

# Getting Started with the Digital Commonwealth



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LYRASIS

# Introductions

- Name & organization / role
- Where are you in your digital project?
- What do you want to learn today?

# Current Participants

## Portal contributors

- Boston College
- C/W MARS, Inc.
- Massachusetts Historical Society
- Northeastern University
- Sturgis Library
- UMass Amherst
- UMass Lowell
- WGBH Educational Foundation

## Portal & Repository contributors

- The Governor's Academy, Pescosolido Library
- North of Boston Library Exchange (NOBLE)
- Northeast Massachusetts Regional Library System
- Public Library of Brookline
- Watertown Free Public Library



# Digital Commonwealth Is...

- A Portal
  - contains *only* the metadata that enables the discovery of the digital objects; it does *not* contain the actual digital objects.
- A Repository
  - stores and maintains all the components of a digital collection (including both metadata and digital objects) according to a framework of policies and standards. By means of its technological infrastructure, the repository provides access to the digital content.

# Portal


The screenshot shows a Mozilla Firefox browser window displaying the Digital Commonwealth website. The browser's address bar shows the URL <http://www.digitalcommonwealth.org/>. The website header includes the Digital Commonwealth logo, a search bar, and navigation links for Login, Register, About, and Bookmarks. The main content area is divided into three columns: 'FIND BY LOCATION' with a map of Massachusetts, 'RECENT QUERIES' with a list of search terms, and 'NOW INDEXING' with a list of categories and their counts. Below these is a 'HIGHLIGHTS FROM THE ARCHIVES' section featuring three historical photographs.

**Digital Commonwealth**  
Massachusetts Collections Online

Advanced Search | Browse Subjects

Login  
Register  
About  
Bookmarks

**FIND BY LOCATION**




**RECENT QUERIES**

- Ipswich
- Accidents
- Montpelier
- HowardSt. (Holyoke)
- Worcester
- conflict perspective
- colle...
- st joseph school
- nursing role conception

**NOW INDEXING**

- Records (25034)
- Archives (343)
- Subjects (4174)
- Collections (179)
- Types (36)
- Creators (8504)
- Sources (793)

**HIGHLIGHTS FROM THE ARCHIVES**



# Participation: Harvested Site

- Digital Commonwealth will harvest your metadata for inclusion in the portal.
  - Metadata must be in an OAI-PMH compliant system; OR
  - An OAI static repository document must be created and hosted on a web server to enable harvesting

# Participation: Linked Site

- Digital Commonwealth will add a link on our portal to your online digital collection.
  - Included in your annual membership fee.

# Repository

The screenshot shows a Mozilla Firefox browser window with the address bar displaying <http://repository.digitalcommonwealth.org/>. The page content includes a login field, a breadcrumb trail for 'Repository Home', a welcome message, search and browse sections, and a list of member institutions.

Repository Home - Mozilla Firefox

File Edit View History Delicious Bookmarks Tools Help

http://repository.digitalcommonwealth.org/

Repository Home

Login

Digital Commonwealth

Repository Home

**Welcome to the Digital Commonwealth Central Repository**

This repository houses digital collections belonging to Digital Commonwealth members.

**Search Repository**

Enter some text in the box below to search the repository.

Go

**Institutions**

Select a member institution to browse its collections.

- [Brookline Public Library](#)
- [Digital Commonwealth Executive Committee Documents](#)
- [Jewish Women's Archive](#)
- [Northeast Massachusetts Regional Library System](#)
- [Watertown Free Public Library](#)

**Search Repository**

Go

[Advanced Search](#)

**Browse**

- **Entire Repository**
  - [Institutions & Collections](#)
  - [Titles](#)
  - [Authors](#)
  - [Subjects](#)
  - [By Dates](#)

**My Account**

- [Login](#)
- [Register](#)

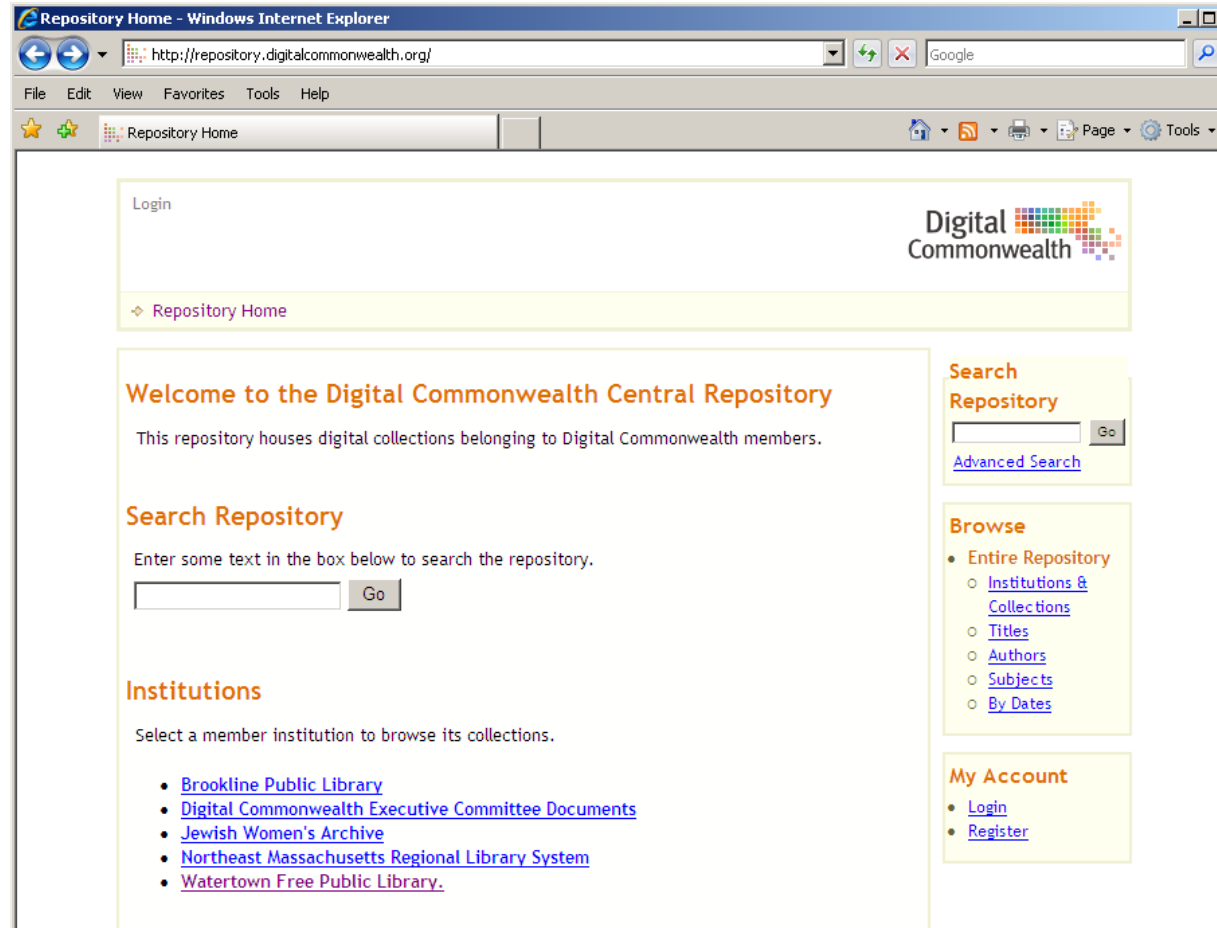


# Participation: Shared Repository

- Costs
  - Year One: \$1,500
    - 1000 objects, up to 2 batches
    - Additional batches: \$300+\$1/object; up to 500 objects
  - Year Two+
    - \$500 annual maintenance for previously added collections
    - Costs associated with any new batches

# Understanding the DC Repository


- Hierarchy
  - Institutions
  - Collections
  - Objects



The screenshot shows the website for the Digital Commonwealth Central Repository. The browser window title is "Repository Home - Windows Internet Explorer" and the address bar shows "http://repository.digitalcommonwealth.org/". The page features a navigation bar with "Repository Home" and a search bar. The main content area includes a "Login" section, a "Welcome to the Digital Commonwealth Central Repository" message, and two search sections: "Search Repository" and "Search Repository". The "Search Repository" section includes a text input field and a "Go" button. The "Search Repository" section includes a text input field and a "Go" button. The "Institutions" section lists several member institutions: Brookline Public Library, Digital Commonwealth Executive Committee Documents, Jewish Women's Archive, Northeast Massachusetts Regional Library System, and Watertown Free Public Library. The right sidebar contains a "Search Repository" section with a search input field and a "Go" button, and a "Browse" section with a list of navigation options: Entire Repository, Institutions & Collections, Titles, Authors, Subjects, and By Dates. The "My Account" section includes "Login" and "Register" links.

# Collections

Login

Digital Commonwealth 

Repository Home » Northeast Massachusetts Regional Library System

## Northeast Massachusetts Regional Library System


Full Text Search:

**Collections in this institution**

- [Beverly High School](#)
- [Essex Agricultural and Technical High School](#)
- [Lawrence Public Library](#)
- [Lowell National Historic Park](#)
- [Stephen Phillips Trust House](#)

**Recent Submissions**

[Unidentified color guard](#)  
Unknown author (1962)




**Search Repository**

Search Repository  
 This Community

[Advanced Search](#)

**Browse**

- **Entire Repository**
  - [Institutions & Collections](#)
  - [Titles](#)
  - [Authors](#)
  - [Subjects](#)
  - [By Dates](#)
- **This Institution**
  - [Titles](#)
  - [Authors](#)
  - [Subjects](#)
  - [By Dates](#)



Northeast Massachusetts Regional Library System

# Objects (Items)

Login


Digital Commonwealth


Repository Home » Northeast Massachusetts Regional Library System » Stephen Phillips Trust House


## Stephen Phillips Trust House


Full Text Search:

### Recent Submissions

[Postcard : Leysin-Le Grand-Hotel et le Pic Chausey.](#)  
Unknown author (1932) 

[Postcard : Kenilworth Castle Oriel Window](#)  
Unknown author (1924-1930) 

[Postcard : Yarn Market and Castle Dunster](#)  
Unknown author (1924-1930) 

[Postcard : London, Trafalgar Square](#)  
Unknown author (1924-1930) 

### Search Repository

Search Repository  
 This Collection

[Advanced Search](#)

### Browse

- **Entire Repository**
  - [Institutions & Collections](#)
  - [Titles](#)
  - [Authors](#)
  - [Subjects](#)
  - [By Dates](#)
- **This Collection**
  - [Titles](#)
  - [Authors](#)
  - [Subjects](#)
  - [By Dates](#)

# Objects (Items)

Login

Digital Commonwealth

Repository Home [»](#) Northeast Massachusetts Regional Library System [»](#) Stephen Phillips Trust House

## Stephen Phillips Trust House

Full Text Search:

### Search Repository

- Search Repository  
 This Collection

[Advanced Search](#)

## Recent Submissions

[Postcard : Leysin--Le Grand-Hotel et le Pic Chausey.](#)  
Unknown author (1932)

[Postcard : Kenilworth Castle Oriel Window](#)  
Unknown author (1924-1930)

[Postcard : Yarn Market and Castle Dunster](#)  
Unknown author (1924-1930)

[Postcard : London, Trafalgar Square](#)  
Unknown author (1924-1930)



## Postcard : Leysin--Le Grand-Hotel et le Pic Chausey.

[Show full item record](#)



**Title:** Postcard : Leysin--Le Grand-Hotel et le Pic Chausey.

**Author:** Unknown author

**Abstract:**

### Search Repository

- Search Repository  
 This Collection

[Advanced Search](#)

### Browse

- **Entire Repository**
  - [Institutions & Collections](#)
  - [Titles](#)
  - [Authors](#)
  - [Subjects](#)
  - [By Dates](#)
- **This Collection**
  - [Titles](#)
  - [Authors](#)
  - [Subjects](#)
  - [By Dates](#)

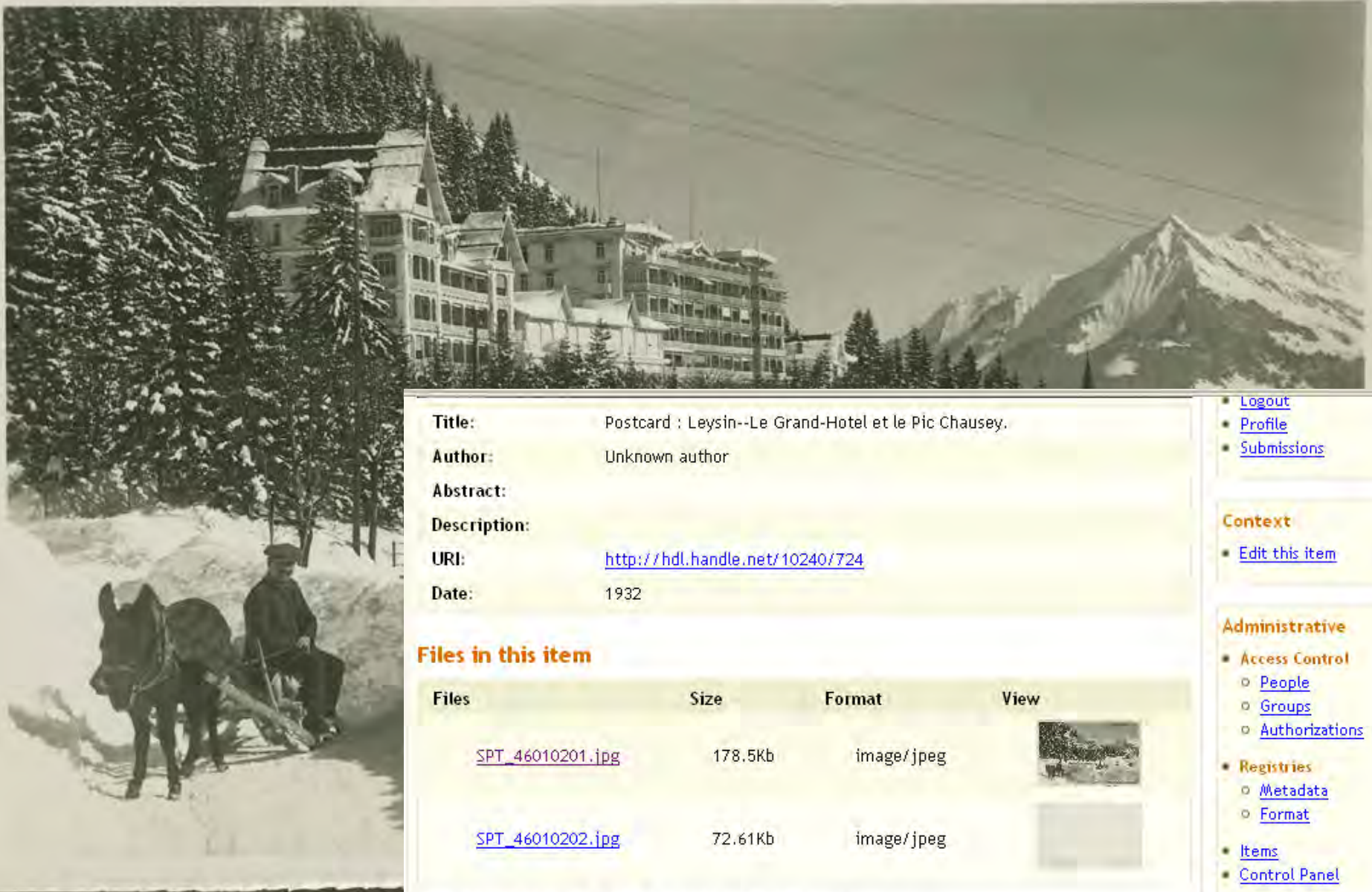
### My Account

- [Logout](#)
- [Profile](#)
- [Submissions](#)







*Leysin - Le Grand-Hôtel et le Pic Chaussey.*



**Title:** Postcard : Leysin--Le Grand-Hotel et le Pic Chausey.  
**Author:** Unknown author  
**Abstract:**  
**Description:**  
**URI:** <http://hdl.handle.net/10240/724>  
**Date:** 1932

### Files in this item

Files	Size	Format	View
<a href="#">SPT_46010201.jpg</a>	178.5Kb	image/jpeg	
<a href="#">SPT_46010202.jpg</a>	72.61Kb	image/jpeg	

### This item appears in the following Collection(s)

- [Stephen Phillips Trust House](#)

[Show full item record](#)

- [Logout](#)
- [Profile](#)
- [Submissions](#)

### Context

- [Edit this item](#)

### Administrative

- **Access Control**
  - [People](#)
  - [Groups](#)
  - [Authorizations](#)
- **Registries**
  - [Metadata](#)
  - [Format](#)
- [Items](#)
- [Control Panel](#)



# Getting Started







# Initial Consultation



# Sign Agreement

ATTACHMENT A  
DIGITAL COMMONWEALTH  
SHARED REPOSITORY MEMBER RIGHTS and RESPONSIBILITIES AGREEMENT

## Contributions and Selection Process

1. The Digital Commonwealth (or "DigiComm") encourages contributions from archives, museums, libraries, historical societies, and other cultural institutions that maintain cultural heritage materials that are physically located in the State of Massachusetts. Within the parameters of any policies established by DigiComm, all Shared Repository Contributors (or "Contributing Members") retain all rights to and editorial control over the material they contribute to the DigiComm shared repository. Materials may be updated, changed, or deleted from the database at any time by the Contributing Member. All content presented on DigiComm remains the sole intellectual property of the Contributing Member.
2. The Contributing Member is responsible for selecting materials, creating suitable digital object reproductions, and cataloging those objects in the format specified by DigiComm. Guidelines and technical assistance are available on the DigiComm website <http://www.digitalcommonwealth.org>, and from the NELINET Digital Project Coordinator.
3. While the Digital Commonwealth and its agents schedule routine back up of data on the DigiComm shared repository, DigiComm shall bear no liability for the loss or destruction of copies of objects or electronic files provided by any Contributing Member hereunder. The Contributing Member is responsible for maintenance of appropriate back-up copies of any objects, records, or data made available to DigiComm.
4. By contributing objects to the DigiComm shared repository, the Contributing Member grants to the Digital Commonwealth a non-exclusive, royalty-free license to use, reproduce, display, and publish the objects on the DigiComm portal and shared repository. For the purposes of promoting DigiComm, this license is also granted, in any form or media, whether now known or hereafter created.



# Step One: Collections

- Determine potential items / collections for digitization
- Think about existing collections
- Do you want to represent existing “collections” as Collections in the repository?
  - More like your existing collections, but...
  - Metadata implications



# Collections

- Should it be digitized?
- Can it be digitized?
- May it be digitized?
  
- Who can host it?
- What system will be used?



# Step Two: Identify the funds



# Step Three: Digitize Materials

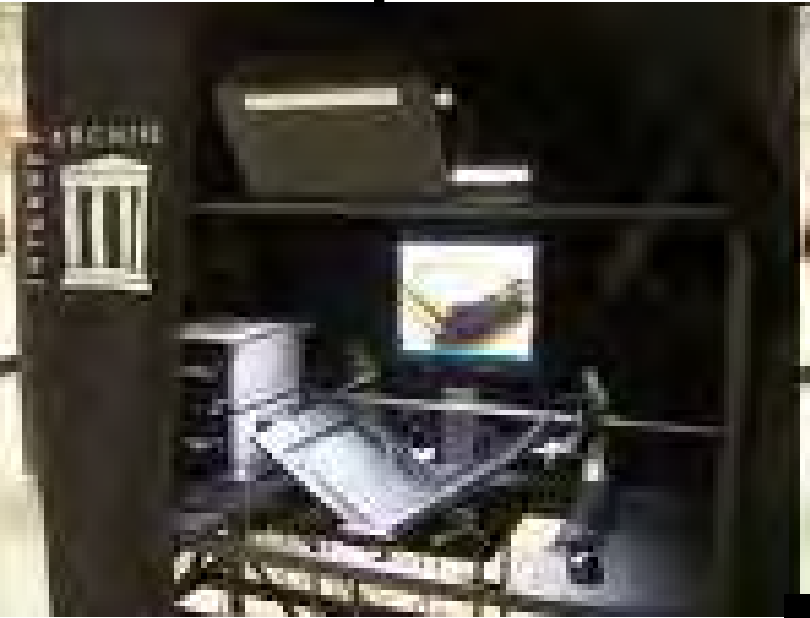


Image by: Internet Archive



Image by: Kirtas



Image by: NextScan

# Establish Quality Benchmarks



# Digital Commonwealth Requirements

The screenshot shows a Mozilla Firefox browser window displaying the Member Resource Center page. The browser's address bar shows the URL <http://www.digitalcommonwealth.org/doc/resources/>. The page header includes the Digital Commonwealth logo, a search bar, and navigation links for Login, Register, About, and Bookmarks. The main content area is titled "Member Resources" and contains several sections of text and links. Two items are circled in red: "Getting Started with Digital Commonwealth (web page)" and "Metadata Requirements".

**Member Resource Center - Mozilla Firefox**

File Edit View History Delicious Bookmarks Tools Help

<http://www.digitalcommonwealth.org/doc/resources/> descriptive metadata

**Member Resource Center**

**Digital Commonwealth**  
Massachusetts Collections Online

Advanced Search | Browse Subjects

Login  
Register  
About  
Bookmarks

## Member Resources

The goal of this page is to provide Digital Commonwealth members with information about digitization, metadata, and related issues to facilitate participation with the Digital Commonwealth portal and/or repository. As of 2008, this page is still in development.

### General Information about Digital Commonwealth

Please refer to our FAQs page for general information about the Digital Commonwealth (including an explanation of the difference between the portal and the repository). The FAQs page also has membership information and basic information about participating in the Digital Commonwealth.

### Planning a Digitization Project and Getting Started with Digital Commonwealth

[Getting Started with Digital Commonwealth \(web page\)](#) An overview to the digitization process and the Digital Commonwealth project. [Also available: [Getting Started \(PDF version\)](#)]

### Digital Commonwealth Project Information

- Copyright
- Participation and OAI Requirements
- Training
- Digital Commonwealth Repository

### Technical Documentation Relating to Digital Commonwealth

- [Metadata Requirements](#)
- Crosswalking
- Static Repository





# Digitization Specs (photos)

- Archival Images / Master Files
  - DPI: 600 or higher
  - File format: TIFF
  - Bit depth: 16 bit grayscale, 48 bit color
- Access Images
  - DPI: 300
    - For printing or detailed viewing on the web
  - File format: JPEG
  - Bit depth: 8 bit grayscale, 24 bit color



# Image Storage and Presentation

- File naming
  - Use a system to keep track of the multiple files associated with one source object
    - Original object
    - Archival TIFF
    - JPEGs Backup/storage copy on CD or tape
    - Print copy
  - For DigiComm files, use the convention:
    - projectname\_filename
    - No special characters other than underscores

# Out-house vs. In-house



# Digitization Vendors

- LYRASIS Mass Digitization Collaborative
- Northeast Document Conservation Center
- Luna Imaging
- Digital Ark
- Backstage Library Works
- Hudson Microimaging
- Boston Photo Imaging

# Step Four: Metadata

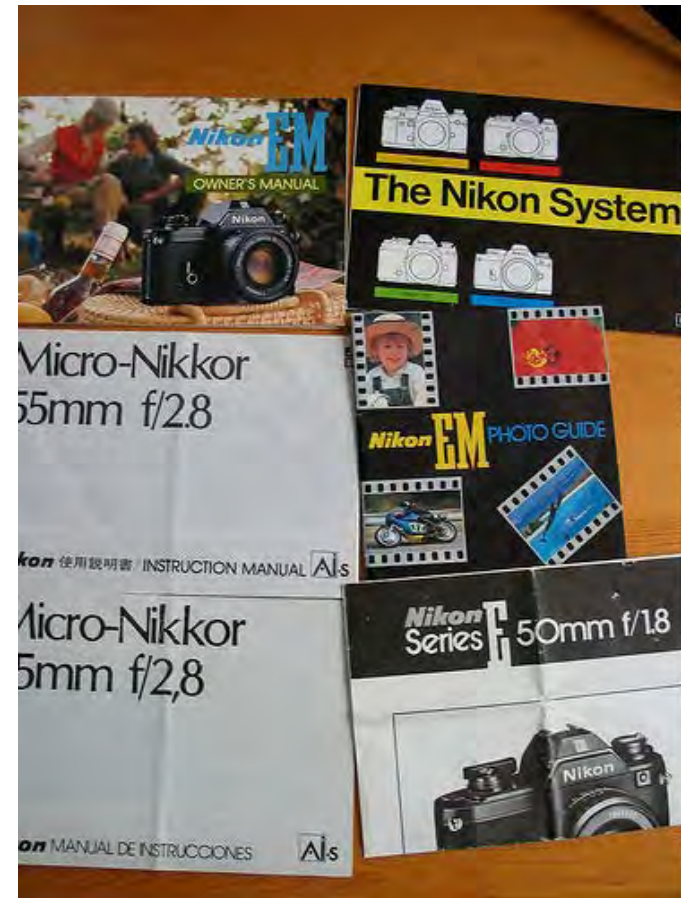


# Metadata Cost

- 1/3 the cost is digital conversion (32% overall)
- Slightly less than 1/3 the cost is in metadata creation--cataloguing, description, and indexing (29% overall)
- Slightly more than 1/3 the cost is in other activities, such as administration and quality control (39% overall)

# Metadata Types

- Descriptive
  - What is it?
  - Where is it?
  - What is it about?
- Structural
  - How many files are there?
  - Which file is on page one?
- Administrative
  - What do I need to know to manage it?
  - Who can access it?
  - What needs to be preserved?
- Technical
  - What is the resolution of the image?
  - What compression format was used?



# Metadata Standards

- Metadata format standards
  - XML
- Metadata element sets
  - MARC, MODS, DC, EAD, TEI, ONIX
- Metadata content standards
  - AACR/RDA, DACS, CCO
- Transmission standards and protocols
  - OAI
- Controlled vocabularies / Thesauri
  - LCSH, Getty Art and Architecture



# Dublin Core a.k.a. - DC

- A method of describing resources intended to facilitate the discovery of electronic resources
- National and International standard
  - ANSI/NISO standard Z39.85-2007
  - ISO standard 15836-2003
- Includes 15 “core” elements
- Often used for collaborative projects



Dublin Core Metadata Initiative®

# Simple DC Elements

- Creator
- Contributor
- Publisher
- Type
- Format
- Coverage
- Source
- Identifier
- Title
- Subject
- Date
- Description
- Rights
- Relation
- Language



# Why use DC?









# OAI-PMH

- OAI = Open Archives Initiative
- OAI Protocol or OAI PMH = Open Archives Initiative Protocol for Metadata Harvesting
- Archives  $\neq$  Traditional Archives
- Open  $\neq$  Free

# Metadata Content Standards

- Rules and guidelines for metadata content
- Choice usually driven by type of content being described
  - Anglo American Cataloging Rules (AACR)
  - Describing Archives: A Content Standard (DACS)
  - Cataloging Cultural Objects (CCO)
- Digital Commonwealth recommends ISO 8601 for the date field: YYYY-MM-DD

# Metadata Standards grid

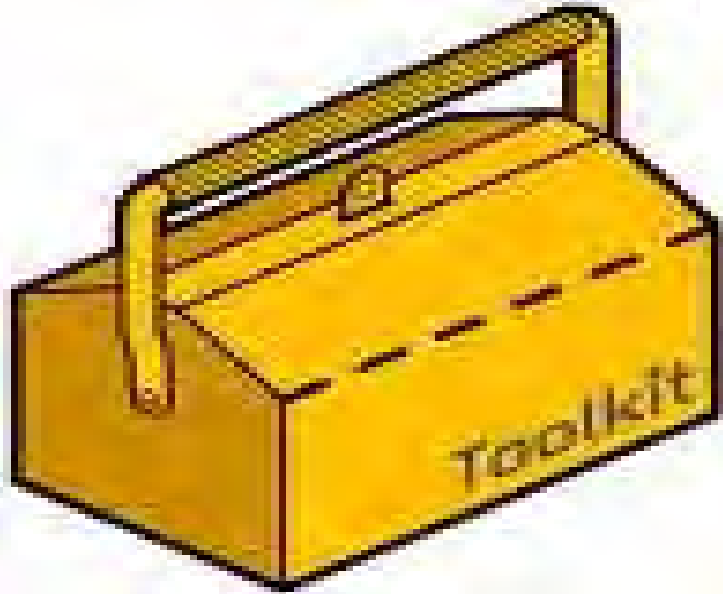
	<i>Museum</i>	<i>Library</i>	<i>Archive</i>
 <b>Data Structure</b>	CDWA	MARC	EAD
 <b>Data Content</b>	CCO	AACR2 (RDA)	DACS
 <b>Data Format</b>	XML	XML/ISO2709	XML
 <b>Data Exchange</b>	OAI	OAI Z39.50 SRU/SRW	OAI

From Elings, Mary and Günter Waibel. "Metadata for all: Descriptive standards and metadata sharing across libraries, archives and museums." *First Monday* 12:3 March 2007.

# Step Five: The Repository



# Obtain the Member Toolkit



## **Digital Commonwealth Toolkit**

(Metadata, logo, institutional description assistance files)





# Send Sample Metadata & Items

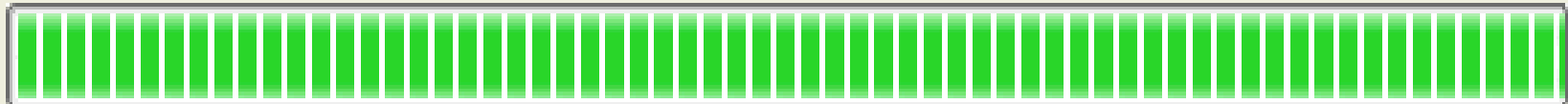


# Upload to Repository

## Prepare and Upload

Preparing and uploading your screencast to FreeScreencast.com.

Preparation:

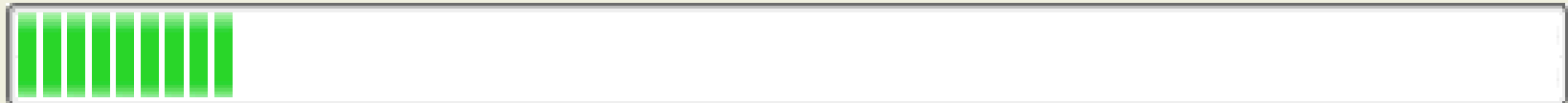


Elapsed time: 0:11

Estimated time: 0:12

Estimated time remaining: 0:00

Uploading:



Elapsed time: 0:12

Estimated time: 1:39

Estimated time remaining: 1:26

Cancel

# Step 4: Success!



# IMLS National Study on the Use of Libraries, Museums and the Internet

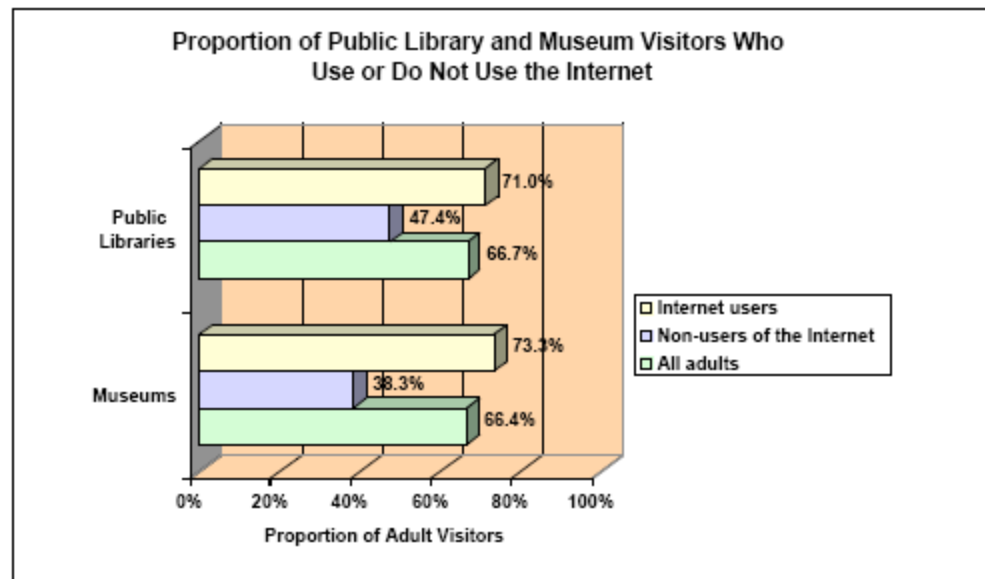
*90 % of remote online visitors to museums and 91% of remote online visitors to public libraries are also in-person visitors.*

Type of Visitor	Proportion of <i>Museum</i> Visitors	Proportion of <i>Public Library</i> Visitors
In-person and remote online	45%	42%
In-person only	50%	54%
Remote online only	5%	4%
All visitors	100.0%	100.0%

*Remote visitors are also in-person visitors. Even though 53% of in-person visitors do not visit museums remotely, only 10% of remote online visitors do not visit in-person. And 56% of public library in-person visitors do not visit remotely, but only 9% of remote visitors do not visit in-person.*

# IMLS National Study on the Use of Libraries, Museums and the Internet

*Internet users are about 91% more likely to visit museums and 50% more likely to visit public libraries than non-Internet users.*



# Questions?

Robin L. Dale

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The logo for LYRASIS, featuring the word "LYRASIS" in a bold, sans-serif font. The letters "LYRA" are blue, and "SIS" is green. A small orange diamond is positioned between the "A" and "S".

LYRASIS