

South Central Library System

Local History Digitization Services



South Central Library System

Helping Libraries Serve the Public

Tamara Ramski, MLIS

Phone: 608-242-4866

Email: tramski@scls.info

Project Funding

South Central Library System Foundation provides funding for:

- External hard drives
- Recollection Wisconsin set-up fees

Wisconsin Public Library Consortium (WPLC) provides funding for:

- Hosting fees (for the CONTENTdm server at Milwaukee Public Library)

Equipment was purchased with funds from a LSTA grant and the South Central Library System Foundation.

Project Workflow

Meeting to discuss:

- Project workflow and goals
- Review materials to be digitized
- Determine equipment and software needs

Information gathered during the meeting will be used to:

- Create project plans and guidelines
- Create metadata templates (in Google Sheets)

Project Workflow (Continued)

Training will be provided on:

- Using equipment and software
- File storage, naming, and organization
- Creating metadata

Library staff and volunteers:

- Process materials prior to digitizing
- Determine copyright, and obtain permissions as needed
- Digitize materials
- Create metadata

Project Workflow (Continued)

- When batches of materials have been digitized AND metadata has been created, a hard drive is sent to SCLS for uploading to CONTENTdm. The metadata will be retrieved from the Google Sheets template.
- From CONTENTdm, materials are harvested to the Recollection Wisconsin and Digital Public Library of America's (DPLA) websites.

Equipment

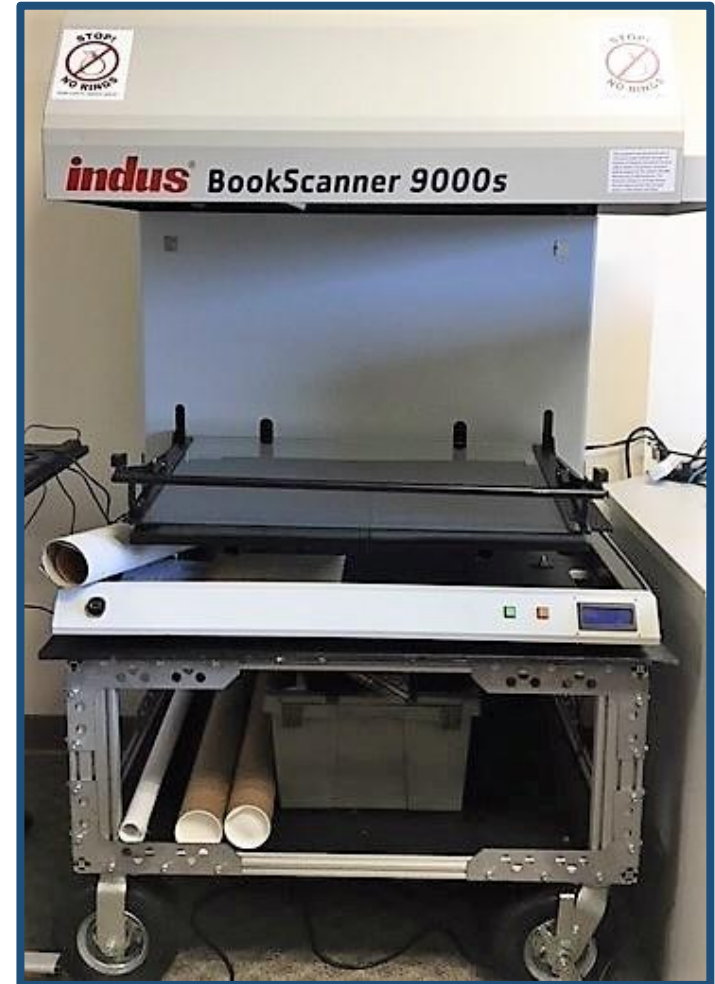
- Indus BookScanner 9000s
- Kits
 - Scanning
 - Cassette Digitization
 - VHS Digitization (available early 2019)
 - Slide Digitization (available early 2019)
- External Hard Drives
 - Libraries are given three external hard drives (3TB)

Equipment

Indus BookScanner 9000s

(Housed at SCLS Headquarters-not loaned out)

- Scanning area is 18.9" x 24.5"
- Has two adjustable plates to cradle bound items
- Laptop
 - Software: Indus Virtual Library and IrfanView



Equipment

Scanning Kit

Canon CanoScan 9000f Mark II Flatbed Scanner

- Has a scanning area of 8.5" x 11.7"
- 35mm film can be digitized with the CanoScan



Laptop

- Software: Canon CanoScan Utility, Canon My Image Garden, IrfanView, and, Windows Photo Viewer



Equipment

Cassette Digitization Kit

- Cassette player: Wikoo X001MVAOC1
- Cassette to MP3 Converter: V-Top Model AV202
- Laptop (Software: Audacity)

Slide Scanner Kit (available in 2019)

- Slide scanner (Pacific Image Power Slide X-Tray feeder holds 50 slides)
- Laptop

VHS Digitization Kit (available in 2019)

- Video Cassette Recorder
- Converter
- Laptop

Metadata

Metadata is entered into Google Sheets.

- Elements are customized based on the types of materials
- Controlled vocabularies are used for some fields
Ex: Library of Congress Subject Headings (LCSH)

Sheets include:

- Metadata entry sheets (for each sub-collection)
- Chart with descriptions of each element
- Right statements and URIs (from RightsStatements.org)
- Controlled vocabulary lists

Resources:

SCLS Website-Local History Digitization Projects:

<https://www.scls.info/local-history-digitization-projects>

Local History Digitization Usergroup:

<http://warden.wiscnet.net/mailman/listinfo/scls-digitization>

Recollection Wisconsin: <https://recollectionwisconsin.org/>

Digital Public Library of America (DPLA): <https://dp.la/>