Repository Update:
what have they been doing anyway?!

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Repository Team

Regina Avila, Jennifer Bulger, Paula Deutsch, MaryAnn Hogan, Susan Makar, Susan Sanders, Marilyn White

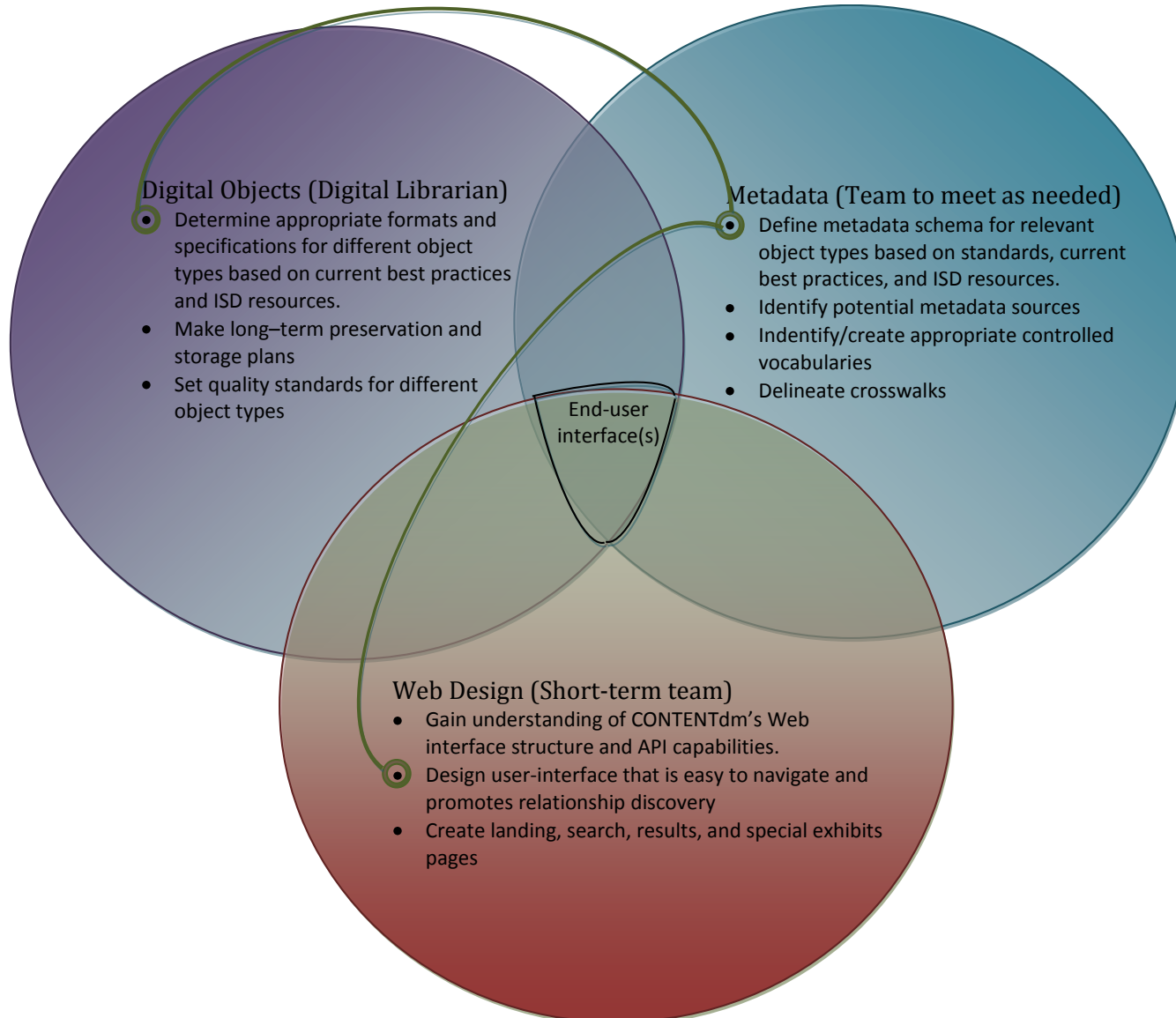http://community.thehobbitsite.com/Video/The-Hobbit-Trailer-Sneak-Preview/00FF6FFFF01CBF633001B00CFE6E5

http://www.cedmagic.com/featured/tolkien/hobbit.html

Organizing The Process

Digital Objects (Digital Librarian)
- Determine appropriate formats and specifications for different object types based on current best practices and ISD resources.
- Make long–term preservation and storage plans
- Set quality standards for different object types

Metadata (Team to meet as needed)
- Define metadata schema for relevant object types based on standards, current best practices, and ISD resources.
- Identify potential metadata sources
- Indentify/create appropriate controlled vocabularies
- Delineate crosswalks

End-user interface(s)

Web Design (Short-term team)
- Gain understanding of CONTENTdm's Web interface structure and API capabilities.
- Design user-interface that is easy to navigate and promotes relationship discovery
- Create landing, search, results, and special exhibits pages

Move team activities onto SharePoint

Repository Team

The Face of the Repository

Metadata to the Rescue!

CDM Workgroup

Collection Strategy

- Influences
  - What do we already have digitized
  - What do we need to digitize first
  - Quality standards
- Plan
  - JRes
  - Museum objects
  - Oral histories
  - Videos (colloquia)

Getting Ready

Purchase Software

- Fedlink's requirement that we put the contract out for bid
  - Statement of Work (SOW)
  - Request for Quotes (RFQ)
  - Evaluate proposals

- Protest filed

- Work with OCIO for security documentation

Training Ourselves

- CONTENTdm Online courses
- Conferences
  - NIST DPIF Digital Preservation Interoperability Framework (part 1)
  - CONTENTdm User group at Yale
- LC training
  - Preservation

Self Study and Research

- PDF/a's
  - PDF/a 1A
  - PDFa 1B
- Archival quality photography (requirements and specifications)
  - Raw file formats
  - Importance of the Digital Negative (DNG) file format

  (.dng)
- Personal Home Page (PHP), javascript

Training Others
(Ilse, Karen, and Ruth)

- Creating PDF/A files
- Embed metadata in objects
- Review for quality control
- File naming conventions

Build it—Subteam Activities

- Metadata Team

- Digital Objects Team

- Web Team

- CONTENTdm
  Working Group

- [team pages]

Metadata Team

- Research format standards
- Define metadata scheme and format
  - Journal of Research
  - Photos of museum objects
- Create database for Journal of Research metadata
- Interview metadata librarian applicants

Registrar's Database

- SQL database migrated to Access database
- Clean up of artifact data
  - References
  - Historical data
- Controlled vocabulary for museum objects
- Approximately 30 items ready for import into CONTENTdm

CONTENTdm Workgroup

- Learning new skills
- Scanning activities
- Uploading PDFs keep crashing the system. Can't do batch import right now.

Digital Objects

- Identify objects that are ready to go into repository
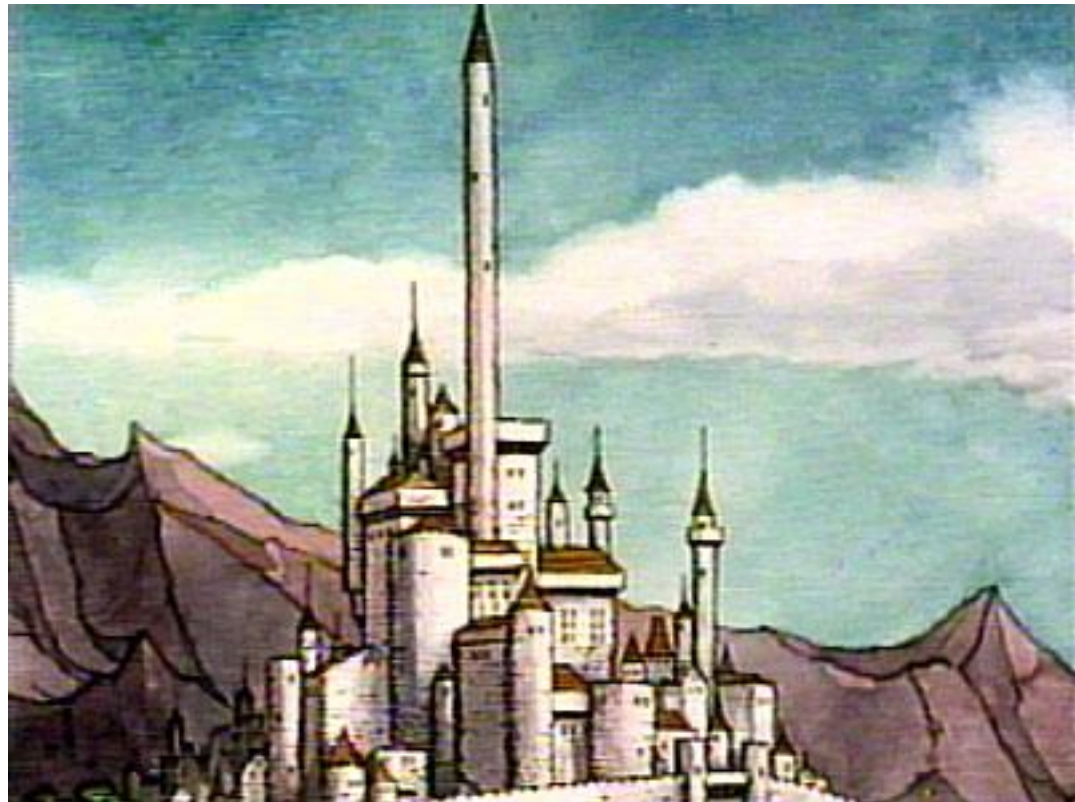- SOW for contracting scanning

Photograph Museum Pieces

- Hiring a photographer
- Finding work space
- Moving physical objects
- Purchasing PC
- Technical issues

Specifications for Next Phase

- Audio
- Video
- Compound objects—how to handle them

Web Interface

- Concept
- Banner
- Navigation (Search interface)
- Landing, collection, and results pages
- Purchase software (Adobe Creative Suite)

No Resting Until We Launch!