

Charting the Path to a Digital Local History Room

Michigan Library Association Annual Conference
October 19, 2022
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Meet Your Experts



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Library of Michigan



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Coordinator
Michigan Digital Preservation
Network



DIGITIZATION

Local History Rooms

Yearbooks

Home Histories

Genealogical Records

Maps

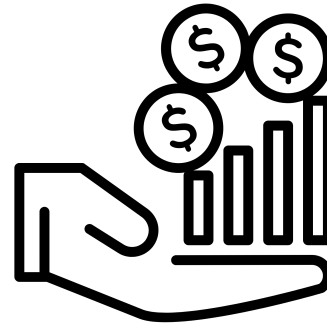
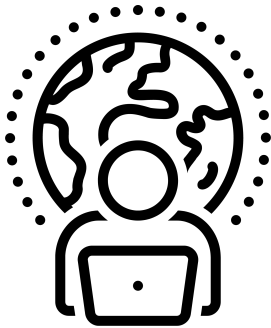
Photographs



Photo: Michigan Room at Mackinaw Area Public Library

Digital Local History Rooms

Digitization supports the broader work of libraries:
to ensure access to information for all.



Why Digitize? Access!

- Virtual access



Kelsey Museum
@kelseymuseum

Miss visiting the Kelsey in person? We miss you! Did you know you can still visit the Kelsey from the safety of your home? Check out our online exhibitions, like this one on Ancient Color! myumi.ch/nbNzV #museumsathome



9:53 AM · Apr 23, 2020 · Twitter Web App

Why Digitize? Access!

- Virtual access
- Hidden Collections
- Research
- Collaboration
- Accessibility



Why Digitize? Preservation!

- Degradation



Why Digitize? Preservation!

- Degradation
- Carrier obsolescence



Why Digitize? Preservation!

- Degradation
- Carrier obsolescence
- Theft/vandalism



Why Digitize? Preservation!

- Degradation
- Carrier obsolescence
- Theft/vandalism
- Natural Disasters



Why Digitize? Revenue!

- Sale of replicas & prints
- Publications
- Licensing (if copyright holder)

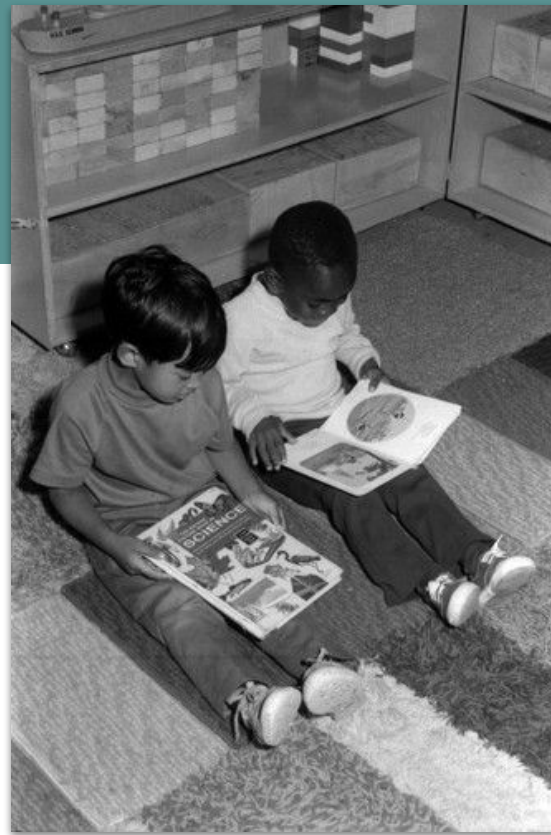


Where to Start?

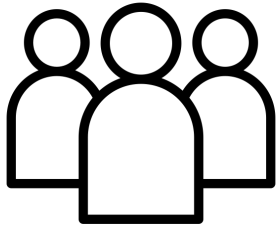


How to Start?

- Develop workflow
- Document choices
- Small wins scale
- ~10 objects



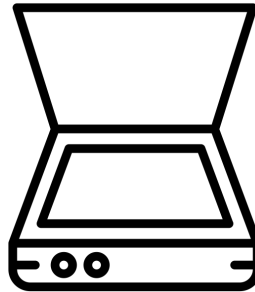
The Five A's of Selection for Digitization



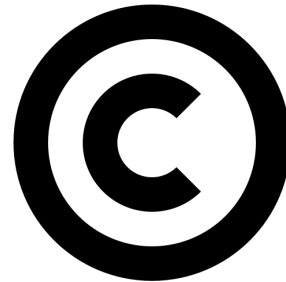
Audience



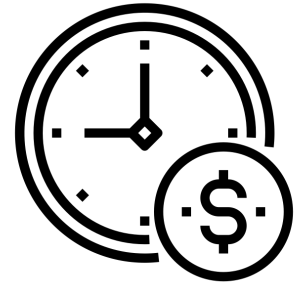
Access



Available



Allowed



Able

Project Planning



LIBRARY OF MICHIGAN

DIGITIZATION PROJECT PLANNING GUIDE

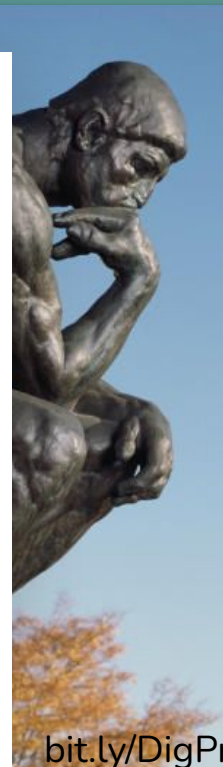
In any successful digitization project, there is more to consider than scanning alone. Gather the project's relevant stakeholders and include them in your planning. This guide will help you consider and address each step in the digitization process, from access to rights to long-term preservation!¹

PROJECT OVERVIEW

Project Name: _____

Goal

What are your goals for this project and how do they support your organization's mission?



bit.ly/DigProjectPlan

Digitization - Funding

- Digitization = investment
- “Preservation reformatting”
- LM Digitization Grant
mi.gov/LSTA
- LM Digitization page
mi.gov/LMdigitization



Digitization - Equipment & Services

- Digitization Kits
bit.ly/LMdigkits
- Digital Content Hosting
bit.ly/lmdigitalinfo



Digitize and Done?





ACCESS





Why Access?

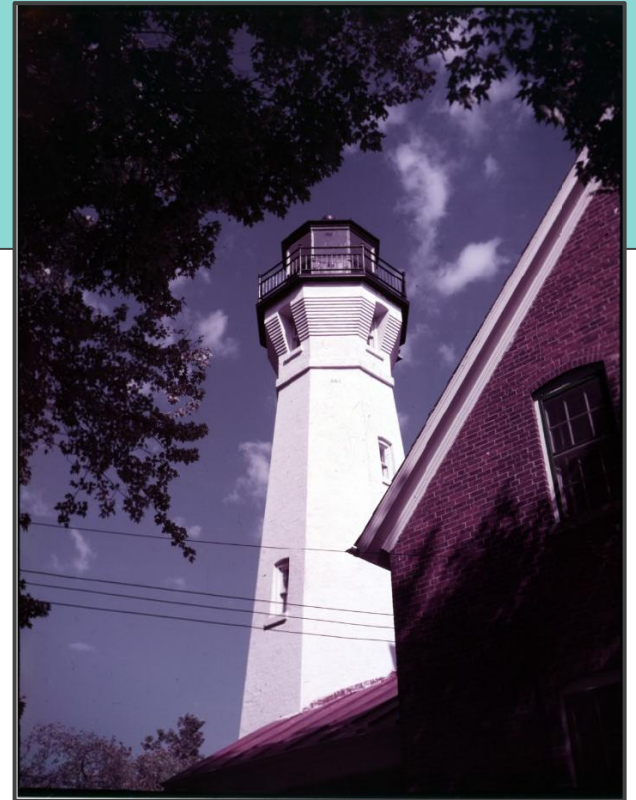
- A public service
- An ongoing outreach program
- A publicity campaign
- An exercise in discovery





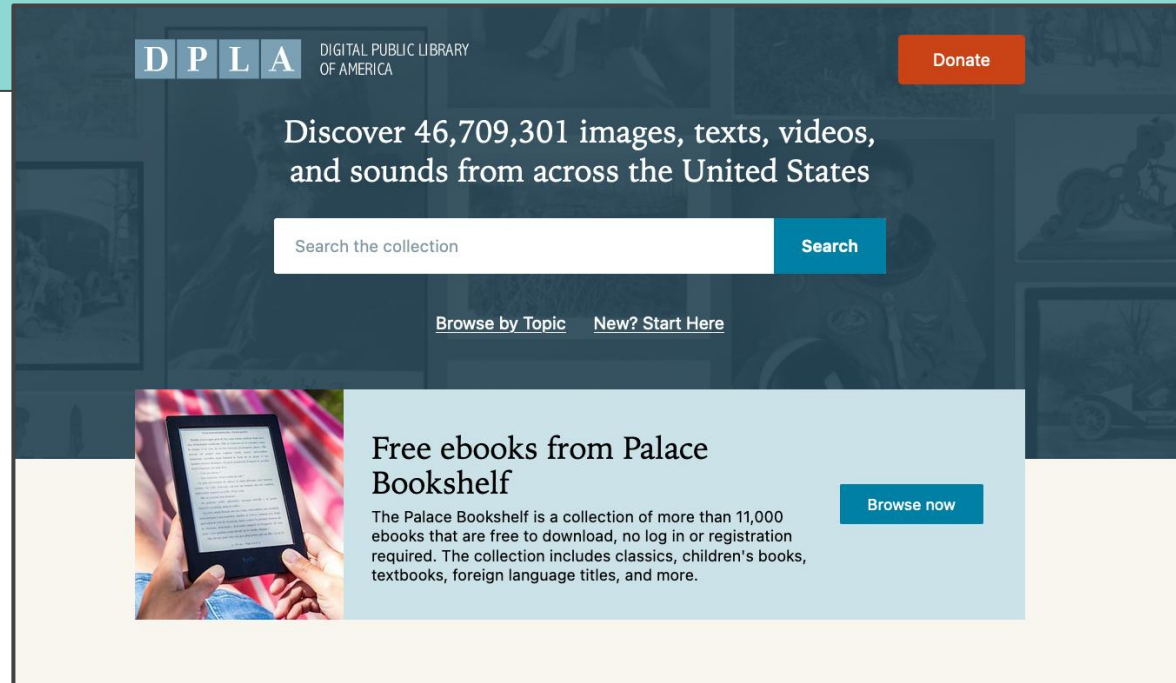
Consider the Lighthouse

- A prompt for discussing commerce and navigation on the Great Lakes
- But also a prompt for a discussion about navigation before there were lighthouses and how indigenous people might have navigated and interacted with the Great Lakes in very different ways.
- Online access, by opening your collections to a wider community, can further encourage these connections.



Port Sanilac Lighthouse, Sanilac County, Michigan. Retrieved from <https://digital.library.wayne.edu/item/wayne:vmc5729> on Oct 5, 2021.

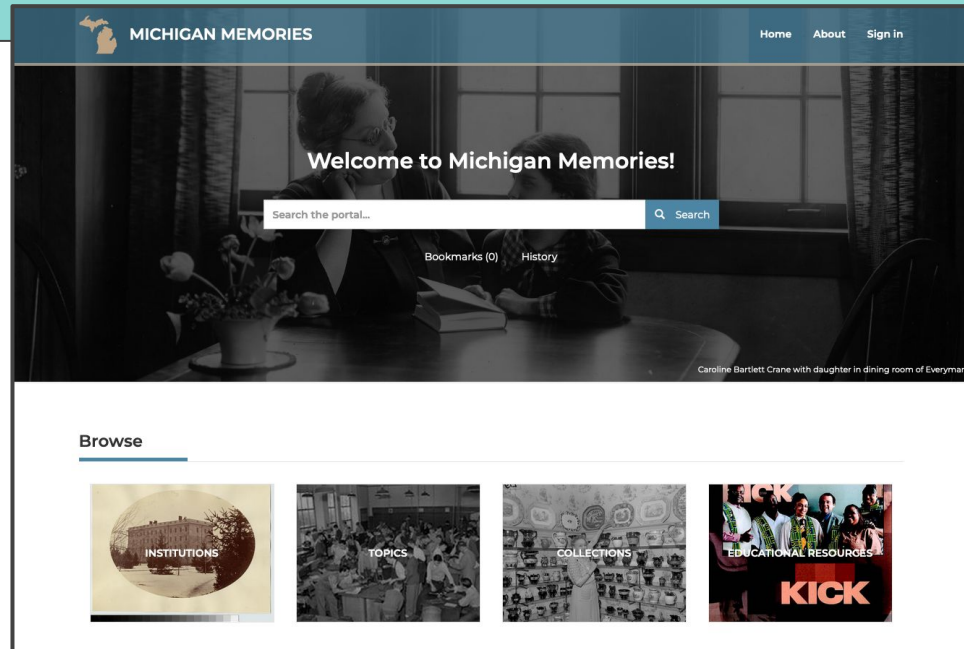
Access: DPLA (<https://dp.la/>)



The screenshot shows the DPLA website homepage. At the top left is the DPLA logo (D, P, L, A in separate boxes) and the text "DIGITAL PUBLIC LIBRARY OF AMERICA". To the right is an orange "Donate" button. The main heading reads "Discover 46,709,301 images, texts, videos, and sounds from across the United States". Below this is a search bar with the placeholder text "Search the collection" and a blue "Search" button. Underneath the search bar are two links: "Browse by Topic" and "New? Start Here". A featured section titled "Free ebooks from Palace Bookshelf" includes a photo of hands holding a tablet displaying text. The text below the photo states: "The Palace Bookshelf is a collection of more than 11,000 ebooks that are free to download, no log in or registration required. The collection includes classics, children's books, textbooks, foreign language titles, and more." To the right of this text is a blue "Browse now" button.

Access: Michigan Memories

(<https://michmemories.org/>)





Why Access Through Michigan Memories and the DPLA?

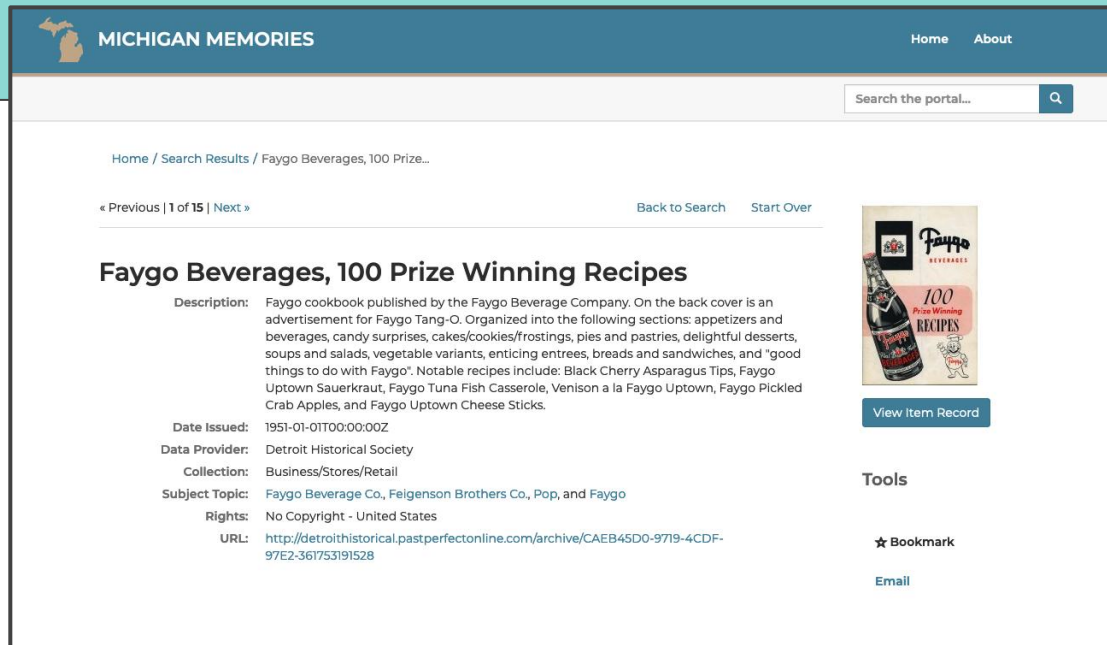
No added costs or paywalls.

The contributing institution determines how its collections are described.

Only metadata are shared, not the digital objects themselves.



Access: Describing Collections



The screenshot shows the Michigan Memories website interface. At the top, there is a dark blue header with the Michigan state outline logo and the text 'MICHIGAN MEMORIES'. To the right of the header are links for 'Home' and 'About'. Below the header is a search bar with the placeholder text 'Search the portal...' and a magnifying glass icon. The main content area has a breadcrumb trail: 'Home / Search Results / Faygo Beverages, 100 Prize...'. Below the breadcrumb trail are navigation links: '« Previous | 1 of 15 | Next »', 'Back to Search', and 'Start Over'. The main title of the search result is 'Faygo Beverages, 100 Prize Winning Recipes'. To the right of the title is a small image of the book cover, which features a bottle of Faygo and the text '100 Prize Winning RECIPES'. Below the image is a blue button labeled 'View Item Record'. Underneath the title and image is a list of metadata fields: 'Description:', 'Date Issued:', 'Data Provider:', 'Collection:', 'Subject Topic:', 'Rights:', and 'URL:'. Each field is followed by its corresponding value. To the right of the metadata is a 'Tools' section with a 'Bookmark' icon and an 'Email' link.

MICHIGAN MEMORIES Home About

Search the portal...

Home / Search Results / Faygo Beverages, 100 Prize...

« Previous | 1 of 15 | Next » Back to Search Start Over

Faygo Beverages, 100 Prize Winning Recipes

Description: Faygo cookbook published by the Faygo Beverage Company. On the back cover is an advertisement for Faygo Tang-O. Organized into the following sections: appetizers and beverages, candy surprises, cakes/cookies/frostings, pies and pastries, delightful desserts, soups and salads, vegetable variants, enticing entrees, breads and sandwiches, and "good things to do with Faygo". Notable recipes include: Black Cherry Asparagus Tips, Faygo Uptown Sauerkraut, Faygo Tuna Fish Casserole, Venison a la Faygo Uptown, Faygo Pickled Crab Apples, and Faygo Uptown Cheese Sticks.

Date Issued: 1951-01-01T00:00:00Z

Data Provider: Detroit Historical Society

Collection: Business/Stores/Retail

Subject Topic: Faygo Beverage Co., Feigenson Brothers Co., Pop, and Faygo

Rights: No Copyright - United States

URL: <http://detroithistorical.pastperfectonline.com/archive/CAEB45D0-9719-4CDF-97E2-361753191528>


View Item Record

Tools

- ★ Bookmark
- Email

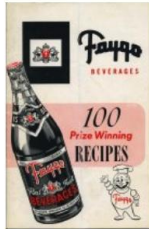
Access: Describing Collections




DETROIT HISTORICAL SOCIETY 

VIDEOS HELP SEARCH ADVANCED SEARCH RANDOM IMAGES ARCHIVES PHOTOS OBJECTS

Archive Record Send Us Feedback

	<p>Catalog Number: 2004.004.138</p> <p>Object Name: Cookbook</p> <p>Title: Faygo Beverages, 100 Prize Winning Recipes</p> <p>Scope & Content: Faygo cookbook, published by the Faygo Beverage Company. On the back cover is an advertisement for Faygo Tang-O. Organized into the following sections: appetizers and beverages, candy surprises, cakes/cookies /roastings, pies and pastries, delightful desserts, soups and salads, vegetable variants, enticing entrees, breads and sandwiches, and "good things to do with Faygo". Notable recipes include: Black Cherry Asparagus Tips, Faygo Uptown Sauerkraut, Faygo Tuna Fish Casserole, Venison a la Faygo Uptown, Faygo-Pickled Crab Apples, and Faygo Uptown Cheese Sticks.</p> <p>Date: 1951</p> <p>Extent of Description: 5.5" x 8.5" 16 pages</p> <p>Collection: Business/Stores/Retail</p> <p>Search Terms: Faygo Beverage Co., Felpenson Brothers Co., Pop, Faygo</p>
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DETROIT HISTORICAL SOCIETY 

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<https://detroithistorical.pastperfectonline.com/archive/CAEB45D0-9719-4CDF-97E2-361753191528>

Access: In the Classroom

The screenshot shows the DPLA Primary Source Sets website. At the top, there is a navigation bar with links for HOME, BROWSE BY TOPIC, BROWSE BY PARTNER, EXHIBITIONS, PRIMARY SOURCE SETS, ABOUT DPLA, NEWS, and DPLA PRO. Below this is a search bar with the text "Search the collection" and a "Search" button. The main heading is "Primary Source Sets" with a sub-heading "Primary source collections exploring topics in history, literature, and culture developed by educators — complete with teaching guides for class use." Below the heading are filters for "All Subjects", "All Time Periods", and "Sort by Recently Added". The main content area displays a grid of source sets, each with a representative image and a title. The visible titles include: "California Gold Rush", "Treaty of Versailles and the End of World War I", "Cotton Gin and the Expansion of Slavery", "Pablo Picasso's Guernica and Modern War", "Victorian Era", and "Immigration through Angel Island".

The Michigan Memories website interface features a blue header with the Michigan state logo and the text "MICHIGAN MEMORIES" and a "Home" link. Below the header, three featured source sets are displayed in a grid. Each set includes a representative image and a title: "Arab Americans and the Automobile: Voices from the Factory" (with an image of a man in a uniform), "Detroit Housewives League" (with a group photo of women), and "LGBT Detroit: Civil Rights in Michigan" (with an image of a person on a sign that says "Pride"). A dark blue footer contains the text: "This portal was funded by a Library Services and Technology Act (LSTA) Collaborative Library Services Grant, administered by the Library of Michigan".

Access: Classroom Resources

(<https://sites.google.com/view/michmemoriesclassroomresources/home>)

Michigan Memories Classroom Resources

Home

Women's History Month

Arab American Heritage Month

Historic Preservation in Michigan

LGBTQ Pride Month

Summertime in Michigan

Hispanic Heritage Month

Black History Month

Search Tips

Black History Month

In honor of **Black History Month**, Michigan Memories is highlighting some of the photographs from the rich collections of our state's cultural institutions. For updates please visit our [Facebook](#) page and our [Twitter](#) account.



Western Union bicycle messengers

Three young African American women in uniforms, holding "Western Union Telegrams", 2 with bicycles. Left to Right: Earlene Robey, Marjorie Sams, Doris Leak. Grand Rapids Herald article, 11-7-1942, pg. 3

Possible research questions:

- What was Western Union?
- When did Western Union first hire African American men as workers?
- When did Western Union first hire African American women?

Year: 1942

Source: The Robinson Studio Collection (Coll. 125), Grand Rapids History Center, at the Grand Rapids Public Library: <https://digital.grpl.org/Detail/objects/121745>



Access: Metadata

Required Fields

Title

Rights

Data Provider

URL (IsShownAt)

Preview (Thumbnail)

Highly Recommended

Collection

Language

Type

Date

Place

Subject

Recommended

Creator

Format

Publisher



PRESERVATION





What is Digital Preservation?

“Digital preservation is the series of *managed activities* necessary to ensure *continued access* to digital materials for *as long as necessary*.”

“**Managed Activities**” - digital preservation requires a variety of proactive and systematic actions to care for content. Also, digital preservation is an ongoing process and not a one-off.

“**Continued Access**” - the ultimate aim of digital preservation is maintaining access and use.

“**As Long as Necessary**” – A reminder that we should be aiming to preserve the digital content for ‘as long as necessary,’ depending on your organizational context and needs.

Understanding Digital Files

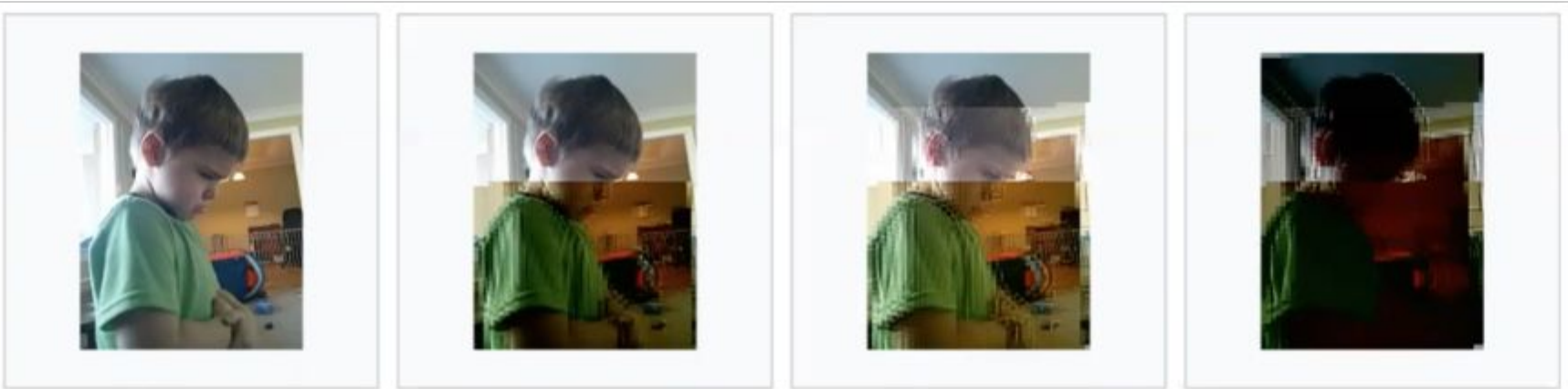
Digital files are made of binary code - a series of 1s and 0s.

One byte is made up of 8 bits, such as 01101100

Digital preservation's goal is to keep every bit - every 1 and 0 in every individual byte - in the same place, for as long as that file is needed.



Understanding Digital Files



0 bits flipped

1 bit flipped

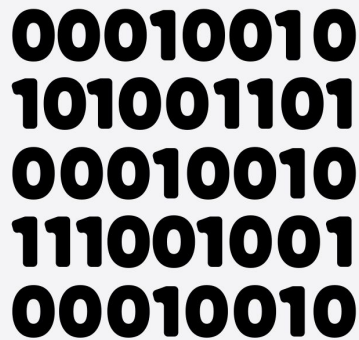
2 bits flipped

3 bits flipped

https://en.wikipedia.org/wiki/Data_degradation

What Does Preservation Do?

The “series of managed activities” of a digital preservation program maintains a file’s:

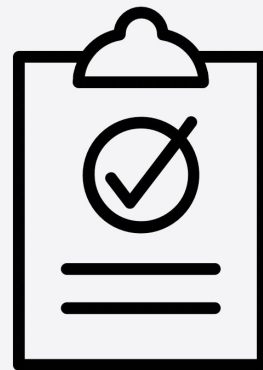


00010010
101001101
00010010
111001001
00010010

Integrity



Identity



Authenticity

Why is Preservation Important for my Local History Collection?

Collections stewardship

Legal mandates

Natural, technical, and manmade risks

Costs - tangible & intangible

Assure long-term access and use of content



Preservation Challenges for Public Libraries

COST



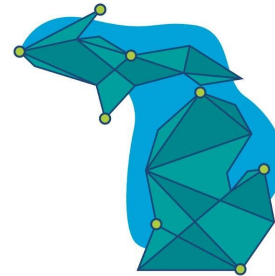
EXPERTISE



The Michigan Digital Preservation Network

The MDPN is a membership-based collaborative initiative that provides access to affordable and easy-to-use digital preservation services.

The MDPN is...
Collaborative
Smart
Collective
Community-based
Equitable



MDPN
MICHIGAN DIGITAL
PRESERVATION
NETWORK

MDPN Technology



LOCKSS (Lots of Copies Keeps Stuff Safe)

- Open-source, free software program from Stanford University
- Works like a web crawler to harvest content from a secure, MDPN-only server
- Stores content at multiple locations on servers called “nodes”
- Nodes “poll” each other periodically to make sure digital content is the same across all nodes
- Nodes that don’t agree with the poll replace damaged or corrupted files with copies from the other nodes
- Adopted by a robust and supportive community of international users



MDPN Membership Costs

Member Level	Annual Operating Budget	Membership Cost
Individual	n/a	\$35
Erie	\$10,000 and under	\$100
Ontario	\$10,001 - \$100,000	\$300
Huron	\$100,001 - \$500,000	\$550
Michigan	\$500,001 - \$999,999	\$1,500
Superior	\$1 million - \$9.99 million	\$2,500
Bridge	\$10 million +	\$3,500

MDPN IMLS Grant: *Demonstrating and Documenting a Statewide LOCKSS 2.0 Preservation Network for Cultural Memory Institutions*

Phase 1: Technical Development
& Documentation

Phase 2: Community Outreach & Education

Phase 3: Sharing Resources & Results





Feeling Overwhelmed? Here are 5 (+1) easy steps to start with...

- Know what you have
- Learn about free, open-source tools
- Find a community (or two or three) and learn what others are doing
- Build a team of stakeholder advocates in your library
- Start an internal digital preservation assessment

Reach out to me
anytime!

Digital Preservation Tools

Functional Area	Level			
	Level 1 (Know your content)	Level 2 (Protect your content)	Level 3 (Monitor your content)	Level 4 (Sustain your content)
Storage	<p>Have two complete copies in separate locations</p> <p>Document all storage media where content is stored</p> <p>Put content into stable storage</p>	<p>Have three complete copies with at least one copy in a separate geographic location</p> <p>Document storage and storage media indicating the resources and dependencies they require to function</p>	<p>Have at least one copy in a geographic location with a different disaster threat than the other copies</p> <p>Have at least one copy on a different storage media type</p> <p>Track the obsolescence of storage and media</p>	<p>Have at least three copies in geographic locations, each with a different disaster threat</p> <p>Maximize storage diversification to avoid single points of failure</p> <p>Have a plan and execute actions to address obsolescence of storage hardware, software, and media</p>
Integrity	<p>Verify integrity information if it has been provided with the content</p> <p>Generate integrity information if not provided with the content</p> <p>Virus check all content; isolate content for quarantine as needed</p>	<p>Verify integrity information when moving or copying content</p> <p>Use write-blockers when working with original media</p> <p>Back up integrity information and store copy in a separate location from the content</p>	<p>Verify integrity information of content at fixed intervals</p> <p>Document integrity information verification processes and outcomes</p> <p>Perform audit of integrity information on demand</p>	<p>Verify integrity information in response to specific events or activities</p> <p>Replace or repair corrupted content as necessary</p>
Control	<p>Determine the human and software agents that should be authorized to read, write, move, and delete content</p>	<p>Document the human and software agents authorized to read, write, move, and delete content and apply these</p>	<p>Maintain logs and identify the human and software agents that performed actions on content</p>	<p>Perform periodic review of actions/access logs</p>
Metadata	<p>Create inventory of content, also documenting current storage locations</p> <p>Backup inventory and store at least one copy separately from content</p>	<p>Store enough metadata to know what the content is (this might include some combination of administrative, technical, descriptive, preservation, and structural)</p>	<p>Determine what metadata standards to apply</p> <p>Find and fill gaps in your metadata to meet those standards</p>	<p>Record preservation actions associated with content and when those actions occur</p> <p>Implement metadata standards chosen</p>
Content	<p>Document file formats and other essential content characteristics including how and when these were identified</p>	<p>Verify file formats and other essential content characteristics</p> <p>Build relationships with content creators to encourage sustainable file choices</p>	<p>Monitor for obsolescence, and changes in technologies on which content is dependent</p>	<p>Perform migrations, normalizations, emulation, and similar activities that ensure content can be accessed</p>

National Digital Stewardship Alliance
Levels of Preservation

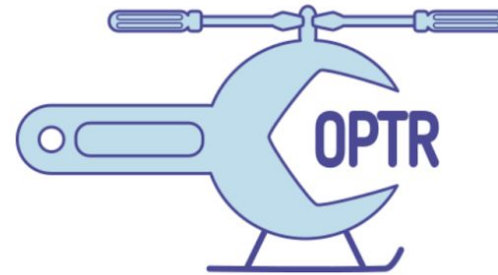
Digital Preservation Coalition RAM

Digital Preservation Tools

	DCC Lifecycle Stages							
	Create or Receive (Acquire)	Ingest	Preservation Planning	Preservation Action	Access, Use and Reuse	Store	Dispose	Cross-Lifecycle Functions
3D	1	3		5	3	2		3
Audio	5	15	3	17	3	2	1	14
Binary Data	1	3	1	4	1	2		6
Container	1	1		5		1		
Database	1	5		16	2	1		1
Disk Image	12	6		4	1	3		8
Document	4	29	1	24	8	1	1	22
EBook		2		2				1
Email	5	5	2	5	6	3		7
Geospatial		1						
Image	9	31	1	31	6	1		18
Metadata	5	21	1	8	6	3		5
Project Management Data	1			1	1			
Research Data	10	5	9		2	16		6
Software	1	2		3		1		2
Spreadsheet	1	5		4				2
Video	4	14	3	19	2	2	1	11
Web	34	8	3	9	5	4		8
Not content-type specific	28	42	101	14	92	84	29	75

Built from the 568 tools recorded in COPTR.

Community-Owned Preservation Tools Registry



**“It’s long past time to
start taking actions.”**

*- Trevor Owens, Head of Digital Content
Management at LOC*

Digitization



Access

Digital Preservation



Key Takeaways

What actions can you take now??

Inventory your collection!

Assess the “who, what, where, when, why, and how” of your content

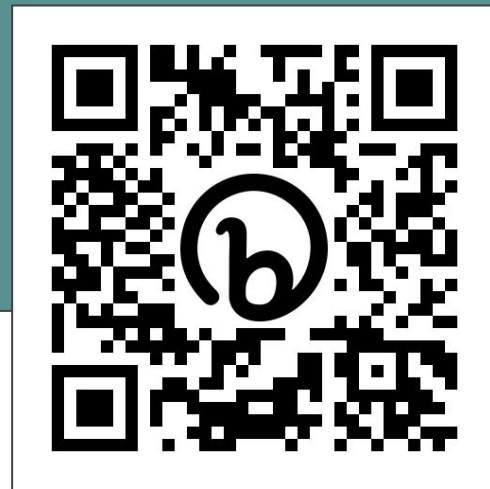
Use your inventory to create a prioritization roadmap for digitization

Ask what is most **unique**, most **used**, and most **at risk**

Need help? Don't know where to start? **Reach out and start a conversation with us!** (we're nice!)



Thank You!



bit.ly/MLA-resources

Questions?

Contact us:

Digitization & Project Planning: **Biz Gallo**, gallob@michigan.gov

Access & Michigan Memories: **Richard Adler**, rcadler@umich.edu

Digital Preservation & MDPN: **Chelsea Denault**, denaultc@mcls.org