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Nevada Statewide Large-Scale Digitization Workshop

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NEVADA STATEWIDE LARGE-SCALE DIGITIZATION WORKSHOP
Welcome!
Today’s Agenda

9:00 - 9:30  Coffee and Pastries
9:30 - 10:00 Digitization Lab Tour
10:00 - 10:15 Welcome
10:15 - 11:00 Panel 1: What is Large-Scale?
11:00 - 12:00 Panel 2: Methods for Ramping Up - Identifying Resources
12:00 - 1:00 Lunch
1:00 - 2:00 Panel 3: Challenges of Digitization at a Larger Scale
2:00 - 2:15 Break and Equipment Buffet
2:15 - 3:15 Discussion: Resource 5: Statewide Collaboration (in groups)
3:15 - 3:30 Wrap Up / Assessment
NEVADA STATEWIDE LARGE-SCALE DIGITIZATION WORKSHOP

Lab Tour

Please join us next door for a tour of the UNLV Digitization Lab
What is Large-Scale?
Ramping Up - By the numbers

“Boutique” (2002-2008) - contributed hundreds of images a year

Grant-funded (2006- 2010) - contributed thousands of images a year

Large-scale (2010-present) - contribute tens of thousands of images a year … and beyond!
Rapid Capture Workflows and Metadata

Guiding Principles:

- reuse existing metadata
- extract, transform, load (ETL)
- enhance and link via controlled terms (CV)
Rapid Capture Discovery and Use

Actions locally affect global users

System-agnostic - one object, multiple views

Connections automated
Raising the Curtain: Large-Scale Digitization Models for Nevada Cultural Heritage

Goals of the project

- Implement large-scale digitization strategies to digitize multiple full collections of material
- Share knowledge with cultural heritage institution peers by hosting a statewide symposium
- At least 20,000 new digital images; 3 full collections available online
- A single, online access point for researchers interested in entertainment in Las Vegas and Southern Nevada
Raising the Curtain: Large-Scale Digitization Models for Nevada Cultural Heritage

- LSTA grant administered by Nevada State Library & Archives
- July 2017 - June 2018
- 1 project manager (35 hrs/wk) and 3 student assistants (12-20 hrs/wk)
- 3 different manuscript collections: Jerry Jackson Papers, Donn Arden Papers, Sands Hotel Public Relations Records
- Large-scale, rapid capture workflows
- 114 linear feet of materials digitized (77 boxes, 12 oversize boxes, & 12 flat files)
- 46,595 archival images created (as of May 16, 2018)
- 1,721 digital objects online (as of May 16, 2018)
LARGE - SCALE . . .

means large-scale: **Opportunity**

requires large-scale: **Collaboration**

results in large-scale: **Impact**
Methods for Ramping Up: Identifying Resources
Grants and External Funding
Timeline of Grants and External Funding

2008   Southern Nevada: The Boomtown Years 1900-1925
2009   Menus: The Art of Dining
2010   Historic Landscape of Nevada
2011   Dreaming the Skyline
2012   Documenting the African American Experience: Westside
2012   Rebel Yell: UNLV’s Student Newspaper
2013   Documenting the African American Experience: Berkley Square
2014   National Digital Newspaper Program (Round 1)
2014   Southern Nevada Jewish Community Heritage Project (Round 1)
2016   National Digital Newspaper Project (Round 2)
2017   Raising the Curtain Large-Scale Digitization Models
2017   Las Vegas Age and Las Vegas Commission Projects
Evolution and Learning

2008 Homegrown Web templates, Learning Objects; Comments

2009 Drupal template, Share Your Story, Application Profile

2010 Collaboration with IR, Learning Objects, Timeline

2011 Outsourcing, Reusing Metadata, Timeline

2012 Community Advisory Board, Narrator Bios, Timeline

2012 First Newspaper Project, 2 Outsourcing Vendors

2014 First Large-Scale Project, Advisory Board, Statewide Project

2014 Advisory Board, Bio Pages, Linked Data Navigator

2017 Large-Scale Digitization Models, Statewide Workshop
Outsourcing Vendors
Using Outsourcing to Ramp Up: General Vendor Tips

● They are aware of the market, the program, and the potential business (they will contact you-so be ready!)

● Many specs are straightforward - workflow and specific tools may vary

● Read their proposal and don't be afraid to ask questions (we did!)

● Get everything in writing and allow enough time for the process of setting up PCs

● Vendors have multiple projects, keep an eye on deadlines especially at fiscal year end

● Regular communication-get what you need (sometimes picking up the phone is the only way)

● Be ready to sustain project if vendor changes
Using Outsourcing to Ramp Up: Some Things to Ask Potential Vendors

- How long have you been doing this work?
- How many contracts for this type of work have you been involved with?
- Do you offer any value-adds like QC tools, specialized software, metadata clean-up?
- How stable are you as a company?
- Who are (and can we contact) some of your clients?
- Use contacts, conferences, listservs to double check anything you might need a second opinion on
- What are your preferred communication methods?
- Where is the work performed?
- Provide some information on basic logistics (e.g. shipping and receipt of materials and hard drives; how long they maintain the data should something go awry; etc.)
- Have them provide some examples of where something went wrong, and how they worked with your clients to resolve the issue.
Equipment Purchases
Equipment Purchased over the years:

Pre-2011:
- Epson flatbed scanners + film kit x 2
- Zeutschel overhead scanner
- Large-format scanner

2012-2015
- Epson flatbed scanner + document feeder
- Digital camera and studio set-up with copy-stand and lights
- Large-format scanner to replace obsolete one
- Bookeye book scanner
- Hasselblad Flexlight slide scanner
- Proposed - new Zeutschel (not-funded)

2016 - 2018
- Capture One/Phase One Rapid Capture system from Digital Transitions
- Film kit for Capture One system
- Second editing station for Capture One output
Purchasing advice:

● Ask what high priority collections are queued for digitization and look at formats

● See what others are doing and ask them what they think of the equipment

● Decide on a budget, but evaluate how long different products will last; plan for obsolescence

● Think about complexity of product (learning curve) as part of the cost

● There is no one product that can do it all…

● But, some products are more modular than others

● Learn to think beyond 600 dpi as you move into camera systems and more sophisticated imaging

● What is good enough? (FADGI vs. real life)
Rapid Capture Equipment

Phase One rapid capture system from Digital Transitions:

- DT RCam reprographic camera
- IQ180 80 megapixel digital back
- Schneider Kruznach 72mm and 120mm (for film) lenses
- DT RG3040 reprographic system
- Capture One software

Photo by Aaron Mayes, 2016
Student Training & Workflow Efficiency
Our Process

Establish FT Staff Point Person(s)

Train Student with One-On-One Session

Limit Training to 2 Students/Month

Have Check-In Sessions (announced & unannounced)

Keep Documentation Up to Date & Communicate!

In Practice

Aaron, Cory, Emily, Kelsey, Kathleen, Sarah, & Amy

Use Lab Calendar, Phase One documentation, give double the amount of time you think you’ll need

More than 2/month = no time for next steps

Announced = More careful, slower going

Unannounced = When people stray from documentation or move more quickly, can catch & correct mistakes

Every time you train, reflect new ways of thinking in documentation; share with all staff who use machine
Updated, Existing Documentation

Phase One: digitizing reflective materials

Phase One: digitizing proof sheets of transparencies

Phase One: digitizing individual transparencies with film kit

Newly Created Documentation

Lab Calendar

Scanning: Technical Metadata, Presets, & Templates

CONTENTdm Administration General Procedures

CONTENTdm Project Client Tips & Tricks

Problem Log
Challenges

Fear of Equipment

Fear of Asking for Help

Practices without Precedence
Successes

- Increased Use of Equipment!
- Increased Documentation of Problems to Assist with Troubleshooting!
- Increased Speed & Volume of Digitization!
- Increased Communication Between Staff!
- Increased Documentation of Machine Use!
Tips to Take Home

You don’t need to be a photography wizard to become your in-house expert

More people trained = More people who can assist with resolving problems

Having a plan about how to handle your items is best before scanning begins

As you deviate from your plans, which you inevitably will, it’s good to document it & establish project rules

Initiate regular opportunities for people to ask questions and to go over best practices

The more time you spend practicing the workflow, the better you’ll be at answering questions

Large-scale digitization is about speed, efficiency, & volume. It is not about rich metadata

Students & volunteers should be utilized to maximize efficiency

Learning, teaching, & implementing workflows take time... It doesn’t happen overnight
Lunch
Livestream resumes at 1:00 pm
Challenges of Digitization at a Larger Scale
Selection of Content

What do people want?
- Consult with curators
- Faculty/community demand

What do people already use?
- In-person use statistics
- Web analytics

What are you already good at?
- Current equipment, workflows, resources: what could you scale up?

Ideal characteristics:
- Processing complete
- Folder level description
- Uniformity of formats (photos vs. text)
- Not fragile or needing preservation action
- Copyright: own it, permission, public domain, or strong case for fair use
- No sensitive/private information
Preservation & Privacy Issues

Unexpected preservation needs
- No workflow in place for this situation
- Created scan-and-sequester workflow
- Route to TS to determine disposition of the material

Unexpected privacy issues
- Personally Identifiable Information
- Low-tack tape to cover during capture, easily removed
- Route to TS to restrict the material
## Efficient metadata reuse

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<th>Example description</th>
<th>DACS Element</th>
<th>Digital Object Local Metadata Element</th>
<th>Dublin Core Element</th>
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<td>Notes on music and show tapes, printed sheet music</td>
<td>(File) Title 2.3.20</td>
<td>Title</td>
<td>Title</td>
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<td>1999-2000</td>
<td>(File) Date 2.4</td>
<td>Date</td>
<td>Date</td>
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<td>(Parent Components) Title 2.3</td>
<td>Description</td>
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<td>production materials -- Sandcastle 2000</td>
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<td>Jerry Jackson Papers (MS-00573)</td>
<td>(Collection) Title 2.3.19 &amp;</td>
<td>Archival Collection</td>
<td>Source</td>
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<td></td>
<td>(Collection) Local Identifier 2.1.3</td>
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### Object Description

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<td>Rights</td>
<td>This material is made available to facilitate private study, scholarship, or research. It may be protected by copyright, trademark, privacy, publicity rights, or other interests not owned by UNLV. Users are responsible for determining whether permissions are necessary from rights owners for any intended use and for obtaining all required permissions. Acknowledgement of the UNLV University Libraries is requested. For more information, please see the UNLV Special Collections policies on reproduction and use (<a href="https://www.library.unlv.edu/speccoll/research_and_services/reproductions">https://www.library.unlv.edu/speccoll/research_and_services/reproductions</a>) or contact us at <a href="mailto:specialcollections@unlv.edu">specialcollections@unlv.edu</a>.</td>
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<tr>
<td>Digital Publisher</td>
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<td>Digital Collection</td>
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<td>Conversion Specifications</td>
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### Item Description

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Online delivery & presentation

Mixture of item- and folder-level processing

- Digitize at level of existing description

Mixture of formats

- Photographic prints & negatives
- Typed & handwritten documents
- Scrapbooks
- Oversize drawings
- Programs & magazines
- Newspaper clippings
- AV
- Artifacts

Online presentation

- Individual images
- Uncorrected OCR transcript in metadata
- PDF of entire folder also available to download
- Link to digital objects from finding aid using ARKs
Frank Sennes
The life and times of the legendary Las Vegas producer
Storage at scale, digital preservation, & IT support
Making Your IT Department Nervous... and Other Thoughts

- Moving from 5000 images a year to 10,000 images a month will increase storage needs!
- Large data requires different workflows as “batches” are large and unwieldy
- Discuss workflows and storage at the point of purchasing equipment - there may be unseen costs
- Storage is extremely important but it is NOT digital preservation; especially if there are no tools or automated processes in place
- File management, project tracking, and metadata become even more critical at scale. Ask how you will track, audit, and back-up files and ask for tools
- Mistakes will happen, and they hurt more! Be prepared!
Some Primers to Learn More About Digital Preservation . . .

● “Thirteen Ways of Looking at . . . Digital Preservation” (Lavoie, Dempsey, 2004)  
  http://www.dlib.org/dlib/july04/lavoie/07lavoie.html

● Preserving Digital Objects With Restricted Resources (VandeCreek, Schumacher, et al, 2012 - )  
  http://digitalpowrr.niu.edu

● 2015 National Agenda for Digital Stewardship (National Digital Stewardship Alliance Coordinating Committee, 2014)  
  http://ndsa.org/national-agenda/

  http://blueribbontaskforce.sdsc.edu
Break & Equipment Buffet
Back at 2:15 pm
Statewide Collaboration

(Group Discussions)

- Review organizational projects and challenges across organizations
- Prioritize at-risk collections for potential partnerships/external funding
- Articulate goals for each institution (take home planning worksheet)

Goal: Gain perspective on projects across Nevada. Be able to identify at least one future collaborative opportunity.
Statewide Collaboration
(Group Discussions)

Table Questions:

“Please describe a project are you currently working on.”

“What resource (equipment, outsourcing contract, grant funding, students/volunteers, or a collaboration/partnership) would be most critical to the project’s success?”

20 minutes
Statewide Collaboration
(Group Discussions)

Table Question:

“What collection/content in Nevada (your own or others) do you think is most at-risk if not digitized?”

10 minutes
Statewide Collaboration

(Group Discussions)

Questions:

“What is the biggest challenge to increasing digitization at your organization?”

“What is the biggest challenge to increasing digitization in Nevada?”

20 minutes
Statewide Collaboration

(Group Discussions)

Discussion:

“What one action to do you want to take in the next year?”

“How can we help each other?”

10 minutes
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Thank you!