMovie (Mac), Premiere Pro (\$)...
-

Outsourcing

Pros

- Specialized staff & equipment process lots of awkward material, fast!
- Custom, uniform output
- Staff can focus on description & subject context

Cons

- Material leaves repository
- Less capacity building at host organization
- Unsupervised quality control

Conversion: Best Practice

- High quality and high resolution Master copy
- Derive lower resolution copy for web delivery
- Convert to web-friendly formats and sizes
- Capture all content for full-text search

e.g. Images

- *Master copy 300dpi lossless TIFF file (colour or greyscale – not B&W)*
- *Upload 300dpi JPEG or JP2000*



Digital File Management

- Tracking
- File naming best practices
- Metadata Application Profile (MAP)
- Storage



COMMUNITY & COLLABORATION



Community: Resource & Audience

- What is the community that you are trying to reach or represent?
 - Your digital assets are *social* objects – how can the community interact? With collections and each other?
 - How can contributions (community knowledge) be linked to the digital asset and become part of the metadata?
-



Search (Advanced) >> Results Search: Go [SHARE](#) [f](#) [t](#) [e](#) [...](#)


We found 12 matching items.

Subject: Dam at Rapides des Joachims **Sort by:** Relevance

Page 1 of 1




Deux Rivières' Face Lifted By Hydro Dam

 1952, 1, 6 Article reprinted from the Globe and Mail, highlighting the changes in Deux Rivières brought on by the forced relocation of the city. The construction of the Swisha dam caused the water levels of the Ottawa River to rise. Buildings needed to be torn down and relocated. Though there was some...




Workers Employed by the Building of the Swisha Dam

 1946 Men sitting at a picnic table inside a meal tent at a work camp for the Rapides-des-Joachims dam. These men were in charge of the cutting of the "slash". These men were in charge of cutting all the timber in preparation for the rising water levels caused by the building of the Swisha dam at Les...




Ann Yantha Interview

 Video interview of Mackey Resident, Ann Yantha. "...Our wealth was not of materials, but rather the diamonds of sunshine on water or reflected from the crystals of new fallen snow."




The "Swisha" Dam: A Powerful Force in the Valley

 Mike Blore, The "Swisha" Dam: A Powerful Force in the Valley, North Renfrew Times, August 22, 1990, p. 11 The bottom of this article is missing Therefore some paragraphs are cut off.



Water Levels Raise Tempers at Meeting

 Vance Gutzman, Water Levels Raise Tempers at Meeting, North Renfrew Times, July 26 1995 Water levels raise tempers at meeting by Vance Gutzman Some angry resort and cottage owners had a chance to vent some anger at Ontario Hydro officials Monday night over fluctuating water levels in the Ottawa River. Water levels have not been consistent in this region so far this ...

Search within these results:





Go

Sort

Ordered by: Relevance

- Oldest date (to newest)
- Newest date (to oldest)

Media Types

-  Image (6)
-  Object (1)
-  Text (6)
-  Video (5)

Contributors

Head, Clara and Maria Public Library (13)

Years

1940s	1940	1941	1942	1943	1944	1945	1946	1947	1948	1949
1950s	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959
1960s	1960	1961	1962	1963	1964	1965	1966	1967	1968	1969
1970s	1970	1971	1972	1973	1974	1975	1976	1977	1978	1979
1980s	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989
1990s	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999
2000s	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009

Map

Digitization Day at the Stonecliffe library: call for contributions

Ontario Power
Generation...recently made
a \$1,250 contribution to the
Head, Clara and Maria
Public Library's Community
Digitization Project...



itage collection and more important-
ly it will allow us to save and share
our local history.

The Head, Clara & Maria Public

Ontario Ministry of Culture and Heritage
million investment in public
libraries.

Ontario Power Generation, represented by Jennifer Gardiner, second from left, recently made a \$1,250 contribution to the Head, Clara and Maria Public Library's Community Digitization Project (CDP). Accepting the cheque is Nancy Champagne-Skuce, digitization assistant, left, Morgan Peachy-Dupon, digitization facilitator, right, and Pam Charron of the Head, Clara and Maria Public Library board, centre. The HCM library was recently chosen as one of 20 pilot CDP libraries. The project will see local historical collections scanned and uploaded to a dedicated website on the "Our Ontario" portal.

A Historical Journey: North of Huron

Thessalon Iron Bridge Little Rapids

Search The Collection

Search

Find

Clear

Options

Advanced Search

Photo Essays

Browse by Location

Mysteries

What's New

Photo Essays

RSS

Atom

Featured collections

Bridges of Thessalon

Logging in the Iron Bridge Area

The Main Street of Thessalon

Featured Essays

From Forest to Factory

What's New

Alice and Joseph LePage 1919

Alice and Joseph LePage, 1919.

Regional site

Three community collections for regional search and representation

<https://images.ourontario.ca/NorthofHuron/search>



DISPLAY & DISCOVERY



Digital Collections Platform

- Cloud based or hosted
 - User friendly public & data management
 - Interactive options for community
 - Optimized for web discovery
 - Sustainable long term
-



After digitization

- How will users **access** your collections?
 - How will users **discover** your collections?
 - How will users **interact** with your collections?
-



Ensure Discovery

- Metadata (Description)
 - Full text or Transcription
 - Contextual tools (exhibits, timelines, etc)
 - Optimization
 - Sharing and Contribution options
 - Promotion
-



EVALUATION & IMPACT

Measuring Impact

- Quantitative:
 - Site traffic analytics – audience count, geographic reach, popular searches, referrals
 - On-site activity – number of comments/contributions, in-person interactions generated
 - Qualitative
 - Testimonials, 3rd party mentions, in-house usage
-



Learning and Moving Forward

- Iterative cycles
- Lessons learned
- Keep going!



Questions?

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<https://ourdigitalworld.net>

<https://vitatoolkit.ca>

Resources

- Quantifying Collections

- https://ourdigitalworld2015.files.wordpress.com/2017/04/paper_image_estimation_000.pdf
- <https://bmiimaging.com/blog/microfilm/how-much-microfilm-and-microfiche-do-i-have/>

- File naming:

- <https://help.vitakit.ca/3282210/page/3>

Resources continued

- More Project Management Resources
 - <http://ourdigitalworld.org/services/resources/>
- More Tips, Policy & Example Documentation
 - <https://help.vitatoolkit.ca/search>
- Copyright (Canadian) FAQ
 - <http://ourdigitalworld.org/services/resources/general-rules-for-canadian-copyright/>