# Digitization is Possible!

Identifying and Overcoming Barriers

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# 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 require-ments 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

| File Format | Bit Depth | Quality Index | Spatial Resolution | Spatial Dimensions |
|---|---|---|---|---|
| TIFF Uncompressed | 8-bit grayscale | 8 or above | Between 300 ppi and 500 ppi | At least 4000 pixels across the long dimension |

Color images, photographs and other graphic materials

| File Format | Bit Depth | Quality Index | Spatial Resolution | Spatial Dimensions |
|---|---|---|---|---|
| TIFF Uncompressed | 24-bit Color | 8 or above | 400 ppi or above | At least 4000 pixels across the long dimension |

Federal Agencies Digitization Guidelines Initiative Still Image Working Group. "Technical Guidelines for Digitizing Cultural Heritage Materials," 2010.  http://digitizationguidelines.gov/guidelines/digitize-technical.html

# Digital Collections Metadata

- **Descriptive Metadata** – used for discovery and interpretation of a digital object.
  **Structural Metadata** - used to indicate relation-ships 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.
  - Types: Technical metadata, Rights Management, Source metadata, Preservation Metadata.

*CDL: Glossary*, California Digital Library, Web 4 Feb. 2015: http://www.cdlib.org/gateways/technology/glossary.html

# 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

| Spend on... | Save on... |
| --- | --- |
| Cameras/Scanners | The rest of the rig |
| Computers | Storage |
| OCR software | Editing software |
| Metadata | DAMS |
| Training | Personnel |

# Digitization

- ## From the Toolkit

    - Digitization Standards and Best Practices: http://bit.ly/1yHWRsT

    - Digitization Procedural Manual: http://bit.ly/1sZp2Rw

# 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.).**
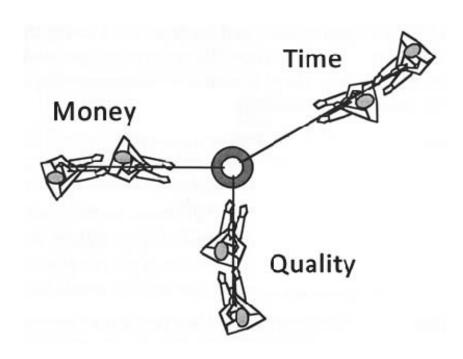
# Calculating Value

Costs:

- How much should you invest?
- Where should you make your investments?

Benefits:

- What do you hope to gain?
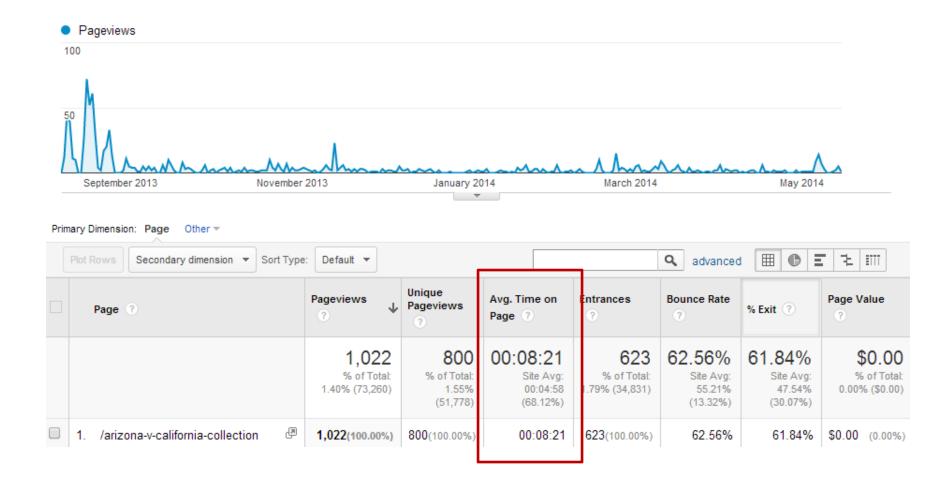- How do you know if you have succeeded?
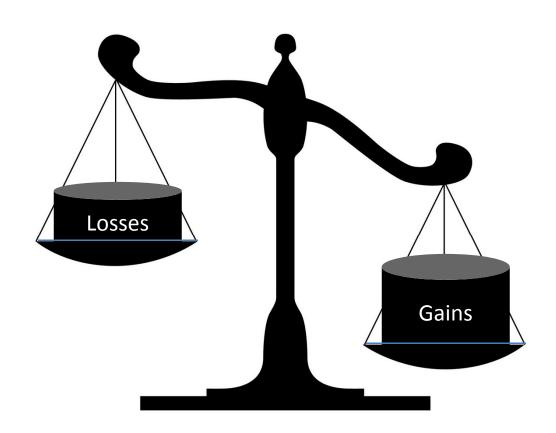
# Costs: Invest Wisely

# Benefits: Measuring Value

# Making Your Case

## From the Toolkit

- Grant Application - Colorado Session Laws
- Grant Application – Utah Supreme Court Briefs

**Legal Information Preservation Alliance**

# Q&A

# Final Poll