

Digitization on a Shoestring

Part 1



GALILEO User Conference: DLG Track
June 11, 2020

Part 1: bit.ly/shoestring1

- Project planning
- Metadata
- Resources

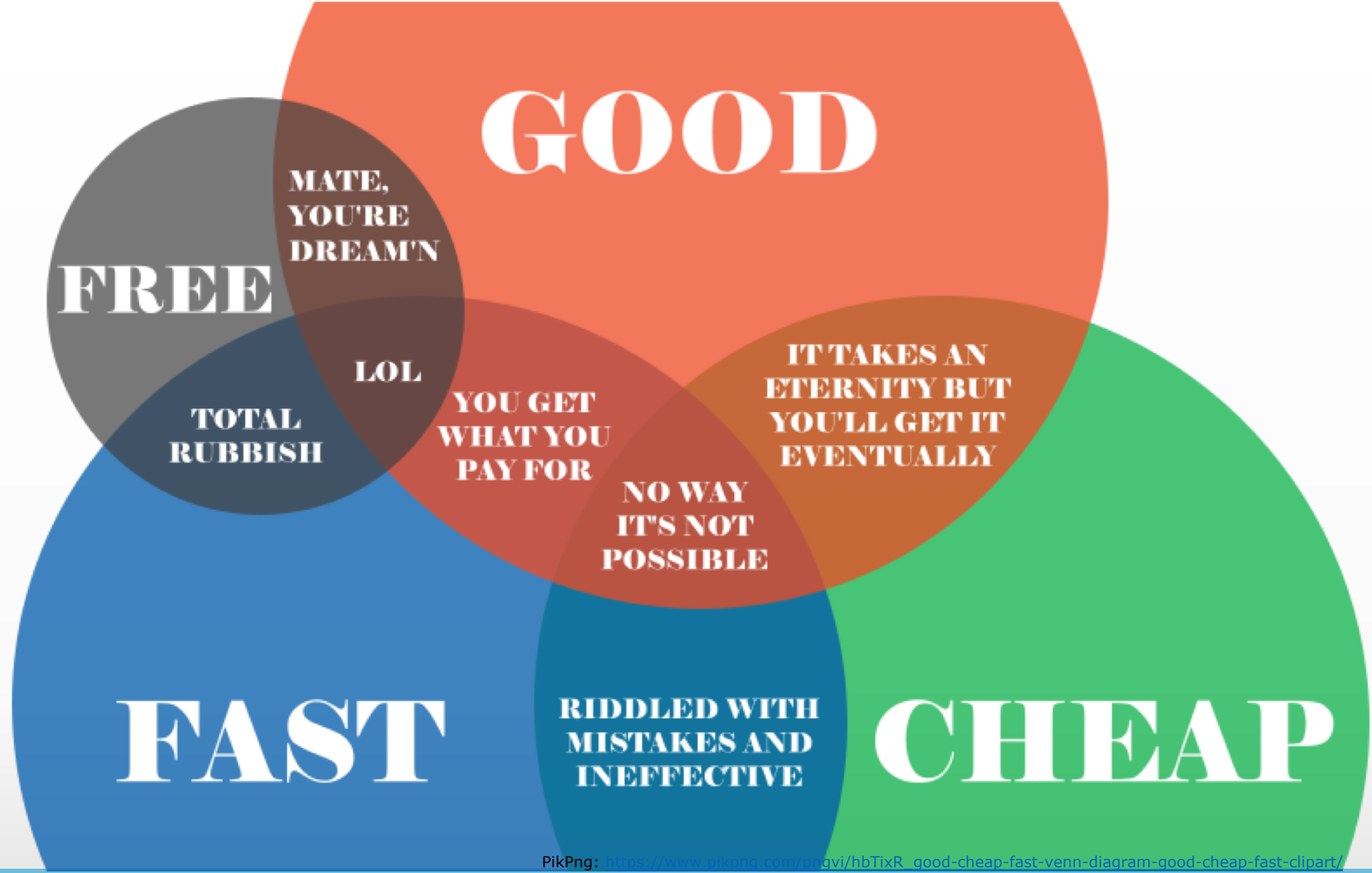
Part 2: bit.ly/shoestring2

Tomorrow! Friday, June 12, 2020 @ 10AM

- Imaging
- QC & post-processing
- Digital preservation

Project Planning







Mapto – Own work, Public Domain, <https://commons.wikimedia.org/w/index.php?curid=2690261>

Project goals & expectations



BuzzFeed (2019). [19 Pinterest Cake Fails That Are Just Begging to be Laughed At.](#)

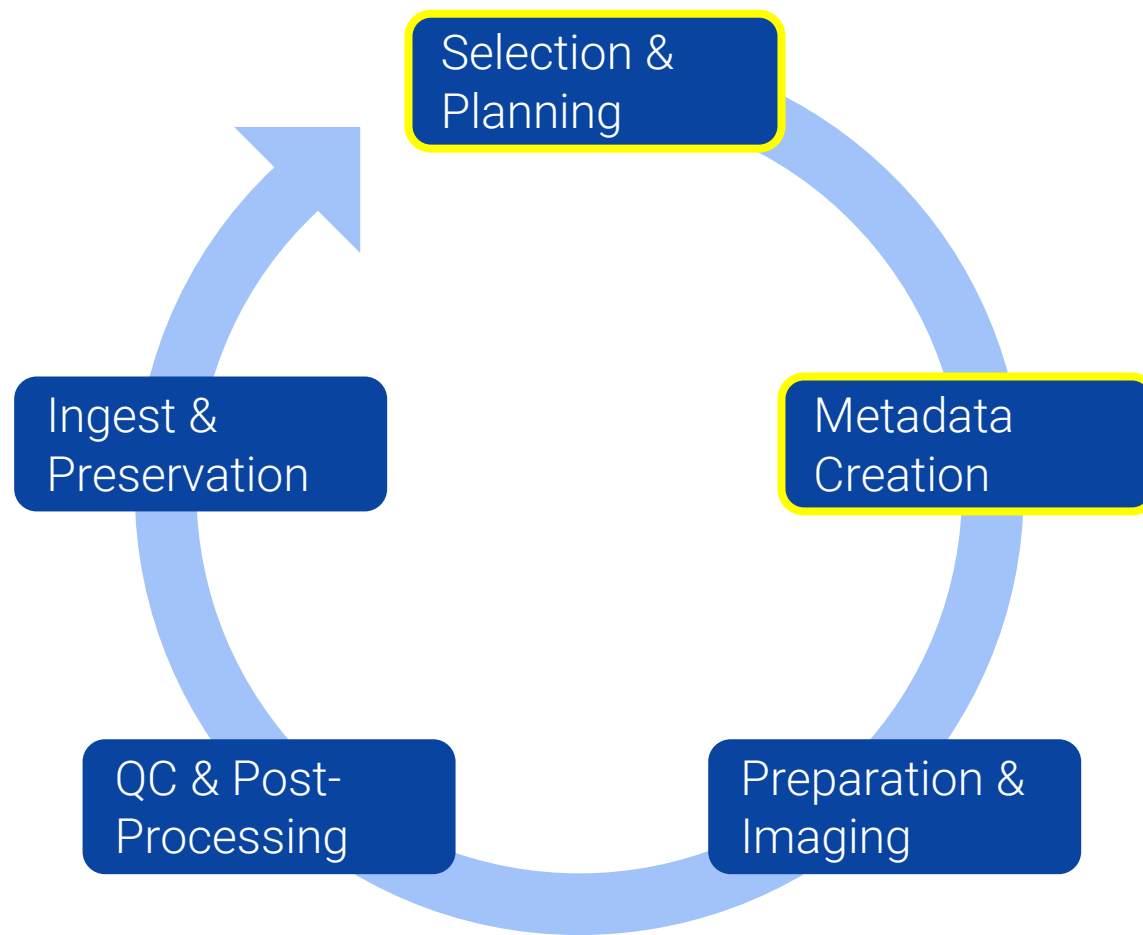
What's your bandwidth?



What do we talk about when we talk about digitization?

The *process* of transforming analog material into binary electronic (digital) form, especially for storage and use in a computer.

Moses, Richard Pierce (2005). [*A Glossary of Archival and Records Terminology*](#). The Society of American Archivists.



Digital Library Federation Project Managers Toolkit

https://wiki.diglib.org/DLF_Project_Managers_Toolkit

- Proposal
- Charter or MOU
- Plans & Scheduling
- Kick-Off Meeting
- Retrospectives & Evaluation
- Sunsetting

Digital Library Federation Digitization Cost Calculator

<https://dashboard.diglib.org>

Ways to share the work

- Cross-departmental collaboration
- Collaboration with other institutions
- Volunteers
- Paid interns or practicum students
- Grants
- Vendors

Benefits & costs of keeping it in-house

Benefits

- Learning
- Define requirements incrementally
- Maintain quality
- Security & handling
- GLAM requirements

Costs

- Organizational investment
- Ramp-up
- No set price tag
- Limited resources
- Range of experience

Working with vendors

- Come prepared with details and a budget
- Don't be afraid to ask for a discount
- Shop around
- Determine a deadline
- Provide your own hard drive
- Ask about shipping

When to work with a vendor

- If you lack the equipment to safely image or convert your materials
- If you lack the in-house expertise to operate the equipment you have
- If your materials require special handling or professional conservation treatment

Try a project pilot

- Know your project goals and scope
- Select a discrete, contained project or transition point
- Work with project stakeholders to develop your plan
- Execute the work
- Report back and ask for feedback
- Assess and share summary

Be prepared for stops, starts, and setbacks

- In-house projects are subject to competing demands on time and money in a way that outsourced projects are not
- Document every step along the project lifecycle so you can pick-up where you left off
- Small is beautiful: better to successfully complete a small project than leave an ambitious project to languish

Metadata



Metadata is time-consuming but crucial

Primary purposes are to enhance:

1. Discoverability
2. Interoperability

DLG uses Qualified Dublin Core (+ some local)

DPLA uses the Metadata Application Profile (MAP)

DLG Metadata

Required

- Title
- Creator
- Contributor**
- Subject
- Description
- URL or filename*
- Standardized Rights Statement
- Rights Holder**
- Date of Original**
- Coverage (Spatial)
- Type
- Medium
- Format
- Original Collection
- Holding Institution

*Required if hosted at holding institution

**Required if available

Strongly Suggested

- Extent
- Language
- Coverage (Temporal)
- Publisher of Original Item

Optional

- Local Identifier
- Bibliographic Citation
- Local Rights Statement

Collection

Title

Creator

Date of Original

Subject

Location

Medium

Type

Format

Description

Metadata URL

Digital Object URL

Language

Rights Holder

Original Collection

Holding Institution

Rights

Photograph of an African American agricultural worker demonstrating hardwood control on Mrs. Louise Verdery's Farm, Columbia County, Georgia, 1952-1957?

Collection: USDA Photo Collection, Columbia County, Georgia
Title: Photograph of an African American agricultural worker demonstrating hardwood control on Mrs. Louise Verdery's Farm, Columbia County, Georgia, 1952-1957?
Creator: United States. Soil Conservation Service
United States. Department of Agriculture
Date of Original: 1952/1957
Subject: Soil conservation--United States
Soil conservation districts--Georgia--Evans
United States. Department of Agriculture
Soil erosion--Climatic factors--Georgia--Evans
Men--Georgia--Evans
Trees--Georgia--Evans
Agricultural laborers--Georgia--Evans
Farms--Georgia--Evans
Cover crops--Georgia--Evans
African American men--Georgia--Evans
Location: United States, Georgia, Columbia County, Evans, 33.533559, -82.130242
Medium: black-and-white photographs
Type: StillImage
Format: image/jpeg
Description: African American agricultural worker demonstrating hardwood control on Mrs. Louise Verdery's Farm. Photograph taken for the USDA Soil Conservation Service, now known as the Natural Resources Conservation Service. Funding for this project provided by Georgia HomePLACE, a unit of the Georgia Public Library Service.
Metadata URL: http://dlg.galileo.usg.edu/id:ccgal_usdapc_gch-scs-02-060-01
Digital Object URL: http://dlg.galileo.usg.edu/do:ccgal_usdapc_gch-scs-02-060-01
Language: eng
Rights Holder: United States. Department of Agriculture
Original Collection: U.S.D.A. Photo Collection, Columbia County, GA
Holding Institution: Columbia County Library (Evans, Ga.)
Rights:



Tools

Email

Text

Cite

Reuse Information

https://dlg.usg.edu/record/ccgal_usdapc_gch-scs-02-060-01

Template -- bit.ly/dlgAdminMeta
Guidelines -- bit.ly/dlgAdminMeta2
HomePLACE form -- bit.ly/ScanDayMetadata

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Title	Creator1	Subject1	Filename	Local Identifier	Rights	Date*	Coverage (Spatial)	Format	Original Collection											
35	Photograph of J.C. Butler and a farmer standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-034-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
36	Photograph of a crowd of people standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-035-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
37	Photograph of two agricultural workers kneeling in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-036-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
38	Photograph of a large group of men standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-037-01		No Copyright - United States	1953-04-09	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
39	Photograph of a man standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-038-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
40	Photograph of a man standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-039-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
41	Photograph of a man standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-040-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
42	Photograph of a man standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-041-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
43	Photograph of a man standing next to a tractor	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-042-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
44	Photograph of two men on a tractor demonstrating soil conservation	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-043-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
45	Photograph of a man gesturing with a stick while talking about soil conservation	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-044-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
46	Photograph of a man examining a leaf of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-045-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
47	Photograph of a man kneeling to examine soil	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-046-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
48	Photograph of a man kneeling in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-047-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
49	Photograph of an agricultural worker standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-048-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
50	Photograph of a woman sitting in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-049-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
51	Photograph of a man and a little boy standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-050-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
52	Photograph of a certificate being presented to a man	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-051-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
53	Photograph of Jack Eubank and a man kneeling in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-052-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
54	Photograph of Jack Eubank and a man kneeling in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-053-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
55	Photograph of Jack Eubank with his arm around a man in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-054-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
56	Photograph of a farmer standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-055-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
57	Photograph of Bankers Award winners, George and Mary Eubank, standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-056-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
58	Photograph of Jack Eubank and two men standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-057-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
59	Photograph of two agricultural workers kneeling in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-058-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
60	Photograph of a man standing next to a tractor	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-059-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
61	Photograph of an African American agricultural worker standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-060-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
62	Photograph of an African American agricultural worker kneeling in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-061-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
63	Photograph of former Banker Award winners, George and Mary Eubank, standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-062-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
64	Photograph of Jack Eubank and two men standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-063-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
65	Photograph of dairy cows grazing on kudzu	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-064-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
66	Photograph of 4 year old pines on the far side of a field	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-065-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
67	Photograph of Harlem High School students standing in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-066-01	G-181-11	No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											
68	Photograph of an agricultural worker kneeling in a field of cotton	United States. Soil Conservation Service	Soil conservation--United States	gch-scs-02-067-01		No Copyright - United States	1952/1957	United States, Georgia, Columbia County, Evans, 33.533559, -82.130242	image/jpeg	U.S.D.A. Photo Collection, Columbia County, Georgia											

Free things to take advantage of

DLG

50GB hosting / archival storage
for GALILEO members

20GB hosting / archival storage
for non-GALILEO members

Subgrant program (up to \$7500
in DLG services)

Consultations & trainings

HomePLACE

Equipment loaner kits for public
libraries & partners

Project funding for PLs &
partners

Intern placement & scholarships
for PLs

Consultations & trainings

Let's Review!

Project management triangle of constraints

Setting goals and expectations

Determining your bandwidth

Digital project management

The digitization process

Tips for small shops

Metadata

Free tools and resources

Resources

Beard, Isaiah (2018), "[Digitization on a Dime: Part 1: Standards and Baseline Considerations](#)." New Jersey Library Association Conference.

D'Ambrosio, Terrance (2016), "[Digitization Equipment Options for Any Budget](#)." Sustainable Heritage Network

Digital Library Federation (2020), [Digitization Cost Calculator](#)

Digital Library Federation (2020), [Project Managers Toolkit](#)

Digital Library of Georgia (2020), [Documentation Site](#)

Hrubes, Annamarie Klose (2018), "[Digitization on a Dime: Part 2: Employing Best Practices While on a Budget](#)." New Jersey Library Association Conference.

Landis, Cliff (2019), "[Getting Your Needs Met: Evaluating Library Technologies and Library Vendors](#)." Digital Library of Georgia.

Northeast Document Conservation Center, "[Reformatting: 6.7 Outsourcing and Vendor Relations](#)."

Stratton, Brittany, Martin, Wendy, and Lamphear, Anna (2017), "[Imaging in Context: Introduction to Still Image Digitization for Smaller Institutions](#)." Connecting to Collections Care.

Wick, Harrison and Skirvin, Rebecca, "[Managing Digital Archival Material on a Shoestring Budget](#)." Midwest Archives Conference.

Connect with us

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https://dlg.usg.edu/record/qsu_ajc_9681

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