A Practical Approach to Starting a Digital Collection at a Small College

or,

what to do when you don't know what to do

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Steps to Create a Digitization Program:

1. Analysis: SWOT; determine goals & constraints.
2. Plan: your needs, the cost, sustainability, etc.
3. Implementation: plan of operation.
4. Evaluate.

My Plan…

1. Determine goals.
2. Research software/hardware options.
3. Determine standards.
4. Write procedures.
5. Create content and metadata.
6. Advertise.

"Simply serving useful digital collections effectively to a known constituency is not sufficient. Issues of cost/value, sustainability, and trust have emerged as critical success criteria for good digital collections. Objects, metadata, and collections must now be viewed not only within the context of the projects that created them, but as building blocks that others can reuse, repackage, repurpose, and build services upon. "Goodness" now demands interoperability, reusability, persistence, verification, documentation, and support for intellectual property rights."

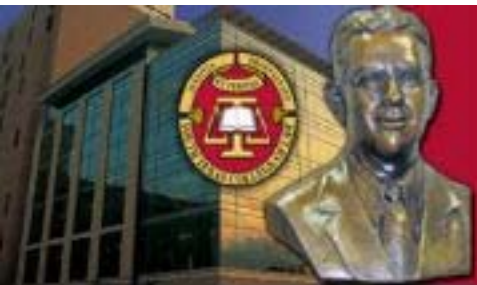*Framework of Guidance for Building Good Digital Collections*

Subscription Software vs Open Source

Subscription/Vendor Provided

1. Ease of getting started
2. Documentation
3. Accountability
4. Ease of use

Open Source

1. Free
2. Ability to customize & control
3. Community driven solutions
4. Alignment of Philosophy

collectionspace

omeka

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FedoraCommons™

XTF
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BitCurator

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greenstone digital library software

select a collection

Greenstone demo

Documented Example Collections

The Librarian Interface	Helps you create new collections, modify or add to existing ones, or delete collections
About Greenstone	Tells you about the Greenstone software and the New Zealand Digital Library Project where it originated
Greenstone Documentation	Greenstone manuals

Greenstone is a suite of software for building and distributing digital library collections. It provides a new way of organizing information and publishing it on the Internet or on CD-ROM. Greenstone is produced by the **New Zealand Digital Library Project** at the **University of Waikato**, and developed and distributed in cooperation with **UNESCO** and the **Human Info NGO**. It is open-source software, available from http://greenstone.org under the terms of the GNU General Public License.

The aim of the software is to empower users, particularly in universities, libraries, and other public service institutions, to build their own digital libraries. Digital libraries are radically reforming how information is disseminated and acquired in UNESCO's partner communities and institutions in the fields of education, science and culture around the world, and particularly in developing countries. We hope that this software will encourage the effective deployment of digital libraries to share information and place it in the public domain.

This software is developed and distributed as an international cooperative effort established in August 2000 among three parties.

New Zealand Digital Library Project at the University of Waikato
Greenstone software grew out of this project, and this initiative has been endorsed by the Communication Sub-Commission of the New Zealand National Commission for UNESCO as part of New Zealand's contribution to UNESCO's programme.

United Nations Educational, Scientific and Cultural Organization
The dissemination of educational, scientific and cultural information throughout the world, and particularly its availability in developing countries, is central to UNESCO's goals as pursued within its intergovernmental Information for All Programme, and appropriate, accessible information and communication technology is seen as an important tool in this context.

The Human Info NGO, based in Antwerp, Belgium
This project works with UN agencies and other NGOs, and has established a worldwide reputation for digitizing documentation of interest to human development and making it widely available, free of charge to developing nations and on a cost-recovery basis to others.

CONTENTdm "quick start" for FirstSearch Base Package subscribers

Images courtesy of the New York Heritage Digital Collections, the Buffalo and Erie County Historical Society, St. Lawrence University and SUNY Fredonia.

What is CONTENTdm?

OCLC's **CONTENTdm Digital Collection Management Software** can make everything in your digital collections available to everyone, everywhere. No matter the format—local history archives, newspapers, books, maps, slide libraries or audio/video—CONTENTdm can handle the storage, management and delivery of your collections to users across the Web.

As a **FirstSearch Base Package** subscriber, you're eligible to receive:

- The CONTENTdm software hosted by OCLC
- Three Project Clients for building your digital collections
- 10GB of storage for up to 3,000 digital items

If you find that your requirements exceed any of these limits, we'll work with you to review purchasing options to continue seamless growth of your collections.

Getting started

We've created training modules just for you. In addition, we've provided resource information and the form to activate your CONTENTdm "quick start" hosted instance.

1. **View the recordings of the CONTENTdm "quick start" Orientation session.**

   Part I – Introduction to CONTENTdm "quick start." In this session, you will learn about the CONTENTdm "quick start" program and the CONTENTdm Digital Collection Management Software.

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Houston Mutiny & Riot, August 23, 1917

- 15 civilians dead, 12 wounded.
- U.S. v Sgt. William C. Nesbit, et al
  63 men tried, 13 executed.
- U.S. v Cpl. John Washington, et al
  15 men tried, 1 executed.
- U.S. v Cpl. Robert Tillman, et al
  39 men tried, 5 executed.
- Harsh sentences and public outcry led to fundamental change in military law.

THE LARGEST MURDER TRIAL IN AMERICAN HISTORY:

Exploring the Houston Riot of 1917 and Its Impact on Military Justice Today

FEATURED SPEAKERS

Fred L. Borch,
Regimental Historian & Archivist,
Judge Advocate General's Corps, U.S. Army

Captain Paul J. Matthews,
Founder and Chair of
the Buffalo Soldiers National Museum

Larry Morris,
General Counsel,
The Catholic University of America

Professor Angela Holder,
Professor of History,
Houston Community College

Jack B. Zimmermann, J.D.,
Colonel, USMCR (Ret)

Terri R. Zimmermann, J.D.,
Colonel (select), USMCR

March 23, 2012
8:00 a.m. - 4:00 p.m.

THE FRED PARKS LAW LIBRARY
SOUTH TEXAS COLLEGE OF LAW / HOUSTON

6.75 hours of CLE credit
Cost: $20.00
Payment accepted at the door, check or cash only please.

www.digitalcollections.stcl.edu

SOUTH TEXAS COLLEGE OF LAW DIGITAL COLLECTIONS

Home | Browse All | South Texas College of Law | Fred Parks Law Library | STANLEY (Portal)

Log in | ? Help | English ▼

Search [   ] Search Advanced Search

South Texas College of Law Digital Collections

All Collections

Catalogs and Yearbooks

The South Texas School of Law was part of the United YMCA Schools under the control of the Houston YMCA. Its offices and classrooms were housed in three rooms on the third floor of the YMCA building at the corner of Fannin and McKinney streets. It was founded to provide working people with an opportunity to obtain a legal education in ...

more...

YMCA Postcard Collection

The Young Men's Christian Association (Y.M.C.A.) of Greater Houston was formed in 1886 and built its first building in downtown Houston in 1908, located at the corner of Fannin and McKinney Streets, with the street address of 918 Fannin Street. The "Y" remained in that building until 1941, when a new, larger building was erected several ...

more...

South Texas Advocacy Program

South Texas College of Law has long recognized that preparation for battle in the courtroom requires practical application as well as abstract theory. The result is our comprehensive Advocacy Program, which begins with first-year Legal Research and Writing and culminates in in-depth, intensive training in the singular arts of trial and ...

About the collections

The South Texas School of Law opened in 1923, in downtown Houston. Organized by the Young Men's Christian Association in response to the need for adult education, it was one of twenty such law schools in the country. Houston in the 1920s was experiencing the explosive growth of the oil industry, which created a pressing need for lawyers to handle the business arising from the discovery, production, transportation, refining, and marketing of oil. The only accredited law schools in Texas at the time were The University of Texas in Austin and Baylor University in Waco. For over 85 years the mission of the school has remained simple: provide accessible legal education, distinguished by its excellence, to a diverse body of students committed to serving their communities and the profession.

Our digital collections intend to chronicle the history of the school, the legal history of the Houston area, and showcase the diverse holdings of the Fred Parks Law Library, including archival material, manuscript collections and rare books from our Special Collections Department.

Server administration

Collections
Add a new collection or import a collection. Change the collection position or delete the collection.

Harvesting
Configure WorldCat sync, OAI harvesting, and the stop list.

Website
Configure and customize the appearance and behavior of the public interface.

Users
Add new users and assign them specific rights. View, edit, and delete users.

Reports
View server statistics and usage reports.

About
View total number of items on server, maximum number of items allowed for the license, and version number. Register the installation and authorize license code.

Website Configuration Tool

Global Settings | Collections

Configurations made on the "**Global Settings**" tab apply to all collections on the website. If you'd like to make specific ch
settings will override global settings.

- ▸ **Appearance**
- ▸ **Searching & Browsing**
- ▸ **UI Widgets**
- ▸ **Image Viewer**
- ▸ **Navigation**
- ▸ **Items**
- ▸ **Page Types**
- ▸ **Tools**
- ▸ **Custom Pages/Scripts**

Configuring Global Settings

Configurations made on the "**Global Settings**" tab apply to all collections on the website. I
like to make specific changes to individual collections, select the "**Collections**" tab. Any col
level settings will override global settings.

admin home | server | collections | items

:: collections : harvesting : website : users : reports : about : help ::

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CONTENTdm Administration

Add collection

A CONTENTdm collection consists of a set of files that are stored in a directory on the server. Creating a new collection entails creating a new directory and assigning permissions on the server.

After you add the collection, you need to edit the collection configuration settings to enable functionality such as full text searching, PDF file processing, and full resolution image format. Use the Website Configuration Tool to configure appearance and behavior of the collection display in the public interface.

Tip: Use short aliases to avoid browser limitations when searching across a large number of collections.

Create a new collection using	Simple Dublin Core ▼ **template**
Collection name	

add

Project Add Item Edit Administration Help

Home | Find in Collection | edits

CONTENTdm®

Project Client

Houston Mutiny and Riot Records

This collection consists of records concerning one the largest race riots in American history, the mutiny and riot of soliders of the 3rd Battalion, 24th U.S. Infantry that occured on August 23, 1917, at Camp Logan (now Memorial Park), Houston, Texas. It resulted in the largset murder trial in American hitory, The mutiny and riot were sparked by the ra...

View Houston Mutiny and Riot Records:
http://cdm16035.contentdm.oclc.org:80/

edits

Common Tasks
Add Item
Add Multiple Items
Add Compound Objects
Edit Existing Items

Houston Mutiny and Riot Records

Last indexed:
June 12, 2012 10:39 AM
 0 items in pending queue
958 items in collection

Create new project

Import shared project

Upload Manager Summary   show details

Last upload finished Wednesday, February 22, 2012 10:55:09 AM

1 items (1.876 KB)

edits

Project type: Shared
      Items: 0
Logged in as: hkushnerick

Edit project settings

View project tab

Other Tasks
View Upload Manager
Edit Metadata Template
Edit Project Settings

Other projects in this collection

User Support Center

Help

Tutorials

User Support Center

Other Collections

Collections on https://server16035.contentdm.oclc.org/

Catalogs and Yearbooks
>> Project 1
>> project2
>> yearbooks

YMCA Postcard Collection
>> YMCA

CONTENTdm Community

Featured Collections

Midwest Regional Grape and Wine Conference Proceedings

Historic Recipe File

Allen Spiker German Russian Dialect Tapes

Arabic Papyrus, Parchment and Paper Collection

Administration
CONTENTdm Administration

Expand to show all collections

Institutional Buy-In

- Records Management
- Institutional Repository
- 100th Anniversary

Conclusion

- Develop a plan that works for you.
- Don't be intimidated by what others are doing.
- Proof of concept does work.
- Advertise!

Thank you!

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