



Long-term Digital Sustainability on Any Budget! and Tips and Tricks with Audio Digitization!

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Carl Albert Congressional Research and Studies Center Archives

*Strengthening representative democracy through
scholarship, learning, and service*

*University of Oklahoma
Monnet Hall, Room 202*

Let's Review

Definitions

- **Preservation** –maintaining resources to prevent decay or harm and to keep the materials in an unaltered condition.
- **Prevention:** actions taken to minimize or slow the rate of deterioration and to prevent damage to collections; includes activities such as risk assessment, development and implementation of guidelines for continuing use and care
- **Digital Images** –electronic snapshots taken of a scene or scanned from documents, such as photographs, manuscripts, printed texts, and artwork.
- **Digital preservation:** –a series of managed activities necessary to ensure continued access to materials for as long as necessary. ALL ACTIONS required to maintain access to digital materials beyond limits of failure or technological change.

Overview

Organizations digitize materials for many purposes:

1. Move away from paper toward **effective and efficient** solutions
2. To facilitate **ease of access** (web, database, personal)
3. To **prevent loss** of information due to:
 - Obsolescence
 - Deterioration
 - Handling and Theft or destruction
4. For **research** or legal requests
5. To **support** current business processes

Considerations

Who is your audience?

- Who are these records accessed by?
- Who might use these records if they were accessible?
 - Professionals familiar with industry
 - Professionals who use records for research
 - Professionals with no knowledge of records content
 - Non-Professionals within the industry
 - Non-Professionals outside of the industry
 - Students
 - General public

Considerations

Budget, Materials, Equipment

- What **equipment** do I have available for my goals?
- With the equipment that I have can I **effectively digitize** my collection?
- Should I **partner with an institution** or business?
- Have I looked at **grants**?

Let's Review

Formats for Long Term Use and Migration:

- Use widely adopted formats
 - **TIFF**: Tagged Image File Format
 - **JPEG**: Joint Photographic Experts Group
 - **JPEG-2000**: A successor of JPEG with better compression (becoming standard)
 - **GIF**: Graphics Interchange Format
 - **BMP**: Bit-Mapped
 - **PDF**: Portable Document Format
 - **WAV**: Waveform Audio Format
 - **AVI**: Audio Video Interleave
 - **MP3**: Ease of use audio format (iTunes, internet songs)
 - **MP4**: Ease of use video format (iTunes, e-movies)

The Good Stuff

Long Term Preservation Use and Migration:

- **Long-term preservation:** continued access to digital materials; indefinitely.
- **Medium-term preservation:** continued access; defined period of time but not indefinitely.
- **Short-term preservation:** access to digital materials for a defined period; does not extend beyond the foreseeable future.
- **Preservation master copy:** A digital COPY that is intended to be preserved over a period of time that can serve as a template for producing derivatives.
- **Digital access copy:** A COPY that has been derived from the MASTER for the ease of use by the public, staff or personal use that will not be intended for preservation.
- **Life-cycle management:** Policy-based management of information/material data throughout its life-cycle from creation to obsolescence. (general attributes of the files: type, size and age)

Last review slide

Storage

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Let's build a project

Clara Luper Community Pilot Project

In the fall of 2012 the Estate of Clara Luper graciously donated Luper's entire collection of scrapbooks, magnetic tapes, photographs, manuscripts, books, and paper records to the Oklahoma Historical Society (OHS) to serve as guardian of Luper's life-long work with civil rights in the United States.

Let's build a project

Clara Luper Community Pilot Project



1300 cassettes

Clara Luper Radio Show

1 full-time Archivist (38yrs-caucasian)

1 part-time (26yrs - Caucasian)



IMPOSSIBLE



Clara Luper Legacy Committee

INSTRUCTIONS and INFORMATION:

Please write any descriptive data that you might hear on each individual track such as **DATE, KEYWORDS,** and **SUBJECTS, IMPORTANT FACTS** mentioned or anything at all that we can use to describe the specific track.

EXAMPLES:

- **Track#** 2012.188.0301
- **Date:** (Mrs. Luper mentioned that “today Jimmy Carter was inaugurated”) January 20, 1977
- **Keywords:** president, United States, democrat, oath of office etc.... (the track also went into other subjects such as advertisements ‘Rainbow Bread’, Tire’s Etc..., First Baptist Church.)
 - Mrs. Luper WILL go into several different subjects or topics on each track (radio program)
 - PLEASE mentioned ALL KEYWORDS for ALL SUBJECTS and TOPICS!
- **Locations:** Sometimes Mrs. Luper is reporting from another State or from another town in Oklahoma, if the location is mentioned or you just know where she is then PLEASE list this location.

Our goal with this pilot project is to get this important information to the public, to the community and to the world. Mrs. Luper’s legacy must carry forth and with your help we can make this happen!

Number	Title	Date	Important	Time stamp
0123	Clara Luper Show	1/12/1977	Hilton Inn West 3rd New Year's Eve Scholarship Ball Saturday December 31st Theme Delta Africana live Band UFO (2:38) disco '78.	2:38
			Mary Ann More commissioned African prints. Little Joe Blue	4:55
			Alice Potts Ross- turning 100 on December 23. Born in Alabama William and Mary Potts. Married in 1893 to Robert of South Carolina. 14 children-7 boys, 7 girls. Moved to Oklahoma City in 1919.	8:27
			Soul Bazar, Irene Drake	11:53
			Encourages Beauty contest	14:08
0124	Clara Luper Show	1/16/1977	David Baum, Civil Rights Activist	2:42

As each packet was returned, metadata was created, embedded, cataloged, and uploaded to the Oklahoma Historical Society Oral History and Audio Collection Channel available on YouTube: <https://www.youtube.com/user/OHSAudioDept>

- **41,250 minutes**
- **687.5 hours**
- **550 records**
- **42 volunteers** in the OKC African-American Community



Pawnee Nation Tribe

INSTRUCTIONS and INFORMATION:

Please write any descriptive data that you might hear on each individual track such as **DATE, KEYWORDS,** and **SUBJECTS, IMPORTANT FACTS** mentioned or anything at all that we can use to describe the specific track.

EXAMPLES:

- **Track#** 2012.093.047.02
- **Date:** July 15, 1957
- **Keywords:** food preparations, acorns for coffee, sugar, coffee, rituals, young men, WNAD, Garland Blaine
- **Locations:** George Coy Ranch, Pawnee Nation, Maramec Oklahoma

Our goal with this pilot project is to get this important information to the public, to the community and to the world.

Number	Title	Date	Important	Time stamp	Citizen Transcriber
.050.01	Interview with Mr. George Kent, tribal Elder, Pawnee Nation	1/25/1964	Mr. Kent is speaking about food preparation, using acorns to make coffee, how they dried pumpkin and corn, using blackjack wood for cooking because it doesn't burn the food, but it holds the coal.	5:26	Johnathan Garland, Pawnee Nation Citizen, 23 years old
			Flowers used for making tea	9:38	
			Sugar, coffee, wild turkey, corn, green vegetables, deer, wild hog, fish, hickory nuts, crab apples, gooseberries, cherries, wild strawberries, elder berries, grapes, meat pies are all foods that Mr. Kent is talking about, how it was prepared and how it was eaten	23:53	
			Chief of the Eagle Clan	36:11	
			Hunting rituals of boys in the tribe and food preparation on the reservation.	52:08	



As each packet was returned, metadata was created, embedded, cataloged, and packaged for an elder of the Pawnee Nation to advise on public distribution due to nature of each recoding.

- **13,200 minutes**
- **220 hours**
- **102 records**
- **8 volunteers from the Pawnee Nation**



Transcription Projects

Let's build a project

Dick T. Morgan Collection - <https://dicktmorgan.omeka.net/>

100's of pages of **handwritten** correspondence

3 boxes

210 folders

INSTRUCTIONS and INFORMATION:

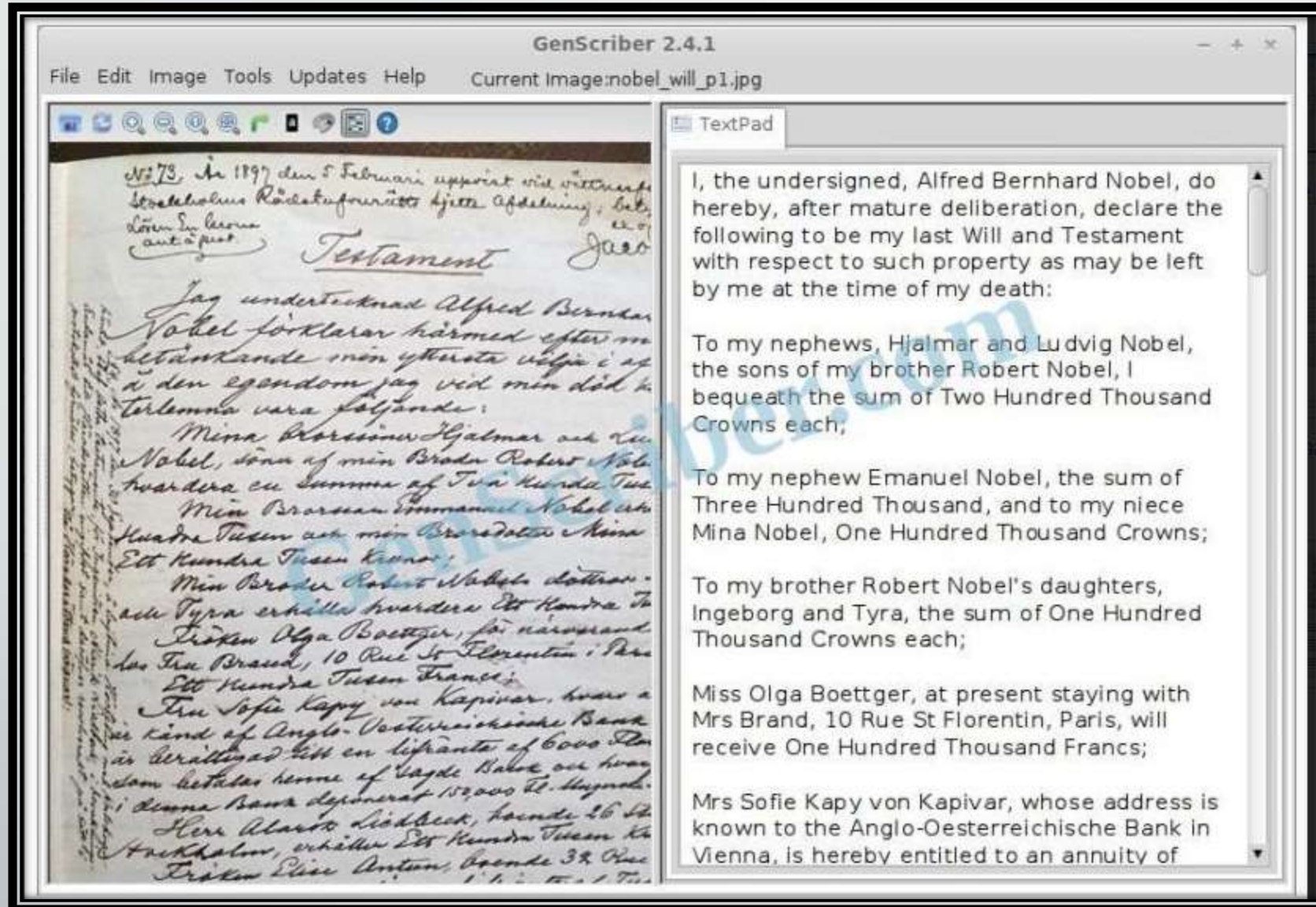
Please write any descriptive data that you might hear on each individual track such as **DATE, KEYWORDS,** and **SUBJECTS, IMPORTANT FACTS** mentioned or anything at all that we can use to describe the specific track.

EXAMPLES:

- **Track#** CAC_CC_039_2_1_001
- **Date:** January 1, 1908
- **Locations:** Washington, D.C.

Our goal with this pilot project is to get this important information to the public, to the community and to the world.

Number	Title	Date	Transcription
2_1_001	Handwritten letter to Ora and Porter Heath Morgan from Dick T. Morgan about a church meeting and a letter he recently received.	7/30/1902	<p>Dear Mama & Porter:</p> <p>Well this is Wednesday p.m. I am at the office and just remembered that I intended this morning to have written a letter to you and to have sent Porter some money which I forgot to go anyway. Porter's letter came yesterday and I enjoyed it. I finally got Nancy and & Princess localized in for a time. The place is on the nicer about a mile west of Mr. [?]. I think it is a good place. I will leave them back out there until I get back. I attended Church Board meeting Tuesday evening. We decided to enlarge the church-had quite a lengthy session-deciding matters I heard Mrs. Blackman tell some one this morning that she was going away on the 1st. I have not fixed my day yet. I think I will go by Guthrie & stop over between trains-have some business with Jesse.</p> <p>Mr. Jackman has returned home yesterday I believe. Heard Mr. Master's say Mrs. M. had written she was sick of hot weather in Dakota and was ready to come home at any time. Geraldine keeps asking about you mama. O. yes, Sunday morning she told her mama that she believed she would go over to Mrs. Morgan's church-She started alone-but backed out-after-she got over to the door & did not go in. So I told her Sunday evening I would take her-So she went with me. She [[???]] all night. Well, I guess I will close as I work to get this off our p.m. train. I am hope your mama are fully well & that both of you are enjoying your visits. Much love and many kisses, Goodbye Papa</p> <p>EL RENO, OKLAHOMA TERRITORY July 30, 1902</p>



GenScriber 2.4.1

File Edit Image Tools Updates Help

Current Image:nobel_will_p1.jpg



N^o 73. År 1897 den 5 Februari uppgjort vid vittnen
Stockholms Rådshufvudets fjette Afdelning; bet.
Lösen En krona
ant. a post. 12.07

Testament *Jacob*

Jag undertecknad Alfred Bernhard
Nobel förklarar härmed efter m
aktstående min yttasta vilja i a
n den egendom jag vid min död
terlemna vara följande:

Min Brorssons Hjalmar och
Nobel, sönn af min Bror Robert Nobel
hvardera en Summa af Två Hundra Tus
Min Brorsman Emanuel Nobel en
Hundra Tusen och min Brorsdotter Mina
Ett Hundra Tusen kronor;

Min Bror Robert Nobels dotter
och Tyra erhålla hvardera Ett Hundra Tu
Sönnen Olga Boettger, för närvarand
hos Fru Brand, 10 Rue St Florentin i Pa
Ett Hundra Tusen Francs;

Fru Sofie Kapy von Kapivar, hvars a
er kind af Anglo-Oesterreichische Bank
är berättigad till en lifrente af 6000 D
som betalas henne af Sayde Bank och hvar
i denna Bank deponerat 12,000 fl. Myndig.

Herr Alarik Liebeck, hvars 26 St
Häckebom, erhåller Ett Hundra Tusen kr
Fru Elis Anton, hvars 32 Rue

TextPad

I, the undersigned, Alfred Bernhard Nobel, do hereby, after mature deliberation, declare the following to be my last Will and Testament with respect to such property as may be left by me at the time of my death:

To my nephews, Hjalmar and Ludvig Nobel, the sons of my brother Robert Nobel, I bequeath the sum of Two Hundred Thousand Crowns each;

To my nephew Emanuel Nobel, the sum of Three Hundred Thousand, and to my niece Mina Nobel, One Hundred Thousand Crowns;

To my brother Robert Nobel's daughters, Ingeborg and Tyra, the sum of One Hundred Thousand Crowns each;

Miss Olga Boettger, at present staying with Mrs Brand, 10 Rue St Florentin, Paris, will receive One Hundred Thousand Francs;

Mrs Sofie Kapy von Kapivar, whose address is known to the Anglo-Oesterreichische Bank in Vienna, is hereby entitled to an annuity of

All transcription returned are quality checked by two sets of eyes before upload to the assigned website. All files can be converted to .doc, .pdf, .pdf/a, .xlxs, .csv, etc...

GenScriber - <http://genscriber.com>

The screenshot displays the GenScriber 2.0.4 application window. The top menu bar includes File, Edit, Image, Tools, Updates, and Help. The status bar indicates the current image is 'scan0004.pdf'. The main workspace is divided into two sections: a top section for image manipulation and a bottom section for data management.

Image Manipulation Section:

- Images:** A list of images including 'cscbanner.gif', 'cscbanner1.gif', 'icon.png', and 'onesided.jpg'.
- Hints:** A list of hints including 'Contrast', 'Sharpen', and 'Tint'.
- Picklist:** A list of items including 'Austin John D.', 'Mary Edgar', 'Allen Charles J.', 'Allen Jacob', 'Anderson Charles', 'Wright David', and 'Alexander E. H.'.

Data Management Section:

The 'WorkSheet' tab is active, showing a table with the following data:

Surname	Forename	Townland/Street	DED	County	Age	Sex
Brenan	Mary	Strand Street, Great	Skerries	Dublin	52	F
Brenan	Frances	Strand Street, Great	Skerries	Dublin	22	F
Brenan	Emily	Strand Street, Great	Skerries	Dublin	14	F
Brenan	May	Strand Street, Great	Skerries	Dublin	26	F
Brenan	Lilly	Strand Street, Great	Skerries	Dublin	20	F
Brenan	Winifred	Strand Street, Great	Skerries	Dublin	18	F
Brenan	Maud	Strand Street, Great	Skerries	Dublin	16	F
Brenan	Margaret	Howth Hill	Howth	Dublin	60	F

The status bar at the bottom indicates: [records:10] [template:brenan 1911 census] [columns:7/hidden:0]



GRANTS



**No, PLEASE NOT
GRANTS!!**



**Don't worry its easier than you
think....**

Worksheets to Guide

[Institutional Overview Worksheet](#)

[Collections Worksheet](#)

[Preservation Management Worksheet](#)

[Disaster Planning Worksheet](#)

[Worksheet For Individual Storage/Exhibition Areas](#)

[General Storage Worksheet](#)

Grants Grants Grants

Oklahoma Department of Libraries – OHRAB NHPRC – [‘Preservation Grants’](#) - \$varied\$

Oklahoma Humanities – [‘Opportunity Grant’](#) – up to \$1,500

Oklahoma Historical Society – [‘Oklahoma Heritage Preservation Grant’](#) - \$1,000 - \$20,000

Northeast Document Conservation Center – [‘State Opportunity Grants’](#) - \$5,000 - \$25,000

Council on Library and Information Resources – [‘Digitizing Hidden Collections’](#) - \$50,000 - \$500,000

National Historical Publications & Records Commission – [‘Digitizing Historical Records’](#) - \$20,000-\$150,000



Oklahoma Department of Libraries

Library Development

- Review of state aid compliance and administration of federal grant programs
- Funding options and public library standards
- Consultation services
- Website development
- Library technology assessment (Edge)
- Continuing education opportunities
- Computer and technology lab classes



QUESTIONS?