HMMPL Digital Preservation Week Plan

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S652
DECEMBER 2016
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Introduction
Currently, the Hussey-Mayfield Memorial Public Library (HMMPL), located in Zionsville, Indiana, does not provide the public with much information on its history. While it has been over fifty years since there was first a public library in the area, the only online information provided by HMMPL on the history of the library is a short, six-paragraph, three-picture page on the library’s website. There is much more information on the library and its history not included in this brief historical report.

<table>
<thead>
<tr>
<th>History of the Zionsville Libraries</th>
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<tr>
<td>According to an article that appeared in the Lebanon Pioneer on May 21, 1896, Joseph B. Pitzer left Eagle Township $600 in his will that was turned over to the Township Trustee for establishment of a township library.</td>
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<td>Later, with the endowment gift of the Lora Hussey estate, the Library became a private Library funded exclusively with donations and estate income. Her bequest included the property at 255 W. Hawthorne Street which was converted into a public library facility where it operated from 1962 until 1994.</td>
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<td>In 1988, after much discussion and soul-searching, the Library Board of the Hussey Memorial Library voted to convert to a public library.</td>
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<td>In 1990, the Library Board voted to change the name of the Library to the Hussey-Mayfield Memorial Public Library, including the name of Mary Mayfield who had been a long time member of the Friends of the Library. In 1990, there were 4,044 registered cardholders who checked out 47,478 items.</td>
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<td>At her death in 1993, Olive Hoffman, a cousin of Lora Hussey, bequeathed her estate to the Library. On January 31, 1994 the new Library facility at 250 North Fifth Street opened for public use with a collection of over 25,000 items.</td>
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<td>The Library completed an expansion in 2006 to accommodate the growing community and use of the collection and facility. By the end of 2010 there were nearly 500,000 items checked out to over 17,000 cardholders. The collection included over 135,000 items.</td>
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(Hussey-Mayfield Memorial Public Library, 2015)

Through the diligence of librarians current and past, about ten large boxes of newspaper clippings, photographs, and other memorabilia have been preserved in one of the library’s storage areas. Most of these items are in almost perfect condition, as almost all have been carefully handled over the years and most have not been disturbed since placed in the boxes. These items would be main focus for HMMPL’s Digital Preservation Week project. “Opening up the past—preserving historical documents, images, and objects—is not only a boon to researchers, but potentially a means to enhancing greater cultural understanding” (Ojala, 2007).
The Collection
The plethora of historical items the library already has in the ten large boxes in storage are going to be the foundation for the digital preservation week project. However, not all the items in these boxes will be included in the digital collections. The HMMPL digital collections need to be “composed of carefully appraised and selected materials of interest to [the] targeted user communities” (Mills, 2015, p. 161). Only items directly relating to HMMPL and its history will be selected for inclusion in the library’s digital collections. These items will include, but not be limited to, newspaper articles, printed photos, booklets, flyers, programs, signs, and other library memorabilia.

When selecting how the HMMPL digital library will be stored and displayed, “it is necessary to ascertain that the software and tools lend support to long-term preservation of the digital content” (Madalli, Barve, & Amin, 2012, p. 161). Therefore, HMML will be using CONTENTdm from OCLC to organize their digital objects. CONTENTdm is a popular commercial package used by many digital libraries, and it has many of the organizing, sorting, and data imputing options the library is seeking.

When developing the digital collections, the library needs to be accountable to its community by “making certain all materials are presents, arranged to be findable, and accessible to the public” (Gracy & Kahn, 2012, p. 32). Patrons can access the HMMPL historical digital collections through a link on the library’s main website. By customizing and adding unique, patron-specific features to the CONTENTdm software, HMMPL can make its digital collections findable and accessible to the library’s community.

Timeline of Project
In order to have a successful project, there needs to be quite a bit of planning beforehand. First, the dates for the project should be determined to garner the greatest response and participation from volunteers. Any program rooms needed for the project should be reserved at least two to three months in advance to ensure room availability. Equipment needed for the project, such as scanners, computers, and other technology should be located and reserved at least three months before the project start date to guarantee availability and access to the needed equipment to make the project successful.

Publicity for the Digital Preservation Week should be shared throughout the community about two months before the project so volunteers can mark the dates on their calendars and make plans to participate. Information about the project can be spread through the local newspaper, the local Friends of the Library group, and the library’s own monthly newsletters and social media and within the library itself. Everyone will be encouraged to participate in the project as volunteers will be placed in different areas based on their level of technological skills. Even those who are not comfortable with computers can select which items should or should not be included in the collections and record metadata for the scanned objects.
Finally, the first official opening and presentation of the new HMMPL historical digital collection will be accompanied with an accompanying program. During the program, all of the volunteers who assisted will be thanked and the new digital collections will be shown off to the community. Computers and tablets will be available so program participants can explore the new digital collections for themselves.

**Guidelines and Standards**

The historical digital items in the library’s collections “must be well described, organized, and promoted to ensure they are visible and readily accessible” (Mills, 2015, p. 161). To ensure this, Dublin Core is to be used as the metadata standard for this project. The metadata collected for the digital objects will include title, subject, description, creator, publisher, contributors, date, type, format, source, language, relation, coverage, and rights. In order to keep the subjects organized in a uniform manner, contributors should use [Library of Congress Subject Headings](https://www.loc.gov/) whenever possible.

**Digitization Guidelines**

When planning this project, “setting digitization specifications… and weighing the consequences of quality control decisions” is vital to a successful digitization project (Gracy & Kahn, 2012, p. 30). While most of the items added to the HMMPL digital collections will be image and text objects, there is likely to be video and audio objects added to the collections in the future. Because of this, there will be guidelines for text, image, video, and audio digital objects along with some general scanning guidelines.

*Scanning:* Color scanning should be used unless the object was originally created or published in grayscale. All objects should be scanned using at least 300 dpi, or dots-per-inch, resolution, although a higher dpi is suggested for image files.

*Images:* Objects should be saved as JPEG or PNG files. The preferred dpi for scanned image files is 400 dpi or higher.

*Text:* Objects should be saved as JPEG or PNG files. If the text is unclear after it has been digitized, a transcript of the text should be written out and added in the item’s description.

*Video:* Analog video should be converted to digital using the highest resolution possible to achieve the best video quality and sound. Objects should be saved as MOV or MP4 files.

*Audio:* Sound files should be at least 194 kbps, or kilobytes per second, to ensure the quality sound. Objects should be saved as WAV or MP3 files.

Metadata guidelines should be followed when uploading and entering in information for each item. When assigning titles for digital objects, items with more than one image or document must be given a number after their title in relation to their order position in the compound object. For example, the first page of a multi-page newspaper article would be given a title and a “1” would be added at the end, while the second page of the newspaper article would be given a “2”...
at the end of the title. In this way, the item order is maintained and easily understandable for other contributors.

Volunteers

Many volunteers are needed to make the HMMPL Digital Preservation Week a success. Volunteers will be working on all steps of the digitization and digital library formation process. As detailed in the Timeline of the Week section below, volunteers are needed to determine whether or not an item should be included in the library’s historical digital collections, scan the items into digitized files, record the metadata needed for each object, ensure the digital objects are in the correct file formats and adjust them as needed, upload the completed digital objects to the CONTENTdm-powered digital library site, and enter the metadata into the site.

All volunteers for this project must go through the Digital Preservation Week training before assisting with the project. There will be online training videos available for volunteers to watch beforehand, or volunteers can attend one of the training sessions for the day they sign up to volunteer for the project. These training videos and sessions will cover how to operate the scanners, the digitization guidelines for the project, metadata and what metadata the library will be gathering for its digital collections, the HMMPL digital collections CONTENTdm-powered site, and how to add objects and enter metadata for these digital objects. Volunteers who already have experience with one specific area, such as scanning or data entry, will be assigned to these areas to increase overall efficiency and productivity in the project’s process.

Library Staff

While the library Director and Assistant Director will be heading up the project and overseeing the volunteers and the Digital Preservation Week project, other staff will be encouraged to participate as well. In order to better connect and contribute in the library’s community, staff members are required to participate in at least three library community programs each year. The HMMPL Digital Preservation Week project would be a perfect opportunity for staff members to participate in the community and assist with this historical digitization project.

Similar to the volunteers assisting with the project, any library staff participating in the project must go through the Digital Preservation Week training before working on the project. Library staff may either watch the training videos before attending their volunteering day or attend the training session for their selected day for volunteering. While library staff would working as volunteers alongside other project volunteers from outside of the library, the staff members would have extra knowledge of how the scanners and computers operated from their frequent use of these library technologies.
Timeline of Week
To streamline the training process, volunteers and staff will be encouraged to watch the online training videos before the start of the week. However, not all volunteers and staff will have the opportunity to watch these training videos. Also, because there might be new volunteers helping each day during the week based on when they can volunteer, there will be a short, half-hour-long training session at the beginning of each day.

The volunteers and staff will be working Monday through Friday and from 1:00 to 5:00 pm each day. Snacks and drinks will be provided when volunteers want to take a break, although food and drinks other than water bottles will not be allowed in the project’s main workspace. Project work on Monday through Thursday will primarily be focused on digitizing and uploading the items in the 10 large boxes the library currently has available to the digital library’s CONTENTdm-powered site. Friday’s work will be focused on finishing up with any remaining digitization and organizing the added digital collections objects to make the digital library easy to navigate and to locate items.

Each day, there will be three to four groups working with two to three people in each group. This allows there to be a varying number of volunteers throughout the week with all the scanners and computers still fully utilized. One person in each group will handle most of the computer work, including cropping, adjusting, finalizing, and uploading the scanned files as well as entering the metadata into the HMMPL digital library site. The other one to two volunteers will be in charge of selecting which items will be included in the library’s historical digital collections, scanning the items and sending them to the first volunteer, and recording the metadata for each of the items.

Each group will work with a smaller batch of items from the 10 large boxes of library historical items. Smaller batches of items will be worked on at one time so that the scanned items and their recorded metadata will not get separated from each other during the digitization process. Working in smaller batches like this should increase the overall efficiency of the project.

References

