Don't Stop Believing:

Saint Louis University's Journey with CONTENTdm

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CONTENTdm: Some technical terms

Collection - the main organizational unit for CONTENTdm. Each collection can be configured with its own unique metadata.

Compound Object - a digital object made from multiple files, such as a digitized book.

Project Client - a desktop application for organizing large numbers of files, so they can be uploaded to CONTENTdm in bulk.

Project - a specific set of settings for processing files in the Project Client.
Policies and Procedures

**Policy** - statements for guiding our overall approach to digitization and how things should be done.

**Procedures** - set of directions for how to digitize a particular type of materials, or to do some other task related to digitization. Also includes establishing workflows.

**Standards** - guidelines for what our finished product(s) should look like.
Selection Policy

- Over 13,000 images already scanned
  - Over 10 years of Archives reference requests
- New requests to be described, then sent to us.

- If someone wanted it once, chances are someone will want it again.
Procedures

A few examples of the procedures we've written on our wiki:

- Digitizing Archival Materials
- Using the Copy Stand
- Adding Photos to CDM
- Editing Controlled Vocabulary
- Correcting Incomplete Metadata
- Adding Compound Objects
Standards - Digitized Photos

- Photos should be scanned as TIF files, resolution at 600dpi.
- Except in special cases, the image should be resized to 7 inches on the longest side (still at 600 dpi).
- The photo should be scanned in RGB color, even if it is a black and white photo.
- The scan should look as much like the original as is practical; tears, smudges, etc. may be left in unless they are too distracting or if they obscure the image itself.
- The image should be deskewed and rotated if necessary so the image is straight and right-side up.
- The image should be labeled according to our Naming conventions policy and filed in the proper folder of the V drive.
- Metadata should be added to the "Description" tag via Photoshop.
Where we looked for help:

- OCLC - Shifting Gears: Gearing Up to Get Into the Flow
- NEDCC - "Handbook for Digital Projects"
- Cornell - "Moving Theory into Practice"
- Loyola Marymount University
- "Community and Conflict" - www.ozarkscivilwar.org

(See handout for more)
Metadata:

General Definition: Metadata is information about information. However, in order for it to be useful it needs to be structured information about information.

Dublin Core: The Dublin Core Metadata Element Set is a vocabulary of fifteen properties for use in resource description. The name "Dublin" is due to its origin at a 1995 invitational workshop in Dublin, Ohio; "core" because its elements are broad and generic, usable for describing a wide range of resources*.

*Source: Dublin Core Metadata Initiative Website, [http://dublincore.org/documents/dces/](http://dublincore.org/documents/dces/)
Shareability:

- **Content** - The record as a whole should describe the resource with a granularity appropriate for the materials and their intended use.

- **Coherence** - Shared metadata records should be self–explanatory; they should make sense at a glance.

- **Context** - Metadata should be vital to understanding what a record describes and how it should be indexed, particularly in the absence of other coherent description.
Shareability (Cont.):

- **Consistency** - The use of a defined set and controlled vocabulary

- **Conformance to standards** - Perhaps the most obvious but still overlooked responsibility of a metadata provider is to ensure its records conform to recognized standards.

*Source: "Moving Towards Shareable Data" by Sarah L. Shreeves, Jenn Riley, and Liz Milewicz*
Metadata Example, part 1
Metadata Example, part 2

• **Title:** Saint Louis University Billikens vs. Michigan State University Spartans in the NCAA Final
• **Creator:** Lukaszewski, B. T.
• **Subject:** St. Louis University -- Soccer; Michigan State University -- Soccer; NCAA Division I Men's Soccer National Championship; Soccer -- Missouri -- St. Louis
• **Local Subject:** Billiken Soccer Club; Men's Soccer
• **Description:** NCAA Tournament Final. SLU Billikens vs Michigan State at Washington University in St. Louis, MO. SLU's Pat McBride, Carl Gentile, and Jack Gilsinn gather at midfield for the pre-game coin toss. SLU won this game 1-0. (04 December 1965) [Photo by Father Luke, PHO 01.1231a.07]
• **Original Date:** 1965-12-04
• **Digital Date:** 2009-03-18
• **Format:** image/JPEG2000
• **Identifier:** SLU_Athletics_Soccer_Men's_1965_0232
• **Relation:** SLU_Athletics_Soccer_Men's_1965
• **Source:** PHO 01.1231a.07
• **Source Description:** Photographic images
• **Collection Name:** PHO 01 - Boleslaus Lukaszewski (Father Luke) Photographs
• **Rights:** Permission to copy or publish must be obtained from the Saint Louis University Archives
• **Publisher:** Digitized by St. Louis University. Pius XII Memorial Library
• **Type:** image
Policies & Procedures:

- Followed basics from both Dublin Core Website and OCLC's best practices
- Discussed ideas with committee
- Incorporated shareability concepts into policies
- Created Wiki
- Update Wiki whenever needed
Demonstration: What We Have Now

- Archival Photos: http://cdm.slu.edu
- Yearbooks (Historic University Publications): http://
What We're Doing Next

- New SLU-related materials
  - 19th Cent. course catalogs
  - University histories
  - Fleur de Lis (literary magazine)
  - Additional photos
- Rare books/manuscripts
Questions?
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