

# The [Digital] Experts Are In!

A digital practice open forum

# Meet Your Experts

---



Biz Gallo  
Digitization Consultant  
Library of Michigan



Richard Adler  
Coordinator  
Michigan Service Hub  
DPLA



Chelsea Denault  
Coordinator  
Michigan Digital  
Preservation Network

# Library of Michigan



Consulting

Training Opportunities

LM Digital (hosting)

Digitization Kits

Digitization Grant Funding

Programs & Services



# Michigan Service Hub (DPLA)

The screenshot shows the Michigan Memories website. At the top left is the logo for Michigan Memories, which includes a map of Michigan. To the right of the logo are navigation links: SEARCH, ABOUT, and CONTACT. Below these are four tabs: EXHIBITS, TOPICS, INSTITUTIONS, and EDUCATION. A secondary navigation bar contains buttons for View, Edit, Delete, and Revisions. The main content area features the title "Michigan Memories" and a descriptive paragraph: "From historical photographs and articles to rare maps and manuscripts, our collection offers a glimpse into the past and provides a unique look at the people, places, and events that have shaped our state. Explore our collection and discover the stories of Michigan's past." To the right of this text is a large, faded historical photograph of a street scene with trees and a building. Overlaid on the bottom right of the main content area is a teal search box titled "Search the Portal". It contains a "Keywords" label, an input field with the placeholder text "Enter keywords...", and a "Search" button. Below the input field is a link that says "Go to Advanced Search". At the bottom of the page, the text "or browse the collection by:" is displayed.

Michigan Memories

---

# Michigan Digital Preservation Network



# Three Legged Stool



Digitization

Access

Digital Preservation



# Why are we doing this session?

---

Office Hours Live!

A safe space to ask questions,  
regardless of your experience  
level

Sharing knowledge and expertise  
benefits all of us



# Norms to Guide our Discussion

---

Be respectful - cultivate a positive experience for everyone!

Ensure that all voices are heard

Don't interrupt or dominate conversation

Explain jargon and concepts

Be hard on the problem, soft on the people

Don't deride people for not knowing what you already know

There are no stupid questions!



A word cloud of terms related to digital library and archival management. The words are arranged in a roughly triangular shape, with 'privacy' at the top and 'policies' at the bottom. The colors of the words include red, cyan, orange, green, and purple. The words are: privacy, accessibility, advocacy, sustainability, risks, access, metadata, staffing, funding, newspapers, planning, copyright, representation, cms, formats, vendors, preservation, ethics, training, and policies.

privacy  
accessibility  
advocacy  
sustainability  
risks access  
metadata  
staffing funding  
newspapers planning  
copyright  
representation cms formats vendors  
preservation ethics training  
policies

# Access

---

[DPLA](#)

[Michigan Memories](#)

Levels of access

Access restrictions (PII, FERPA, HIPAA)

[Takedown Policies](#)

[TK \(Traditional Knowledge\) Labels](#)



# Accessibility

---

Optical Character Recognition (OCR)

Closed Captioning

Transcription

Alt Text

[DAWG \(Digital Accessibility Working Group\)](#)



# Advocacy

---

[Cultural Advocacy Network of Michigan](#)

[Digital Preservation Coalition](#)

[MI Right to Read](#)

[Digital Preservation Coalition Competency Audit Toolkit\(CAT\)](#)



# CMS

---

IT Infrastructure

Metadata support

Community adoption and activity

Local or Hosted/Cloud-based?

Analytics

[CMS Comparison Spreadsheet](#)



# Copyright

---

[US Copyright Law](#)

[Cornell Libraries Copyright Term & the Public Domain](#)

Physical Ownership vs. Intellectual Property

Example (do NOT do this): [The Crypto Dune Bros](#)

[Fair Use](#)

[Standardized Rights Statements](#)

[OCEAN \(Open Copyright Education Advisory Network\)](#)



# Ethics



---  
Did the group(s) have input on how content was collected, described, and/or exhibited?

Does the material depict a tribal spiritual or religious place, object, belief, and/or activity?

Harmful Content Statements

Traditional Knowledge platforms – Mukurtu

Metadata Remediation

See all [Representation](#)

# Formats

---

Preservation

Uncompressed

Lossless vs. Lossy

Proprietary vs. Open

[LOC Recommended Formats Statement](#)

[Sustainability of Digital Formats](#)

Access





# Funding

---

[LSTA Improving Access to Information Grant](#)

[Digital Michigan Newspaper Grant](#)

[Digitizing Hidden Collections](#)

[Michigan History Alliance Grant Program](#)

[Save Michigan History Grant](#)

(offered in 2022, not 2023; but keep an eye out!)



# Metadata

---

Descriptive

Administrative

Technical

Controlled Vocabularies

Schema

Linked Data

Remediation

[PREMIS](#)



# Newspapers

---

[Digital Michigan Newspaper Portal](#)

[Newspapers on Microfilm at LM](#)

[Michigan Newspaper Family Histories](#)

[Digital Michigan Newspaper Grant](#)

[Extra! Extra! Libraries Learning to Digitize Newspapers](#)  
*presentation on Friday, October 20th*



# Planning

---

[Digitization Project Planning Guide](#)

[NEDCC Selection for Digitization](#)

[The Five A's of Digitization Decision Making](#)

[Digital Preservation Coalition Rapid Assessment Model](#)

The Digital Preservation “Road Trip”

Selection and Appraisal for Digital Preservation



# Privacy



-----  
Personally Identifiable Information (PII)

Health Insurance Portability and Accountability Act (HIPAA)

Family Educational Rights and Privacy Act (FERPA)

Right to be Forgotten: Paper from Nathan Tallman (Penn State) and Presentation by Tonia Sutherland

Digitize Your Yearbooks: Creating Digital Access While Considering Student Privacy and Other Legal Issues

# Preservation

---



# Policies



---

## Takedown Policies

- [University of Michigan Takedown Policy for Sensitive Information in U-M Digital Collections](#)
- [University of Michigan Takedown Policy for Addressing Copyright Concerns](#)

## Selection Policy

Preservation Policy: [NASIG Preservation Policy Model](#), MAA  
Presentation

# Representation

---

Selection

Archival Silences/“Minding the Gaps”

See also [Ethics](#)





# Risks

---

Obsolescence

Environmental

Intentional

Digital Degradation

Organizational Change/Loss of Funding



# Staffing

---

Training Staff vs. Vendor

Maintaining digital files over time

Digital Preservation Coalition Competency Audit Toolkit  
(CAT)



# Sustainability



---  
Linda Tadic [The Environmental Impact of Digital Preservation](#)

Alex Kinnaman [“Green Goes With Anything: Decreasing Environmental Impact of Digital Libraries at Virginia Tech”](#)

# Training

---

[Digitization Basics Webinar Series](#)

[Digitization Basics NICHE Pathway](#)

MCLS Creating and Caring for Digital Collections

[WebJunction Digital Collections Stewardship](#)

(*new cohort model coming in 2024!*)

[Digital Preservation Coalition Novice to Know-How](#)



# Vendors

---

Specialized formats (AV, newspaper, microfilm)

RFP/RFQ

Pilot Projects

Relationship Building

Transparency

[DLF Vendor Registry](#) and [No Reservation Recommendations](#)

Storage Criteria



# Survey

---

Was this useful?

Would you be interested in participating in a community for digital practice in Michigan?

Do you know who to contact with questions about digital collections?

# Thank You!

Let's keep the  
conversation going!



**Biz Gallo**

Digitization

[gallob@michigan.gov](mailto:gallob@michigan.gov)

**Richard Adler**

Digital Access

[rcadler@umich.edu](mailto:rcadler@umich.edu)

**Chelsea Denault**

Digital Preservation

[denaultc@mcls.org](mailto:denaultc@mcls.org)

---