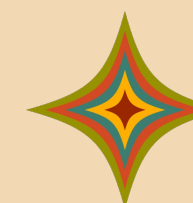


Demystifying Digitization: **Planning a Digitization Project Project from Start to Finish**

An Introduction to California Revealed

Thursday, June 29th, 2023
12pm – 1:30pm

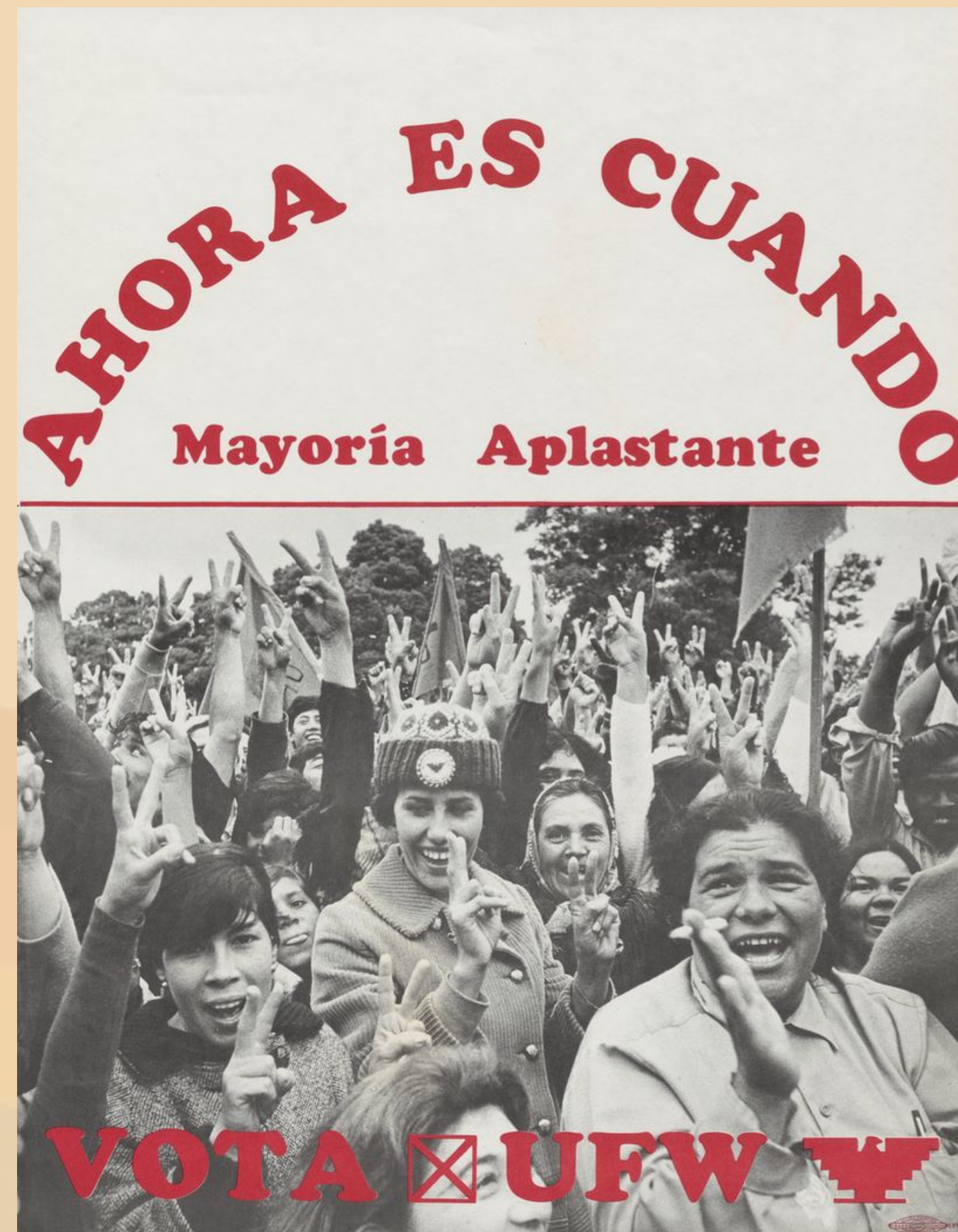


Webinar Agenda

- ✦ Welcome + Introductions
- ✦ Brief History of *California Revealed*
- ✦ Why digitize?
- ✦ Inventory + Assess
- ✦ Prioritize + Select
- ✦ Describe + Generate Metadata
- ✦ Prepare for Digitization
- ✦ Digitization Standards: Capture + Evaluate
- ✦ Preservation + Access
- ✦ **Q & A**



California Revealed is an initiative of the **California State Library** that helps public libraries, archives, museums, historical societies, and other heritage groups **digitize, preserve, and provide online access** to materials documenting the state's history, art, and cultures.



Ahora Es Cuando, 1976/1977~

Center for the Study of Political Graphics

Our Team



Director

Pamela Vadakan

Outreach Coordinator

Guadalupe Martinez

Audiovisual Digitization + Preservation

Shahed Dowlatshahi – Manager

Willow Germs – Assistant

Alyse Hebert – Intern

Print Digitization + Preservation

Liz Seeley – Manager

StarRose Keyes-Lebergott – Assistant

Digital Preservation + Repository

Megan Lohnash – Manager

Natalie Martinez – Assistant

Opportunities to Participate

Digitization and Preservation Assistance

Description Assistance:
Cataloging California

Memory Lab Training

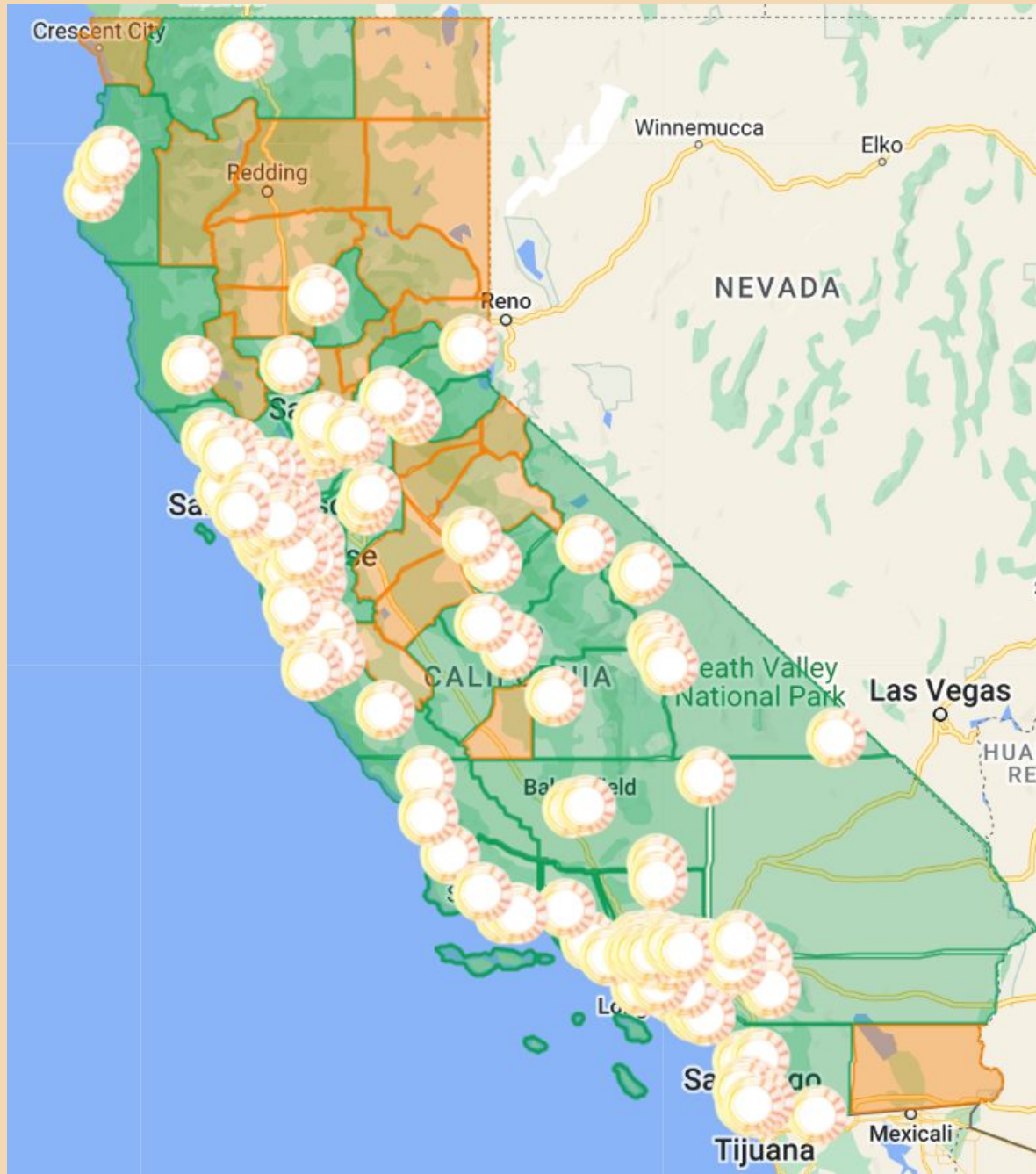
Community Archiving Workshops



Barn owl raised in Topanga, California, 1960
LA County Library

Participating Organizations

400+ partners across the state!



- African American Museum and Library
- Autry Museum of the American West
- The Bancroft Library, UC Berkeley
- Bishop Chamber of Commerce
- Butte County Library
- California Academy of Sciences
- California Historical Society
- California State University, Sacramento
- Center for Asian American Media
- Center for Sacramento History
- Daly City Public Library
- Dixon Public Library
- East Bakersfield High School
- Eastern California Museum
- Fresno County Public Library
- Glendale Library
- Graduate Theological Union
- Headlands Center for the Arts
- Inyo County Free Library
- Kern County Library
- Labor Archives, SF State University
- Madera County Library, California History and Family Research Room
- Manzanar National Historic Site
- Napa County Historical Society
- Oakland History Room
- ONE National Gay & Lesbian Archives
- Pacifica Radio Archives
- San Diego Air and Space Museum
- Shoshone Museum
- UCLA, Ethnomusicology Archive
- Upland Public Library
- Whittier Museum
- Yolo County Archives
- YOU!

Why digitize?

- Access
 - Connect communities to local history
 - Provide researchers with online access
 - Publicize your organization's collections
 - Identify and describe your collections



Hawksworth Home Movie, 1951
Madera County Library

Why digitize?

- Access

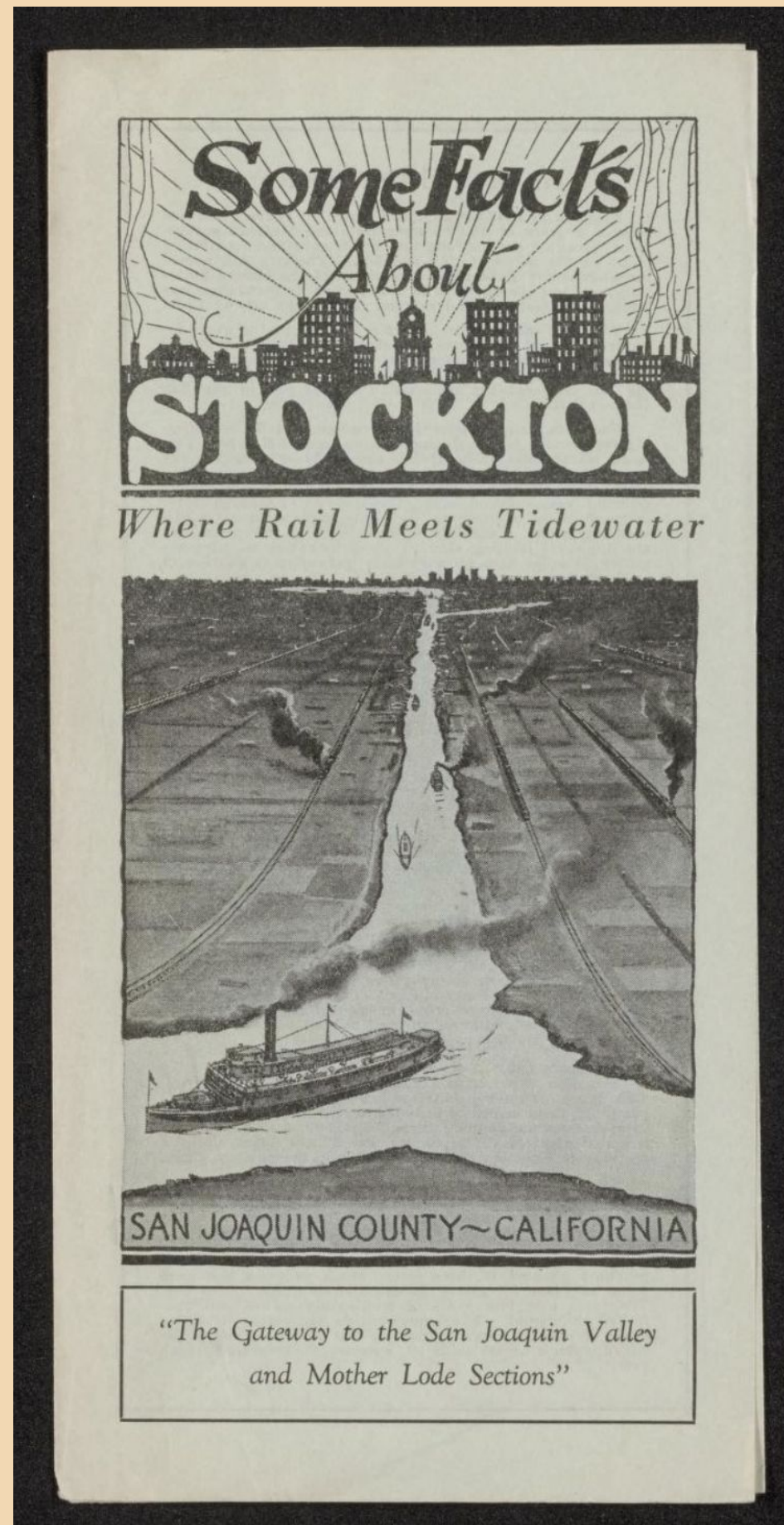
- Connect communities to local history
- Provide researchers with online access
- Publicize your organization's collections
- Identify and describe your collections

- Preservation

- Opportunity to assess your collection
- Preserve fragile or deteriorating materials
- Address obsolescence (esp. magnetic media crisis)
- Minimize risks of environmental threats and disasters
- Provide long-term access



Hawksworth Home Movie, 1951
Madera County Library



Some Facts About Stockton, 1922
UC Davis Library, Special Collections

Planning for a digitization project . . .

- Assess the overall state of your collection
- Identify materials
- Set digitization standards
- Determine digitization workflow, equipment, software, roles
- Set quality control standards
- Plan for long-term storage + digital preservation
- Plan for how the digitized materials will be accessed

Digitization Steps



Inventory + Assess



Prioritize + Select



Describe + Generate Metadata



Prepare for Digitization



Digitization Standards: Capture + Evaluate



Digital Access + Preservation



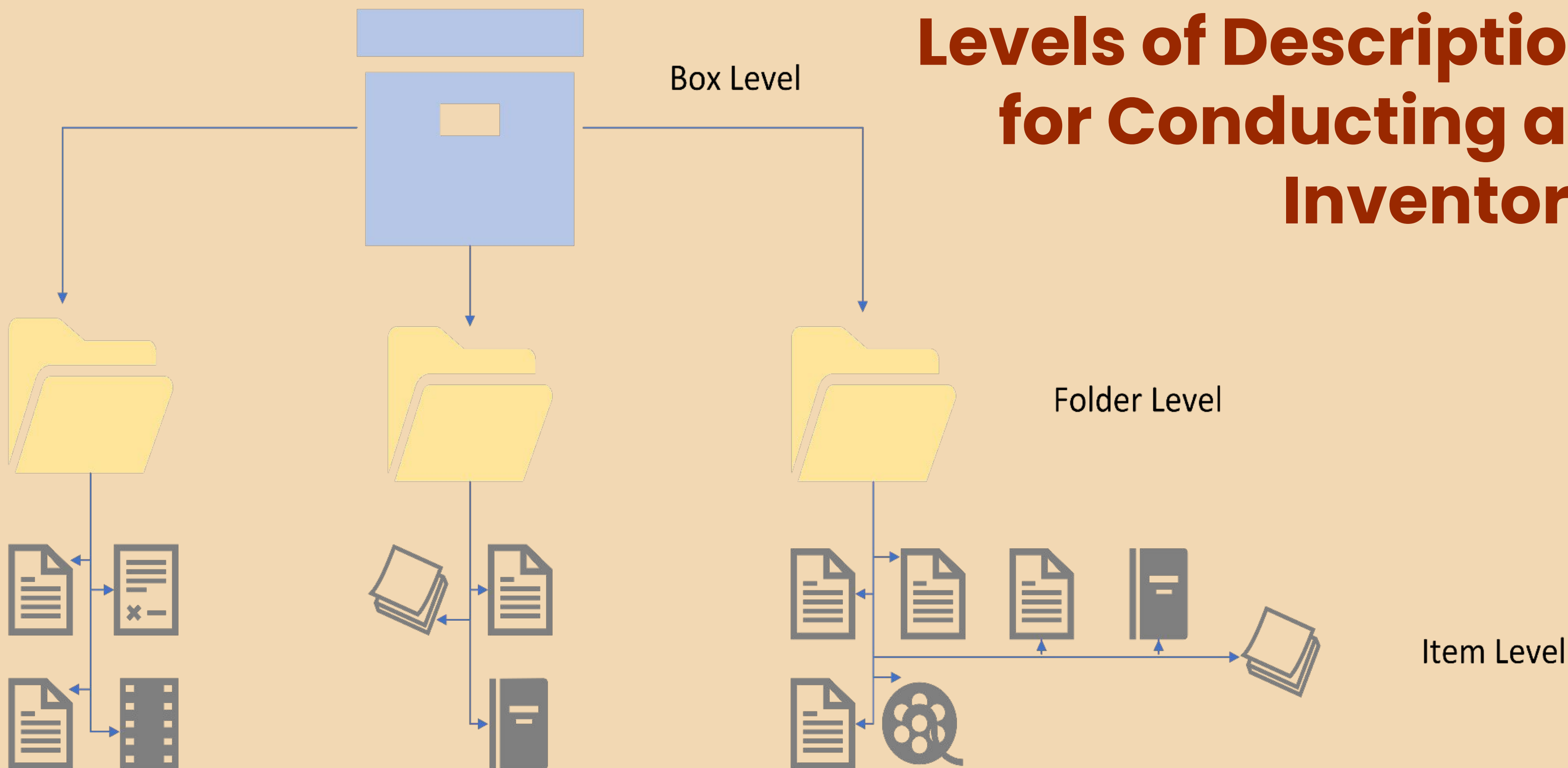
University of Texas Library Storage Facility, Austin, TX

Inventory + Assess

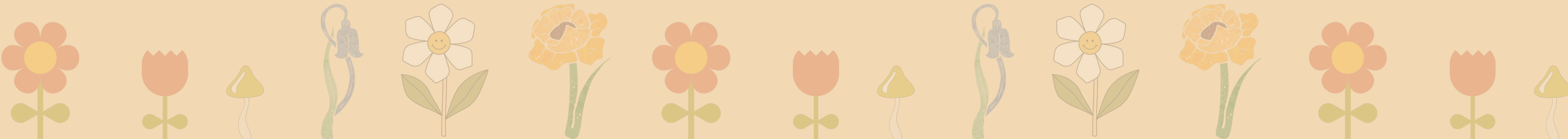
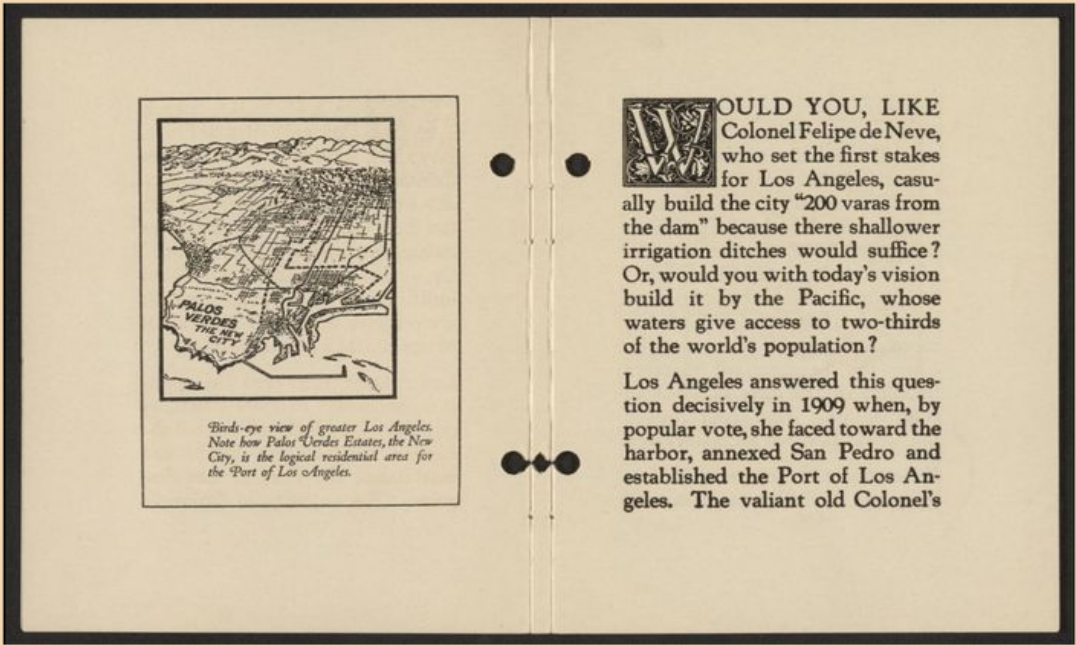
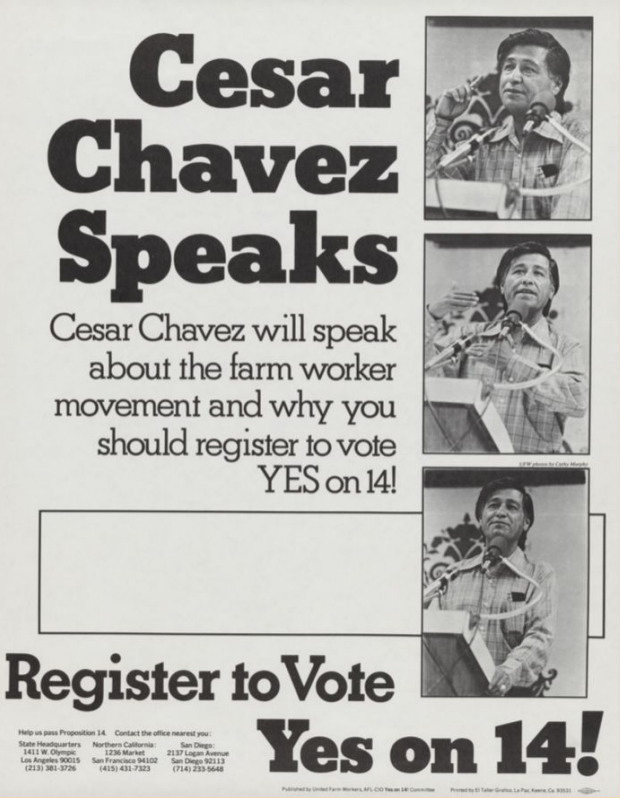
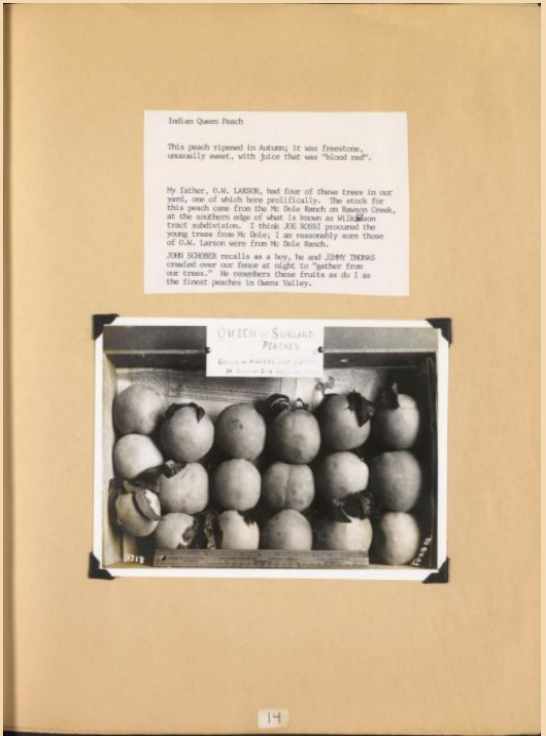
What do you have and where is it stored?

- Conduct a physical inventory of your materials to identify content for digitization
 - Go into the stacks, open boxes, and confirm what's there!
- Use information gathered to set priorities
- Use your inventory to create initial descriptions (metadata) of the materials
 - Inventory can be used to create or update a finding aid or catalog records and for preservation planning, including digitization

Levels of Description for Conducting an Inventory



Inventory + Assess: Format Identification



Why take the time to inventory?

<https://repository.californiarevealed.org/node/295484>



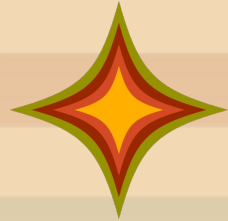
Jimmie Barroga and Gabriel Madriga, 1931
Center for Asian American Media

- Inventorying is a first step in planning for current and future storage and preservation needs
- Effective planning depends on knowing the extent and condition of your collection
 - If you don't know what you have, and where it is, you won't be able to care for it, advocate for it, and fundraise
- The description of your physical collection will be the basis of the description for your digital collection

Digitization Steps



Inventory + Assess



Prioritize + Select



Describe + Generate Metadata



Prepare for Digitization



Digitization Standards: Capture + Evaluate



Digital Access + Preservation

Prioritize + Select



Consider Preservation

Is the object at-risk?

- Archival: unique, original, master, rare, or “best available”?
- Obsolete format?
- Damaged or deteriorating?
- At-risk if use continues?
- At-risk if disaster strikes?
- For example, magnetic media, such as cassette tapes, are quickly deteriorating

Prioritize + Select



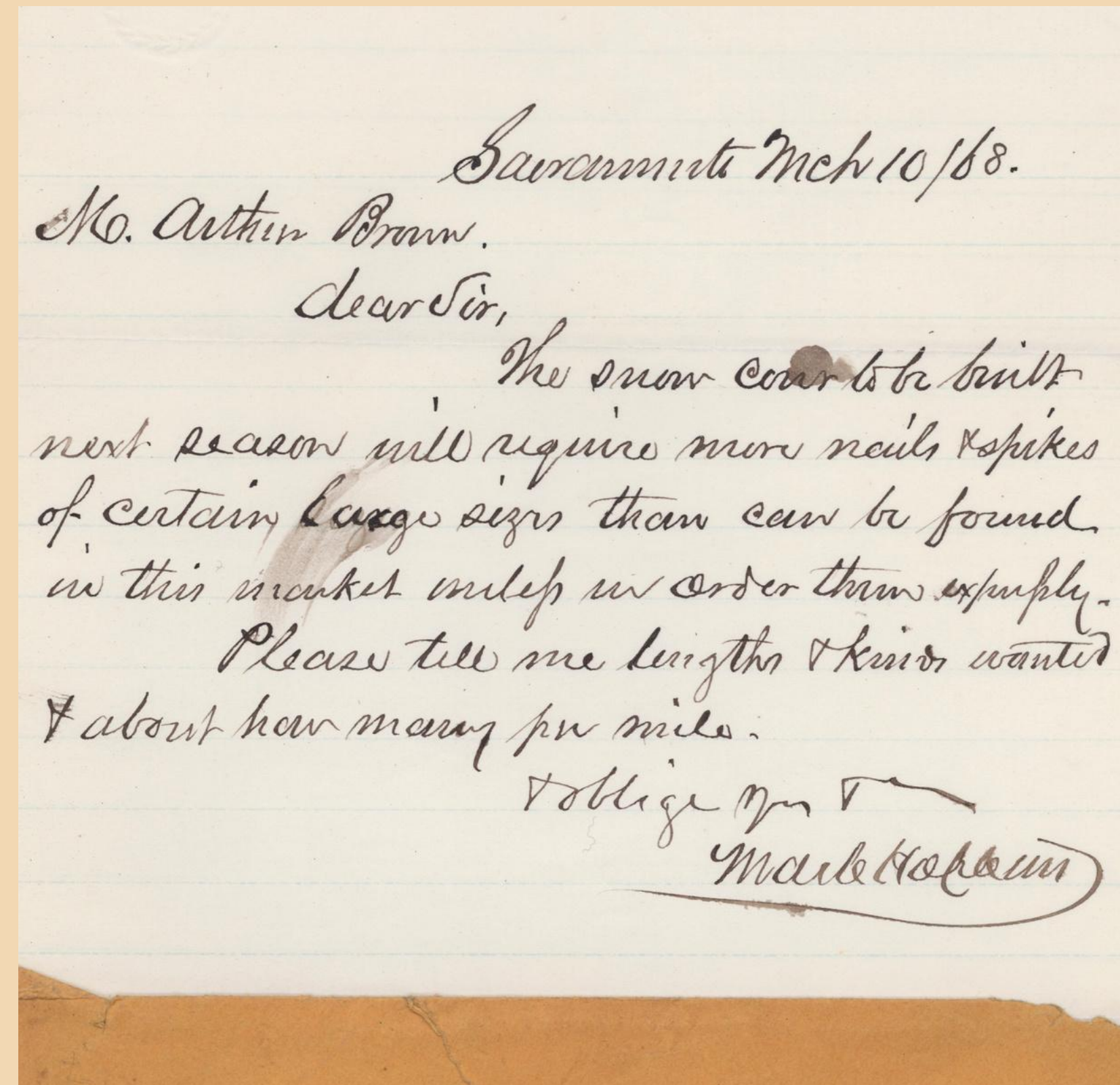
<https://californiarevealed.org/islandora/object/cavpp%3A35307>

Consider Presentation

Would the object lend itself well to digitization?

- Able to be viewed by the public?
- Underutilized or underrepresented?
- Limited due to institutional factors?
- Limited due to format?
 - e.g. audiovisual, oversized, film negatives, slides

Prioritize + Select



Sacramento Mch 10/68.
Mr. Arthur Brown.
Dear Sir,
The snow course to be built
next season will require more nails & spikes
of certain large sizes than can be found
in this market unless in order through express.
Please tell me lengths & kinds wanted
& about how many per mile.
Yr oblige
Mark Hoffman

<https://californiarevealed.org/islandora/object/cavpp%3A112324>

Consider Use

*Will people use the object?
Is the object "important"?*

- Historically significant?
- Requested by users?
- Part of a comprehensive collection?
- If damaged or lost, would you spend resources to replace it?
- Non-commercial or out of copyright?
- Your responsibility?

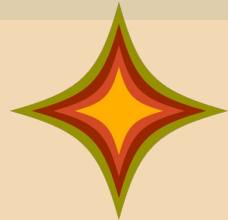
Digitization Steps



Inventory + Assess



Prioritize + Select



Describe + Generate Metadata



Prepare for Digitization



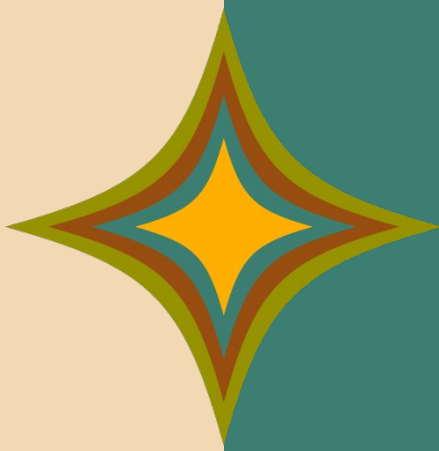
Digitization Standards: Capture + Evaluate



Digital Access + Preservation

Metadata Records

- **Metadata** is structured, digital information that describes the nature of something
- **Item-level description** is ideal
- This improves accessibility, usability, discoverability, etc.
- A metadata record connects a physical object to its digital object (.xml record)



<https://californiarevealed.org/islandora/object/cavpp%3A79030>

METADATA

Types of Metadata in Digitization

Descriptive

Enables ***identification*** and ***discovery*** of resources, such as **title, creator, content, subjects**, etc.

Technical

Includes ***properties of a digital file***, such as **format, size**, and the **hardware** and **software involved** in the creation and/or maintenance of the file

Administrative

Relates to the ***management of resources***, such as **storage location**, current **workflow** states, **preservation information**, etc.

REQUIRED METADATA FIELDS

- | | |
|-------------------------|------------------------|
| ✦ Institution | ✦ Condition |
| ✦ Title | ✦ Media Type |
| ✦ Partner-supplied ID | ✦ Format |
| ✦ Created Date | ✦ Extent |
| ✦ Creator(s) | ✦ Dimensions (Size)* |
| ✦ Significance/Priority | ✦ Duration (Runtime)** |
| ✦ Description | ✦ Copyright Statement |

RECOMMENDED METADATA FIELDS



Generation



Subject Topics



Subject Entities



Spatial Coverage



Temporal Coverage



Genre (AV only)



Language



Country of Creation



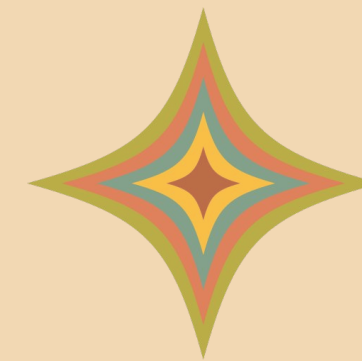
Transcript



Item Annotations



Partner Administrative Notes



Location

RECOMMENDED METADATA FIELDS



Generation



Subject Topics



Subject Entities



Spatial Coverage



Temporal Coverage



Genre (AV only)



Language



Country of Creation



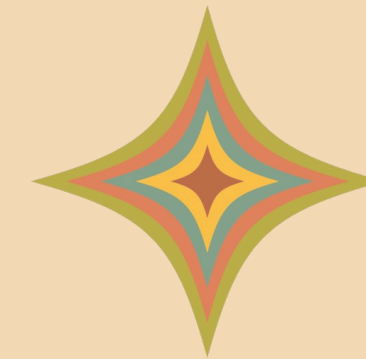
Transcript



Item Annotations



Partner Administrative Notes



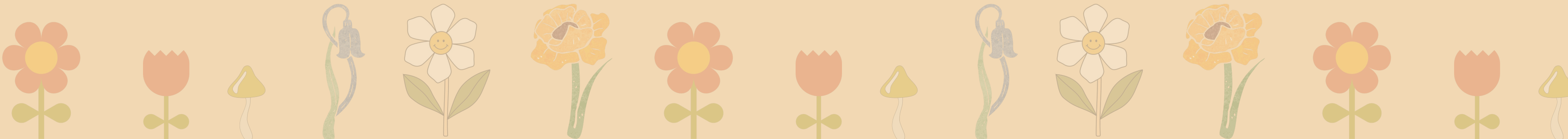
Location

Metadata Records: Spreadsheet to Publication

	A	B	C	D	E	F	G	H	I	
	California Revealed 2023/2024 Print Nominations		* Fields highlighted in red are required. Use a semicolon for							
1										
2			Partner Supplied Identifier (1.3)*							
3	Institution* (1.1)	Title* (1.2)	Call Number* (1.3)	Temporary Identifier* (1.3)	Created Date* (1.4)	Creators* (1.5)	Significance* (1.6)	Description* (1.7)	Condition* (1.8)	Condition Notes* (1.9)
4	Partner organization name. (Field will be viewable to public once published)	A formal or supplied title that will be used to identify and describe the resource.	A unique identifier, in the form of a Call Number or Temporary Identifier, is required to distinguish your items in our system. Do not use the same Call Number for multiple entries. If you provide a Call Number, you do not need to provide a Temporary Identifier.	A unique identifier, in the form of a Call Number or Temporary Identifier, is required to distinguish your items in our system. Do not use the same Temporary Identifier for multiple entries. If you provide a Temporary Identifier, you do not need to provide a Call Number. (Field will NOT be viewable to the public)	Date of the resource's creation.	A person, family, or group responsible for, or involved in, the creation of the material, such as the author or photographer.	A statement regarding the significance of the resource to California and/or local history. Justify why the object should be preserved and made accessible for future generations. (Field will NOT be viewable to the public)	Summary about the intellectual content of the resource, including any contextual information necessary to understand the importance of the object from a research perspective.	One-word classification of the material's physical condition. (Field will NOT be viewable to the public)	A short descriptive statement of the material's state of the material, including any damage, deterioration, or other condition. (Field will NOT be viewable to the public)
5	Format in the same way as it appears in your California Revealed partner profile. If this is your first time applying, please format according to your organization's	Avoid abbreviations and special characters when possible. Distinguish between similar or duplicate titles with dates or additional description. All titles should be consistently formatted in relation to the naming conventions used for other items in the submission. For additional guidance, see 1.2 in the Metadata Guidelines.	Enter the Call Number used by your Institution to identify the object internally. Only include one Call Number per entry.	To create a Temporary ID, use a simple convention such as one word followed by an underscore and sequential numbers. Only include one Temporary Identifier per entry.	Format date using the Library of Congress Extended Date/Time Format: YYYY-MM-DD For approximate dates, use ~ at the end, e.g. YYYY~ For uncertain, assumed, or inferred dates, use ? At the end, e.g. YYYY? To date object within general time span, such as a decade, use X, e.g. YYYYX Date an object within a specific time span, use / to separate dates For multiple dates, put all in brackets and separate with commas, e.g. [YYYY,YYYY,YYYY]	Use Library of Congress Name Authority File (LCNAF): http://id.loc.gov/authorities/names.html [Last Name], [First Name] [Organization Name] If truly unknown, enter value: Unknown Separate multiple entries using a ;	Write in complete sentences. Keep explanation brief. The information you enter into this field can be copied into the Description (1.7) field so that the information displays online.	Write in complete sentences. Consistently format so that each record uses the same conventions. Avoid abbreviations/special characters. Carry over any pertinent information from the Significance field.	Controlled Vocabulary. Choose from dropdown menu: Excellent; Good; Fair; Poor; Unknown	Create a short word or phrase describing the material's state of preservation concerning damage, deterioration, or other condition.
6	Examples: Bishop Chamber of Commerce and Visitor Center California State Library	Examples: California Daily Herald 1930-05-03 Damaged train at Donner Pass Emma and Gail Patterson in Big Sur Emma and Gail Patterson in San Luis Obispo	Examples: 001.004.129 200.109.120 320-104-928	Examples: chi-03-001 chi-03-002 BigSur_001 BigSur_002 BigSur_003	Examples: 1976-07-04 1976-07 (reads as July 1976) 199X (reads as 1990s) 19XX? (reads as 20th century?) XXXX (date is unknown)	Examples: Roman, Elliot Jones, Iris California State Library	Example: The Walnut Creek Art Teachers Newsletter documents the development of art education in the East Bay from 1925 to 1980. The issues are deteriorating, and this collection is the only known set of copies.	Example: This photograph depicts siblings Bob and Sally Jenkins at Lake Tahoe in the summer of 1948. Bob smiles at the camera while Sally plays with a wooden horse. The children's parents, John and Patricia Jenkins, were early childhood educators and used the photo in a book discussing the importance of outdoor education.	Examples: Excellent Poor Unknown	Brittle paper with some staining and weak. Okay to use.
8	Cal Fire Museum	Schoolhouse Peak Lookout, repeater, power line and radio pole, 1950	BC-II-3149		1950-07	Siler, William	The "Black Cards" collection of California Division of Forestry	This photograph of the Schoolhouse Peak Lookout in Humboldt County, California and the adjacent radio repeater, power line and radio pole was taken in July 1950 by William Siler. This photograph of the Schoolhouse Peak Lookout in Humboldt County, California was taken in July 1950 by William Siler.	Good	
9	Cal Fire Museum	Schoolhouse Peak Lookout, Humboldt, 1950	BC-II-3150		1950-07	Siler, William	The "Black Cards" collection of California Division of Forestry	This photograph of the Schoolhouse Peak lookout in Humboldt County, California was taken in July 1950 by William Siler.	Good	
10	Cal Fire Museum	Wilbur Springs 4-man fire station, 1954	BC-II-3152		1954-11	Reath, Don C.	The "Black Cards" collection of California Division of Forestry	The Wilbur Springs Fire Station of the California Division of Forestry in Lake County, California was built in 1954.	Good	
11	Cal Fire Museum	Wilbur Springs 4-man fire station side view, 1954	BC-II-3153		1954-11	Reath, Don C.	The "Black Cards" collection of California Division of Forestry	This photograph is a side view of the Wilbur Springs Fire Station of the California Division of Forestry in Lake County, California.	Good	
12	Cal Fire Museum	Ukiah barracks and messhall, California Division of Forestry, 1954	BC-II-3155		1954-11	Reath, Don C.	The "Black Cards" collection of California Division of Forestry	This is a photograph of the barracks and messhall at the California Division of Forestry in Ukiah, California.	Good	
13	Cal Fire Museum	Ukiah equipment building, California Division of Forestry, 1954	BC-II-3156		1954-11	Reath, Don C.	The "Black Cards" collection of California Division of Forestry	This is a photograph of the equipment building at the California Division of Forestry in Ukiah, California.	Good	
14	Cal Fire Museum	Charles W. Fairbank, Deputy State Forester	BC-II-3157		1959	California Division of Forestry	The "Black Cards" collection of California Division of Forestry	This photograph is a portrait of Charles W. Fairbank while he was Deputy State Forester.	Good	
15	Cal Fire Museum	California Youth Authority work at Byers Ranch, No. 1104	BC-II-3162		1948-09-30	Kaufner, H.	The "Black Cards" collection of California Division of Forestry	This photograph shows California Youth Authority workers from Byers Ranch doing work.	Good	
16	Cal Fire Museum	California Youth Authority work at Byers Ranch, No. 1106	BC-II-3163		1948-09-30	Kaufner, H.	The "Black Cards" collection of California Division of Forestry	This photograph shows California Youth Authority crew members from Byers Ranch doing work.	Good	
17	Cal Fire Museum	California Youth Authority camp at Whitmore, logging truck and burner	BC-II-3165		1948-12-01	Kaufner, H.	The "Black Cards" collection of California Division of Forestry	A photograph of the logging truck and burner used at Whitmore California Youth Authority camp.	Good	
		California Youth Authority camp at Whitmore, shower								

Metadata Records: Spreadsheet to Publication

Institution* (1.1)	Title* (1.2)	Call Number* (1.3)	Created Date* (1.4)	Creators* (1.5)	Significance* (1.6)	Description* (1.7)	Condition* (1.8)	Media Type* (1.9)	Format* (1.10)	Total Number of Parts* (1.11)	Type of Parts* (1.11)	Length* (1.12)	Width* (1.12)	Unit of Measurement*	Copyright Statement* (1.13)
Cal Fire Museum	Schoolhouse Peak Lookout, repeater, power line and radio pole, 1950	BC-II-3149	1950-07	Siler, William	The "Black Cards" collection of California Division of Forestry records housed at the Cal Fire Museum was created by Division of Forestry photographers who were tasked with documenting facilities and activities for the Division's internal records. The collection documents early fire control and lookout facilities, fire control activities and wildfire prevention efforts by the California State Division of Forestry in the 1940s to 1960s. Some facilities still exist. Others have been rebuilt or remodeled at or near the original site. The collection provides a snapshot in time of early state fire and forestry activities, and has been used in assessing the historic potential of some buildings and facilities still in use. The California Division of Forestry eventually became the Department of Forestry and Fire Protection, and has been known as CalFIRE since 2006.	This photograph of the Schoolhouse Peak Lookout in Humboldt County, California and the adjacent radio repeater, power line and radio pole was taken in July 1950 by William Siler. This photograph of the Schoolhouse Peak Lookout in Humboldt County, California and the adjacent radio repeater, power line and radio pole was taken in July 1950 by William Siler. The photograph is from the "Black Cards" collection of California Division of Forestry records housed at the Cal Fire Museum. The collection was created by Division of Forestry photographers who were tasked with documenting facilities and activities for the Division's internal records. The collection documents early fire control and lookout facilities, fire control activities and wildfire prevention efforts by the California State Division of Forestry in the 1940s to 1960s. Some facilities still exist. Others have been rebuilt or remodeled at or near the original site. The collection provides a snapshot in time of early state fire and forestry activities, and has been used in assessing the historic potential of some buildings and facilities still in use. The California Division of Forestry eventually became the Department of Forestry and Fire Protection, and has been known as CalFIRE since 2006.	Good	Still Image	Card	1	Page	9	5.25	in	Public Domain. No restrictions on use.



Metadata Records: Spreadsheet to Publication

Schoolhouse Peak Lookout, repeater, power line and radio pole, 1950

Info

Share


Search inside

ZOOM

1912

ADM. Structures-Lookout

1 - Humboldt



School House Peak Lookout, Repeater, power line and radio pole.

July-1950 William Siler

Metadata	
Title	Schoolhouse Peak Lookout, repeater, power line and radio pole, 1950
Series Title	Black Card Photos
Date Created	July 1950
Description	<p>This photograph of the Schoolhouse Peak Lookout in Humboldt County, California and the adjacent radio repeater, power line and radio pole was taken in July 1950 by William Siler. The photograph is from the "Black Cards" collection of California Division of Forestry records housed at the Cal Fire Museum. The collection was created by Division of Forestry photographers who were tasked with documenting facilities and activities for the Division's internal records. The collection documents early fire control and lookout facilities, fire control activities and wildfire prevention efforts by the California State Division of Forestry in the 1940s to 1960s. Some facilities still exist. Others have been rebuilt or remodeled at or near the original site. The collection provides a snapshot in time of early state fire and forestry activities, and has been used in assessing the historic potential of some buildings and facilities still in use. The California Division of Forestry eventually became the Department of Forestry and Fire Protection, and has been known as CalFIRE since 2006.</p>
Creators and Contributors	Creator: Siler, William
Subject Topic	Fire lookouts
Subject Entity	California. Division of Forestry
Place(s)	Humboldt County (Calif.)
Language	English
Media type	Text
Format	Card
Extent	1 Page
Dimensions	9 x 5.25 in
Generation	Original
Copyright Statement	Public Domain. No restrictions on use.
Country of Creation	United States
Source Institution	Cal Fire Museum
Link to Internet Archive	https://archive.org/details/casbcfm_000142



2021/2022 Metadata Guidelines for Still Image and Text Objects

Robust metadata promotes wide discovery of your materials and helps create connections between collections.

California Revealed (CA-R) is an online repository of digitized materials, and we require accurate and consistent item-level description—called metadata—for each object submitted for digitization. Taking the time to create consistent, properly formatted, and well-described metadata records will ensure that your items are processed efficiently and accurately during every step of the CA-R digitization process. After digitization and publication, **item-level metadata serves as the primary point of reference for members of the public to discover, access, and use your digitized collection materials on the [CA-R website](#).**

These guidelines will help you prepare your metadata records for submission to the CA-R Repository. Please contact us at team@californiarevealed.org with any questions, or if you would like to set up a training. **The CA-R team will reach out to Partners to provide us with additional metadata if the original submission is insufficient. If you have any questions, please reach out - we are here to help!**

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Metadata Standards for Digitization with California Revealed

- As part of your application, CA-R requires metadata records for the items you wish to digitize
 - Must submit using CA-R's Nominations Spreadsheet
- Metadata records must follow CA-R's Metadata Guidelines
 - Outlines specific formatting needs
 - Offers guidance regarding the creation of titles, descriptions, and other free text fields

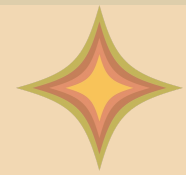
Digitization Steps



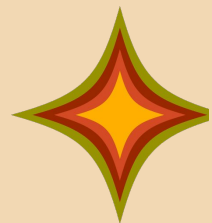
Inventory + Assess



Prioritize + Select



Describe + Generate Metadata



Prepare for Digitization



Digitization Standards: Capture + Evaluate



Digital Access + Preservation

Prepare for Digitization

- Pull selected items from their storage area
- Review the materials against their metadata records
- Identify and record specific digitization and/or special handling instructions
- Remove rubber bands, staples, clips, binders, fasteners, plastic bags, etc.
- Remove materials from mylar sleeves and folder them
- Tape down ends of open reels
- Arrange and clearly label materials to reflect the order you expect them digitized





When materials arrive at California Revealed . . .

- Confirm delivery, then conduct an inventory of the shipment to make sure all objects are accounted for and have arrived safely
- Collection materials are processed for digitization separately through our Audiovisual, Print, and Digital “streams”
 - Audiovisual materials are shipped to an outside vendor for digitization
 - Print materials are either captured onsite or sent to a vendor
 - Digital materials are “captured” onsite

Digitization Steps



Inventory + Assess



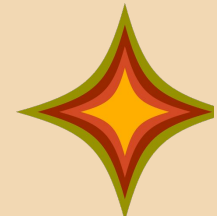
Prioritize + Select



Describe + Generate Metadata



Prepare for Digitization



Digitization Standards: Capture + Evaluate



Digital Access + Preservation

Digitization Standards: Create a Project Plan

Capture workflow

Specify how the materials will be captured: equipment used, capture style

Final deliverables

Files created for each object: Preservation and access files, XML metadata files, checksums
Technical specifications for the files: File type, image/sound quality, color vs. greyscale, etc.

File naming conventions

Be consistent and use unique identifiers

Example: YYYYMMDD_seriestitle_#####

Metadata + metadata standard(s)

Information about the files: descriptive, technical, administrative, preservation

Map to a standard XML schema such as DublinCore or PBCore

Data storage

Estimate how much storage you'll need

Specify the type of storage media you want the files delivered on

Quality Control

Who will check the files and to what extent

Cost

Timeline

Roles

Digitization Standards: In-house or Outsource?

In-house Challenges:

- Initial costs
- Requires staff

In-house Advantages:

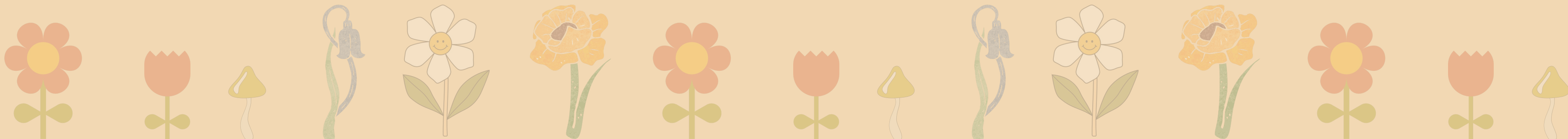
- Total control of the process
 - Develop new skills

Outsource Challenges:

- Loss of control

Outsource Advantages:

- Less investment of resources (equipment and staff)
 - Potentially a lab can handle majority of formats
 - Bulk rate option

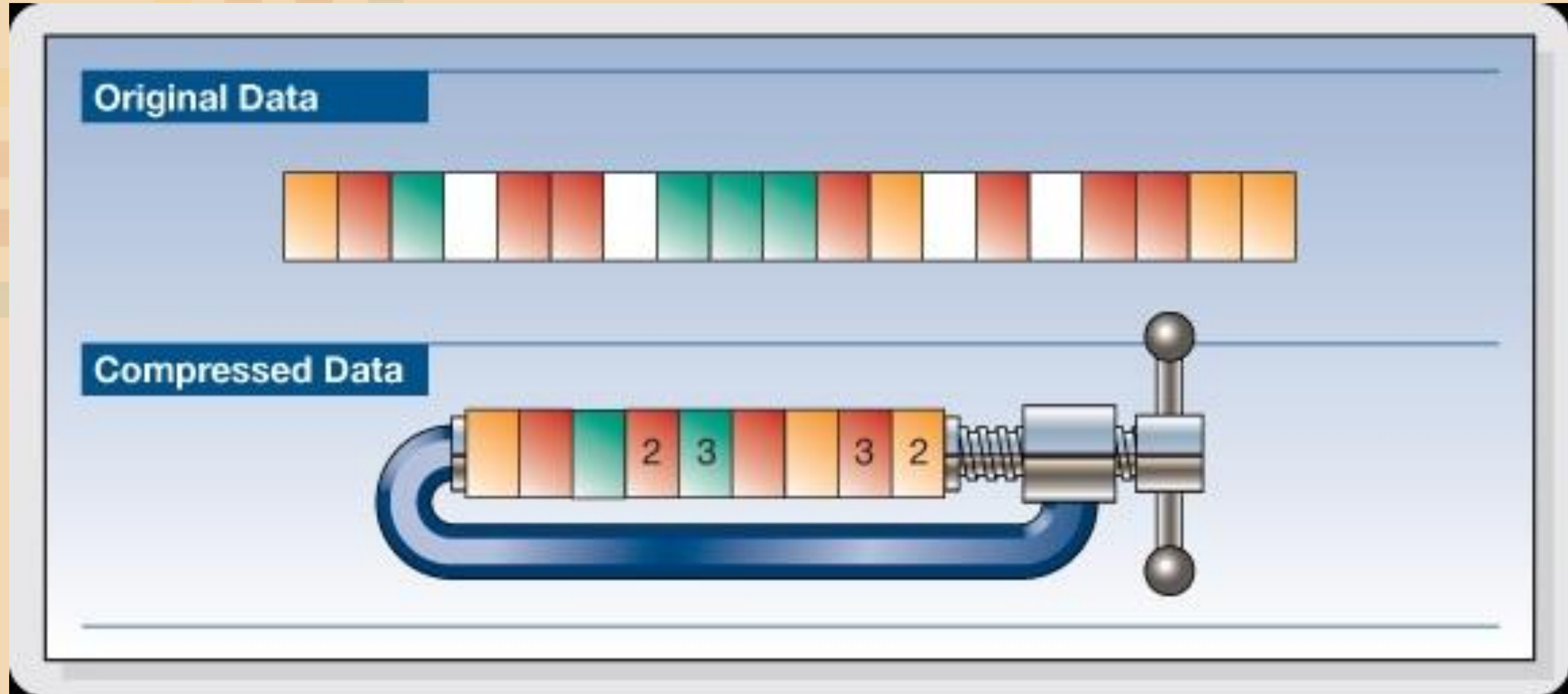


Digitization Standards: Capture Equipment

- Moving images
 - Playback equipment
 - AD converter (hardware + software)
 - TBC (time-based corrector)
- Sound recordings
 - Playback equipment
 - AD converter (hardware + software)
- Print (text and still image) materials
 - Digital camera + copy stand
 - Specialized film scanners for microfilm, photographic negatives, and slides
 - Photo editing software
- Born-digital materials
 - Digital converters (hardware + software)



Preservation = file containing the original, highest quality version of the data, uncompressed; used for long-term storage



Access = file containing the same "information", but a smaller amount of data, compressed; used for streaming, circulating

Digitization Standards: **Audiovisual**

Moving image formats such as: VHS, Betacam, $\frac{3}{4}$ " U-matic, 16mm film, MiniDV, DVD, etc.

Preservation = uncompressed; long-term storage

Digital File Type = **.mov**

Access = compressed; streaming, circulating

Digital File Type = **.mp4**

Digitization Standards: **Audiovisual**

Audio formats such as: audiocassette, ¼" open reel, DAT, CD, etc.

Preservation = uncompressed; long-term storage

Digital File Type = **.wav**

Access = compressed; streaming, circulating

Digital File Type = **.mp3**

Digitization Standards: **Print**

Print (still image and text) formats such as: books, pamphlets, slides, photographs, scrapbooks, etc.

Preservation = uncompressed; long-term storage

Digital File Type = **.tif**

Access = compressed; streaming, circulating

Digital File Types = **.pdf, .jpg**

Digitization Standards: **Digital**

Born-digital formats such as: files created and/or stored on a phone or computer, photos + videos taken using a digital camera or smartphone, emails, websites, etc.

Preservation = uncompressed; long-term storage

Ideal Digital File Types = **.mov, .wav, .tif**

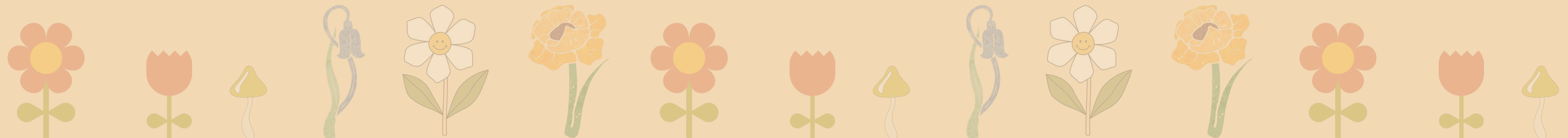
Access = compressed; streaming, circulating

Digital File Types = **.mp4, .mp3, .pdf, .jpg**

Evaluating Digitization Standards: Quality Control (QC)

What are the goals of Quality Control (QC)?

- **Technical specifications are correct**
 - Digital file formats, # of copies, naming conventions
- **Digital copy is true to the original:** vendor didn't introduce any errors
 - Refer to condition notes gathered during the inventory process
- Add, correct, and enhance **descriptive metadata**
- Add, correct, and enhance **technical metadata**
- Wrap up loose ends in **administrative notes**




Digitization Steps

- ✦ Inventory + Assess
- ✦ Prioritize + Select
- ✦ Describe + Generate Metadata
- ✦ Prepare for Digitization
- ✦ Digitization Standards: Capture + Evaluate
- ✦ **Digital Access + Preservation**

10 YEARS CALIFORNIA REVEALED

Working together to preserve
and share California histories

SEARCH

Pamela Vadakan

FEATURED ITEMS



Agape/Love Newsletter



Imperial Court of Orange
County coronation



Bill and Tom in front of

Your collections don't stop at California Revealed...



A screenshot of the California Revealed website interface. The top navigation bar includes links for WEB, BOOKS, VIDEO, AUDIO, SOFTWARE, and IMAGES. The main header features the "California Revealed" logo and a description of the initiative. Below the header, there are tabs for "ABOUT" and "COLLECTION". The "COLLECTION" tab is active, showing a search bar, filters for "Metadata" and "Text contents", and a list of collections with item counts. The collections listed include Harrison Memorial Library (7,595 items), Center for Sacramento History (3,168 items), California State Railroad Museum Library (2,637 items), California State Polytechnic University, Pomona, Special Collections and Archives (1,165 items), GLBT Historical Society (713 items), Maps (1,427 items), Glendale Library, Arts & Culture (5,557 items), California Historical Society (353 items), California State Archives Audiovisual and Cartographic, and University of California, Los Angeles, Ethnomusicology Archive.

How do you ensure long-term access?

✦ ***Digital preservation***

Create a Digital Preservation Plan

- **LOCKSS** (Lots of copies keeps stuff safe)
- NDSA Levels of Preservation
- Digital Readiness Levels

Remember:
3-2-1!



Your Digital Preservation Plan

- Order and store files on hard drives (avoid DVDs and CDs)
- Clearly label and organize hard drives
- Duplicate the files on a second drive and/or upload to the cloud
- Consult with IT dept (if available) about server storage
- Check files at least once a year to make sure hard drives are okay

Digital Readiness Toolkit:

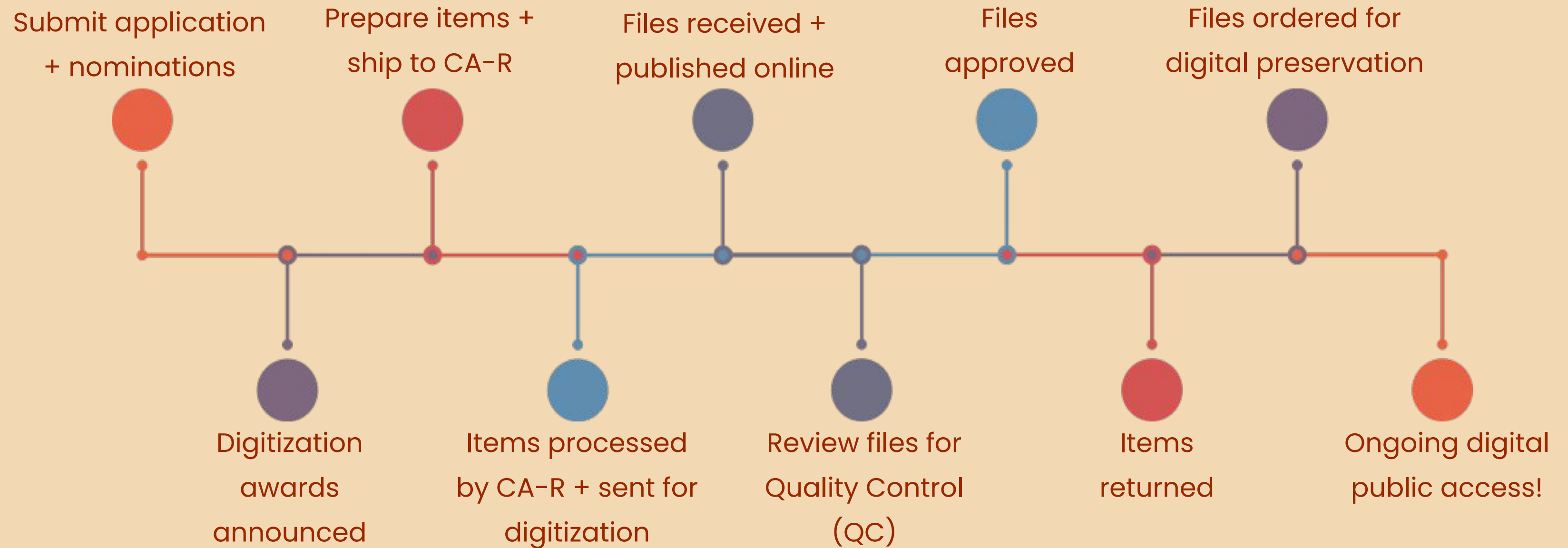
recollectionwisconsin.org/digital-readiness-toolkit

CA-R's Digital Preservation Plan

- Write to LTO data tape and store in 2 different geographic locations to mitigate risk of loss
 - Preservation copy
 - Access copy
 - MD5s
 - XML
- Internet Archive
 - Access copy + MD5s + XML
- Amazon S3 – for californiarevealed.org
 - Access copy + MD5s + XML
- Annual integrity checks on files on all files



Digitization & Preservation Assistance Program Timeline



Applications Due Friday, July 28, 2023

Application Form:
<https://tinyurl.com/2023CRdigitize-preserve>
Nominations Spreadsheet:
<https://tinyurl.com/2023CRnoms-form>



Keep in Touch!

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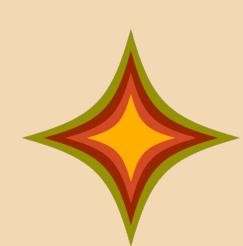
team@californiarevealed.org

916.603.6719

californiarevealed.org/partners



<https://californiarevealed.org/islandora/object/cavppp%3A28572>



Q & A



Daisy Joe Fung, 1920, Tulare County Library

What steps were you most interested in learning about or reviewing?

Do you feel more confident to start a digitization project?

Do you feel prepared to collaborate with California Revealed?

What challenges do you foresee in doing digitization, digital preservation, and access projects?

Reflections on any part of the webinar are welcome at this time!