Digitization Training and Metadata

The View from Two UIUC Projects

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Truth and Consequences of Digitization
AASLH Annual Meeting
September 30, 2004
Need for Digitization Training

- “Status of Technology and Digitization in the Nation’s Museums and Libraries” – 2002 IMLS
  - Most common hindrance: Lack of funds (no surprise!)
  - AND: “lack of available expertise”

- Digitization training can be time consuming, expensive, require travel….

  **BUT**

  Training is essential for successful digitization projects.
The Illinois Digitization Institute

“Basics and Beyond” digitization training program

- University of Illinois Library
- Illinois State Library
- Illinois Heritage Association

Three levels of digitization training through workshops and on-line courses:
- Different costs and time commitments for each.
Instruction on digitization fundamentals

- Advantages/disadvantages of digitization
- How to plan a successful project
- What digital images are made of
- Buying appropriate equipment
- Professional standards for digital projects
- What metadata is and why it’s important
- Making use of the Illinois State Library’s Illinois Digital Archives (IDA)
Track 1: One Day Workshop

- Given at different sites throughout Illinois
- What they’re learning:
  - Pre-quiz score: 4/5 out of 9 wrong
  - Majority say they have “none” or a “small amount” of prior digitization knowledge
  - Post-quiz score: 1/2 out of 9 wrong
  - 85% say they will use 75 – 100% of what they learned in the workshop in future projects
IDI Training Opportunities

TRACK 2:

- Web-based advanced digitization training
- Three week, asynchronous (but instructor led) on-line course
- Electronic bulletin board allows communication among participants
- 75 – 80% of students have accessed the information at least once 3 weeks after the course has ended
Track 2: Previous Experience

Familiarity with Digitization

- Only 2% are comfortable with the entire digitization process
- 44% have basic practical experience or worked on a small project in the past
- Over 54% have no or only basic theoretical knowledge of digitization
Track 2: However…

- Over 87% plan on doing a project
- 95% already own some kind of digitization equipment – mostly flatbeds and digital cameras
- 40% plan on digitizing 1,000 or more items from their collections
- Many are already involved in project when they take the course
Track 2: What They Said

- “The earlier readings on planning (especially those concerning copyright & prices) were eye-opening.”
- “This course was so important to my project. I feel like I know 300% more than I did when I started it.”
- “The guidelines for purchasing equipment were very useful and timely for me.”
- “Every single day had information that I will apply to my digitization projects.”
IDI Training Opportunities

TRACK 3:

- Three week, asynchronous, on-line course PLUS 2 days of hands-on training at Urbana-Champaign campus
- Track 3 follows the Track 2 on-line outline but includes a 2-day, in-person workshop
- Learn the hands-on process from start to finish during workshop
- Use scanners, cameras, software, and create metadata
Other Important Outcomes

- Several participants in Track 1 have gone on to take the Track 2 or 3 course.
- Participants in Track 2 and 3 wanted to keep access to the electronic bulletin board and on-line community of new digitizers.
- New digitizers felt more comfortable asking questions in the company of others new to the field.
IDI Training Opportunities

For more information about locations and dates of any of the workshops or courses:

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http://images.library.uiuc.edu/projects/IDI
Context: Aggregate metadata from multiple IMLS funded collections into a central repository

What is metadata?
- Data about data (?)
- Structured information about a resource
- Lots of kinds of metadata

Why is metadata important?
- Discovery of resources
- Decide whether resource is useful or pertinent
Many Decisions to Make

- Who is it for? Multiple audiences? (local users, global users, in house staff, colleagues from other institutions, etc, etc)
- What format standard do you use? Or do you?
- What are you describing? (Physical object or digital? Or both?)
- How are you describing it? (Controlled vocabulary? Local thesaurus?)
"We'll have lots to eat this winter, won't we Mother?"

Grow your own
Can your own
We'll Have Lots to Eat this Winter, Won't We Mother?  
Grow Your Own, Can Your Own

1943

Poster, color, 16 x 22.6 in., published by the United States Government Printing Office.

Many foods, including coffee, tea, butter, meat, frozen and canned vegetables were rationed during World War II. Americans were encouraged to plant "victory gardens" to help provide food for their families and neighbors. Women often preserved the excess produce from these gardens through home canning. Canning is a food preservation system that involves precooking and then air-tight sealing of food in jars, which are then immersed in a hot water "bath" for a specified period of time. This hot water "bath" is intended to kill off contaminants that may have survived the processing. If the contents of the jars were very acidic, such as tomatoes, there was less danger of the canned food spoiling. Other, less-acidic, home-canned foods were protected from spoiling by the use of brines, sugar, or salt as preservatives and for flavor.

World War II
14 Political systems
16 History

United States. Office of War Information
Parker, Albert [artist]
Illinois State Library

Canning and preserving--United States
Food conservation--United States
World War, 1939-1945--Food supply--United States
War posters, American
World War II
Winter

http://images.library.uiuc.edu/projects/tdc/conditions.htm
ww20015p
Granularity of Description: Excerpt of Metadata Record Describing “American Woven Coverlet”

**Basic Information**
- **Artifact Identification**: American Woven Coverlet (1973.02.0002)
- **Classification**: Furnishings: Bedding: Bedspread
- **Visual Description**: Hand-loomed blue wool and white linen coverlet, worked in overshot weave in plain geometric variant of a checkerboard pattern.
- **Artist/Maker**: None
- **Geographic Location**: America, North, United States, Indiana? Illinois?
- **Period/Date**: Early 19th c. CE
- **Culture**: Euro-American

**Physical Analysis**
- **Dimension 1 (Length)**: 228.0 cm
- **Dimension 2 (Width)**: 169.0 cm
- **Dimension 3 (Depth)**: 1.2 cm
- **Weight**: 1,629 g
- **Measuring Remarks**: None
- **Materials**: Textile--Multi, Pigment--Dye
- **Manufacturing Processes**: Weaving--Hand, Spinning, Dyeing
- **Munsell Color Information**: waive

**Research Remarks**
- **Published Description**: Coverlet is constructed from finely spun, indigo-dyed wool and undyed linen, woven with considerable skill. Although the pattern is simpler, the overall craftsmanship is higher than 1934.01.0094A. - D. Schrissuhn, 11/19/99 This coverlet is an example of early "overshot" weaving construction, probably dating to the 1820's and is not attributable to any particular weaver. -- Georgette Meredith, 10/9/1973
- **Scholarly Notes**: See Spurlock #1934.01.0094A.
- **Comparanda**: N/A
- **Bibliography**: N/A
Granularity of Description: Excerpt of Metadata Record Describing "Cotton coverlet with embroidered butterfly design"

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Cotton coverlet with embroidered butterfly design</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Creator</strong></td>
<td>Hayutin, Anna Ginsberg, 1893-1925.</td>
</tr>
</tbody>
</table>
| **Link** | http://www.penlib.du.edu/specoll/beck/t001detail1.htm  
http://www.penlib.du.edu/specoll/beck/t001detail2.htm  
http://www.penlib.du.edu/specoll/beck/t001full.htm  
http://penlibrary.du.edu/About/collections/SpecialCollections/copyright.cfm |
| **Publisher** | University of Denver, Penrose Library |
| **Description** | Digital image of a single-sized cotton coverlet for a bed with embroidered butterfly design. Handmade by Anna F. Ginsberg Hayutin. |
| **Date Original** | 1912-1920 |
| **Date Digital** | 2001-04-05 |
| **Subject(s)** | Bedding,  
Coverlets,  
Household linens,  
Interior decoration accessories,  
Embroidery,  
Cotton fabrics,  
Jewish crafts,  
Jewish embroidery,  
Decoration and ornament  
textile crafts, [AAT],  
Jews — Colorado — Social life and customs — 20th century,  
Handicraft |
| **Type** | Image |
| **Source** | Materials: cotton and embroidery floss. Dimensions: 71 in. x 86 in. Markings: top right hand corner has 1 1/2 in. x 1/2 in. label cut outs at upper left and right hand side for head board; fabric is woven in a variation of a rib weave; color each of yellow and gray. Hand-embroidered cotton butterflies and flowers from two shades of each color of embroidery floss: blue, pink, green, and purple and single top 20 in. bordered with blue and black cotton embroidery thread; stitches used for embroidery: running stitch, chain stitch, French knot and back stitches; selvage edges left unfinished; lower edges turned under and finished with large gray running stitches made with embroidery floss. |
| **Relation** | Material Culture Collection, Ira M. Beck Memorial Archives of Rocky Mountain Jewish Historical Society, Special Collections Dept., Penrose Library, University of Denver, Denver, Colo.  
Heritage Colorado |
| **Format Create** | Epson Expression 836 XL Scanner with Adobe Photoshop version 5.5, 300 dpi; 21-53K bytes |
| **Rights** | http://library.du.edu/About/collections/SpecialCollections/copyright.cfm |
| **Project** | University of Denver |
What does this record represent?

Identifier:
http://images.umdl.umich.edu/cgi/i/image/image-idx?view=entry;subview=detail;cc=fish3ic;entryid=X-0802;viewid=1004_112

Publisher: UMMZ Fish Division

Format: jpeg

Type: image

Subject: 1926-05-18 1926;0812;18;Trib. to Sixteen Cr. Trib. Pine River, Manistee R.;R10W;S26; S27;JAM26-460;05;T21N;1926/05/18

Language: UND

Description: Flora and Fauna of the Great Lakes Region

Trib: Pine River, Mainstem.

Water: mostly spring-fed, clear, spring floods not as bad.

Vegetation: not much at all, absolutely nothing.

Bottom: sandy, some mud, rather deep.

Shore: mostly cleared, some brush.

Distance from shore: on west 4 ft.

Depth of capture: on west

Method of capture: 

Collected by: Metzler.

Date: V. 18. 1926

Time: 

Animal life: subnormal.
Metadata Questions

- What’s the purpose of the metadata?
- Who’s your audience?
- What are you describing? What’s most useful for your audience?
- Is the metadata clear? Understandable?
- Are you using standards? If not, why not?
Contact Information

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