Building Digital Collections

Ryan Hughes
Rochester Regional Library Council
New York Heritage Digital Collections, Project Coordinator
rhughes@rrlc.org
585.206.2977

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Introduction and Background

What makes a good digital collection?

Principles of a Good Digital Collection

Collections Principle 1:

A good digital collection is created according to an explicit collection development policy that has been agreed upon and documented before building the collection begins.

(National Information Standards Organization (U.S.))

Principles of a Good Digital Collection

Collections Principle 2:

Collections should be described so that a user can discover characteristics of the collection, including scope, format, restrictions on access, ownership, and any information significant for determining the collection's authenticity, integrity, and interpretation.

(National Information Standards Organization (U.S.))

1900 Saratoga Floral Association Fireworks Official Programme - Image Source

Collection Facts

Extent: 17
Dates of Original: c. 1890 - 1930

Search the Collection   Go

Historical Context

On September 14, 1893, a wealthy Boston hardware merchant and summer resident of Saratoga Springs, Franklin W. Smith, presented plans for "A Greater Saratoga" that would make the small upstate village "the summer capital of the United States." His blueprint included a floral parade and battle of flowers to top off – and elevate – the gambling-oriented summer season. Smith's vision blossomed on September 4, 1894 when Saratoga Springs held its first floral fete with a grand ball in the evening at Convention Hall. It was reportedly "one of the grandest and most successful events of the kind ever held in this country" with over 25,000 in attendance. It became an annual event, growing from one day to four and adding bicycle races, golf and polo matches, fireworks, and fancy-dress balls at Saratoga's grand hotels. In 1901 and 1902 representatives from the Delaware and Hudson Railroad, which benefited from the annual crowds, and the Saratoga Floral Association visited New Orleans to purchase Mardi Gras floats to be used in the floral fetes. The events were spectacular and drew large crowds but the cost bankrupted the Floral Association, which dissolved in 1905. The Saratoga Chamber of Commerce held a one-day revival in 1924, and in 2013 Saratoga Springs held a floral fete ...

More

Scope of Collection

The Floral Fete Collection housed in the Saratoga Room at the Saratoga Springs Public Library contains souvenir programs, photographs, postcards, stereo views, articles, and ephemera from Saratoga's floral parades. The items in the collection were donated by a number of individuals. Some items were purchased by the library to add to the collection. The digital collection also contains images from private collections and non-profit institutions in Saratoga Springs.

https://nyheritage.org/collections/floral-fete-collection

NEW YORK HERITAGE *digital collections*

Principles of a Good Digital Collection

Collections Principle 3:

A good collection is curated, which is to say, its resources are actively managed during their entire lifecycle.

(National Information Standards Organization (U.S.))

Principles of a Good Digital Collection

Collections Principle 4:

A good collection is broadly available and avoids unnecessary impediments to use. Collections should be accessible to persons with disabilities, and usable effectively in conjunction with adaptive technologies.

(National Information Standards Organization (U.S.))

Principles of a Good Digital Collection

Collections Principle 5:

A good collection respects intellectual property rights.

Principles of a Good Digital Collection

Collections Principle 6:

A good collection has mechanisms to supply usage data and other data that allows standardized measures of usefulness to be recorded.

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(National Information Standards Organization (U.S.))

Principles of a Good Digital Collection

Collections Principle 7:

A good collection is interoperable.

Principles of a Good Digital Collection

Collections Principle 8:

A good collection integrates into the users own workflow.

(National Information Standards Organization (U.S.))

Principles of a Good Digital Collection

Collections Principle 9:

A good collection is sustainable over time

Groundwork

Intellectual Control
Collection Development Policy
Selection Criteria

Taking Intellectual Control of Your Collections

According to the Dictionary of Archives Terminology

Intellectual Control is… "*the establishment and maintenance of documentation that describes and accommodates access to the informational content of archival resources.*"

https://dictionary.archivists.org/entry/intellectual-control.html#:~:text=Intellectual%20control%20is%20the%20means,internal%20relationships%20of%20archival%20material

Digital Collections Development Policy

A digital collections development policy establishes the criteria for determining what collections or items will be digitized, preserved, and made accessible.

- Mission

- Scope

- Selection criteria

Digital Collections Development Policy - Mission Statement

New York Heritage Digital Collections, created and maintained by the Empire State Library Network, promotes access to the wealth of historical resources held by cultural heritage institutions—so that inquiring minds can learn more about the people, places and events that contributed to the making of New York State.

https://nyheritage.org/sites/default/files/extras/NYH-CollectionDevelopmentPolicy.pdf

Digital Collections Development Policy - Content Scope

New York Heritage Digital Collections features curated selections of digital cultural heritage materials from libraries, library systems, historical societies, museums, archives, and other cultural institutions in the state of New York. Proposed collections should be of regional, statewide, or wider historical interest. Content that is only of internal interest to an organization may not be accepted. Digital collections should support the educational, recreational, and information needs of the people of New York.

What are some of the criteria that you can include in your policy?

- Significance and uniqueness

- Cost

- Existing metadata

- Restriction on use

- Completeness

- Use

- Provide access to fragile or inaccessible objects

- Hidden and underrepresented voices

- Teaching / Research / Learning Value

Digitization

People
Equipment
Working With a Vendor
Access and Preservation

Who is working on this project and what are their needs?

- Identify who will be contributing to this project?

- Staff, Students and Volunteers

- Training Requirements

- Documentation and Communication

What type of tools and equipment do you need?

- Hardware
  - Workstation
  - Scanner
  - Storage

- Software
  - Spreadsheet
  - Image editing software

Can I do this project inhouse or should I work with a vendor?

- Format and condition

- Hardware limitations

- Staff, Time, and Cost

Working with a Vendor:

- specifying technical requirements

- Preparing physical materials

- Quality control

Digitization and Digital Preservation

"Digitization is the process of taking a physical or analog object and creating digital copy of that object." - Carmen Cowick

Digitization and Digital Preservation

Digital Preservation is the process of taking care of the digital objects to ensure long term access.

Digitization does not equal digital preservation.

Digitization and Digital Preservation

What can you do with minimal resources?

- 3-2-1 Rule

- Digital Asset Inventory

Inventory - Perry Public Library						
Category	**Title**	**Description**	**Date**	**Extent**	**Format**	**Date Archived**
Perry Public Library	Clark Rice Photography Collection	1 folders of TIFFs, TSV, TXT, PNG		1 folder; 44 files; 5.25 GB	TIFFs	2020-06-09
Perry Public Library	Henry Page Historical Files	1 folders of TIFFs, TSV, TXT, PNG		1 folder; files; # GB	TIFFs	2020-06-09

Metadata

Types of Metadata
Importance of Good Metadata
Best Practices

Why Good Metadata is Important

- Ensures consistency and quality control across the collections.

- Good metadata make it more likely that end users will find digital items, especially when the data is repurposed with other online digital collections.

- Create a better experience for users.

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Types of Metadata

- Descriptive

- Administrative

- Structural

Sample Metadata

Title	Hole in the Wall Restaurant Staff
Description	Black and white photograph of George Dovolas and waitress, Bessie Brady
Subject	Small business owners; Restaurants; Waitresses
Location	Perry - Wyoming County - New York
Date of Original	1975?-1980?
Physical Format	Black-and-white photographs
Physical Description	photograph b&w; 4 x 5 in (10.16 x 12.7 cm.)
Local Location	Perry Public Library
Type	Still Image
Format of Digital	image/tiff
Identifier	XDZ0050
Holding Institution	Perry Public Library
Contact Information	Perry Public Library, 70 N. Main Street, Perry, NY 14530; perrylibrarydirector@owwl.org; perry.owwl.org
Publisher of Digital	Rochester Regional Library Council; Digitized by Amanda Wilck
Digital Collection	Henry Page Historical Files
Library Council	Rochester Regional Library Council
Notes	The Henry Page Historical Files were collected by local historian Henry Page throughout his lifetime in Perry. This picture has additional information written on the back, ""Old 'Hole in the Wall' Kitchen with George Dovolas and Bessie Brady - waitress""
Rights	No Known Copyright; http://rightsstatements.org/vocab/NKC/1.0/
Citation Information	Please credit: Perry Public Library; https://nyheritage.org/citation-information
Technical Data	Archival TIFF Images - EPSON Perfection V700 Photo; 600 dpi; 24-bit color; 17,452,492 bytes; 2195 x 2647 pixels; no compression
File Name	XDZ0050.TIF

Common Metadata Elements

Title:

An object should have a brief, descriptive, and unique Title. If there are multiple objects with the same title, additional information is needed to make each title unique. This could be a date, a location, or a number.

Common Metadata Elements

Creator

Enter personal names in inverted form: Last Name, First Name, Middle Name or initial (include birth and death dates if known). Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown).

Common Metadata Elements

Subject

Select subject terms from a Controlled Vocabulary. Controlled Vocabularies ensure consistency and can improve the quality of search results.

Common Metadata Elements

Date of Original

Date of Original indicates when the original object was published. If the object was never published, it should indicate when the object was created.

Common Metadata Elements

Rights

Information about rights held in and over the object.

From RightsStatements.org

The statements provide end users with easy to understand high level information about the copyright and re-use status of digital objects.

https://rightsstatements.org/page/1.0/?language=en

Metadata Best Practices

- Be consistent

- Use controlled vocabularies

- Contents standards

- Use specific terms and codes

About ESLN Digital Services

New York Heritage Digital Collections:

With contributions from over 400 libraries, museums, archives, and other community organizations, the New York Heritage Digital Collections provides free online access to 350,000 digitized photographs, letters, manuscripts, maps, memorabilia and books. These primary source materials span the range of New York State's history, from the colonial era to the present.

https://nyheritage.org/

Empire Archival Discover Cooperative (Empire ADC):

New York's libraries and museums are home to a wide range of archival, special and historical collections. EmpireADC is home to a growing collection of finding aids to help guide researchers to them. Join EmpireADC to create and publish finding aids from scratch, or contribute your locally created EAD finding aids.

https://www.empireadc.org/

New York State Historic Newspapers:

Visitors to New York Historic Newspapers get free online access to a wide range of newspapers chosen to reflect New York's unique history. Contributions to the site come from libraries, museums and historical societies. If your institution is interested in contributing a title, or adding missing issues, visit:

http://nyshistoricnewspapers.org/

Empire State Immersive Experiences (ESIE):

With ESIE you can share 360° images and panorama tours. It's a great way to highlight places, spaces, and events in your community. Create a walking tour. Showcase a unique historic space. RRLC can provide you with the hardware and technical assistance to create and share your 360° digital experience.

http://esie.space/

Empire State Library Network Academic Institutional Repository (ESLN AIR):

A service designed to showcase the intellectual and creative works of New York's academic institutions. Through our shared search site and our partner's individual repositories, you can discover original research, teaching materials, and important collections from across New York State. We've partnered with Ubiquity Press to provide an easy, flexible platform to house your institution's public, private, and embargoed works at a fraction of the cost of competitors.

https://eslnair.org/

Contact Us

Capital District Library Council (CDLC)
Counties: Albany, Fulton, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington
Contact: Susan D'Entremont - susan@cdlc.org

Central NY Library Resources Council (CLRC)
Counties: Herkimer, Madison, Oneida, and Onondaga
Contact: Ashley Beavers - abeavers@clrc.org

Long Island Library Resources Council (LILRC)
Counties: Nassau and Suffolk
Contact: Nicole Menchise - nmenchise@lilrc.org

Metropolitan NY Library Resources Council (METRO)
(Digital Culture of Metropolitan New York)
Counties: Bronx, Kings, New York, Queens, Richmond, Westchester
Contact: Nate Hill - nhill@metro.org

Northern NY Library Network (NNYLN)
Counties: Clinton, Essex, Franklin, Jefferson, Lewis, Oswego and St. Lawrence
Contact: Chuck Henry - chuckh@nnyln.org

Rochester Regional Library Council (RRLC)
Counties: Livingston, Monroe, Ontario, Wayne and Wyoming
Contact: Ryan Hughes - rhughes@rrlc.org_

South Central Regional Library Council (SCRLC)
Counties: Allegany, Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Seneca, Steuben, Tioga, Tompkins, and Yates
Contact: Claire Lovell - clovell@scrlc.org

Southeastern NY Library Resources Council (SENYLRC)
Counties: Columbia, Greene, Ulster, Dutchess, Orange, Sullivan, Putnam and Rockland
Contact: Jennifer Palmentiero - jennifer@senylrc.org

Western NY Library Resources Council (WNYLRC)
Counties: Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans
Contact: Jay Barone - jbarone@wnylrc.org

Resources:

- National Information Standards Organization (U.S.) (NISO). A Framework of Guidance for Building Good Digital Collections, 3rd Edition, book, 2007; Baltimore, MD. https://rightsstatements.org/page/1.0/?language=en

- NYH Metadata Dictionary and Usage Guide - https://nyheritage.org/sites/default/files/extras/NYH-MetadataDictionary.pdf

- NYH Collection Development Policy - https://nyheritage.org/sites/default/files/extras/NYH-CollectionDevelopmentPolicy.pdf

- Empire State Library Network - https://www.esln.org/

- FADGI Technical Guidelines for Digitizing Cultural Heritage Materials - 3rd Edition (2023) - https://www.digitizationguidelines.gov/guidelines/FADGITechnicalGuidelinesforDigitizingCulturalHeritageMaterials_ThirdEdition_05092023.pdf

- National Library of Medicine: File Naming Conventions - https://www.nnlm.gov/guides/data-glossary/file-naming-conventions