Charting the Path to a Digital Local History Room

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Meet Your Experts

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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
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
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.

PROJECT OVERVIEW

Project Name: ____________________________

Goal

What are your goals for this project and how do they support your organization’s mission?
Digitization - Funding

- Digitization = investment
- “Preservation reformatting”
- LM Digitization Grant
  [mi.gov/LSTA](mi.gov/LSTA)
- LM Digitization page
  [mi.gov/LMdigitization](mi.gov/LMdigitization)
Digitization - Equipment & Services

- Digitization Kits
  bit.ly/LMdigkits
- Digital Content Hosting
  bit.ly/lmdigitalinfo
Digitize and Done?
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.
Access: DPLA (https://dp.la/)

Discover 46,709,301 images, texts, videos, and sounds from across the United States

Free ebooks from Palace Bookshelf

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.
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

MICHIGAN MEMORIES

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 Tipp, Faygo Uptown Sauer Kraut, 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/CAEB4000-97F9-4CDF-97F2-06C73C185298

https://michmemories.org/exhibits/default/catalog/67726d3e92f9159145dc3ede8765589a
Access: Describing Collections

https://detroithistorical.pastperfectonline.com/archive/CAEB45D0-9719-4CDF-97E2-361753191528
Access: In the Classroom

Primary Source Sets

Primary source collections exploring topics in history, literature, and culture developed by educators—complete with teaching guides for class use.

Arab Americans and the Automobile: Voices from the Factory

Detroit Housewives League

LGBT Detroit: Civil Rights in Michigan

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)

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, Matina Sims, 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 (Col.: 125). Grand Rapids History Center, at the Grand Rapids Public Library: https://digitalграни.com/detail/object/1221145
### 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.
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

What Does Preservation Do?

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

- **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
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

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<th>Member Level</th>
<th>Annual Operating Budget</th>
<th>Membership Cost</th>
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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

National Digital Stewardship Alliance
Levels of Preservation

Digital Preservation Coalition RAM
Digital Preservation Tools

Community-Owned Preservation Tools Registry

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<th>DCC Lifecycle Stages</th>
<th>Creation or Release</th>
<th>Acquisition</th>
<th>Preservation Planning</th>
<th>Preservation Action</th>
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Built from the 568 tools recorded in OPTR.
“It’s long past time to start taking actions.”

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

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