



Organizational Practices: A Digital Repository's Perspective

Welcome!

The webinar will begin at 10:00 a.m. CT.

While you wait:

1. Download a PDF of the slides under the "Handouts" tab of your control bar.
2. Confirm that your speakers are turned on and your audio is working by doing a sound check in the "Audio" tab of the control bar. Having problems? Exit and restart the webinar, or switch to "phone call" for a phone number and access code to hear the audio through your telephone.

The Museum Services Program provides support, resources, and training to museums in Texas.

- Consultations
- Webinars and workshops
- Resources

www.thc.texas.gov/museum-services

On our webpage:

- Webinars
- Workshops
- Grants and Fundraising
- Helpful Resources
- Connect and Learn

Laura Casey

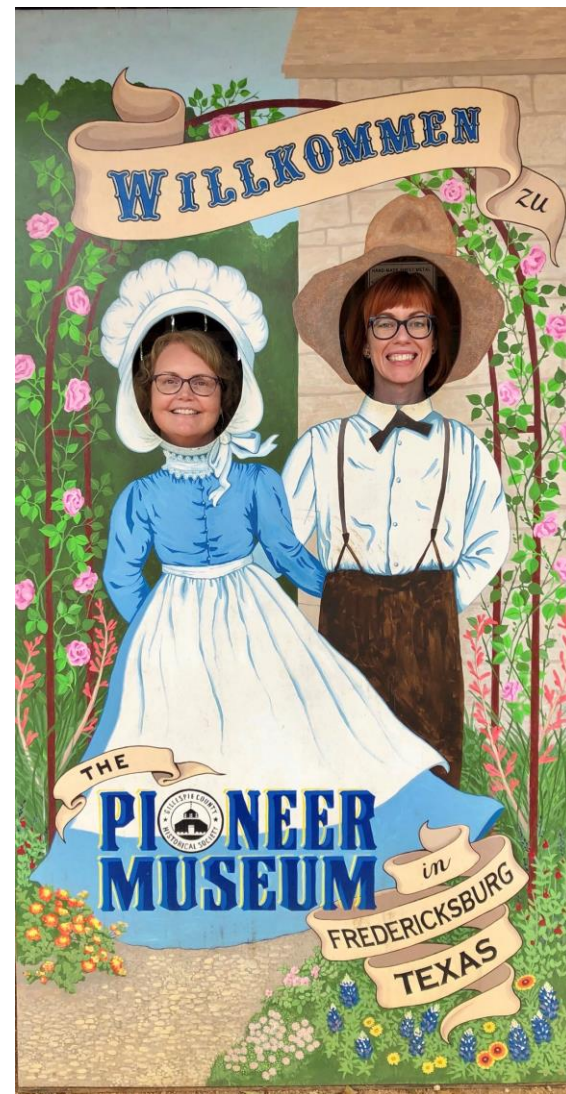
Museum Services Program Coordinator

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Museum Services Program Specialist

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www.thc.texas.gov/awards

- Applications due July 10
- Recognizes an individual or institution in the museum field for significant achievement in the areas of historical interpretation, museum education, conservation of collections, and/or community involvement
- Recipient receives monetary stipend for their museum

www.thc.texas.gov/museumwebinars

- Museums and Millennials: Tips for Successful Engagement
 - Wednesday, April 29, 10:00 a.m. CT

Upcoming Free Webinars from Other Orgs

www.thc.texas.gov/museumconnections

- *Lessons Learned from SARS: How Museums Emerge After Crisis*, April 22, 12:00 p.m. CT, AAM
- *How to Be a Great Board Chair*, April 22, 12:00 p.m. CT, Propel Nonprofits
- *Creating Digital Field Trips and Virtual Education Content*, April 22, 12:00 p.m. CT, MAAM
- *Introduction to Proposal Writing*, April 22, 1:00 p.m. CT, Grantspace
- *Collaborating on Virtual Educational Programs During Coronavirus*, April 22, 1:00 p.m. CT, Cuseum
- *COVID-19 and Vulnerable Groups*, April 23, 7:00 a.m. CT, ICSC
- *Membership & Development: How to Prepare for When Your Institution Reopens*, April 23, 12:00 p.m. CT, Membership Consultants
- *From Deep to Hyper Attention, and Back*, April 23, 3:00 p.m. CT, MAAM
- *The View from the Other Side--Openings in Asia: COVID-19*, April 23, 5:00 p.m. CT, Dexibit
- *Get Ready for #GivingTuesdayNow on May 5: A Global Effort in Response to COVID-19*, April 24, 1:00 p.m. CT, Grantspace
- *Coronavirus Response: The Historic Tax Credit as an Economic Recovery Tool*, April 24, 2:00 p.m. CT, Preservation Leadership Forum

Jake Mangum and Marcia McIntosh



Organizational Practices: A Digital Repository's Perspective

POLLS!

Poll 1: At what kind of organization do you work?

- A. Gallery
- B. Library
- C. Museum
- D. Archive
- E. Other

Poll 2: How would YOU describe the size of your institution?

- A. Small
- B. Medium
- C. Large

Poll 3: What is your familiarity with digitization?

- A. Digi-what-now?
- B. I have a scanner at home
- C. Somewhat familiar
- D. Very familiar

Poll 4: What is your familiarity with metadata?

- A. No familiarity
- B. Some familiarity
- C. Have created some
- D. Have created a lot

Who Are We?

The Portal to Texas History

Search 1,454,245 items from 420 partners across Texas.

Any Type ▾

 Search

Sample Searches:

LGBT "March on Washington"

"Albany News"

"El Paso Morning Times"

"Stephen F. Austin"

"Dallas Daily Herald"

Search 783,705 items from 33 partners at UNT.

Any Type ▾

 Search

Our creativity. Our scholarship. Our world.

[About the Digital Library](#)
[Search ▾](#)
[Explore by ▾](#)
[Take a Tour](#)


The Gateway to Oklahoma History

Search 690,826 items from across Oklahoma.

Any Type ▾

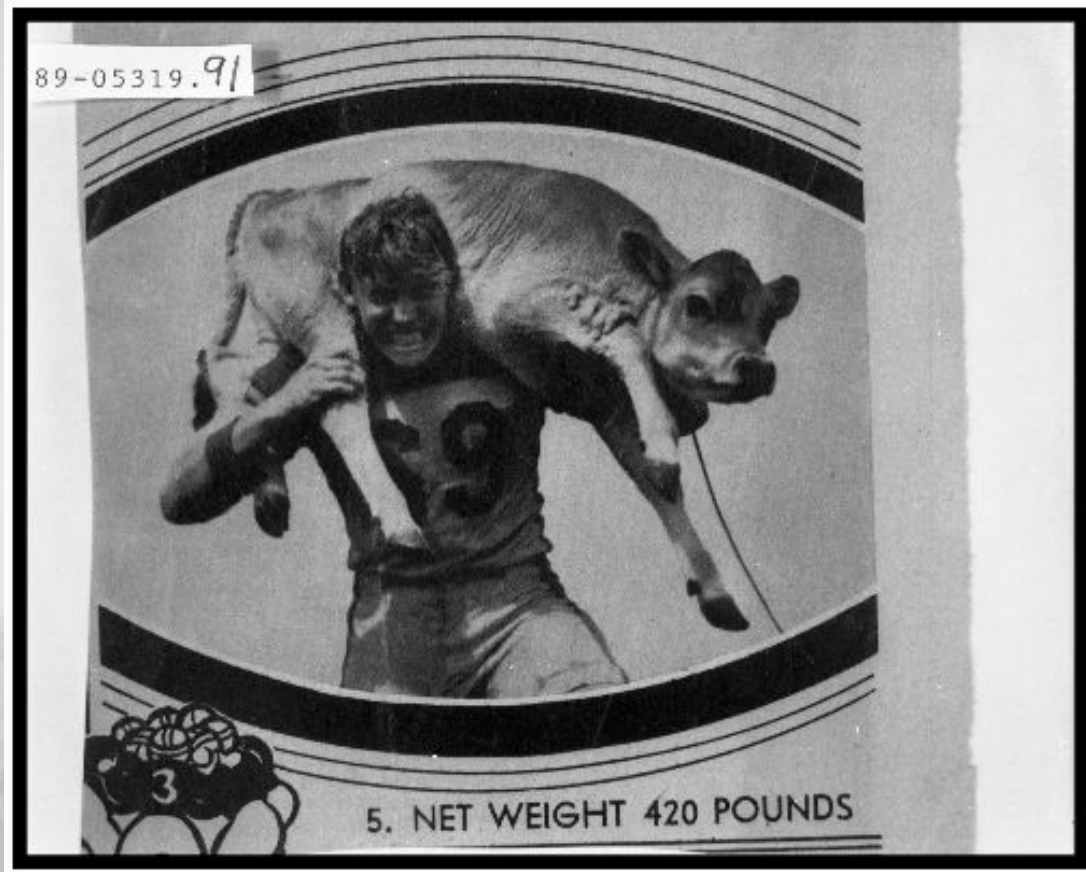
 Search

Agenda

1. Know you (What are the goals of the museum?)
2. Know your collection (what do you have and how are you organizing it?)
3. Know (or get to know) your system (digitization basics)
4. Know your metadata
5. Know your resources
6. Questions

Agenda

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Fluff like Duty and Responsibility

HSU Football Player with Calf, photograph, Date Unknown



Boundaries

Image by [Nicholas Demetriades](#) from [Pixabay](#)

Core Standards for Museums

- Mission Statement
- Institutional Code of Ethics
- Strategic Institutional Plan
- **Collections Management Policy**
- Disaster Preparedness & Emergency Management

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/core-documents/>



**American
Alliance of
Museums**

Champion Museums. Nurture Excellence.

TRUSTED DIGITAL REPOSITORY

DIGITAL LIBRARIES
University Libraries 

UNT Libraries: TRAC Conformance Document

Date: October 2015

Version: 1.0

Contributors:

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Laura Waugh Repository Librarian for Scholarly Works



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<https://library.unt.edu/digital-libraries/trusted-digital-repository/>



Knowing what the end product for the work is helpful, it sets a direction and provides boundaries and limits that are sometimes needed in order to move forward.

July 18, 2016

SCSFUG

92



III. UNT LIBRARIES' DIGITAL COLLECTIONS MISSION STATEMENT

In support of the UNT Libraries Mission, the UNT Libraries' Digital Collections is dedicated to the long-term collection, production, maintenance, delivery, and preservation of a wide range of high-quality digital resources and services for the UNT Community and users throughout the world.

A. THE PORTAL TO TEXAS HISTORY

The Portal to Texas History includes materials collected and curated by institutions throughout the State of Texas. Most often these resources align in some way to the subject of Texas history, the geography of Texas, or are somehow related to resources useful to users of the Portal. While the majority of the resources in the Portal relate to Texas history, the subject matter is broader and encompasses resource collected and held by institutions and private individuals in Texas.





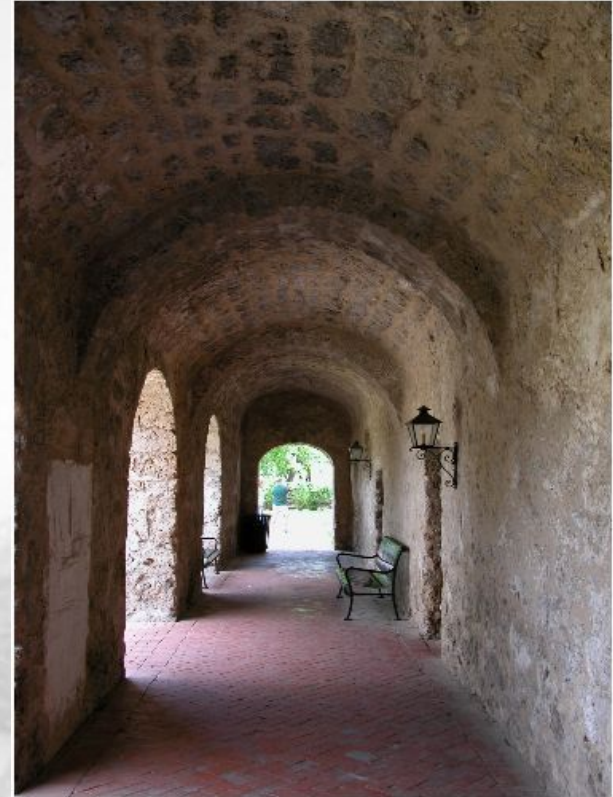
University of North Texas Willis Library



Texas tourism map. 1968?

What is your organization's mission?

- So what is your organization's mission?
- What is your department or subdivision's mission?
- What is your purpose as an individual?
- Do your organization have a collection management or
- Can you easily identify how you are implementing it through your collections organization, standards and systems?



Arched walkway at Mission Concepción,
May 4, 2005



Agenda

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Collections Levels

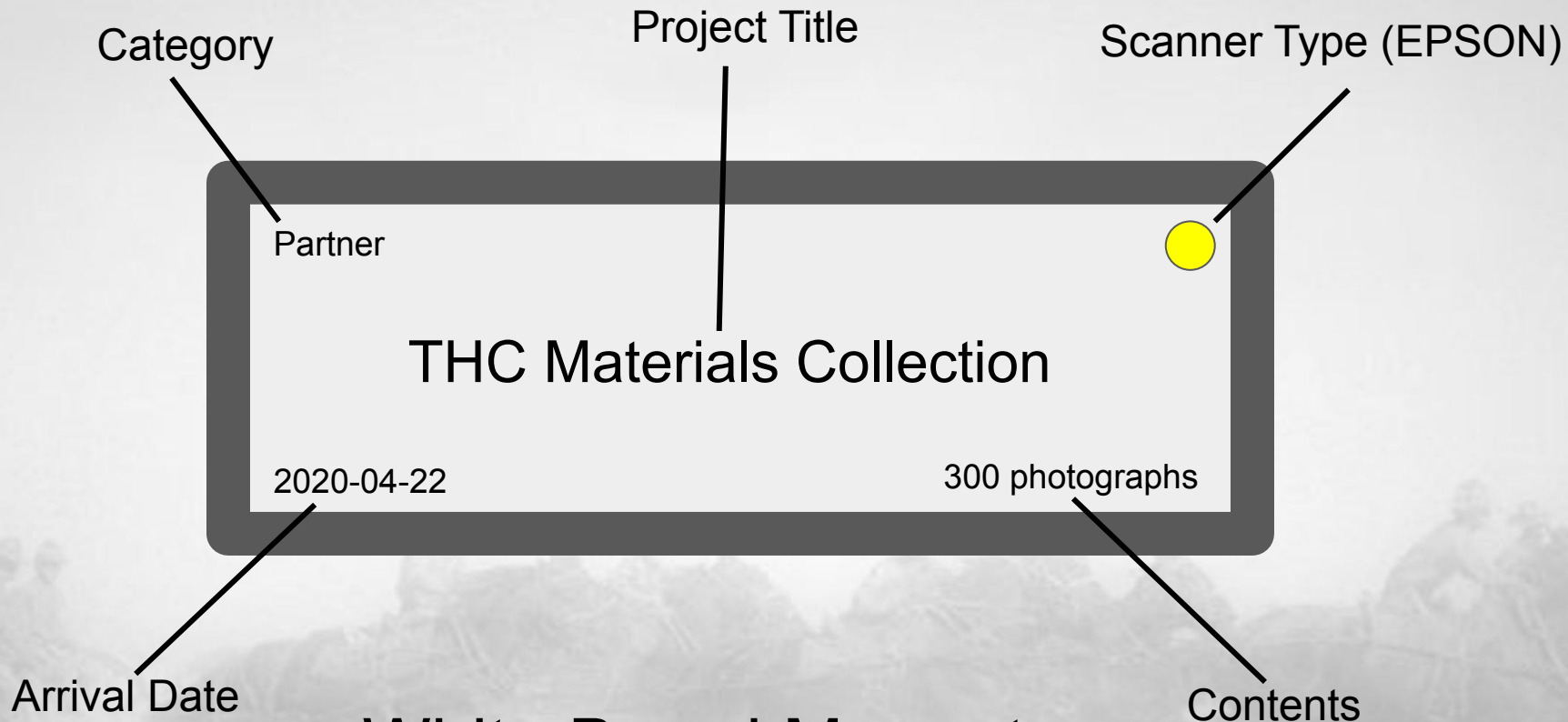
- By Category, or type
- By project
- By individual item



UNT Libraries Digital Projects Lab

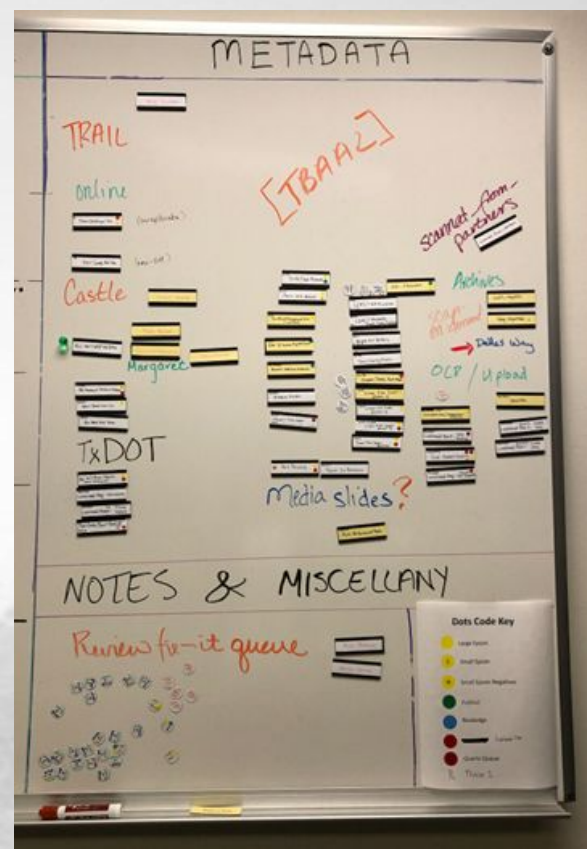
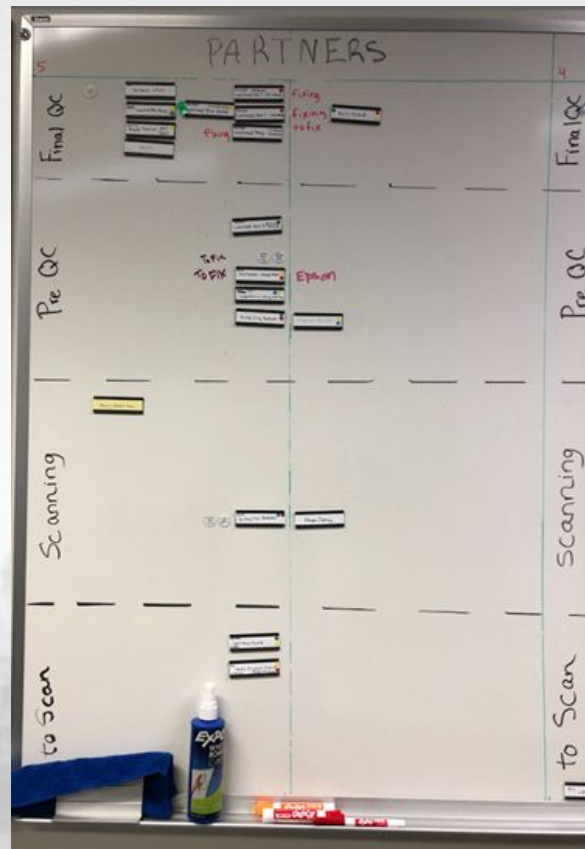
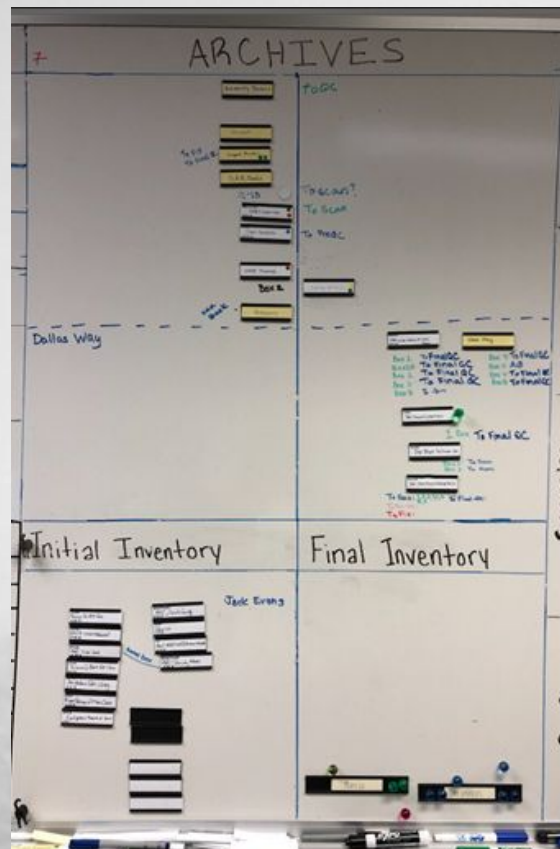






White Board Magnet Example





[page](#)[discussion](#)[edit](#)[history](#)[move](#)[unwatch](#)

Projects Inventory

Objective: This page will serve as a place to count the number of project we get per year and give them a Unique ID

navigation

- [Main Page](#)
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- [Random page](#)
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search

tools

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Contents [\[hide\]](#)

- 1 [2019-2020](#)
- 2 [2018-2019](#)
 - 2.1 [2017-2018](#)
 - 2.2 [2016-2017](#)
 - 2.3 [2015-2016](#)
 - 2.4 [2014-2015](#)

2019-2020 [\[edit\]](#)

1. 032020 - Date:2020-03-17 - [Grayson College Foundation](#) - Dr. TV Munson Collection
2. 032020 - Date:2020-03-10 - [Fannin County Historical Commission](#)
3. 032020 - Date:2020-03-10 - [Fannin County Museum of History](#)
4. 022020 - Date:2020-02-26 - [Dallas Way Louise Young and Vivienne Armstrong Papers Boxes 2 and 2b](#)
5. 022020 - Date:2020-02-06 - [Archives: John Rogers Box 1](#)
6. 022020 - Date:2020-02-03 - [Texas Lutheran University](#)
7. 022020 - Date:2020-01-20 - [Division of Jazz Studies Concert Posters](#)
8. 012020 - Date:2020-01-14 - [Johnson County Historical Commission](#)
9. 012020 - Date:2020-01-13 - [RTH19 Private Collection of the Curtis Estate](#)
10. 012020 - Date:2020-01-13 - [Heard Craig Center for the Arts Ledgers 2020](#)



Project Description [\[edit\]](#)

- Contents: 398 photographs, postcards, negatives, tintypes, and documents
- Context: The collection includes photographs and postcards of World War I Camp MacArthur in Waco and a photograph of Blackland Field Army Flying School in Waco. There are many historic postcards and photographs of buildings, cemeteries, churches, schools and persons in the following Texas towns/cities: Austin, Belton, Bonham, Bridgeport, Brenham, Corsicana, China Spring, Caldwell, Dallas, Denton, Denison, Dietz, El Paso, Fort Worth, Georgetown, Gatesville, Gainesville, Galveston, Giddings, Hillsboro, Houston, Hallettsville, Honey Grove, Jefferson, Kosse, Kaufman, Lockhart, Lott, Ladonia, Mexia, Mart, Memphis, Mineral Wells, New Braunfels, Paris, Plano, San Angelo, San Antonio, Sealy, Schulenburg, Stephenville, Seguin, Temple and Waco.

Project Workflow [\[edit\]](#)

Project Workflow [\[edit\]](#)

1. Scan the object according to our standards
 - Photographs - 600dpi or 1000 if less than 3"x5" (EPSON or Phase 1)
 - postcards - 600dpi (EPSON or Phase 1)
 - negatives -([negatives resolution](#)) SONY or Small EPSON
 - documents - 400dpi or 800dpi if less than 3"x5" EPSON or Copibook
2. Put files in proper item folder
3. Name files in item folder
4. QC files in object
5. Move to PreQC

Final QC

Imaging in Digital Lab

Team Visible

QWERTY +3

Undergoing Pre-QC

+ Add a card

To Pre-QC

GovDocs: GAI Maps Batch 1

Apr 26

San Antonio Public Library
Funeral Programs 4

Aug 7

RIH19 Minnie Landmark
Commission

Aug 31

+ Add another card

To Process

RIH19 Northwest Texas
Conference of United
Methodist Church

Aug 31

Tarleton State University J-
IAC 2001-2009

Jun 26

RIH19 Solar Engineering

Jul 10

RIH19 Tarleton State
University

Aug 31

RIH19 Private Collection of
the Curtis Estate

Aug 31

RIH19 Brownsville Historical
Association

Aug 31

+ Add another card

Scanning

Scholarly Works: MIA Thesis

May 1

RIH19 Private Collection of
B. Willis

Jun 26

RIH19 Mexico-Arte Museum

Aug 31

RIH19 French Simpson
Memorial Library

Aug 31

RIH19 Austin History Center
(AHC)

May 1

+ Add another card

To Continue Scanning

Archives: S.A.H. Books

1

GovDocs: GAI Maps Batch 2

1

Archives: S.A.H. Books Batch 1

5

+ Add another card

To Scan

RIH19 Private Collection of
the Ritchie Family

Jul 3

RIH19 History of West
Museum

Jul 10

RIH19 Interurban Railway
Museum

Aug 31

RIH19 Lone Star Flight
Museum

Aug 31

RIH19 City of Quench

Aug 31

RIH19 Moody Medical Library

Aug 31

Partner: Heard-Craig Center
for the Arts Ledgers 2020

Jul 10

RIH19 Rosenberg Library

Aug 31

+ Add another card

To Disband

+ Add a card

Inventory

RIH19 Dallas Firefighters
Museum

Aug 7

RIH19 Private Collection on
J.K. Johnson

1

PARTRICK Grayson College
Foundation - Dr. T.V. Munson
Collection

1

Division of Jazz Studies
Concert Posters

Aug 31

RIH19 Linnin County
Historical Commission

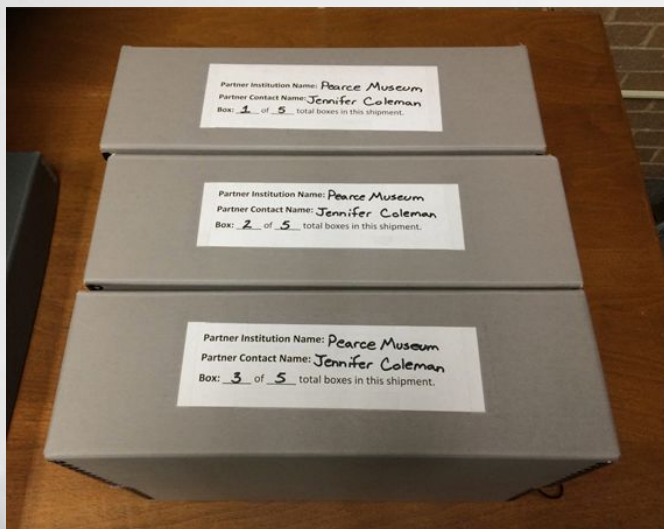
Aug 31

RIH19 Linnin County
Museum of History

Aug 31

+ Add another card





New Collection

Packing List: Books

Itemized List:

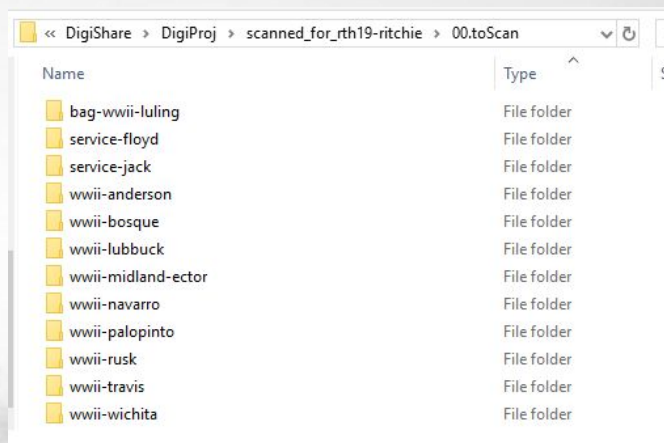
Box Number:	Title (Full or Partial)	Disbnd?	Notes
✓	The Men and Women in World War II from Anderson County	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	The Men and Women in World War II from Besque County	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	The Men and Women in World War II from Newberry County	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	The Men and Women in World War II from Polk Pate County	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	The Men and Women in World War II from Rusk County	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	The Men and Women in World War II from Travis County	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	The Men and Women in World War II from Wichita County	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	The Men and Women in World War II from Lubbock County	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	The Men and Women in World War II from Midland and Ector Counties	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise

Box Number:	Title (Full or Partial)	Disbnd?	Notes
	Service Book - Floyd County, TX Second World War 1941-1945	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
	Service Book - Jack County, TX Second World War 1941-1945	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise
✓	Luling, TX Our Boys and Girls in World War II	N	Can be disbanded as a matter of last resort if digitization is impossible otherwise

Box Number:

17 TOTAL

Collection Inventory



Individual Item Folders

Organizing Principles

1. Like with like
2. Everything in its place (Mise en place)
3. When you're done with it, put it back
4. Write things down

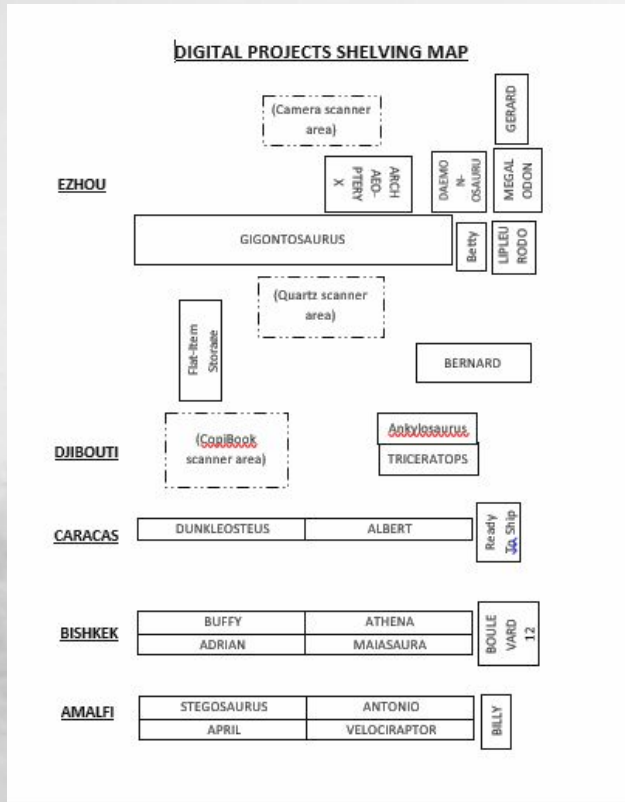
1. Label every box (straight away)



2. Document the number of boxes in a collection



3. Document where every collection lives



Locations [\[edit\]](#)

Network Location

P:\DigiProj\scanned_for_rth19-interurban

Physical Location

Amalfi-April-1

Trello Card

[Link](#)

4. Number your folders



5. Establish and use a naming convention

Standard Naming

- Partner Codes
- Dashes and Underscores
- _01 and _02 and other ordering
- TSU_03-02-004
- TSU_03-02-004_01
- TSU_03-02-004_02

Magick Numbering

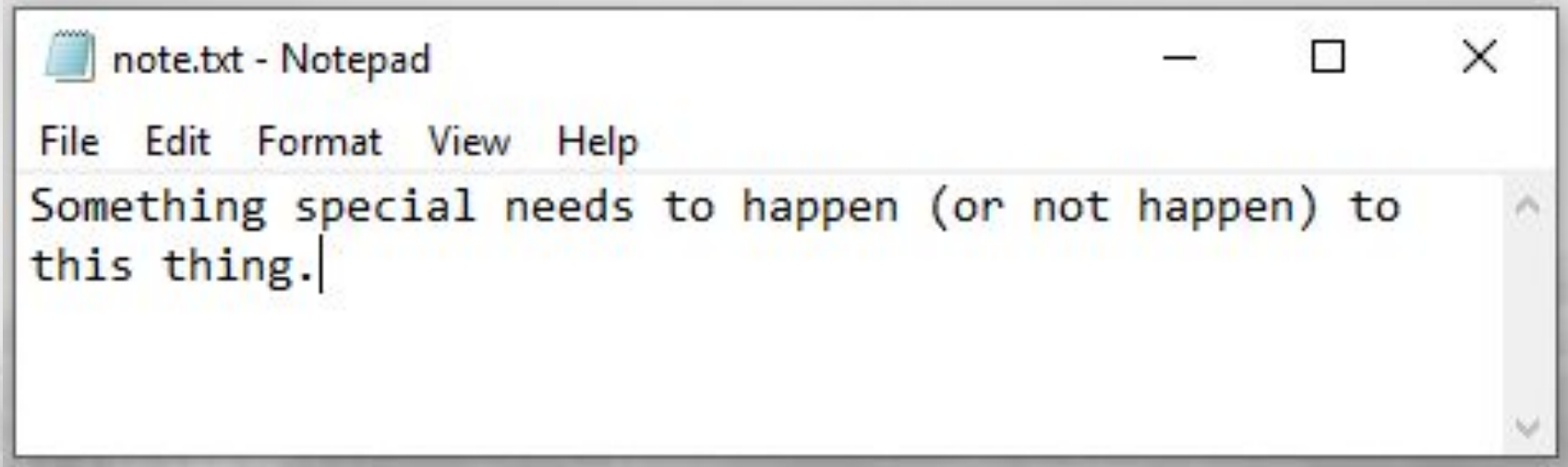
- First 4+ digits sequence #
- Second 4+ digits page numbers
- 000100fc
- 000200fi
- 000300tp
- 00040000
- 00050001
- 00060002
- 00070003

Sequence Numbering

- Padded sequence numbering
- 0001
- 0002
- 0003
- 0004
- 0005
- 0006
- 0007



6. Record special notes



DPL Organizational Principles

1. Label every box (straight away)
2. Document the number of boxes in a collection
3. Document where each collection lives
4. Number your folders
5. Establish and use a naming convention
6. Record special notes Document special notes about the materials, and know where to find them (we create “note.txt” files in individual folders, we also make discrepancy reports for collection that are missing items or a condition report for items that arrive damaged and could be impacted during digitization.)
7. **Create systems**



Agenda

1. Know you (What are the goals of the museum?)
2. Know your collection (what do you have and how are you organizing it?)
- 3. Know your systems (digitization basics)**
4. Know your metadata
5. Know your resources
6. Questions

Standards and Systems

- Standards

- Help uphold your mission
- Execute components of your mission

- Systems

- Uphold standards or other systems
- Enable clear and consistent plan for attacking routine tasks

Core Standards for Museums

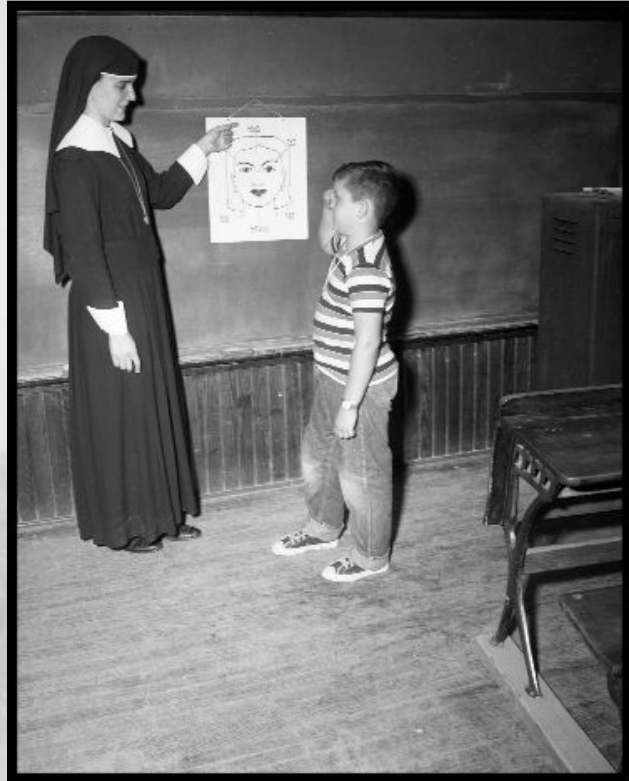
- Public Trust and Accountability
- Mission and Planning
- Leadership and Organizational Structure
- Collections Stewardship
- Education and Interpretation
- Financial Stability
- Facilities and Risk Management



**American
Alliance of
Museums**

Champion Museums. Nurture Excellence.

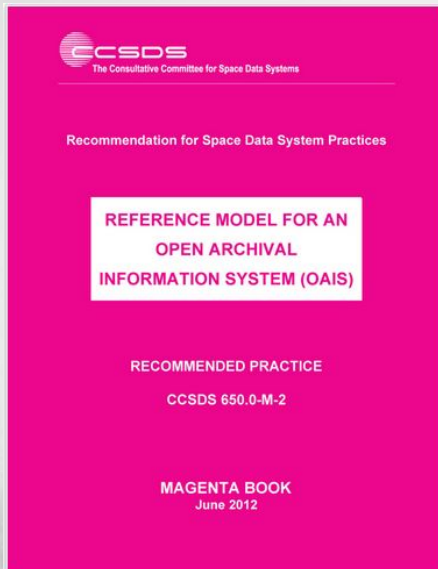
Implementing Standards



36 Nun Teaching Boy, photograph, 1958~

- Employee and Volunteer Orientation
- Training materials
- Make them visible
- Post them

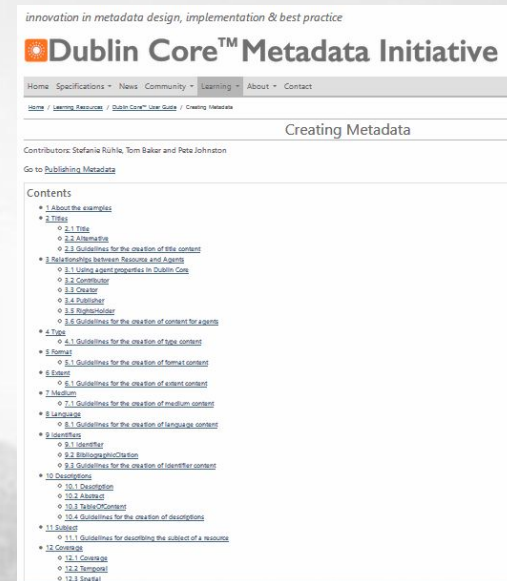




OAIS Reference Model



FADGI Guidelines



Dublin Core Metadata





UNT Libraries Digital Newspapers Program

Film Digitization Media Library





Negatives



Magazines



Photographs

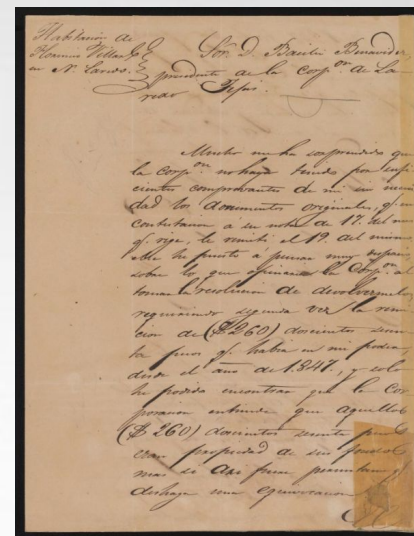




Yearbooks



Reports



Documents



Oversize Materials



Digitization Standards

TEXT (BOOKS)

Image Types	Bit Depth	Color Space	Resolution (ppi)	Scale	File Format
B&W Text Only	1-bit	Bitonal	600ppi	100% (1:1)	Tiff (uncompressed or lossless compression, no LZW)
B&W Text with Illustrations (Photos, Drawings, Plates, Charts)	8-bit	Grayscale	400ppi	100% (1:1)	Tiff (uncompressed)
Text w/ Continuous-Tone Images & Photos (Color)	24-bit	RGB	400ppi	100% (1:1)	Tiff (uncompressed)





EPSON XL12000



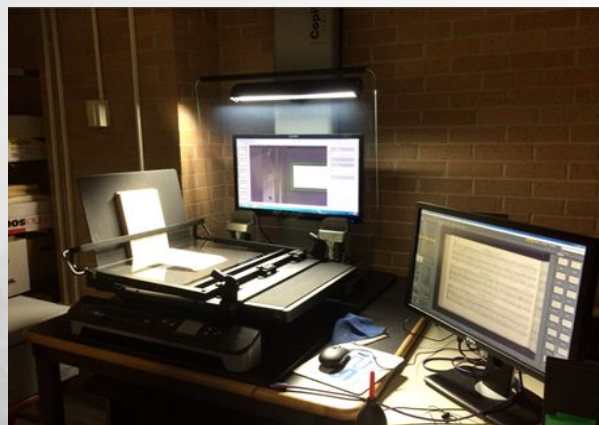
EPSON 750



Fujitsu fi-6670



Plustek OpticBook A300



I2s Copibook Open System



I2s SupraScan Quartz A0



Image Retrieval Phase One
Camera System

Full Initial Inventory

Make a magnet

Add to inventory page

Add to Trello

- ☐ Add full name
- ☐ Add arrival date
- ☐ Add 6months
- ☐ Add deadline
- ☐ Add wiki page link, [project name] Wiki Page

Inventory Project – verify inventory information

- ☐ Condition of collection – item level for delicate things
- ☐ Correct # of boxes
- ☐ Correct Number of objects
- ☐ If there is no inventory – make it with a Portal or Digital Library cover sheet noting the n
- ☐ Get a total of each kind of object
- ☐ Create or identify the naming convention on a sticky note for flag for the scanning student

Calculate approximate scanning time using the Time Schedule

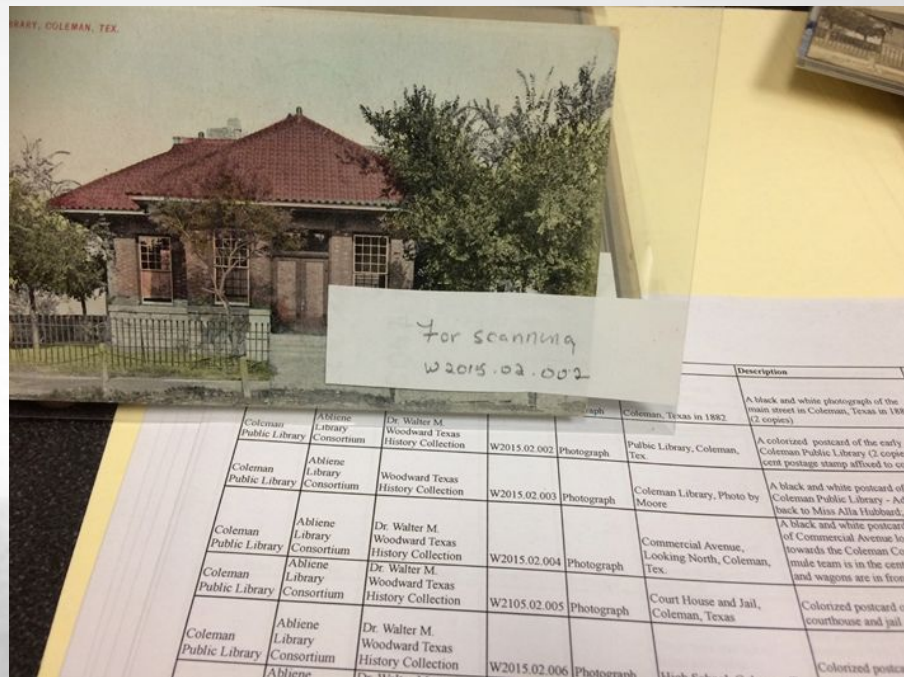
Add calculated time to inventory Capacity sheet: P:\DigiProj\Misc_Files\MarciaShannonJointWork\capacity\2018-fall_project-capacity-numbers.xlsx

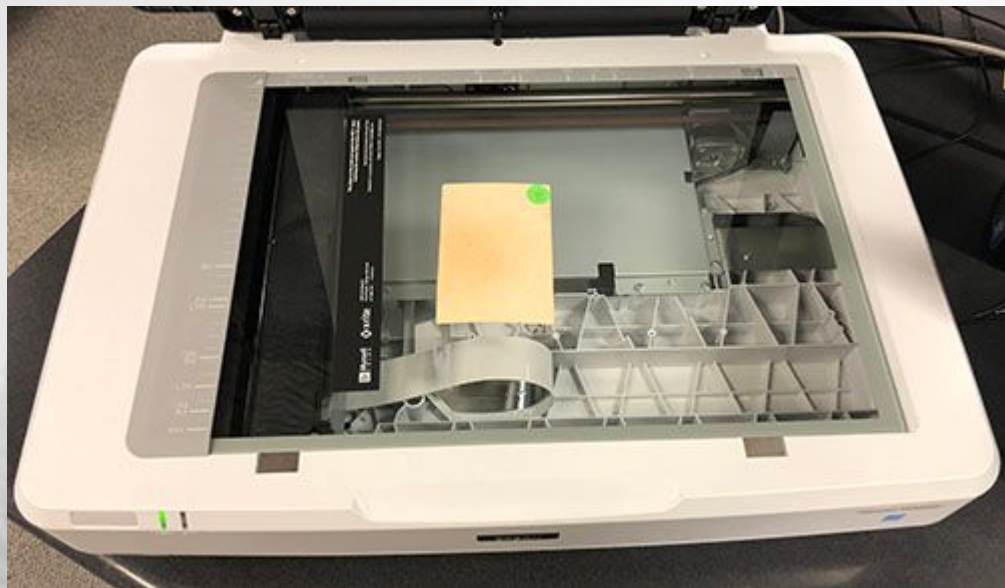
Create item folders in 00.ToScanFolder -

https://digitalprojects.library.unt.edu/projects/index.php/QC_At_The_Command-Line#Check_That_Files_Match_Folder_Names

Make the wiki page

- ☐ Name of the project
- ☐ Online Destination : Portal or Digital Library
- ☐ Find contextual info (Jake): <https://drive.google.com/drive/folders/19-EeUPObsVaYIHl3PFZWZy4svBq42DVV>
- ☐ Institution code: <http://digital2.library.unt.edu/vocabularies/institutions/>
- ☐ Deadline date
- ☐ Date it arrived
- ☐ Date it was inventoried and Discrepancy note
- ☐ Digital and Physical location and link to Trello card
- ☐ Content Owner
- ☐ Project description
- ☐ Write out Project Workflow
- ☐ Any other details of note
- ☐ Add naming convention







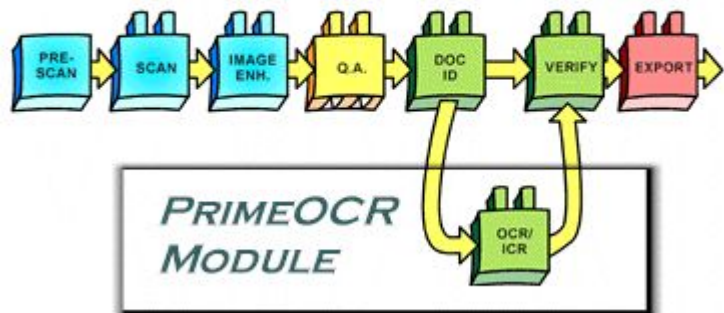
Processing Documents and Photographs Video Tutorial



Name	Date modified	Type
00.toScan	1/21/2020 3:13 PM	File folder
0a.Scanning	10/6/2015 10:23 AM	File folder
1.ToPreQC	4/13/2015 12:17 PM	File folder
1a.toFix	10/3/2016 4:50 PM	File folder
1b.toCheck	1/27/2017 9:29 AM	File folder
2.ToFinalQC	8/22/2016 11:18 AM	File folder
2a.toFixfromFQC	10/4/2018 11:26 AM	File folder
2b.toCheckfromFQC	10/4/2018 11:27 AM	File folder
3.ToOCR	4/13/2015 12:18 PM	File folder
4.ToMetadata	4/13/2015 12:18 PM	File folder
5.ToUpload	4/13/2015 12:18 PM	File folder
6.Uploading	1/27/2017 9:30 AM	File folder
7.Uploaded	4/13/2015 12:18 PM	File folder



InputAccel/ Integration Platform



ABBYY®
OCR



Agenda

1. Know you (What are the goals of the museum?)
2. Know your collection (what do you have and how are you organizing it?)
3. Know (or get to know) your system (digitization basics)
- 4. Know your metadata**
5. Know your resources
6. Questions



Know your metadata



Know your metadata

- TITLE
- CREATOR
- CONTRIBUTOR
- PUBLISHER
- DATE
- LANGUAGE
- DESCRIPTION: CONTENT DESCRIPTION
- DESCRIPTION: PHYSICAL DESCRIPTION
- SUBJECTS AND KEYWORDS
- PRIMARY SOURCE
- COVERAGE
- SOURCE
- RELATION
- INSTITUTION AND COLLECTION
- RESOURCE TYPE
- IDENTIFIER
- NOTE
- DEGREE INFORMATION

Know your metadata

- TITLE

- CREATOR
- CONTRIBUTOR
- PUBLISHER
- DATE

- LANGUAGE

- DESCRIPTION: CONTENT DESCRIPTION

- DESCRIPTION: PHYSICAL DESCRIPTION

- SUBJECTS AND KEYWORDS

- PRIMARY SOURCE

- COVERAGE
- SOURCE
- RELATION
- INSTITUTION AND COLLECTION

- RESOURCE TYPE

- IDENTIFIER

- NOTE

- DEGREE INFORMATION

Know your metadata

- **Physical description**: Information about what it is.
 - LANGUAGE, PHYSICAL DESCRIPTION, RESOURCE TYPE
- **Content description**: Information describing the information it conveys
 - TITLE, CONTENT DESCRIPTION, SUBJECTS AND KEYWORDS
- **Provenance description**: how we interact with the item
 - IDENTIFIER, NOTE

Know your metadata

Fields required for minimally viable records on The Portal to Texas History:

- Content Description Fields:
 - Title
 - Description of content
 - Subjects and Keywords

Know your metadata

Content Description Fields: Title



[Photograph of six men with a dog]

Know your metadata

Content Description Fields: Description of Content



Description

Photograph of six men with a dog. The men are wearing suits and cowboy hats. Three of the men (standing in back row) have numbers written above their images (1, 2, 3). Man on far left of back row is holding a gun. In the front row, there is a man seated cross-legged on the floor, a man sitting in a chair with a dog between his knees, and another man seated cross-legged on the floor on far right. Written on back of photograph in pencil: "1. Mr. Tom McGee 2. Mr. Charlie Farmer 3. Henry Jones 4 ? 5 ? 6 Frank Bell".

Know your metadata

Content Description Fields: Subjects and Keywords



Subjects

NMC Chenhalls

- Art
- Communication Artifacts

University of North Texas Libraries Browse Structure

- People - Individuals

Know your metadata

Fields required for minimally viable records on The Portal to Texas History:

- Physical Description Fields:
 - Description of the item
 - Resource Type
 - Language

Know your metadata

Physical Description Fields: Physical Description of the item (the shape of things)



Physical Description

Paper; Width/Diameter: 13 cm, Height: 17.4 cm

Know your metadata

Physical Description Fields: Resource Type



Item Type

- Photograph

Know your metadata

Physical Description Fields: Language

Language Help

No Language

Comanche
Czech
Danish
Dutch
English
French
German
Greek
Hebrew
Hindi
Hungarian
Italian
Japanese
Korean
Latin
Lamkang
Mizo
Manipuri
Norwegian
No Language

Know your metadata

Fields required for minimally viable records on The Portal to Texas History:

- Provenance Description Fields:
 - Unique Identifier
 - Notes

Know your metadata

Provenance Description Fields: Notes

Note

Help

Select a qualifier for this note

none selected

none selected

Digital Preservation

Display Note

Embargo Note

Non-Displaying Note

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Know your metadata

Provenance Description Fields: Unique Identifier



Identifier

Unique identifying numbers for this photograph in the Portal or other systems.

- **Accession or Local Control No:** 2000.001.002
- **Archival Resource Key:** [ark:/67531/metaph8299](http://n2t.net/ark:/67531/metaph8299)

Know your metadata

APPENDIX 1 SAMPLE CATALOGUING WORKSHEETS

CATALOGUING WORKSHEET SAMPLE 3

REGISTRATION NO.* TM 114

SUBJECT NAME* *Print, Art*

TITLE

DESCRIPTION*
Natural science print of Sydney Gum leaf Katydid, Tarpanidius horridus (original name Great Green Gum tree Grasshopper, Locusta vigintissima) from the Prodromus of the Zoology of Victoria, Decade XI, page 56

KEYWORDS*
natural history; illustrations; insects;

DESCRIPTIONS AND MARKINGS

SIZE* *4 3/4" x 1 1/2" approx*

MAKER'S DETAILS*

name *McCoy, Frederick; Wild, John James*

role *publisher; artist*

about

date

country

comments

WHEN MADE* ☐ exact date ☒ estimated date *1860-1890*

WHERE MADE*

continent *Northern*

region *Australia*

WHEN USED ☐ exact date ☐ estimated date

WHERE USED

* MANDATORY FIELD

APPENDIX 2 SAMPLE CATALOGUING WORKSHEETS

ACQUISITION DETAILS*

how acquired *Donation*

when acquired *2004*

name of source *Pike, John*

organization *Bendigo*

country *Australian*

number of gift items

comments *Details of donation in Supp. file*

CONDITION ☒ good ☐ fair ☐ poor

conservation report

STORAGE LOCATION* *Store room*

CURRENT LOCATION* *Print press Dr 2*

SUPPLEMENTARY FILE* ☒ hard disc ☐ digital files

RESTRICTIONS*

Copyright. Inquired

access

name of authorized person *Courtesy Mr. John Pike*

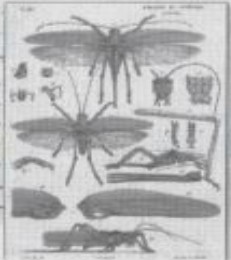
phone

NOTES

DATE/OWNER* *Rogers, Sally 11-01-2001*

* MANDATORY FIELD


Artist: John James Wild. Source: Museum Victoria




Agenda


1. Know you (What are the goals of the museum?)
2. Know your collection (what do you have and how are you organizing it?)
3. Know (or get to know) your system (digitization basics)
4. Know your metadata
- 5. Know your resources**
6. Questions

Know your resources




University Libraries

HOME ABOUT



University Libraries

HOME ABOUT RESEARCH



University Libraries

HOME ABOUT RESEARCH SERVICES SPACES NEWS EVENTS

About Unique Identifier

Home

Standards

ABOUT

- Digital Projects Unit
- Projects
- Grants
- Metadata
- Equipment
- Software
- For Our Partners

Metadata

ABOUT

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ABOUT

- Digital Projects Unit
- Projects
- Grants
- Metadata**
- Standards
- Equipment
- Software
- For Our Partners

The UNT Libraries Digital Projects Unit actively promotes metadata-based digital resource management, monitoring national and international standards-related activities and conducting research into the theoretical and practical applications of metadata. Our goal is to provide optimum searching, discovery, and retrieval of information by users of our digital collections, while ensuring long-term preservation and viability of the digital objects in our systems. We employ a system of metadata developed in-house and based on qualified Dublin Core metadata elements.

- [Quick-Start Metadata Guide](#)
- [Input Guidelines for Descriptive Metadata](#)

PAGE CONTENT

- QUICK
- INPUT
- MET
- REL
- PROJ
- TECH
- CON
- EXT



TEXT (BOOKS)

Know your resources

Model 1

- **You** provide information about your collection, prepare and ship your materials
- **We** scan and describe your items (create metadata), and process, upload, and digitally preserve your final content

Model 2

- **You** provide information about your collection, prepare and ship your materials, and describe your items (create metadata)
- **We** scan your items, and process, upload, and digitally preserve your final content

Model 3

- **You** provide information about your collection, scan your items, and send the digital images to us
- **We** describe your items (create metadata), and process, upload, and digitally preserve your final content

Model 4

- **You** provide information about your collection, scan your items, send the digital images to us, and describe your items (create metadata)
- **We** process, upload, and digitally preserve your final content

Know your resources




Are you a member of an organization?

Have you reached out to your community?

Check with local libraries and museums.

Know your resources

 **Web Guides**

VIRTUAL SERVICES
DIGITAL REFERENCE SECTION

Home >> State Digital Resources

Find

in Virtual Services Web Pages


go

State Digital Resources: Memory Projects, Online Encyclopedias, Historical & Cultural Materials Collections

Compiled by Christine A. Pruzin, Digital Reference Specialist

The Library of Congress [Digital Collections](#), [Primary Sources by State](#), [State Resource Guides](#), and other digital initiatives provide free access through the Internet to the treasures of the Library's collections that document America's history, culture, and creativity. Across the country, the archives, cultural institutions, museums, and libraries of most states are collaborating to create similar projects. They provide unprecedented access to materials that document local and regional growth and development as well as a look at the cultures and traditions that have made individual states and communities unique. The following is a curated list of state and regional digital projects and collaborations. For each project, the primary institution or institutions overseeing the project are noted. The list will expand as new projects are reviewed.

Please note that these links are provided as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by the Library of Congress. The Library of Congress bears no responsibility for the accuracy, legality, or content of the external site, or for that of subsequent links. Contact the external site for answers to questions regarding its content.



[Rambles through our country - an instructive geographical game for the young](#)
New York: Schaefer & Weisenbach,
Litho., c1890
1 print: chromolithograph
[Prints & Photographs Division](#)
Reproduction Number:
LC-DIG-pga-03272

[A](#) [C](#) [D](#) [F](#) [G](#) [H](#) [I](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) | [Multi-State](#)



Questions?



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KGKO reporter sitting at a desk, photograph, 1948,



<http://texashistory.unt.edu>

Resources

American Alliance of Museums Core Documents (and guides to create them)

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/core-documents/>

American Alliance of Museums Core Standards

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/core-standards-for-museums/>

The Small museums cataloguing manual: a guide to cataloguing object and image collections. Hilary Ericksen-Ingrid Unger - Museums Australia (Victoria) - 2009 Retrieved from

https://amagavic.org.au/assets/Small_Museums_Cataloguing_Manual_4th.pdf

UNT Digital Collections Trusted Repository Self-Audit Certification Documentation

<https://library.unt.edu/digital-libraries/trusted-digital-repository/>

UNT Digital Collections Unique Identifier Creation Guide

<https://library.unt.edu/digital-projects-unit/partners/unique-identifiers/>

UNT Digital Collections Scanning Standards by Type

<https://library.unt.edu/digital-projects-unit/standards/>

