

Library Council  
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# DIGITAL ARCHIVES UPDATE

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<http://hdl.handle.net/10222/64480>



DALHOUSIE  
UNIVERSITY



# OVERVIEW

- “Pilot” Archives Document Delivery Service
- Archives Catalogue and Online Collections
- Copyright Tools

# PILOT PROJECT

- Digital copies of analog materials found in **archives catalogue** can be requested through a new **archives document delivery form**
- Requests are (usually) **free** for Dalhousie community

# PILOT PROJECT

- Limitations on large and “complex” files, media types, etc.
- Service is not available to consortia members (at least for duration of pilot project)

# RATIONALE FOR PILOT PROJECT

- Merge “parallel” archives reproduction service with established document delivery service
- Help embed archives in other core library services

# RATIONALE FOR PILOT PROJECT

- Utilize robust library IT services
- Utilize “file-level descriptions” in archives catalogue
- Increase awareness of archives

# RATIONALE FOR PILOT PROJECT

- Build on Elisabeth Mann Borgese Digitization Project
- Help to increase open access to Archives Permanent Collection

# UNIVERSITY ARCHIVES

- Assist users with **archives document delivery form**
- Develop tutorials and promote service
- Lead digitization efforts



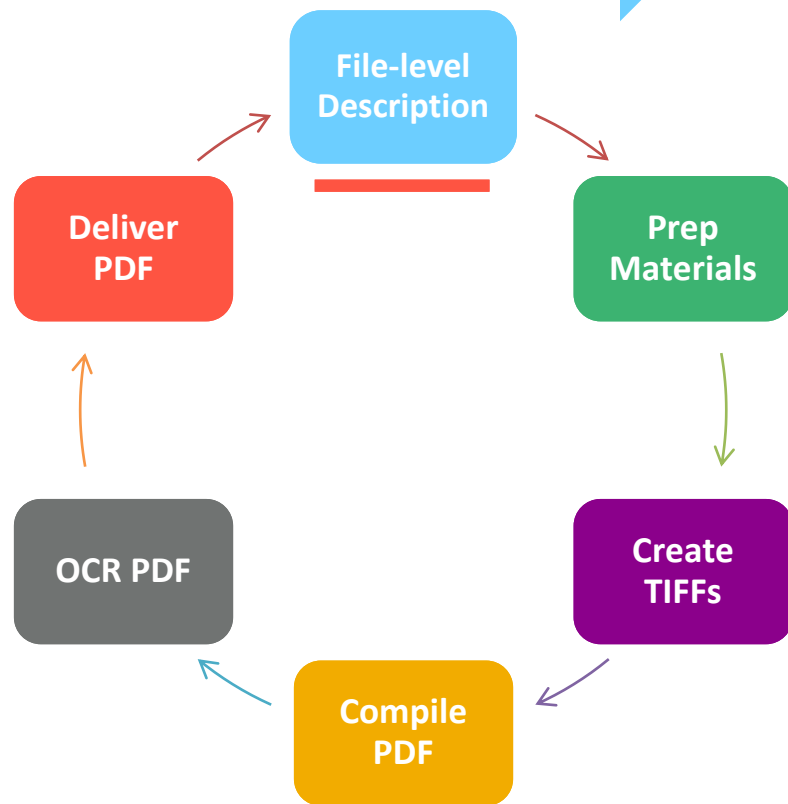
# DOCUMENT DELIVERY

- Helped establish **archives document delivery form**
- Liaise with Relais
- Contribute to digitization efforts

# WORKFLOW

1

Researcher submits archives document delivery request



# Receive Request

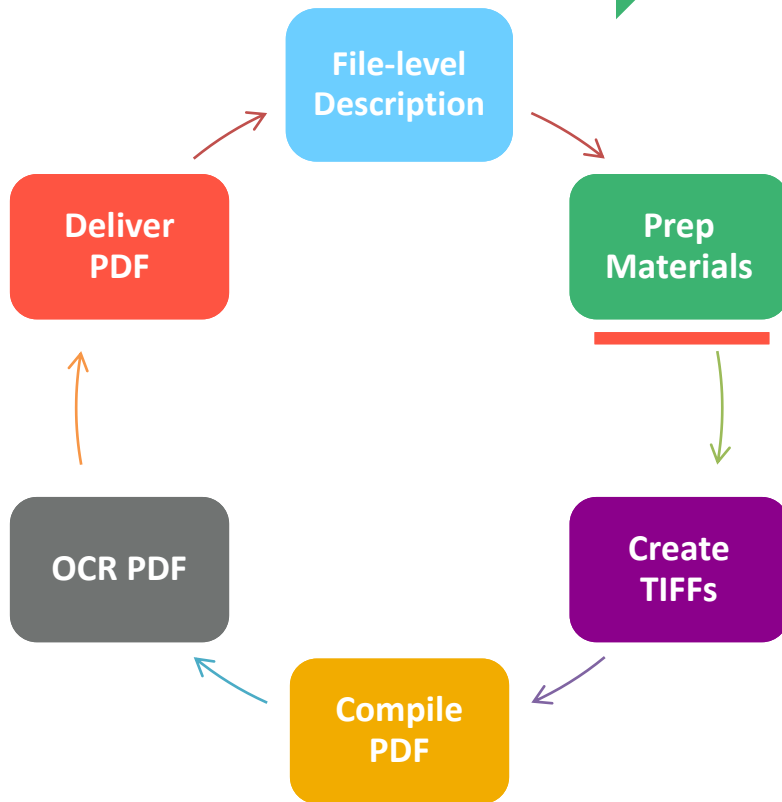
Retrieve materials from Archives storage area

Print PDA and attach to cover of folder(s)

Determine if request can be fulfilled

2

Dal Libraries Digitization  
Standards and Best Practices



# Prep Materials

Assess size/format of materials

Remove fasteners

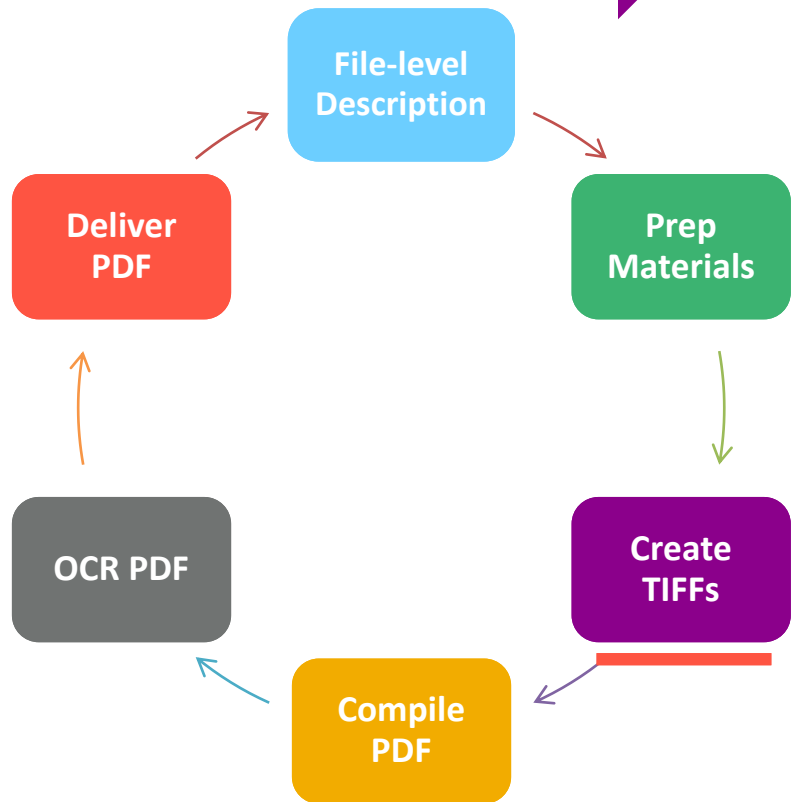
Insert strips of paper to flag documents

3

Dal Libraries Digitization  
Standards and Best Practices

# Create TIFFs

600 dpi 24-bit colour TIFFs



TIFF directory structure based  
on reference code

TIFF filename based on  
reference code “prefix” +  
sequence

3

Example of a reference code

MS-3-35, Box  
46, Folder 15

- MS-3-35

TIFF directory structure based on reference code

- 46

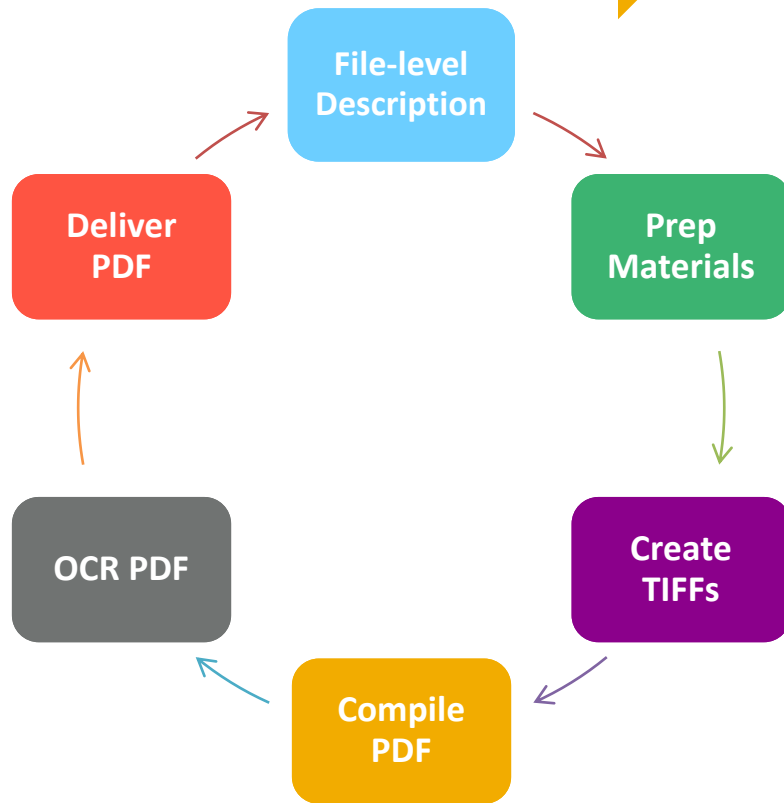
- 46.15

TIFF filename based on reference code “prefix” + sequence

MS-3-35\_46\_15\_001.tiff  
MS-3-35\_46\_15\_002.tiff

# 4

## Dal Libraries Digitization Standards and Best Practices



# Compile PDF

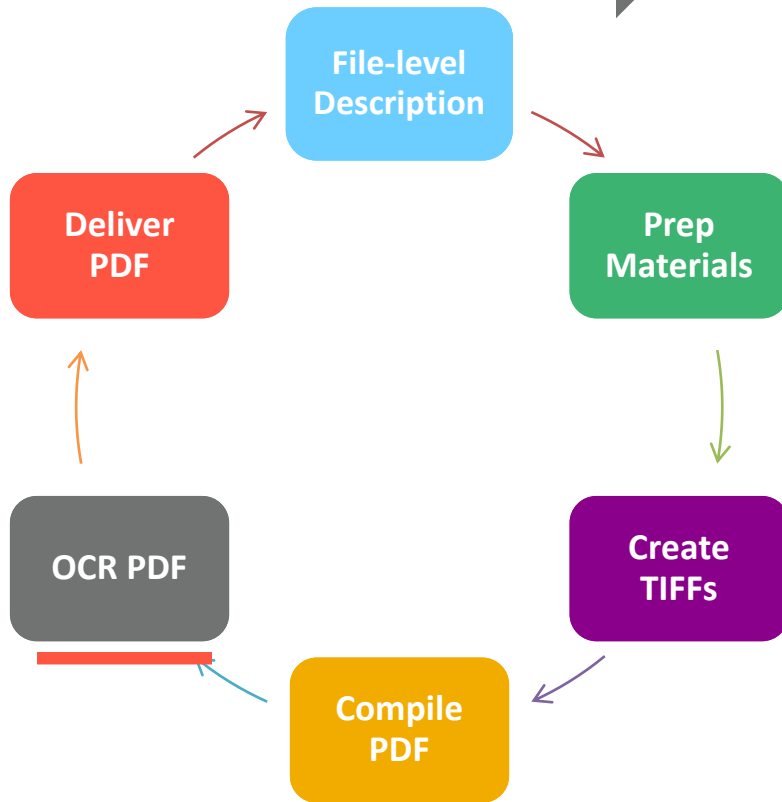
Custom TIFF2PDF script developed by Libraries' IT

Add filepaths to "toprocess.ini" file

Nightly CRON job runs script

5

Dal Libraries Digitization  
Standards and Best Practices



# OCR PDF

Assess linguistic features  
(language/script)

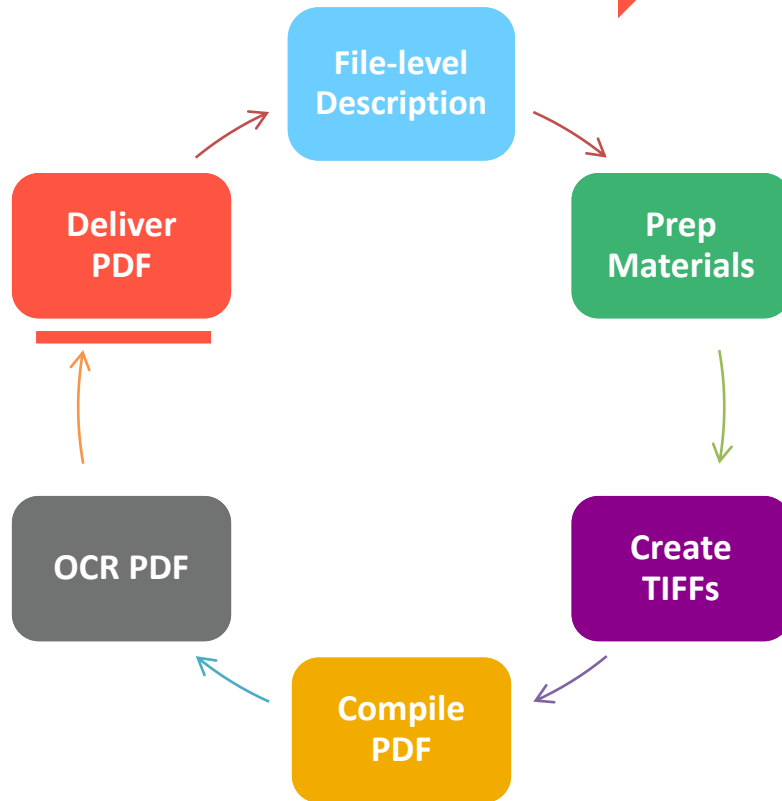
OCR in ABBYY  
FineReader

QA processes



6

Fulfill researcher request



# Deliver PDF

Fulfill PDA

Update archival description

Use Copyright Assessment Tool

Upload to archives catalogue if permissible

# PILOT PROJECT CHALLENGES

- Integrating new service
- Technical infrastructure
- Potential workload
- Rights management

# COLLECTING DATA ON PILOT PROJECT

- LibAnalytics + Tracking spreadsheet
- Relais reports
- Google Analytics

# ANALYZING AND USING STATISTICS

- Results will inform assessment of pilot project
- Results will inform digitization project planning

# ARCHIVES CATALOGUE



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# ARCHIVES CATALOGUE AND ONLINE COLLECTIONS

- Launched in January 2015
- Over 165,000 catalogue records
- Over 2,000 digital objects

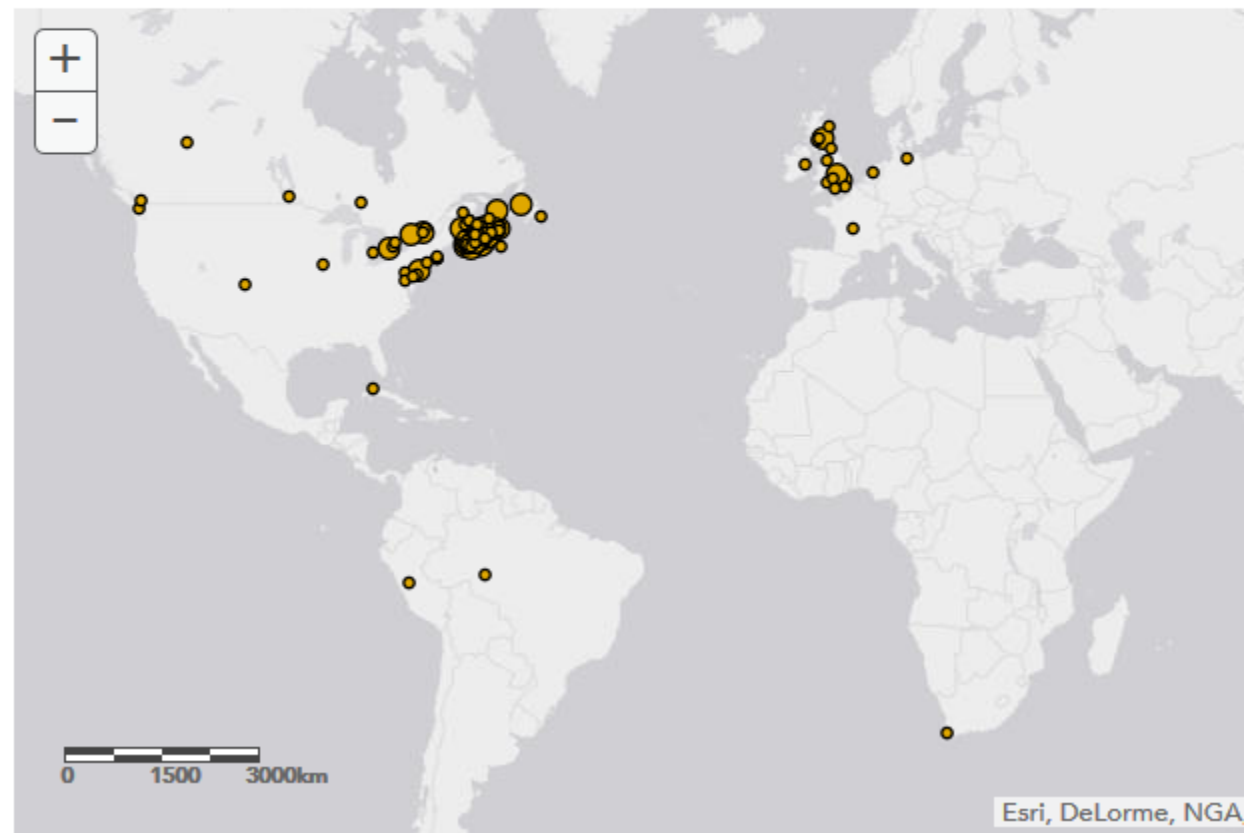
## Browse by

- Repositories
- Titles
- Names
- Subjects
- Geographic locations
- Digital Objects

## Popular this week

- July 24, 1975 membership meeting of the Eye Level Gallery **28 visits**
- Minutes of a board of directors meeting **21 visits**
- Resignation letter from Julia Schmitt Healy **18 visits**
- Resignation of David Haigh **17 visits**
- Board meeting minutes from August 28, 1975 **17 visits**
- Board meeting minutes from September 25, 1975 **15 visits**
- Minutes of the board's meeting from May 28, 1975 **15 visits**

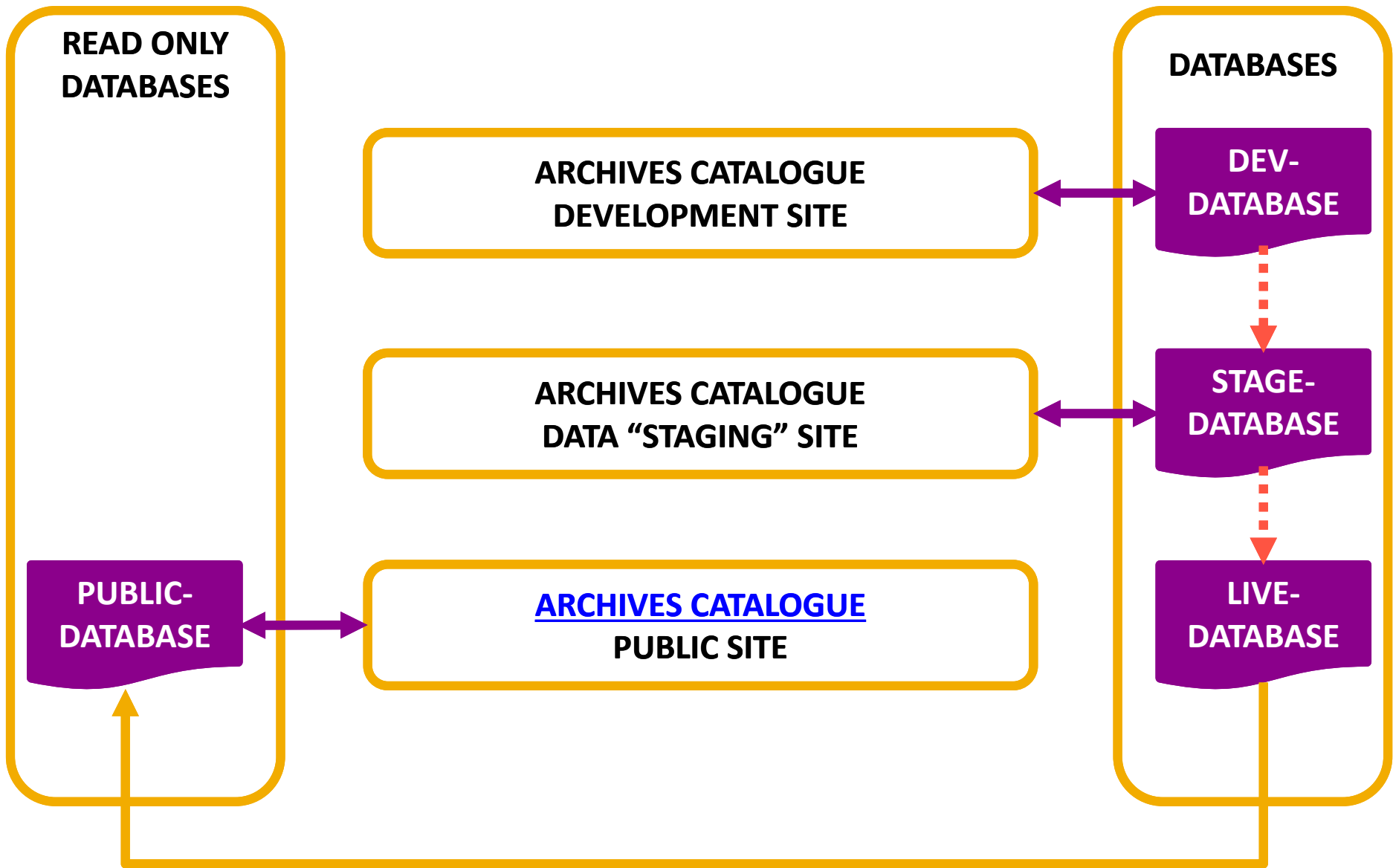
## Search the Archives Catalogue and Online Collections



# ARCHIVES CATALOGUE AND ONLINE COLLECTIONS “NEXT STEPS”

- Metadata migration
- Systems architecture
- Digital objects (tens of thousands in “backlog”)





# COPYRIGHT TOOLS

# NEW COPYRIGHT TOOLS

- Copyright consent form
- Copyright assessment tool
- Takedown request protocol
- Takedown request form

# COPYRIGHT ASSESSMENT TOOL

- Owner's economic rights
- Author's moral rights
- Owner's history of copyright defense
- Author / owner's relationship to Dalhousie University