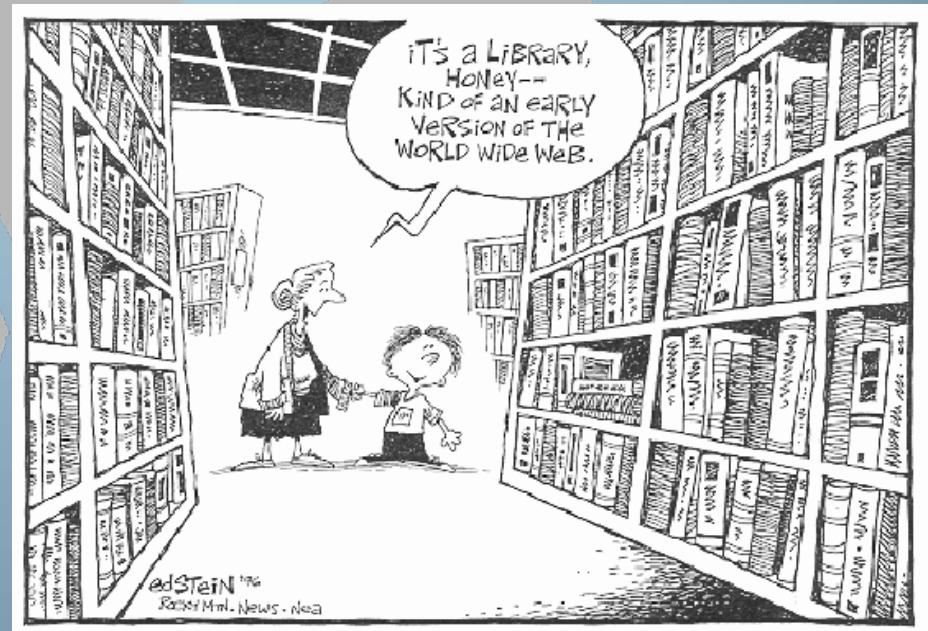


# Giving birth to your digital library

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DISA – Systems Manager



# What is a digital library?

- 
- ▶ A collection of unrelated digital items – Online Archives of California
  - ▶ A collection of related digital items – Forced Migration Online
  - ▶ A combination of related and unrelated digital items - Smithsonian

# Forced Migration Online



forced migration **online** a world of information on human displacement

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**welcome**

Forced Migration Online (FMO) provides instant access to a wide variety of online resources dealing with the situation of forced migrants worldwide. Designed for use by practitioners, policy makers, researchers, students or anyone interested in the field, FMO aims to give comprehensive information in an impartial environment and to promote increased awareness of human displacement issues to an international community of users. We have prepared an [introductory guide](#) to forced migration for visitors who are new to the subject.

FMO is coordinated by a team based at the [Refugee Studies Centre, Oxford Department of International Development \(ODID\)](#), [University of Oxford](#). FMO and the Digital Library Project were funded by the [Andrew W. Mellon Foundation](#) and the [European Commission](#) between 1997 and 2009. FMO is also funded by the [Department for International Development \(DFID\)](#).

**Refugee Studies Centre Library move**  
The Refugee Studies Centre Library, University of Oxford, will close in its present location of 10 Wellington Square, Oxford, on Monday 10 August 2009. The collections and staff will then move to the Social Science Library, Manor Road, Oxford, on Monday 10 August 2009.  
[More information](#)

**New in the Digital Library**  
**'Guiding principles on internal displacement. Addendum to the report of the representative of the Secretary-General, Mr. Francis M. Deng, submitted pursuant to Commission resolution 1997/39 : Digital Library, Forced Migration Online'**

**Iraq Po**  
The Iraq recorder number situations. Since 2003, there are now an estimat

Clip from the website

Forced Migration Online deals specifically with the situation of forced migrants worldwide.

# Online Archives of California



The screenshot shows the OAC website with the following elements:

- Header:** OAC Online Archive of California logo and navigation links: Home, Browse Institutions, Browse Collections, Browse Map, About OAC, Help, Contact Us, and a "What is OAC?" button.
- Main Content:** A "Welcome to the Online Archive of California" message with a search bar labeled "Search OAC" and a "go" button.
- Left Column:** "Browse the Collections" section with two lists:
  - By Title from A to Z:** 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
  - By Institution:** African American Museum and Library at Oakland, Oakland Public Library, Agua Caliente Cultural Museum, Alameda County Library, Dublin Library, Albany Library, Anaheim Public Library, Arcadia Public Library, Archives and Special Collections Department, California State University, Dominguez Hills, Art Center College of Design Archives, Arts Library Special Collections, UC San Diego, Arts Library Special Collections, UC Santa Barbara, Bancroft Library, UC Berkeley, Berkeley Art Museum/Pacific Film Archive, UC Berkeley.
- Right Column:** "Browse Map" section showing a map of California with red dots indicating the locations of various institutions. Labeled cities include Eureka, Chico, Sacramento, Santa Rosa, Stockton, San Francisco, San Jose, Santa Cruz, Fresno, Santa Maria, Los Angeles, Long Beach, and San Diego.
- Footer:** "Need to Find a Digital Image?" with a small image gallery and the text "A world of primary source materials is available to you online." and the Calisphere logo.

Clip from the website

This digital library provides inventories of the archives of all the institutions in California. The individual institutions then make links available to items that they may have digitised

## Smithsonian Studies in AIR & SPACE

Smithsonian Institution Scholarly Press

Smithsonian Institution Libraries

### Navigate this Series

- [Contributions and Studies Home](#)
- [Studies in Air and Space Home](#)
- [Browse by Title](#)
- [Browse by Volume Number](#)
- [Browse by Issue Date](#)

### Select a Volume:

Select a Volume

### Search Titles/Abstracts:




### Search Authors:

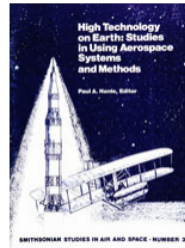



This series reports on the scientific, technical, and historical research conducted by Smithsonian staff and their professional colleagues, as well as on the collections of the various Smithsonian museums.

The emphasis upon publications as a means of diffusing knowledge was expressed by the first Secretary of the Smithsonian Institution. In his formal plan for the Institution, Joseph Henry articulated a program that included the following statement: "It is proposed to publish a series of reports, giving an account of the new discoveries in science, and of the changes made from year to year in all branches of knowledge not strictly professional."

Additional Smithsonian resources on Air & Space can be found at:

- [Center for Earth and Planetary Studies](#) National Air & Space Museum, Smithsonian Institution
- [Space History Division](#) National Air & Space Museum, Smithsonian Institution
- [Smithsonian Astrophysical Observatory](#)



Clip from the website

Smithsonian deals with many different subjects and includes material that is text based, photographic, art works and museum objects

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# What purpose does a digital library serve?

- ▶ Access to previously inaccessible material
- ▶ Cost effectiveness
- ▶ Interaction
- ▶ Acts as an archive
- ▶ Allows for inter-document/inter-institution searching
- ▶ Themed rather than eclectic

# Why a digital library?

- 
- ▶ Research methods have changed radically
  - ▶ A large data set is expected
  - ▶ Allows for more in depth research
  - ▶ Boundaries are breached
  - ▶ International ties are formed
  - ▶ Ideas become realities

# Planning – the nursery

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- ◎ Know what you want end product to be
- ◎ Establish the size of your digital library at it's mid stage from your material – allows for an educated expansion projection
- ◎ Using your budget ascertain what you can afford in equipment and staff
- ◎ Extrapolate for a period of 5 years
- ◎ Draw up your requirements list – staff, equipment, software, licenses, storage, backup
- ◎ Draw up policies



# Policies

- ▶ Scanning guidelines
- ▶ Metadata guidelines
- ▶ Digital rights management guidelines
- ▶ Administrative guidelines
- ▶ Web delivery guidelines

These should be in place **before** you start any work on your project

# Branding

- 
- ▶ What is branding
  - ▶ Your digital library is like a small business capsule
  - ▶ It requires a face
  - ▶ Users relate to branding and associate various pros and cons with you
  - ▶ Homogenous throughout your project

# Case study

- ▶ We have a proposed digital library of 1,000 digital items
- ▶ 500 text documents
- ▶ 500 photographs

# Investigate

- ◎ Assimilate your materials
- ◎ Work out your requirements
- ◎ Make a mock up of your intended result
- ◎ Explore other services – RSS feeds, blogs etc. – do you need them – do you want them
- ◎ Open source or commercial software
- ◎ Internal or external staff
- ◎ Copyright implications

# Method – end product

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- ▶ Web delivery – a digital library is always available via the world wide web or via CD's – still needs a front of some kind
- ▶ Band width considerations
- ▶ Commercial or open source delivery system
- ▶ Staff – required to be skilled in web delivery and programming – preferably using open source software such as Joomla or Drupal
- ▶ Charge for access or not – both the above programmes have modules for charging researchers to access your material

# Data

- 
- ▶ How is the researcher going to find what you have to offer
  - ▶ Metadata – can be simple like Dublin Core or complicated like TEI (Text Encoding Initiative)
  - ▶ Staff should be skilled in distilling the essentials of the data you are presenting
  - ▶ Key wording is vital – especially for themed collections – semantic web.



# Suggested solutions

- ▶ Procure and install your web delivery equipment – server and storage units – 1 server and 1 JBod of 15 terabytes would serve the proposed collection well.
- ▶ Make informed decisions about software to be used – make a decision and stick to it
- ▶ Remember the budget

# Staff

- ▶ 1 web aficionado who can also program in the language of the software – PHP is the usual language for the suggested software
- ▶ Responsible for all development required to deliver your collection in it's best light
- ▶ Remember this is the only front to what you have – make it the best you can.

# Staff - metadata

- ▶ Depending on your timeline – at least 3 metadata specialists – 1 for quality control
- ▶ Metadata is slow and expensive – without it you have nothing – don't scrimp in this area and don't try to use staff who have other work to attend to.
- ▶ This section forms the **foundation** of your digital library.

# Equipment

- ▶ 1 server – get the latest and best you can afford
- ▶ 4 Dual core Intel chipset computers
- ▶ 4Mb RAM in each
- ▶ A3 scanner – Epson recommended
- ▶ 10Mp digital camera with extended RAM

# Staff – digital capture

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- ▶ Digital means changed into pixels or images that can be viewed on the web.
- ▶ Your documents, art images, sound and photographs need to be in this format.
- ▶ It is advisable to have 1 staff member who is able to do this digitisation via scanning
- ▶ Sometimes cheaper and more convenient to use outside vendors
- ▶ Use this staff member for quality control if you choose that route

# Training

- ▶ Make sure your staff are trained in the areas they are expected to deliver on
- ▶ Ensure that all staff are *au fait* with the policies of the project
- ▶ Do test runs
- ▶ Only allow web delivery when standards have been met



# The next step

- 
- ▶ Technology is changing at a steady and fast rate
  - ▶ Be aware that you may have to reinvent your digital library in time
  - ▶ Advertise your new digital library
  - ▶ Understand that you are now a part of a world wide network of accessible data that researchers can draw on at any time.

# Well done!

- ▶ You have a searchable set of data
- ▶ You have an interactive web site
- ▶ You can expand your library to include any media

Thank you for listening