



- Home
- TAACCT Resources
- Open Textbooks
- All Collections
- About
- ATC Photo Album
- Advanced Search
- Contact Us

[Home](#) > ATC Photo Album



Images in the ATC Photographic Archives range from 1956-2012. To see newer photographs, please visit our recent [gallery](#). Housed in the Athens Technical College Library on the Athens campus, the Athens Technical College Archives preserve the College's history since its inception in 1958. Its mission is to acquire, organize, preserve and publicize publications, documents, images, plans, and artifacts to assist researchers in their use.



## The Digital Library Landscape: Building a Digital Library from Scratch

Robin Fay @georgiawebgurl



# Building a digital library from scratch

Introductions: Robin Fay, Portal Manager, ATCx3 Consortia/ATC

- ❖ Choosing a software
- ❖ Digitizing & archiving
- ❖ Cataloging
- ❖ Rights management
- ❖ Lessons learned
- ❖ Moving forward – planning for sustainability
- ❖ Questions?

# BUILDING A DIGITAL LIBRARY FROM SCRATCH MATERIAL

## Resources - What we have

- ❖ Reports
- ❖ Working papers
- ❖ Commercial publications about the college
- ❖ PR materials
- ❖ Scrapbooks
- ❖ Ephemera such as plaques and plates
- ❖ Films
- ❖ Grant related teaching materials in digital formats
- ❖ Print material in this collection spans the establishment of the College in 1956 until the early 2000s. Digital content is more scattered.
- ❖ Some formats and/or software are obsolete already.



# BUILDING A DIGITAL LIBRARY FROM SCRATCH MATERIAL: PHOTOGRAPHS

## Resources - What we have

- ❖ Large format aerial photographs
  - ❖ Approximately 2000 photographs
- ❖ Negatives
- ❖ Slides





# BUILDING A DIGITAL LIBRARY FROM SCRATCH MATERIAL: NEWSPAPER CLIPPINGS

- ❖ Going back to 1986
- ❖ Collected by the library
- ❖ Approximately 1,500
- ❖ Clippings database in ACCESS, exports as a CSV file for the repository



# BUILDING A DIGITAL LIBRARY FROM SCRATCH: OUR MATERIALS

Where we get stuff

- ❖ Director of PR
- ❖ Staff photographer/graphic designer
- ❖ Director of ATC Foundation/Alumni Association
- ❖ Faculty as they leave (clean office)
- ❖ Offices/storage areas that are cleaned out
- ❖ Retired staff and faculty
- ❖ Alumni
- ❖ Community gifts
- ❖ Current faculty and staff
- ❖ Grant staff and faculty

# BUILDING A DIGITAL LIBRARY FROM SCRATCH: SOFTWARE CHOICES

## Opensource or Commercial or Freemium?

- ❖ Opensource costs are less apparent – need staff time, hardware, etc.
- ❖ Time, resources (includes staff and money) and scope = quality
- ❖ If you want good and cheap, you're going to have to be flexible on time
- ❖ "Less" good doesn't mean poor quality, it could mean less functionality

## What is on your shopping list?

Considered: Equella (Pearson), Dspace, Islandora, Fedora, Avalon/Hydra, Omeka



# BUILDING A DIGITAL LIBRARY FROM SCRATCH: QUESTIONS

- ❖ What existing resources do you have in place? Will anything need to be upgraded? (Do consider partners, training for staff – do they have skills already?)
- ❖ What is your budget? (if any?)
- ❖ What is your time line?
- ❖ Materials:
  - ❖ Formats : What type of materials do you have?
  - ❖ Do they have description?
  - ❖ Will you need to digitize materials?
  - ❖ What is the highest priority?
  - ❖ Do you own the rights to publish (or re-publish)?
- ❖ What is the scope of the project – the absolutes?





# BUILDING A DIGITAL LIBRARY FROM SCRATCH: DEVELOP A PROJECT PLAN

## Identify Who:

- ❖ Who will install and configure the software?
- ❖ Who will handle branding and design?
- ❖ Who will maintain the software (upgrades?)
- ❖ Who will digitize materials?
- ❖ Who will describe (catalog) materials?
- ❖ Who will do training?
- ❖ Who will review content (rights, etc.)?

## Identify How:

- ❖ Draft workflows – how does content get to the repository – who vets?

**Think.** Sustainability – enhancements, scalability

**DOCUMENT ALONG THE WAY.**



# OPENING UP INSTITUTIONAL HISTORY: COLLECTION DEVELOPMENT & WEEDING

## What we won't collect in the Archives

- ❖ Personnel records such as contract letters, hiring offers, evaluations, etc. (contacted those in charge of records to see what we should do with them – shred, send elsewhere, etc)
- ❖ Obsolete formats – if we can't access it (obsolete software) or do not have an appropriate media device, and/or it does not appear to be relevant (past retention period, etc.) – we are reviewing as possible disposal items Ex: Student course catalogs from 1994 on DAT Tapes
- ❖ Broken/unusable items - Magnetic formats that are lacking data, things which are broken beyond repair, etc.
- ❖ Content that does not belong to us or about us
- ❖ Content of questionable copyright – locally made copies of commercial content
- ❖ Write it down!



# BUILDING A DIGITAL LIBRARY FROM SCRATCH: DEVELOP A PROJECT PLAN

1. Identify resources
2. Build a plan – work the plan
3. Be flexible
4. Build in cushion
5. Avoid scope creep – start enhancements list



# BUILDING A DIGITAL LIBRARY FROM SCRATCH: PROJECT QUICK OVERVIEW

Project Overview:

- ❖ Project planning
- ❖ Software analysis/review
- ❖ Software installation
- ❖ Software configuration/customization (and branding!)
- ❖ Workflows and Process documentation
- ❖ Cataloging & Content loading
- ❖ Statistics and reporting
- ❖ Enhancing metadata (identifying people, places, etc.)
- ❖ Harvest of archives to other repositories
- ❖ Enhancement of workflows
- ❖ PR



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# BUILDING A DIGITAL LIBRARY FROM SCRATCH: SOFTWARE: OMEKA

## Software analysis/review

- ❖ Software review/research
- ❖ Software testing – test server



## Software installation

- ❖ Configuration and extension (30+ modules including support for LCSH and OAI for harvesting)
- ❖ Significant custom coding with more every day (but out of the box ready)
- ❖ Deciding on a controlled vocabulary and metadata schema (and then building outward)...
- ❖ Design and branding

## Workflows

- ❖ Establishing cataloging process and revising workforms to meet needs of metadata schema and materials (archives and grant materials)
- ❖ Working with library on best practices for scanning for archives
- ❖ Test scanning materials
- ❖ Document!



# BUILDING A DIGITAL LIBRARY FROM SCRATCH: SOFTWARE PROJECT PIECES

## Cataloging & content

- ❖ Spreadsheets for importing metadata ; Google Forms for collecting data
- ❖ Develop metadata schema (maps to MARC)
- ❖ Develop and document cataloging processes (RDA, LCSH, local fields)
- ❖ Subject analysis
- ❖ Batch edit what can be done

## Statistics & reports

### Enhancing metadata

- ❖ Who are these people?
- ❖ Social media identification campaign

### PR and next steps

- ❖ Enhancements
- ❖ Harvest elsewhere
- ❖ Backup schedule
- ❖ Upgrades



# BUILDING A DIGITAL LIBRARY FROM SCRATCH: COMPARISON

Learning Object (traditional)	Description	System Requirements*	Creative Commons	Supports a variety of file formats	Modules/Plugins	Collections / Tagging
Avalon	Early development repository software framed on Ruby on Rails, a Hydra fork -Strong support for multimedia and video; good metadata support demo: <a href="https://pawpaw.dlib.indiana.edu/">https://pawpaw.dlib.indiana.edu/</a>	Hydrant Rails ; Hydra; Fedora; Solr	YES	YES with support for embedded viewers	Uncertain	YES
Hydra	Avalon actually has a stronger design presence. Early development repository software framed on Ruby on Rails -Strong support for multimedia and video; good metadata support <a href="http://projecthydra.org/">http://projecthydra.org/</a>	Hydrant Rails ; Hydra; Fedora; Solr	YES	Yes, through setup	Uncertain	YES
Dspace	Very popular repository software used by USG and others; traditionally a repository for text based documents THECB (The Texas Higher Education coordinating board ) was working on learning objects and SCORM, but development seems to have installed; currently does supports learning objects as an zipped file. <a href="http://www.dspace.org/">http://www.dspace.org/</a>	Fedora (Linux not repository software) Core 4 Linux, Apache Tomcat 5.5.17, Apache Ant 1.6.5, J2EE 1.4 SDK Java platform, Postgres SQL 8.1.3, and DSpace Version 1.3.2.Extensive list here <a href="http://www.dspace.com/shared/support/sysrequirements/System_Requirements_Version50_May2011.pdf">http://www.dspace.com/shared/support/sysrequirements/System_Requirements_Version50_May2011.pdf</a>	YES	Yes, through setup; although less native support for multimedia using embedded viewers	Some but limited	YES, but limited in hierarchies and crosslinking
Drupal	Can be built into a LMS but as a default installation works more as a repository + forum ; strong support ; no gradebook or built in class space	Full list: minimum installation requires 15 Megabytes. 60 MB ; Apache; MySQL 5.0.15 ; PHP 5.4 or higher (same as Drupal) ; Linux <a href="https://www.drupal.org/requirements">https://www.drupal.org/requirements</a>	Yes, through modules	Yes, through setup; embedded viewers can be added and modules help support multimedia display	Numerous	Yes
Fedora Commons	More of a back-end and would need to have a front end (public space) developed; <a href="https://wiki.duraspace.org/display/FEDORACREAT">https://wiki.duraspace.org/display/FEDORACREAT</a> Islandora is Fedora + Drupal paired together <a href="http://islandora.ca/">http://islandora.ca/</a>	TomCat, Java SE Development Kit, MySQL, Maven (download from site) <a href="https://wiki.duraspace.org/display/FEDORA34/Installation+and+Configuration+Guide">https://wiki.duraspace.org/display/FEDORA34/Installation+and+Configuration+Guide</a>	YES	Yes, through setup	Very limited	YES, but limited in hierarchies and crosslinking
Omeka	Very nice repository, but really no collaborative spaces ; no gradebook or built in class space; <a href="http://omeka.net">omeka.net</a> demo / test space	Linux, Apache, MySQL, PHP, ImageMajick (free) <a href="http://omeka.org/codex/Preparing_to_Install">http://omeka.org/codex/Preparing_to_Install</a>	YES	Yes, through setup etc	Numerous although mostly focused on display - timelines,	YES

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# BUILDING A DIGITAL LIBRARY FROM SCRATCH: WHY OMEKA

## Why Omeka?

- ❖ Works with LCSH and DC
- ❖ Easy to configure and maintain
- ❖ Good with multimedia – can easily build exhibits
- ❖ Can build webpages within Omeka
- ❖ Meets basic grant mandates – public interface, CC, and open
- ❖ Primarily MySQL, PHP, CSS/Jquery, Apache, Linux server (can run on Windows server)
- ❖ List of modules used available at <http://ctlblog.athenstech.edu/digitizing-our-past-atc-archives/>

## Omeka

### **GRANT CRITERIA**

- ✓ *Meets accessibility standards*
- ✓ *Supports licensing (Creative Commons)*
- ✓ *Supports sharing/Open Educational Resources (OER) across many platforms (including Social Media)*
- ✓ *Public portal (public interface)*

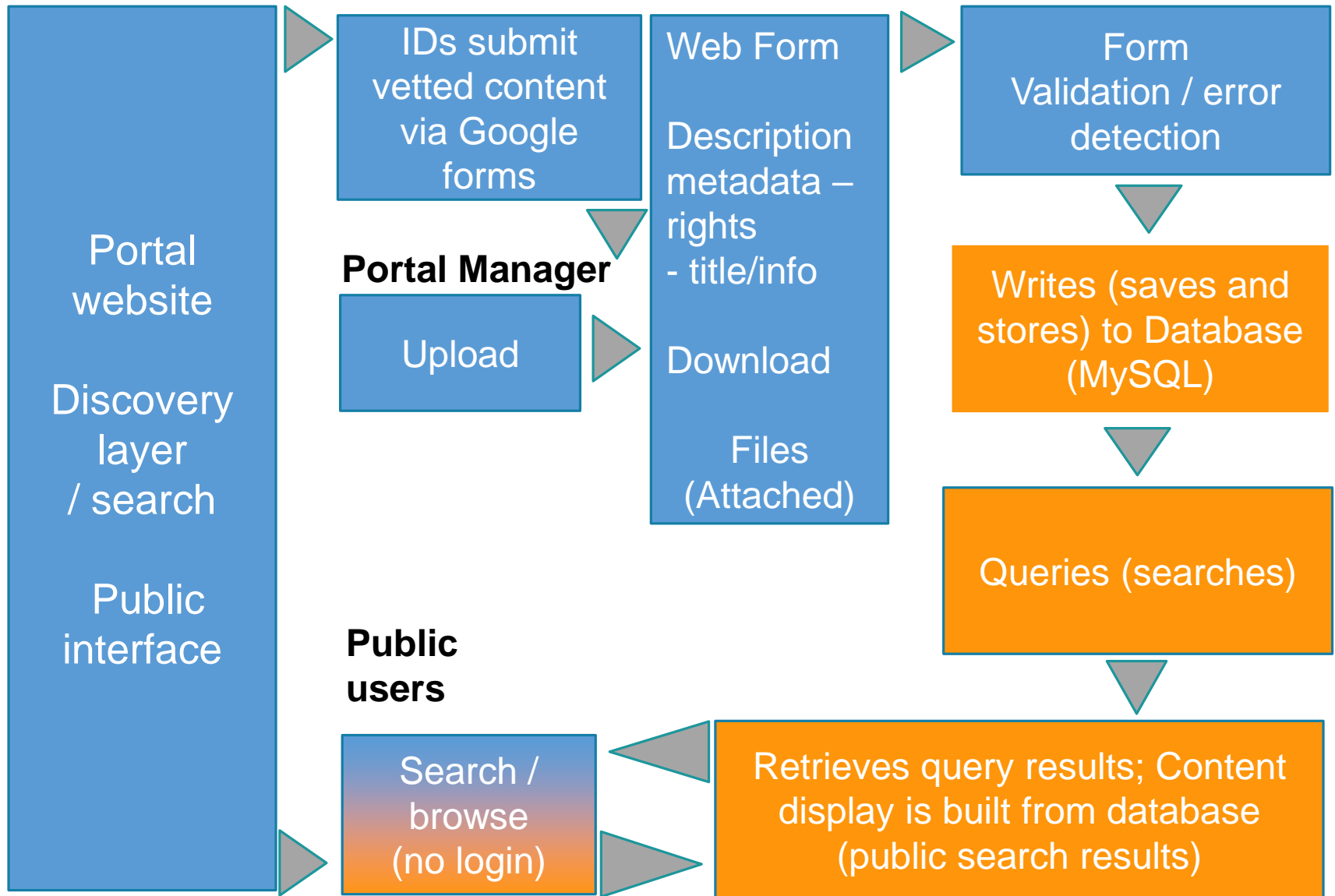
### **ADDITIONAL FEATURES**

- ✓ *Upload workflow with the ability to provide private/public spaces*
- ✓ *Mobile friendly (HTML5 players, etc.)*
- ✓ *ANGEL/Blackboard integration*
- ✓ *Measurable Statistics/Analytics/Reports*
- ✓ *Secure, sustainable and scalable with an active community*
- ✓ *Technical support: The Omeka User groups work together to build new features, provide technical support for each other and upgrades*

### **Staffing:**

*With Omeka's backend support, this project will need a local administrator for managing and curating content, creating workflows, organizing upgrades, in addition to some server work, which matches our current staffing.*

# Our content workflow



Orange = server side activities

Diagram Robin Fay, 2015

# BUILDING A DIGITAL LIBRARY FROM SCRATCH: GETTING STARTED DIGITIZING

## Evaluation of material

- ❖ CTL and Library met to evaluate material
- ❖ Library met with Digital Library of Georgia representatives and others regarding this type of project

## Collection Development

- ❖ Library is revising Collection Development Policy for Archive to include information about scanning process and repository
- ❖ Portal Manager established a Collection Development Policy for the digital Archives and created information webpage about submission process
- ❖ Identified items that would not be scanned (on earlier slides) and items that could be destroyed
- ❖ Drafted digitization workflows and scanning processes  
<http://ctlblog.athenstech.edu/digitizing-our-past-atc-archives/>
- ❖ Separate workflow for grant material, OER, and archives



# BUILDING A DIGITAL LIBRARY FROM SCRATCH: WHAT METADATA SCHEMA? HOW TO CATALOG?

- ❖ DCMI/Dublin Core Qualified
- ❖ LCSH
- ❖ Local fields
- ❖ Rights – adding access notes, Creative Commons
- ❖ Decide upon the rights – noncommercial? Commercial?



ELEMENT	TERMS	USE	SCOPE NOTE	INSTRUCTIONS	EXAMPLES	DCMI	MARC
creator		REQ	Use for an entity (person, organization, or service) responsible for the content of the resource. Use creator for primary authors or other content creators.	<p>1. Surname name first. 2. Use form of name established by local practice (e.g. fullest form possible or most frequent form) 3. Multiple authors/creators list in Order as in publication 4. Organizations with hierarchy - list the parts of hierachy from largest to smallest separted by full stop and space. 5. If ambiguous, list as it appears on item.</p> <p>For ATCx3 materials, cite the author or submitting members as primary creators; cite other names and contributors under creator.</p> <p>If no author is included, list author as institution.            Athens Technical College (Athens, Ga.)            Albany Technical College (Albany, Ga.)            Atlanta Technical College (Atlanta, Ga.)            ATCx3 Consortia</p>	Brown, Elizabeth	creator	100 F 110 C 111 C Meet ents
creator	marcrelator	Opt	Use for an entity (person, organization, or service) who makes significant contributions to the resource.	Choose from list. Describes the role of the persons above.	Actor Animator Annotator Compiler Composer Conductor Director Editor Illustrator Interviewer Interviewee Musician Narrator Performer Producer Reviewer Speaker Scientific advisor Standards body Surveyor Transcriber Translator	contributor <a href="http://www.loc.gov/">http://www.loc.gov/</a>	100 S (not future
contributor	contributor	Opt	Use for a person or organization whose work has been contributed to a collective work (anthology, serial publication, or other compilation of individual works) OR who is not the primary author/creator, but has made some contribution to the work. Do not use if the sole function in relation to a work is as author, editor, compiler or	<p>1. Personal names: Surname name first if a personal name.</p> <p>2. Use fullest form possible, VIAF entry, or name established in GEAR (search GEAR).</p> <p>3. Order as appears on publication</p> <p>4. Organizations with hierarchy - list the parts of hierachy from largest to smallest separted by full stop and space.</p>	Fay, Robin Maimonides Park Sung Hee United States. Internal Revenue Service Elvis Presley Fan Club Federal Aviation Administration. Aviation Safety Program Athens Technical College (Athens, Ga.)	contributor	700

# Mapping metadata

- ❖ Exported as a .csv
- ❖ Imported to Omeka
- ❖ CSV
- ❖ Also supports XML, OAI, and API using different modules/methods

- Collections
- Item Types
- Tags
- Simple Pages
- LC Suggest
- Corrections
- CSV Import**
- Simple Vocab
- Catalog Search
- Dropbox
- Bulk Editor
- Collection Tree
- OAI-PMH Harvester
- Omeka Api Import
- Embedded Items
- YouTube Import
- Zotero Import
- Reports
- User Profiles
- Element types

## Step 1: Select File and Item Settings

Upload CSV File*	Maximum file size is 100 MB. <input type="button" value="Choose File"/> 1GEAR E-book Work...m (Responses).csv
Use an export from Omeka CSV Report	Selecting this will override the options below. <input type="checkbox"/>
Automap Column Names to Elements	Automatically maps columns to elements based on their column names. The column name must be in the form: {ElementSetName}:{ElementName} <input checked="" type="checkbox"/>
Select Item Type	<input type="text" value="Newspaper clipping"/>
Select Collection	<input type="text" value="Athens Technical College in the News"/>
Make All Items Public?	<input checked="" type="checkbox"/>
Feature All Items?	<input checked="" type="checkbox"/>
Choose Column Delimiter*	A single character that will be used to separate columns in the file (semi-colon by default). Note that spaces, tabs, and other whitespace are not accepted. <input type="text" value=";"/>
Choose Tag Delimiter*	A single character that will be used to separate tags within a cell (comma by default). Note that spaces, tabs, and other whitespace are not accepted. <input type="text" value=","/>

# BUILDING A DIGITAL LIBRARY FROM SCRATCH: MAPPING METADATA

From CSV file

From CSV file

Maps to DCMI Metadata & local fields

CSV Import	What resource is it part of?	"BC Campus"	Select Below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple Vocab	Other (list other resource)	""	Select Below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catalog Search	Downloadable?	"Yes"	Select Below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dropbox	File Formats	"PDF, DOC/DOCX"	Select Below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulk Editor	TITLE	"Adult Literacy Fundamentals Mathematics: Book 5"...	Select Below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection Tree	Title source	"solr.bccampus.ca"	<ul style="list-style-type: none"> <li>Publisher</li> <li>References</li> <li>Relation</li> <li>Replaces</li> <li>Requires</li> <li>Rights</li> <li>Rights Holder</li> <li>Source</li> <li>Spatial Coverage</li> <li>Subject</li> <li>Table Of Contents</li> <li>Temporal Coverage</li> <li><b>Title</b></li> <li>Type</li> <li>Affiliation</li> <li>Creator</li> <li>Downloadable</li> <li>Edition</li> <li>ISBN (if available)</li> <li>LC Classification (if available)</li> <li>Select Below</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OAI-PMH Harvester	Series Title/Additional Title	""		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Omeka Api Import	Grant affiliation	"N/A"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Embedded Items	CREATOR/AUTHOR1	"Girard, Liz"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouTube Import	CREATOR/AUTHOR1 Role (Primary)	"Author"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zotero Import	ADDITIONAL CONTRIBUTORS	"Tagami, Wendy"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	COPYRIGHT/PUBLICATION DATE	"2010"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Profiles	ISBN	"5"		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



The item "Photograph of students studying" was successfully changed!



Title	Photograph of students studying
Description	1 man writing at a table. Sony headphone box on the table. 2 men at study carrels with headphones. At computers.
Creator	Athens Technical College (Athens, Ga.)
Subject	College students
	Study and teaching
	Athens Technical College (Athens, Ga.)
	Athens Technical College (Athens, Ga.)
	Photographs
Publisher	Athens Technical College
Source	Athens Technical College Photograph Archives. Athens

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Public: Yes Featured: Yes

### Collection

ATC History through Photographs  
(1956-2012)

### Tags

- Athens Technical College
- early years
- historic
- photographs
- vintage photos

### File Metadata

- ATCAP BX1014.jpg



# GEAR

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ATC IN  
THE NEWS



## LATEST ADDITIONS

### Modern revolution in physics [ebook]



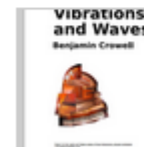
"The Modern Revolution in Physics" is an online physics textbook written by Benjamin Crowell, a lecturer in physics and astronomy at Fullerton...

### Newtonian physics [ebook]



This is an introductory physics textbook designed for use in a typical one year survey course. This is book 1 in the Light and Matter series of free...

### Vibrations and waves [ebook]



This is a text on vibrations and waves for an introductory college physics class. The treatment is algebra-based, with applications of calculus...

Welcome to GEAR, Georgia E-Learning Access & Repository. This site features open textbooks, open educational resources, training materials, and other TAACCCT related documents. Additionally, GEAR houses digital copies of the photographs located in the ATC Archives in the Athens Campus Library; in addition to newspaper clippings records, and much more.

# GEAR

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## Collection

[Grant Materials](#)

## Files for Download



## Tags

[Albany Technical College](#), [career development center](#), [ePortfolio](#), [PLA](#), [portfolio](#), [presentations](#), [prior learning assessment](#), [student success](#)

## Citation

Brown, Elizabeth, "Prior Learning Assessment [presentation]," *GEAR*, accessed November 12, 2015, <http://gear.athenstech.edu/items/show/7356>.

## Social Bookmarking



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## Catalog Search

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Copy the code below into your web page

```
<iframe  
class='omeka-embed'  
src='http://gear.ath  
enstech.edu/items/em
```

# Sharing is caring...

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# BUILDING A DIGITAL LIBRARY FROM SCRATCH: DIGITIZING EFFORTS: WHAT WE LIKE

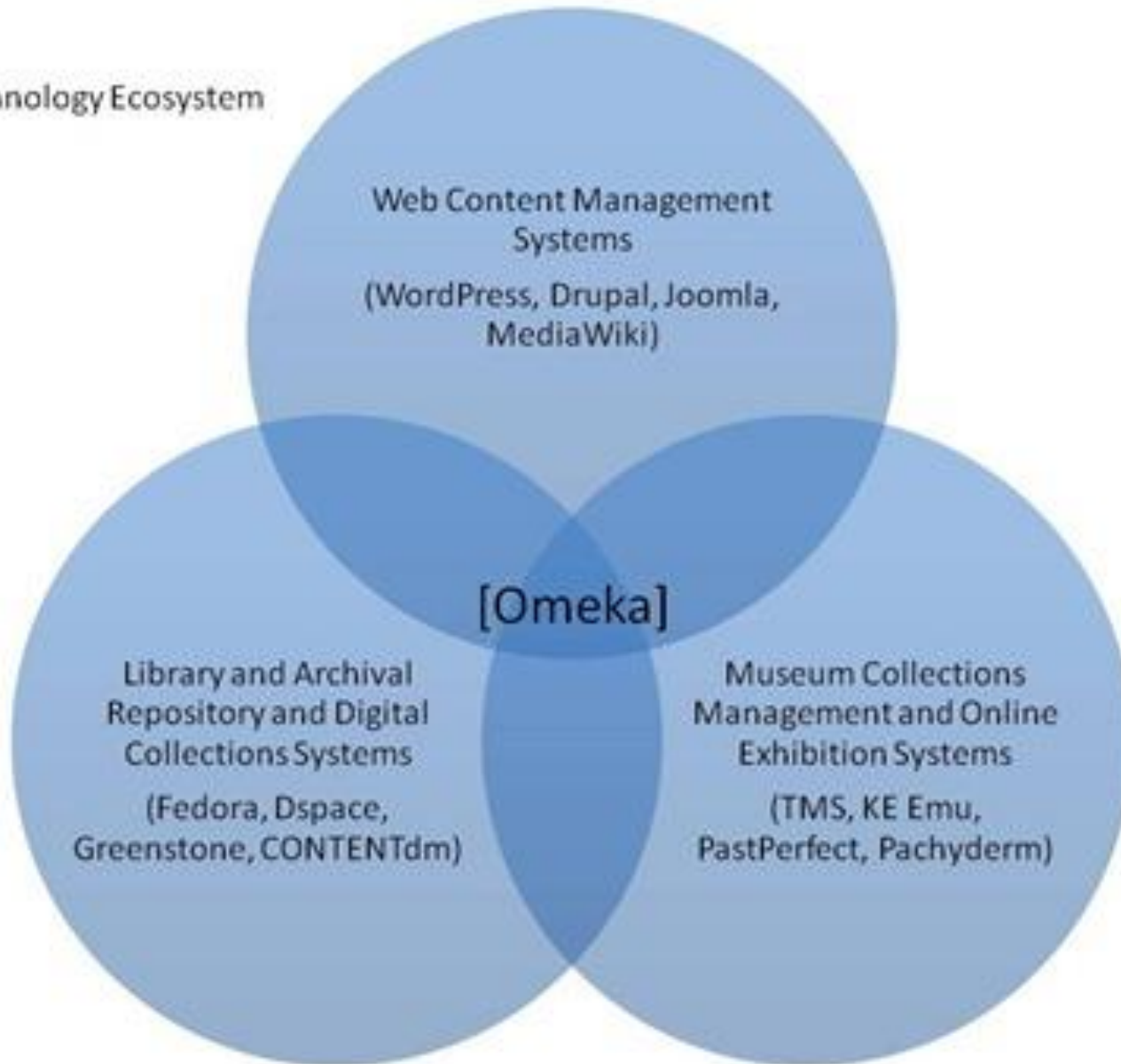
- ❖ Social media sharing button
- ❖ Flipbook for the scrapbooks (thanks Internet Archive!)
- ❖ Embedded PDFs and video (HTML5)
- ❖ Clean design
- ❖ Searching is ok – looking to SOLR for more robust searching and faceting

# BUILDING A DIGITAL LIBRARY FROM SCRATCH: DIGITIZING EFFORTS: WHAT WE LEARNED

- ❖ People in photos hard to identify. Social media - how can we use to identify people?
- ❖ Getting the word out
- ❖ The newspaper clippings database
- ❖ Importing/ Batch work
- ❖ Need to create more documentation in terms of how to use material
- ❖ Embedded search box for Blackboard, etc.
- ❖ Better scanning workflows – better backend for large volume projects
- ❖ Rights management



Technology Ecosystem



[Omeka.org/about/](https://omeka.org/about/)

thank you!

[georgiawebgurl@gmail.com](mailto:georgiawebgurl@gmail.com)

