

**Altman Local History and Genealogy Center
Digital Collection Manual**

Digital Collection Overview.....	2
Deliverables.....	3
Technical Details	
Selection.....	4
Scanning and Image Format.....	4
Metadata.....	5
Delivery and Storage of Digital Elements.....	6
Appendices	
Appendix A: Metadata Specifications.....	7
Appendix B: Submission Form	11
Appendix C: Procedures for scanning submissions.....	14

Digital Collection Overview

The Altman Local History and Genealogy Center Digital Collection was created from funds donated by Mr. and Mrs E. D. Buskirk, Jr. (THE BUSKIRK FAMILY) in partnership with the Florence County Library System to develop a local history and genealogy center at the Johnsonville Public Library. Funding has provided equipment (computer, software and high quality digital scanner) to enhance the genealogy collection at the Johnsonville Public Library by building an online genealogy database to include photos, documents, short movies and audio files

This digital collection will include materials related to South Carolina and mainly collected within the counties in proximity to Johnsonville. The Altman Local History and Genealogy Center Digital Collection will be accessible to the public via the internet to allow maximum usage.

Deliverables

The following files will be included for each digital entry for the following files types:

Images

- TIFF (uncompressed)

- JPG

- Metadata

Text

- TIFF (uncompressed)

- JPG

- PDF (searchable) or PDF and OCR in TXT format

- OCR

- Metadata

Audio

- MPEG (segmented by topic/date)

- Metadata

Video

- MOV (segmented by topic/date)

- Metadata

Technical Details

Selection

Items for this collection should pertain to South Carolina History or Johnsonville and surrounding counties. Other items may be added at the discretion of the Branch Manager.

Scanning and Master Image Format

All files will be named in a corresponding manner following the collection file name scheme for each scanned document. (See Appendix A)

Scanning specification for Master Images should adhere to the following guidelines:

- * Scans from original documents only
- * Scan specifications are as follows:
 - * 8-bit grayscale
 - * 200-300 dpi
 - * Master image will be saved in a uncompressed TIFF format
- * Documents such as newspapers and letters will be scanned as single pages. Double pages should be split into two separate image files.
- * Images should be de-skewed to less than 3 degrees and the original border of the paper (not the text boxes) should be maintained.
- * Any modifications, such as de-skewing and cropping, should be made to the TIFF prior to the OCR process to maximize accuracy.
- * One searchable PDF (Portable Document Format) image will be provided for each page image.
- * One Compressed JPG image will be provided for each page image.

OCR

- * One OCR file per page saved in a TXT format, unless supplied by scanning software.
- * No graphic elements should be saved with the OCR TXT file.

Metadata

For definitions of the metadata descriptions used within this digital collection, see Appendix B. - Metadata Dictionary.

M - Mandatory, O - Optional, and R - Repeatable

- * Identifier (M)
- * Title (M)
- * Date Original (O)
- * Date Digital (O)
- * Creator (O)
- * Subject (M,R)
- * Description (M)
- * Type (M)
- * Contributor (M)
- * Publisher (O)
- * Format (M)
- * Digitization Specifications (M)
- * Source (O,R)
- * Language (O)
- * Relation (O,R)
- * Rights (M)
- * Notes (O,R)

Delivery and Storage of Digital Elements

The library will be utilizing HTML for the collection database. PHP code has been written to allow the collections to be searched. As the collection expands a new search feature will be needed to allow faster searches.

The information from the Altman Local History and Genealogy Center Digital Collection will be available for viewing on the internet accessible through a link on the Florence County Library System website.

All TIFF, MPEG and MOV files will be backed up from the server on a weekly basis using a double redundant backup system consisting of two portable hard drives. These hard drives will be checked every six months to insure that backups are completed and no corruption has taken place within the time frame allotted.

APPENDIX A

Metadata Specifications

Digital Library of Altman Local History & Genealogy Center

(M - Mandatory, O - Optional, and R – Repeatable)

Identifier: (M)

A unique identifier is required for all items to organize, retrieve, and identify items in the collection.

- The file name assigned when an item is added to the collection will be used as the identifier.
- Format for file names:
Naming images: Begin with JPL000001_im01.jpg
Naming documents: Begin with JPL000001_tx01.pdf

Title: (M)

This element is required and includes the title and or name given to a title.

- Titles should use non-numeric wording and remove leading articles based on AACR2 rules.
- The first letter of the first word and proper nouns should be capitalized.
- When no title has been associated with an object, the title will be assigned when entered into the collection.

Date. Original: (O)

Date is an optional element due to the nature of our collection; genealogical materials have been passed down for generations and stored in family homes for decades, thus dates may be unknown.

- The date element will include the date of creation.
- In accordance with best practice and ISO 8601 standard follow the YYYY-MM-DD format.
- If approximate date is known circa YYYY will be used.

Date Digital: (O)

This element is optional and is used to distinguish between the actual date, if known, of the object and the date the object was digitized.

- This element will contain the date the item was digitized.
- In accordance with best practice and ISO 8601 standard, follow the YYYY-MM-DD format.
- If an approximate date is known circa YYYY will be used.

Creator: (O)

Creator is an optional field since creators of genealogical items are not always known. This element includes the entity responsible for the intellectual/creative content of an item, such as authors or artists.

- Personal names will be entered as first name, (middle name or maiden name), last name.
- The role of the creator should be included in parenthesis, e.g. Jane Doe Smith (photographer).

Subject: (M, R)

The subject element is required in order to facilitate the effective search and retrieval of items. The Digital Library for the Altman Local History and Genealogy Center will use LCSH for its controlled vocabulary. Because most contributors and users may be unfamiliar with LCSH, we will select appropriate LCSH headings or apply local headings to accurately represent an item.

Description: (M)

The description element is required for each item because it gives users a better understanding of the content of digitized items and allows for keyword searching of the collection.

- The description should include known content information such as who, what, when, where, and why.
- In accordance with best practice for this element, sentences should be used to present information.
- Secondary language(s) will be included if applicable for record description.

Type: (M)

Each item will only have one type identified by a DCMI type vocabulary.

For example: image, moving image, or text.

Contributor: (M)

Entered in this field will be the name of the person or corporation that contributes materials to the digital collection. When creator is unknown, copyright or legal rights inquiries can be directed to the contributor.

- Personal names will be entered as first name (middle name or maiden name) last name.

Publisher: (O)

The publisher element is optional for items in the collection that have been previously published. This field will include the name of an organization or corporation responsible for the prior publication. In accordance with best practice, the publisher field should be used for organizations/corporations and the creator field for individuals. The contributor accepts all responsibility for obtaining copyright permission of non-public domain published works.

Format: (M)

The format element will include relevant digitization specifications such as file format, file size, pixel dimensions, length, resolution, and tonal value. Each record will have only one format. Western States guidelines regarding the use of bytes will not be followed. Instead, we will use MB, KB, GB, etc., as appropriate.

Digitization Specifications: (O)

When information is available, include: bit depth, resolution, scanner hardware and software used and archival master file type (i.e. tiff)

Source: (O, R)

When applicable, use the Source element to cite any other resource from which the digital resource was derived, either in whole or in part. Some digital resources are “born digital” and derive from no pre-existing resource. In these cases, the Source element is not used.

- Examples:

Source	Comments
--------	----------

Original letter: Letter from R.C. Smith to J.L. Fisher, Dec. 24, 1892, K.C. Fisher Papers, Calhoun State University, Special Collections, Accession No. 5346-9, box 2, folder 8	Digitized reproduction of a handwritten letter described in <i>Source</i> element
Original version: 35 mm slide of a Van Briggie dark blue vase, slide no. 101 in the Modern Pottery Slide Collection, San Francisco Institute of Art.	Digitized image from an original slide described in <i>Source</i> element
Excerpted from: 30 minute audio cassette recording of Galway Kinnell, reading from his poems, at Southern Connecticut State University, April 6, 1987	Digitized audio clip taken from a audio cassette recording described in <i>Source</i> element

*From Dublin Core Metadata Best Practice Version 2.1

Language: (O)

The language element is optional because some items in our collection, such as photographs, may not have a language present. Objects written or spoken in any language other than English must be identified.

- The language should not be abbreviated, but written in long form (i.e. English or Spanish)

Relation: (O, R)

The relation element is optional because not all items in our collection will require being designated as part of an item.

Rights Management: (M)

This mandatory element will specify public domain or copyright permission/limitations for every item in the form of a statement.

- The statement should include name and contact information for the contributor, creator, or copyright owner.
- Example of statement:
 - Use of digital media found on this website is permitted for private or personal use only. US Copyright Law (Title 17, US Code) may protect this material. Copyrighted materials may be used for research, instruction, and private study under the provisions of Fair Use, as outlined in section 107 of the Copyright Law. Publication, commercial use, or reproduction of this object or the accompanying data requires prior written permission from the copyright holder. User assumes all responsibility for obtaining the necessary permission to publish (including in digital format) from the copyright holder. For more information on using this media, contact Donna Gaye Tanner at the Johnsonville Public Library.

APPENDIX B

Submission Form
Altman Local History & Genealogy Digital Library

Contributor Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone # (Home): _____ Cell Phone #: _____

E-mail: _____

Resource Information

Type of Resource: • Image • Document • Audio File

Title: _____

Description: _____

Date (Original): _____

Release Statement: I hereby grant the Florence County Library System right and permission to record, use and publish my submissions in any format.

Signature: _____ Date: _____

STAFF ONLY BELOW THIS LINE

Identifier: _____

Creator: _____

Subject: _____

Publisher: _____

Date Digital: _____

Language: _____

Format: _____

Additional Resources

Resource Information

Type of Resource: • Image • Document • Audio File

Title: _____

Description: _____

Date (Original): _____

Release Statement: I hereby grant the Florence County Library System right and permission to record, use and publish my submissions in any format.

Signature: _____ Date: _____

STAFF ONLY BELOW THIS LINE

Identifier: _____ Subject: _____

Date Digital: _____ Language: _____

Format: _____

Creator: _____

Publisher: _____

APPENDIX C

Scanning Instructions

For Photos

Start ABBYY

Click Other

Click scan to other formats

Choose the following settings:

- 300 dpi
- Choose color or b/w depending on your photo
(Never scan a color photo as black and white and vice versa)
- Brightness – Manual

Click Scan, Click Close, and photo will appear.

Go to Edit Image and make necessary adjustments (cropping, rotating, etc.)

To save image, go to File and click on Save Images

Save each image as a JPEG color file and TIFF unpacked file.

Save images based on file names indicated in manual.

These images should be saved to the appropriate folder on the desktop.

Scan Metadata forms as PDF files.

Use same format for file names.

For Documents:

Start ABBYY

Click on Adobe PDF

Click Scan to Searchable PDF image

Choose the following settings:

- 300 dpi
- Choose black and white for text (I added this)
- Brightness – Manual

Click Scan, Click Close, and document will appear

Save as PDF document in appropriate folder with appropriate file name.