Managing Digital Assets in a Collaborative Environment

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Managing Digital Assets in a Collaborative Environment

Society of Georgia Archivists Annual Meeting
Savannah, GA
October 13, 2016

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Sarah Tanner
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Atlanta University Center Robert W. Woodruff Library
The AUC Woodruff Library serves as the center of the academic village of the AUC, providing the highest level of information resources and services in support of teaching learning, scholarship, and cultural preservation of the Atlanta University Center.

- Clark Atlanta University
- Interdenominational Theological Center
- Morehouse College
- Spelman College
Archives Research Center

• “Premier Destination Archives”
  ARC is a cultural asset and active participant in teaching and scholarship, providing collaborative leadership in the preservation, access, and collection development of archival resources.

• Nearly 8,000 linear feet of archival materials and rare books

• Collections document Atlanta University Center institutions and the African American experience primarily in Atlanta and Southern United States

• Digital collections include Morehouse College Martin Luther King Jr. and Tupac Amaru Shakur Collections, photographs, audio and moving image materials

Atlanta University Center
Robert W. Woodruff Library
Digital Services Department

- Digitization Services
  Patron requests
  Mass digitization projects (grants)
  Exhibits

- Repository Management
  DigitalCommons, CONTENTdm, Omeka

- Archival Systems Support
  ArchivesSpace
  XTF

- Library ILS Support

- Digital Preservation Planning
Online Digital Collections

- HBCU Library Alliance, http://hbcudigitallibrary.auctr.edu/cdm/
- Digital Commons @ AUC Woodruff Library, e-Scholarship IR, http://digitalcommons.auctr.edu/
- Digital Exhibits, http://digitalexhibits.auctr.edu/
Digital Initiatives

Grants

HBCU Photograph Preservation Project, Round III
Mellon funding via LYRASIS
Digitized audio, video and photographs
Mentoring and training interns
Outreach to faculty

Spreading the Word: Expanding Access to African American Religious Archival Collections
NEH Preservation and Access, July 2015-June 2018
Fully process 14 archival collections
Digitize and provide access to 1,100 audio and video assets, and 2,100 photographs
Incorporate resources into training and outreach
Project blog: https://aucwoodruffarchives.wordpress.com/
Digital Initiatives and Archival Collections

Digital Preservation Planning

- Archival Systems Support
- Digital Humanities Projects
- Mass Digitization Projects
- Digital Exhibits
- Grants
- Born Digital Collections
From This

"Nice, but as long as there are readers there will be scrolls."

To This
Digital Preservation Planning

Aligned with library strategic plan

Digital Preservation Working Group
Meets monthly
DSD, ARC, and IT staff
DPWG Accomplishments

• With IT set up sandbox environment to test Bit Curator, Fixity and other digital preservation tools
• Began to run Fixity on large collections (server transfers or received from vendor)
• Expanding digital assets inventory to include born digital (archival and institutional records)
• Drafted digital preservation policy and 3-year plan
• Drafted born digital acquisitions procedures
DPWG Future Goals

• Complete Digital Collections Policy and DP Plan that establishes priorities and maps them to tiers of preservation.

• Ensure that donor agreements include language that ensures the ability to care and provide access for digital objects.

• Set up dedicated workstation for acquisitions and appraisal of born digital content.

• Ensure that digital masters are replicated and stored at a minimum of two locations, one off site.
The Migration

Archivists’ Toolkit → ArchivesSpace
ArchivesSpace in Collaboration

AUC
ASpace Working Group

ArchivesSpace Membership

Georgia ASpace Phone meetings

Contract Software developer

Atlanta Area Digital Archivists
Making it all work

- Forming interdepartmental working groups
- Working with a contract programmer
- Learning new skills
  - Project management systems - BitBucket
  - Linux OS command line
  - Git Repositories
- Creating new workflows
Project Management
New Workflows

Figure 2: New workflow for EAD finding aids
Access to our digital assets

Digital Objects in ASpace

Digital Objects in XTF
Recommendations

● Continue professional development

● DOCUMENT EVERYTHING!

● Create manuals for standardizing practices

● It’s okay not to have everything figured out

● Step outside the archives
Three Main Types of Metadata

Metadata
The three main types work together.

Elements
Structural

Values
Descriptive or administrative

Metadata example

<table>
<thead>
<tr>
<th>Structural</th>
<th>Descriptive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>'Mad Men' Season 5 plot predictions</td>
</tr>
<tr>
<td>Description:</td>
<td>The two-hour premiere quickly answered lingering questions from season four.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator: Lucas Shaw</td>
</tr>
<tr>
<td>Date: 26/03/2012</td>
</tr>
<tr>
<td>Type: Article</td>
</tr>
</tbody>
</table>
RWWL’s Metadata Landscape

- Digital Collections “live” in multiple platforms (DigitalCommons, CONTENTdm, Omeka).

- Descriptive and administrative metadata is primarily in Dublin Core format.

- Metadata scattered in Excel spreadsheets in various server locations.
Recommendations

- Establish best practices for capturing metadata going forward.

- Avoid the lowest common denominator approach.

- Aim for continuous improvement.

- Ideal implementation will include both MODS and PREMIS.
PREMIS Data Model
Metadata Solutions Considered

- Master Excel spreadsheet or collection of copies of all spreadsheets in one folder backed up in multiple locations.

- Technology solution (ArchivesSpace, Collective Access, etc.)

- Recording all metadata, including PREMIS metadata, and including it in a bag, created with Bagit, with digital objects.
Metadata Manual

- Standardize metadata practices for descriptive, administrative, structural, AND preservation metadata.

- Create policy manual spelling out best practices within the AUC RWWL context.

- Create long-term plan relating to implementing a MODS-PREMIS model and converting legacy metadata.
Playing in the Sandbox
Ubuntu is an ancient African word, meaning: 'I can't configure Debian.'
Well, actually...
Sample Tools in BitCurator

- Imaging Tools
  - Guymager
  - ddrescue
- Forensic Tools
  - Md5deep
  - HashDB
- Accession Tools
  - Bagger
  - BagIt Library
- Additional Tools
  - ClamTk
  - GtkHash
  - FITS File Information
Coding Interest Group

- Cross departmental participation
- Took online courses together
  - Code Academy, edX
- Library support for resources and certification in HTML 5
- Using skills to customize LibGuides, library webpages, web based digital exhibits, style sheets for online finding aids
Current Activities

- Learning Linux Command Line
- Planning to create monitor stations with a Raspberry Pi
- Working on a dynamic web page to display on library monitors
- Exploring ways to improve the library mobile app
Managing Digital Assets = Collaboration

• Internally
  Working groups
  Interest groups
  Administration buy-in

• Externally
  Stakeholders
  Statewide and local organizations
  National organizations
THANK YOU!
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