

CCLA Digitizing Training at BYUH

On the week of Nov. 6th I visited the campus of BYU Hawaii with the intent of replicating, to the best of my ability, the training that was offered at the Lee Library the week following the Fall CCLA meetings.

On Monday morning Matt Kester and his staff gave me tour of their facilities and collections and I finished putting together the training materials for the week. (Not wanting to take a stack of binders and materials on the plane with me, I purchased binders at the BYH Bookstore and made copies at the Library)

Monday afternoon was a general session open to any interested Library employees. It was attended by Doug Bates, Riley Moffatt, Matt Kester, Julie Abundo, Angela Leli, Rose Ram, Marynelle Chew and Kevin Schlag. In that session we reviewed the “homework” assignments and discussed in general terms all of the components of digitizing projects. We then focused on selection, copyright, planning and document prep. Probably the most useful part of this session was walking the entire group through the process of writing a project definition document (PDD) for one of the projects they hope to undertake. (Hawaiian Quilt Patterns)

Tuesday morning was spent in the Special Collections work area with Matt and his staff going over the details of document prep/deprep, equipment selection, postscan processing.

Tuesday afternoon we moved into the hands-on section of the training and focused on capture, post-scan processing and file-naming conventions.

Wednesday morning we discussed project tracking and data capture. Another highlight was an excellent session conducted by Kayla Willey via telephone and using a PowerPoint presentation prepared by Kayla. This session focused on data loading and was attended by Valerie Buck as well as Matt Kester and Julie Abundo.

Wednesday afternoon we did more hands on scanning of a group of historical photos of the campus. We created a metadata/tracking form and gathered data as we scanned the photos. We also had another phone call from Provo during which Don Campbell and the students from the Lee Library digitizing lab provided training on post scan processes such as color adjustments, cropping, de-skewing, and creating TABS.

The final session on Thursday revolved around completing the scanning, post-processing and data capture for the set of images to be loaded into CONTENTdm. We were successful in loading individual images to CONTENTdm but were ultimately unable to make a batch load work properly that day, although, Julie was able to resolve the problem on her own!

In addition to the digitizing training, I was also able to find time to visit the editors of Pacific Studies, and TESOL Reporter and talk to them about the online publication of

their journals which we currently support. I also received the print version of the latest publication of the Mormon Pacific Historical Society from Riley Moffatt, and he promised to send me the PDF files as soon as he has them. We had some discussions about moving the support of the online publication of these three works under the auspices of BYUH sometime in the future, but nothing definitive was decided.

Lessons Learned

The PDD exercise proved again to be a valuable tool for helping people understand the complex nature of digitizing projects.

Providing the training for all of the aspects of digitizing projects with one trainer presented a considerable challenge. Although we did the best we could via handouts, phone calls, emails and PowerPoint presentations it would have been nice to have the people with expertise in certain areas on hand (Of course this is not practical, but still...)

On the other hand, being able to provide the training on site proved very valuable, as we were able to work in their “real” environment with the actual equipment and resources they will have when doing projects.

Loading images from that distance takes a long time; especially large images.