Digitization is Possible!
Identifying and Overcoming Barriers

Presented by:

Valeri Craigle
Access Technologies Librarian
S.J. Quinney Law Library
University of Utah

Erik Beck
Digital Services Librarian
William A. Wise Law Library
University of Colorado, Boulder
Purpose of the Webinar

• Address your concerns in real time!
• Let YOU steer the conversation
• Provide some tools
• And hopefully...
  – Dispel some myths
  – Clear a path
Common Myths

• Myth #1: Digitization is too complicated
• Myth #2: Digitization is too expensive
• Myth #3 We don’t have the resources
• Myth #4 Our stuff isn’t that interesting/important/significant
Mythbusters

• Digitization can be simplified using the right approach
• It doesn’t have to be expensive
• You don’t have to do everything by yourself
• Your collections may have value you’re not aware of
Toolkit

• Instructions
• Guidelines
• Specs
• Funding Options
• Available at: http://lipalliance.org/resources/digitization-webinar
Overview

- Collection Development
- Digitization
- Digital Asset Management
- Making your case
Definition

• Digital Asset management System: (DAMS) is a platform which facilitates the ingestion, annotations, cataloging, storage, retrieval, and distribution of digital assets.

--Wikipedia
Starter Polls

• What is your role?
• Where are you in your digitization efforts?
Directional Poll

• Which areas are causing the greatest concern for you at this point in your project?
Collection Development

- Intro
- Poll
- Discussion
- From the Toolkit
Collection Development Poll

- What do you think are the MOST important criteria to consider when developing a digital collection?
Collection Development

- Start with a Digital Collections Development policy
  - Your purpose
  - Your limitations
  - Scope
  - Selection Criteria
  - Stewardship
  - Sustainability
Collection Development

• Respond to the changing needs of your community
  – Does your organization have a centennial coming up?
  – Has a faculty member recently retired?
  – Is your new Dean interested in Open Access publishing?
  – Is there a grant opportunity?
Collection Development

• Sustainable collections:
  – Develop and maintain a policy
  – Follow standards and best practices
  – Keep sharing in mind
  – Preserve materials to the best of your ability
  – Think about how your decisions will impact the next 50-100 years.
Collection Development

• From the toolkit:
  – Amherst College Digital Collections Policy
  – MWDL Metadata Standards
Digitization

• Intro
• Poll
• Discussion
• From the toolkit:
Digitization Poll

- Which of the following poses the greatest challenge to your digitization efforts?
In-House Digitization

**Advantages**
- Control over end-product.
- Flexibility with requirements and scheduling.
- Maintain consistency between projects.
- Security and proper handling of material.
- Learn by doing.

**Disadvantages**
- Significant up-front investment.
- Personnel dependent.
- Limited facilities.
- Difficult to foresee total costs.
- Limits staff capacity in other areas.
Boulder Chose DIY Digitization

• Donor support.
• Free Digital Asset Management System.
• Inexpensive equipment.
• Work-Study Students.
• Excess staff capacity.
• Culture of Innovation!
Utah Chose to Outsource

- Support from our main campus library
- Free Digital Asset Management System.
- Incredible discount (.07/page)
- Excellent quality control
- Close proximity/good communication
- **Culture of Collaboration!**
Where to Start

**FADGI Standards**

Text and fine imagery with no significant color information

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<th>File Format</th>
<th>Bit Depth</th>
<th>Quality Index</th>
<th>Spatial Resolution</th>
<th>Spatial Dimensions</th>
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<td>8-bit grayscale</td>
<td>8 or above</td>
<td>Between 300 ppi and 500 ppi</td>
<td>At least 4000 pixels across the long dimension</td>
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Color images, photographs and other graphic materials

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Digital Collections Metadata

• **Descriptive Metadata** – used for discovery and interpretation of a digital object.

  **Structural Metadata** - used to indicate relationships between files which combine to form a complex object.
  
  – Examples: Page, Chapter, Section, Volume, etc.

• **Administrative Metadata** – used for managing the digital object inside of the repository and providing information about its creation and copyrights.
  

Defraying the Costs of Digitization

• DIY is more expensive and time-consuming
• Find someone to collaborate with
  – Your main campus library
  – State or regional consortia
  – Other law libraries
  – AALL or LIPA
  – The courts
• Write a grant
The Issue of Personnel

• Utilize existing personnel
  – Make digital initiatives part of your tech services portfolio
  – Establish a digitization workflow, then delegate tasks
  – Retool your catalogers for metadata
  – Use student assistants for scanning work

• Seek funding sources for personnel
  – Federal Grants
  – Campus or court funding entities
  – State Library grants
If You Must go it Alone: Essential and Inessential Costs

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<th>Spend on...</th>
<th>Save on...</th>
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<tbody>
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<td>The rest of the rig</td>
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<tr>
<td>Computers</td>
<td>Storage</td>
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<td>OCR software</td>
<td>Editing software</td>
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<tr>
<td>Metadata</td>
<td>DAMS</td>
</tr>
<tr>
<td>Training</td>
<td>Personnel</td>
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Digitization

• From the Toolkit
Digital Asset Management

- Intro
- Poll
- Discussion
- From the toolkit
DAMS Poll

• What best describes the concerns you have selecting a digital asset management system?
Digital Asset Management

• Types of DAMS
  – CONTENTdm
  – Digital Commons (Bepress)
  – Dspace
  – Hydra

• Deciding what’s best for you
  – Do you need your own?
  – Do you want proprietary or open source?
  – What kinds of materials are you managing?
  – What are your data needs?
  – Etc...

• Separating style from content
  – Don’t tweak your data structure to accommodate the system
Digital Asset Management

• From the Toolkit:
  – MWDL DAMS Review
  – MWDL – OAI Repository setup
Making Your Case

- Intro
- Poll
- Discussion
- From the toolkit
Making Your Case Poll

• What are the biggest obstacles to getting buy-in from your institution’s leaders for digital collections?
Build Collections That...

• Support your collection development policy.
  – Arizona v. California Collection

• Fulfill an unmet need.
  – Colorado Session Laws Collection

• Are of enduring historical value.
  – Getches-Wilkinson Center Collection

• Offer value to your parent institution (Firm, Law School, etc.).
Calculating Value

Costs:
• How much should you invest?
• Where should you make your investments?

Benefits:
• What do you hope to gain?
• How do you know if you have succeeded?
Costs: Invest Wisely
Benefits: Measuring Value
Making Your Case

From the Toolkit

- Grant Application - Colorado Session Laws
- Grant Application – Utah Supreme Court Briefs
Q&A
Final Poll