

# Tech Days

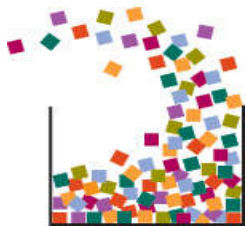
## Digitization Kits for Local History Collections

South Central Library System

Craig Ellefson, Computer Technician II ([craig@scls.info](mailto:craig@scls.info))

Tamara Ramski, Digitization Assistant LTE ([tramski@scls.info](mailto:tramski@scls.info))

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## Current Digitization Projects

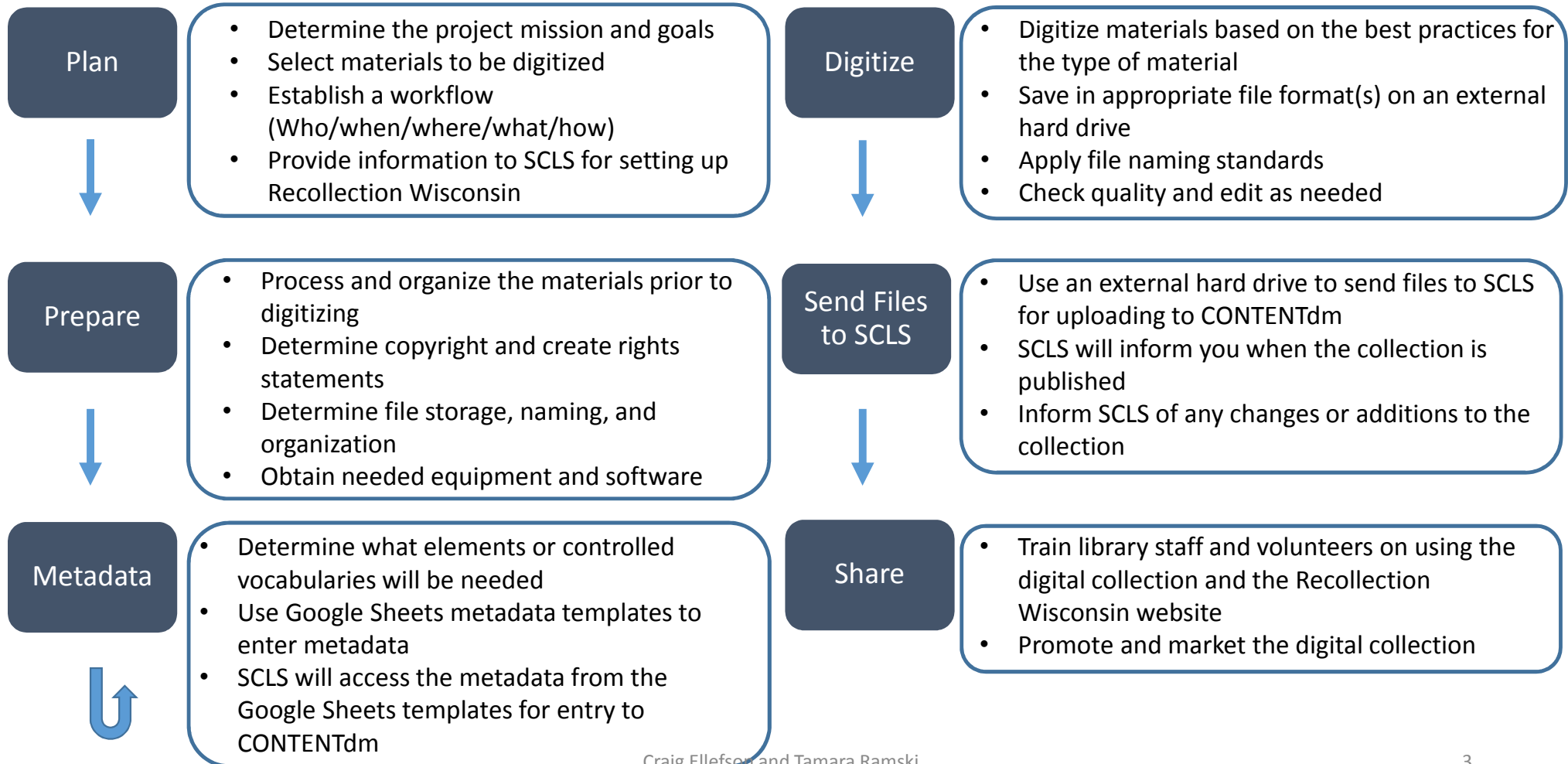
A goal of the South Central Library System (SCLS) Digitization Initiative is to provide better access to library materials through the use of technology. SCLS's Digitization Initiative is supported by Library Services and Technology Act (LSTA) funds, awarded to the Department of Public Instruction (DPI) by the Federal Institute of Museum and Library Services (IMLS).

As a part of the South Central Library System (SCLS) Digital Initiative (2016), after an application process, four libraries were selected to receive guidance and equipment from the SCLS to complete local history digitization projects.

As materials are digitized, all image and metadata files will be entered to the digital asset management platform CONTENTdm (which is hosted by the Milwaukee Public Library).

The libraries' collections will be included on the Recollection Wisconsin website and harvested by the Digital Public Library of America (DPLA).

# Project Workflow



# Digitization Equipment

- Indus BookScanner 9000
- Digitization Kits
- VHS to Digital Kit
- Scanning Kit
- Storage
- Wish List
  - Cassette to Digital Format

# Indus BookScanner

- Indus BookScanner 9000
- Laptop computer (Dell)
- Wheeled storage cart
- Power strip
- Cleaning kit
- Instruction manual

## Specifications

Indus BookScanner 9000

- Has as a scanning area of 18.9" x 24.5"
- Ideal for scanning bound materials, periodicals, and fragile documents

## Software

- Virtual Library
- IrfanView

[Indus BookScanner 9000 Demo Video](#) (YouTube)

Craig Ellefson and Tamara Ramski



## Digitization Kits

- Flatbed scanner (Canon CanoScan 9000f Mark II)
- Laptop computer (Dell Latitude E6530)
- Microphone
- 2TB External drive
- Power strip
- Cleaning kit
- Instruction manual



### Specifications

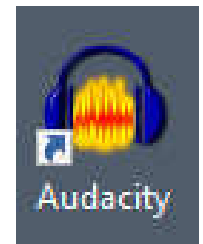
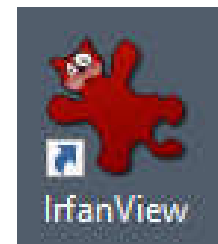
Canon CanoScan

- Has a scanning area of 8.5" x 11.7"
- Ideal for scanning single page documents, photographs, postcards, or 35mm film

### Software

- Canon My Image Garden
- Audacity (for audio or video files)
- IrfanView (for renaming or converting file formats)

Craig Ellefson and Tamara Ramski



## VHS To Digital Kit

- Laptop with Power Director software
- VCR and remote control
- High definition digital video converter (ION Video 2 PC HD)
- Cassette Adaptor (Panasonic)
- Instruction manual

Equipment not provided:

- TV
- Storage drive



## Scanning Kit

- Document scanner (Fujitsu ScanSnap iX500)
- Film scanner (Wolverine SNaP-14MP)
- Handheld scanner (VuPoint Magic Wand)
- Laptop computer (Dell Latitude E6510)
- Power strip
- Instruction manual



**Can be used by patrons (for in-library use only).**



# Storage

## External Hard Drives

WD My Passport (4TB)

- Each library is given three drives.
- At end of the project, one will be stored at the library, one off-site, and one at SCLS. (It is the library's responsibility to store master files and backups of access images. Recollection Wisconsin, CONTENTdm, and the Milwaukee Public Library are not responsible for the storage of master files or backups of access images.)



## Digital Collection Management

- The files should be regularly reviewed.
- There should be a plan in place to evaluate migration needs every five years.
- In the future, it may be necessary to migrate materials to different formats as new technology and preservation standards develop.



# Resources

## Websites

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

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

## Indus BookScanner

Indus International, Inc. <http://www.indususa.com/>

Indus BookScanner 9000 Demo Video (YouTube) <https://www.youtube.com/watch?v=Ara99R6HwhA>

## Equipment/Supplies

Amazon <https://www.amazon.com/>

## Software

Audacity <http://www.audacityteam.org/home/>

IrfanView [http://www.irfanview.com/main\\_download\\_engl.htm](http://www.irfanview.com/main_download_engl.htm)

# Resources

## Digitization Best Practices

A Framework of Guidance for Building Good Digital Collections (from National Information Standards Organization-NISO)

<http://www.niso.org/publications/rp/framework3.pdf>

Guidelines for the Creation of Digital Collections-Digitization Best Practices for Images (Consortium of Academic and Research Libraries in Illinois-CARLI) [https://www.carli.illinois.edu/sites/files/digital\\_collections/documentation/guidelines\\_for\\_images.pdf](https://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_images.pdf)

Guidelines for the Creation of Digital Collections-Digitization Best Practices for Text (Consortium of Academic and Research Libraries in Illinois-CARLI) [https://www.carli.illinois.edu/sites/files/digital\\_collections/documentation/guidelines\\_for\\_text.pdf](https://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_text.pdf)

Moving Theory into Practice-Digital Imaging Tutorial (Cornell University Library)

<http://preservationtutorial.library.cornell.edu/contents.html>

Technical Guidelines for Digitizing Archival Materials for Electronic Access (from the U. S. National Archives and Records Administration) <https://www.archives.gov/files/preservation/technical/guidelines.pdf>

Technical Guidelines for Digitizing Cultural Heritage Materials-2016 Approved Version. (Federal Agencies Digital Guidelines Initiative-FADGI) <http://www.digitizationguidelines.gov/guidelines/digitize-technical.html>