

Digital Libraries and Archives Workshop

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Learning Outcomes

1. Define digital library.
2. Plan a digital library implementation.
3. Author mission statements and digital library policies.
4. Identify technical support needs.
5. Choose a digital library platform.
6. Formulate digitization and description best practices.
7. Design marketing strategies.
8. Assess digital library impact.

What is a digital library?

An **organization**, which might be virtual, that comprehensively **collects, manages and preserves** for the long term rich digital content, and offers to its user communities specialized functionality on that content, of measurable quality and according to codified **policies**.

The DELOS Digital Library Reference Model: Foundations for Digital Libraries, 2007

SWOT analysis

Strengths, Weaknesses, Opportunities, Threats

Consider this

- What is your objective?
- Why are you undertaking this project?
- What are the outcomes you expect when the project is completed?
- How much do you estimate the whole project will cost?
- Will the proposed project reduce costs?
- How long will the project take?
- What productivity loss will occur during the development and transition period?
- What is the expected return on investment?

Getting started

1. Plan a digital library implementation.
2. Identify technical support needs.
3. Choose a digital library platform.
4. Formulate description and digitization standards.

Plan a digital library implementation

- Secure administrative and technical support.
- Develop a committee or working group.
- Author a mission statement and policies.
- Assign responsibilities.
- Create a digital preservation plan.
- Design a marketing program.
- Set goals and assessments.
- Be transparent!

Identify technical support needs

- Software development
- Server operating platforms
- Web servers
- Database support
- Storage
- Back up schedules

Choosing software

Develop a list of features for a digital library platform at your institution.

Consider this

- What metadata schema does the system need to support?
- What end user experience features do you want? Faceted search?
- What kinds of formats will you need to include in your digital library?
- Do you need editing tools like watermarking and banding?
- Can you afford proprietary software?
- Do you have the personnel expertise and time to develop open source software?
- What workflows do you need to support?

Formulate digitization and description best practices

Digitization Standards

- Inform yourself.
- Create a local standards document.

Metadata Standards

- Decide on a metadata schema.
- Create a local best practices document.
- Use controlled vocabularies

Promoting your digital library

Design a marketing plan

- Work with your library's reference staff.
- Collaborate with your institutional communications office.
- Take advantage of social networking.
- Develop social media.
- Register with open access directories and union catalogs.
- Integrate digital collections with events.
- Train and advertise with reference staff.
- Incorporate digital collections in pathfinders.
- Make announcements in listservs.
- Comment on articles and blog entries.

Assessment

Assess digital library impact

- Collect anecdotal feedback
- Conduct surveys and focus groups
- Gather Web site traffic statistics

Questions?

Ask me!

Resources

Selected references and Web resources for planning a digital library, selecting a platform, digital imaging standards, metadata best practices, controlled vocabularies, and registries and catalogs.

Getting started

- Jean, Gordon. *Digital Library*. New Dehli: English Press, 2011.
- Tedd, Lucy A., and J. A. Large. *Digital Libraries: Principles and Practice in a Global Environment*. München: K.G. Saur, 2005.

Planning a digital library

- Cervone, H. Frank. "Strategic Analysis for Digital Library Development." *OCLC Systems & Services* 25, no. 1 (2009): 16-19.
- Online Computer Library Center, and Research Libraries Group. *Trusted Digital Repositories: Attributes and Responsibilities*. Report. RLG-OCLC Report. Mountain View, CA: Research Libraries Group, 2002.
- National Information Standards Organization. *A Framework of Guidance for Building Good Digital Collections*. Report. 3rd Ed. National Information Standards Organization, 2007.
- UNAIDS Monitoring and Evaluation Reference Group. *Planning Tool for Developing a Digital Library of Monitoring and Evaluation Resources*. Report. Joint United Nations Programme on HIV/AIDS, 2010.

Selecting a digital library platform

- Consultative Committee for Space Data Systems. *Reference Model for an Open Archival Information System (OAIS)*. Report No. CCSDS 650.0-R-1.1. Red Book. Newport Beach, CA: National Aeronautics and Space Administration, 2001.
- DELOS Network of Excellence on Digital Libraries. *The DELOS Digital Library Reference Model: Foundations for Digital Libraries*. Project No. 507618. Version 0.98. 2007.

Digital library platforms

- [CONTENTdm Digital Collection Management Software by OCLC.](#)
- [Drupal: Open Source CMS.](#)
- [DSpace.](#)
- [EPrints Digital Repository Software.](#)
- [Fedora Project.](#)
- [Greenstone Digital Library Software.](#)
- [Joomla!](#)
- [LUNA Software.](#)
- [MediaWiki.](#)
- [Omeka.](#)
- [WordPress: Blog Tool, Publishing Platform, and CMS.](#)

Digital imaging standards

- Department of Preservation and Collection Maintenance. "[Moving Theory into Practice: Digital Imaging Tutorial.](#)" Cornell University. 2003.
- Federal Agencies Digitization Initiative (FADGI) - Still Image Working Group. [Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files.](#) Report. Federal Agencies Digitization Initiative (FADGI), 2009.

Description best practices

- The Getty Research Institute. "[Introduction to Metadata: Crosswalk \(Getty Research Institute\)](#)." The Getty Research Institute.
- National Information Standards Organization. [Understanding Metadata](#). Report. Bethesda, MD, 2004.
- Online Computer Library Center. [Best Practices for CONTENTdm and Other OAI-PMH Compliant Repositories: Creating Shareable Metadata](#). Report. OCLC, 2010.

Metadata schema

- Corporation for Public Broadcasting. [PBCore: Public Broadcasting Metadata Dictionary Project](#).
- Dublin Core Metadata Initiative Limited. [Dublin Core Metadata Initiative \(DCMI\)](#).
- Library of Congress. [Metadata Object Description Schema: MODS](#).
- Library of Congress. [PREMIS: Preservation Metadata Maintenance Activity](#).
- Visual Resources Association. [VRA Core](#).

Controlled vocabularies

- Dublin Core Metadata Initiative Limited. "[DCMI Type Vocabulary](#)." Dublin Core Metadata Initiative (DCMI).
- The Getty Research Institute. "[Art & Architecture Thesaurus](#)." The Getty Research Institute.
- The Getty Research Institute. "[Getty Thesaurus of Geographic Names](#)." The Getty Research Institute.
- Internet Assigned Numbers Authority. "[MIME Media Types](#)." Internet Assigned Numbers Authority.
- Library of Congress. "[ISO 639-1: Codes for the Representation of Names of Languages - Part 1: Two-letter Codes for Languages](#)." Authorities & Vocabularies.
- Library of Congress. "[Library of Congress Names Authority File](#)." Authorities & Vocabularies.
- Library of Congress. "[Library of Congress Subject Headings](#)." Authorities & Vocabularies.
- Library of **Congress**. "[Thesaurus for Graphic Materials](#)." Authorities & Vocabularies.

Digital Preservation

- Deegan, Marilyn, and Simon Tanner. *Digital Preservation*. London: Facet, 2006.
- Department of Preservation and Collection Management. "Digital Preservation Management: Implementing Short Term Strategies for Long Term Problems." Cornell University. 2004.

Marketing and assessment

- Henderson, Kay. "Marketing Strategies for Digital Library Services: Digital Directions." *Library Review* 54, no. 6 (2005): 342-45.
- SinhaRoy, Sanhita. "[8 Tips to Highlight History Using Facebook](#)." *American Libraries Magazine*, March 28, 2012.

Assessment

- Oxford Internet Institute, University of Oxford. [Toolkit for the Impact of Digitised Scholarly Resources \(TIDSR\)](#).
- University of Michigan, University of North Carolina-Chapel Hill, and University of Toronto. [Archival Metrics](#).

OAI registries and catalogs

- Online Computer Library Center. [OAIster](#).
- Online Computer Library Center. [WorldCat](#).
- Open Archives Initiative. [*Open Archives Initiative Protocol for Metadata Harvesting*](#). Report. 2002.
- "Repository Maps." [Repository66.org](#).
- University of Nottingham. [OpenDOAR: Directory of Open Access Repositories](#).
- University of Southampton. [Registry of Open Access Repositories](#).

Examples

- Claremont Colleges Library. [Claremont Colleges Digital Library](#).
- Digital Library of Georgia. "Digital Library of Georgia: Sharing Georgia's History and Culture Online." [Digital Library of Georgia: Sharing Georgia's History and Culture Online](#).
- Indiana University Libraries. [Indiana University Digital Library Program](#).
- Texas A&M University Libraries. [Digital Library](#).
- University of Virginia Libraries. [Digital Initiatives](#).