Developing Scan-And-Return Collecting at UNLV Libraries

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Developing scan-and-return collecting at UNLV Libraries

Emily Lapworth
Digital Special Collections Librarian
University of Nevada, Las Vegas
What are we talking about?

• An individual or organization owns physical primary sources that would be valuable additions to our collections, but they are not willing to donate these items.
• Instead, they temporarily loan the items to Special Collections, we digitize and describe them, and then return the physical items to the owner.
• The digital surrogates are then added to our online Digital Collections website, where they can be discovered and used by anyone anywhere in the world.
• More on management, description, and preservation later...

Irwin and Susan Molasky photograph, 1975. MS-00661.

$10,000 check from Frank Sinatra to Congregation Ner Tamid, 1983. MS-00717.

Event program, 1976. MS-00716.


Why we do it

Compromise: if we can’t own the physical item, we can at least preserve and provide access to a digital surrogate.

• Each institution can contribute in compiling a more inclusive, complete, and diverse historical record, within the confines of its individual mandate.
• To do so, we must be proactive and creative in connecting users with a diverse variety of primary sources.
• Look beyond the obvious (papers of prominent individuals, records of powerful organizations) to include underrepresented or minority groups and to document everyday life.

“If [the archivist] is passive, uninformed, with a limited view of what constitutes the archival record, the collections that he acquires will never hold up a mirror for mankind. And if we are not holding up that mirror, if we are not helping people understand the world they live in, and if this is not what archives is all about, then I do not know what it is we are doing that is all that important.”

The Southern Nevada Jewish Heritage Project

Goals:
1. Collect oral histories
2. Collect archival materials
3. Digitize materials and provide online access and discovery using a custom-built project website and CONTENTdm
The Southern Nevada Jewish Community:

- Established in the 1930s
- Transient
- No strong tradition of preserving history

= General lack of documentation; what materials that do still exist are often treasured keepsakes owned by individuals who are not willing to give up custody

Photographs of the Dunes Hotel implosion, Las Vegas, October 27, 1993. The Dunes Hotel Photo Collection, PH-00281.
### Scanning and Returning Materials to Donors

We digitize materials to make them accessible online. It is a labor-intensive process. Digitization is not always a viable method of long-term preservation for many kinds of materials, however. The best way to ensure that an item will be usable more than 100 years from now is to donate the physical original to Special Collections. We understand that not all donors are willing to donate original, physical items to Special Collections yet. In these cases, Special Collections will carefully select a few items of great historical importance from donors to digitize and include in the Southern Nevada Jewish Heritage Project. Donors will still be encouraged to donate their collections in the future so Special Collections may help preserve their legacies more comprehensively for future generations to study and appreciate.

#### Guidelines for selecting materials to scan

**Part 1: Content**

<table>
<thead>
<tr>
<th>Relevance</th>
<th>Does it document the local Jewish community, a local Jewish organization, or a local Jewish person?</th>
<th>Must be specific to Southern Nevada. Topics such as: Education, religious life, and social life within the Jewish community. Involvement of Jewish people and organizations in politics, activism, philanthropy, business, gaming, arts and entertainment, media, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation</td>
<td>Is this item a primary source?</td>
<td>Primary sources provide first-hand testimony or direct evidence about a topic under investigation. They are created by witnesses or recorders who experienced the events or conditions being documented. Often these sources are created at the time when the events or conditions are occurring.¹</td>
</tr>
<tr>
<td>Ownership</td>
<td>Does the donor own the item?</td>
<td>Materials and/or rights to the materials must be owned by the donor. Photocopies or other types of reproductions are not accepted. Copyrighted materials only accepted on a case by case evaluation of risk.</td>
</tr>
<tr>
<td>Potential use</td>
<td>Do you think a researcher, student, or community member will want to see this?</td>
<td>While an item may be valuable or special to an individual, it may not be appropriate to add to Southern Nevada Jewish Heritage Project. Materials of broad relevance to the region are of most interest.</td>
</tr>
</tbody>
</table>


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**Part 2: Physical Characteristics**

<table>
<thead>
<tr>
<th>Uniqueness</th>
<th>How rare or unique is this item? Is it accessible elsewhere?</th>
<th>The project focuses on capturing primary sources that are not preserved or made accessible elsewhere. Newspaper clippings are usually not accepted because many libraries already hold these newspapers in their entirety.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>How old is the item?</td>
<td>Preferably before 2005. The older the better. We especially want things from before 1970 because we don’t have much documentation from that time period.</td>
</tr>
<tr>
<td>Format</td>
<td>Document, photo, scrapbook, etc.</td>
<td>Loose papers are the easiest to scan. If an item is extremely fragile or deteriorating, it may not be appropriate for digitization.</td>
</tr>
<tr>
<td>Quantity</td>
<td>How many items?</td>
<td>5-10 items is a general guideline for scanning and returning items to donors. Format must also be considered when determining how many items we can process via the &quot;scan and return&quot; method. With limited resources, we hope to digitize a diverse representation of material.</td>
</tr>
</tbody>
</table>

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Photograph of Max Goot, Max Schmeling, Henry Kronberg, Harry Levy, unidentified man, and Morry Spencer, at Jewish Federation Luncheon at Caesars Palace, approximately 1970. Henry Kronberg Papers, MS00718
Processing workflow

1. Lender completes necessary paperwork
2. Receive physical items
3. Accession (archivist)
   a) Review items
   b) Assign accession number and collection number
   c) Create preliminary description to pass along any relevant information to metadata creator
4. Digitize and create metadata (digitization specialist)
5. Physical items can now be returned to lender
6. Upload digital surrogates and metadata to CONTENTdm (digitization specialist)
7. Publish finding aid with link to digital objects (archivist)
8. Also publish a MARC record in online catalog and a record in SC online database, both with link to the digital objects

= online access to archival materials
Paperwork

I, ____________________________, agree to loan to the University of Nevada, Las Vegas University Libraries the following items to be considered for reproduction. If the UNLV Libraries determines that the reproductions will be added to its collections, I grant permission for UNLV to store, use, and distribute the reproductions without restriction and into perpetuity to further and support the educational, teaching, scholarship and research mission of UNLV, including use for exhibition or commemorating purposes, display on the Internet, broadcast in any medium, or use in publications and other media. I understand that I will receive no compensation for this permission. I understand that UNLV may use its sole and absolute discretion in making, retaining or disposing of the reproductions. I understand that the UNLV University Libraries prefers donations of original items and that this agreement does not preclude the donation of original items to the UNLV University Libraries at a later date.

______________________________
Donor’s Signature

______________________________
Items borrowed for reproduction: (attach other sheets as necessary)

______________________________
Items received by the UNLV University Libraries

______________________________
UNLV University Libraries Representative

______________________________
Items returned in good condition:

______________________________
Donor Signature

______________________________
Date
Arrangement and Description

Bass, Burt and Wilma Photographs and Programs
Coll #: M5-00716
Date: 1976-1987 and undated
Extent: 28 Digital Files
Location: Digital Collection

The Burt and Wilma Bass photographs and programs mainly document the Bass' involvement in the Jewish community of Las Vegas, Nevada, as well as their personal and professional lives. Images date from 1976 to 1987 and are entirely digital.

Link to Collection Guide
View Select Materials Online

Return to search results
Browse other collections
Summary Information

Creator: Bass, Burt (Burton)
Contributor: Bass, Wilma
Title: Burt and Wilma Bass Photographs and Programs
ID: MS-00716
Date [inclusive]: 1976-1987 and undated
Physical Description: 28 Digital Files transferred electronically; no physical carrier
Language of the Material: English
Abstract: The Burt and Wilma Bass photographs and programs mainly document the Bass’ involvement in the Jewish community of Las Vegas, Nevada, as well as their personal and professional lives. Images date from 1976 to 1987 and are entirely digital.

Preferred Citation


^ Return to Table of Contents

Biographical Note for Burt Bass

Burton Bass (1932- ) is a photographer and owner of Burton Studio in Las Vegas, Nevada. He grew up in Brooklyn, New York and practiced photography from the time he was a child. Bass opened his first professional photography studio in 1962, shortly after he married Wilma Frank in 1960. In 1974 the couple moved to Las Vegas, Nevada where Bass worked for his brother-in-law Ed Frank's check cashing businesses. In 1979 Bass opened his own photography business, Burton Studio. He later added services such as fingerprinting, background checks, and photographs for identification cards. His business partner, Larry Burton, became manager of the business after Bass retired.
Administrative Information

Publication Statement
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University of Nevada, Las Vegas. University Libraries. Special Collections Division.
Box 457010
4505 S. Maryland Parkway
Las Vegas, Nevada 89154-7010
(702) 895-2234
special.collections@unlv.edu

Access
Collection is open for research. Collection is available at: http://d.library.unlv.edu/edm/search/searchterm/MS-00716

Publication Rights
Materials in this collection may be protected by copyrights and other rights. See Reproductions and Use on the UNLV Special Collections website for more information about reproductions and permissions to publish.

Acquisition Note
In 2015, Burt and Wilma Bass donated digital surrogates, but retained the original items; accession number 2015-032.

Existence and Location of Originals
This collection is comprised exclusively of digital surrogates. The donor retained the original items.

Return to Table of Contents

Controlled Access Headings

• Jews -- Nevada -- Las Vegas -- History
• Jews -- Nevada -- Las Vegas -- Societies,
# Collection Inventory

<table>
<thead>
<tr>
<th>Title/Description</th>
<th>Instances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs and photographs of Sisterhood of Temple Beth Sholom presents &quot;Ladies In Polites: If We Ruled The World&quot; annual fashion show luncheon and original musical comedy, 1976</td>
<td></td>
</tr>
<tr>
<td>Photograph of Mountain Region Convention of B’nai B’rith Youth Organization, approximately 1977</td>
<td></td>
</tr>
<tr>
<td>Photograph of Shelley Berkley and Al Gore at an event for Gore’s 1988 presidential campaign, probably 1987</td>
<td></td>
</tr>
<tr>
<td>Photograph of Moe Dalitz, undated</td>
<td></td>
</tr>
<tr>
<td>Photographs of awards presented to Moe Dalitz, undated</td>
<td></td>
</tr>
<tr>
<td>Photograph of Burt Bass and Rita Rudner, undated</td>
<td></td>
</tr>
</tbody>
</table>

You've searched: All Collections

All fields: MS-00716

Sort by: Relevance ▼  Display Options  Save to Favorites

Display: 20 ▼

<table>
<thead>
<tr>
<th>Title/Description</th>
<th>Subject</th>
<th>Description</th>
<th>Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs and photographs of Sisterhood of Temple Beth Sholom presents &quot;Ladies In Polites: If We Ruled The World&quot; annual fashion show luncheon and original musical comedy, 1976</td>
<td>Jewish women---Societies and clubs;</td>
<td>Group of photographs and ephemera for the Sisterhood of Temple Beth Sholom’s production of If We Ruled The World, a play written, produced and directed by members of the Sisterhood, in March 1976. A program for a related fashion show is also...</td>
<td>Southern Nevada Jewish Community Digital Heritage Project</td>
</tr>
<tr>
<td>Film negatives of awards (1947-1982) presented to Moe Dalitz, circa 1980</td>
<td>Awards; Jews in public life;</td>
<td>Group of negatives of awards, plaques and trophies given to Moe Dalitz. The awards span the years 1947 to 1982.</td>
<td>Southern Nevada Jewish Community Digital Heritage Project</td>
</tr>
<tr>
<td>Photograph of Mountain Region Convention of B’nai B’rith Youth Organization, circa 1977</td>
<td>Jewish youth---Societies and clubs;</td>
<td>A group of Jewish youth poses for a photograph during the Mountain Region Convention of B’nai B’rith.</td>
<td>Southern Nevada Jewish Community Digital Heritage Project</td>
</tr>
<tr>
<td>Photograph of Shelley Berkley and Al Gore, probably 1987</td>
<td>Political campaigns; Politicians; Jews in public life;</td>
<td>Shelley Berkley poses with Presidential candidate Al Gore during his campaign.</td>
<td>Southern Nevada Jewish Community Digital Heritage Project</td>
</tr>
<tr>
<td>Photograph of Burt Bass with Rita Rudner, undated</td>
<td></td>
<td>Photographer Burt Bass poses with comedian Rita Rudner.</td>
<td>Southern Nevada Jewish Community Digital Heritage Project</td>
</tr>
<tr>
<td>Film negative of Moe Dalitz, undated</td>
<td>Jews in public life;</td>
<td>Three-quarter length portrait of Moe Dalitz.</td>
<td>Southern Nevada Jewish Community Digital Heritage Project</td>
</tr>
</tbody>
</table>
## Collection Inventory

<table>
<thead>
<tr>
<th>Title/Description</th>
<th>Instances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hybrid Collection</strong></td>
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</table>

Kronberg (Henry) Papers

<table>
<thead>
<tr>
<th>Title/Description</th>
<th>Instances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographs, 1945-2010s</td>
<td>Box 1</td>
</tr>
<tr>
<td>Stoney's Pawn Shop business licenses, page from agenda, and appraisal form, 1956-1986</td>
<td>Box 1</td>
</tr>
<tr>
<td>Copies of newspaper and magazine articles, 1960-2010s</td>
<td>Box 1</td>
</tr>
<tr>
<td>Stoney's Pawn Shop photographs, 1964-1989 and undated</td>
<td>Box 1</td>
</tr>
<tr>
<td>Physical Description: 10 Digital Files Files are digital surrogates.</td>
<td></td>
</tr>
<tr>
<td>Photographs of Henry and Lillian Kronberg at events, approximately 1970-2003 and undated</td>
<td>Box 1</td>
</tr>
<tr>
<td>Physical Description: 5 Digital Files Files are digital surrogates.</td>
<td></td>
</tr>
<tr>
<td>Newspaper clippings (advertisements and articles) about Stoney's Pawn Shop, 1978-1997</td>
<td>Box 1</td>
</tr>
</tbody>
</table>
Ben Rosenfeld photographs and ephemera, 1950s-1978

Group of photographs and ephemera from the family of Ben Rosenfeld. Photographs show Ben Rosenfeld on horseback during Helldorado in Las Vegas and golfing with friends. Clippings and newsletters document events from Temple Beth Sholom and B'nai...

Ruth Urban photographs and program, 1940s-2015

Group of photographs of Lee Pearson, Bella Tyktin Stern, and Ruth Urban. This collection includes the program from Ruth Urban's 1964 Confirmation services at Temple Beth Sholom.

Kraft-Sussman business ephemera and clippings, 2009-2013

Newspaper clippings and business collateral for Kraft-Sussman Funeral Home. Kraft-Sussman is the only Jewish-owned and operated funeral home in southern Nevada.

Richard Rudiak photographs, 1951 and 1985

Two photographs taken at Temple Beth Sholom on Oakey Avenue of children in a class, and Dani Rentchler-Ramage's Bat Mitzvah.

Sharon Sigesmund Pierce photographs and albums, 1990-2006

Photo albums and loose photographs documenting Temple Beth Sholom, the International Lion of Judah conference for United Jewish Community/Jewish Federation and other events. Photographs
Concerns

• As with every decision, frame it within the unique circumstances of your own institution. Do the benefits outweigh the costs?
• Copyright
• Preservation
• Access and Use

Photograph of a Hadassah play, 1968. MS-00417
Positive Outcomes

- Additional collections that document the Jewish community in Southern Nevada
  - Increased access and discovery of these materials
  - Increased intellectual control of these collections
- Building relationships with the community
  - General support of the Libraries
  - Awareness of value of Special Collections
  - Increase in donations
  - Increase in use of collections

Photograph of the B'nai B'rith Roarin' 20s Ball, 1965. Eileen Brookman Papers, MS-00620.
Coming Soon:

Say Yes to Digital Surrogates: Strengthening the Archival Record in the Postcustodial Era

Journal of Western Archives

By Cyndi Shein and Emily Lapworth