



Digitizing Community Collections

Angela O'Neal, Cindy Lindsay, Nicole Sutton & Aaron O'Donovan

Local History & Genealogy

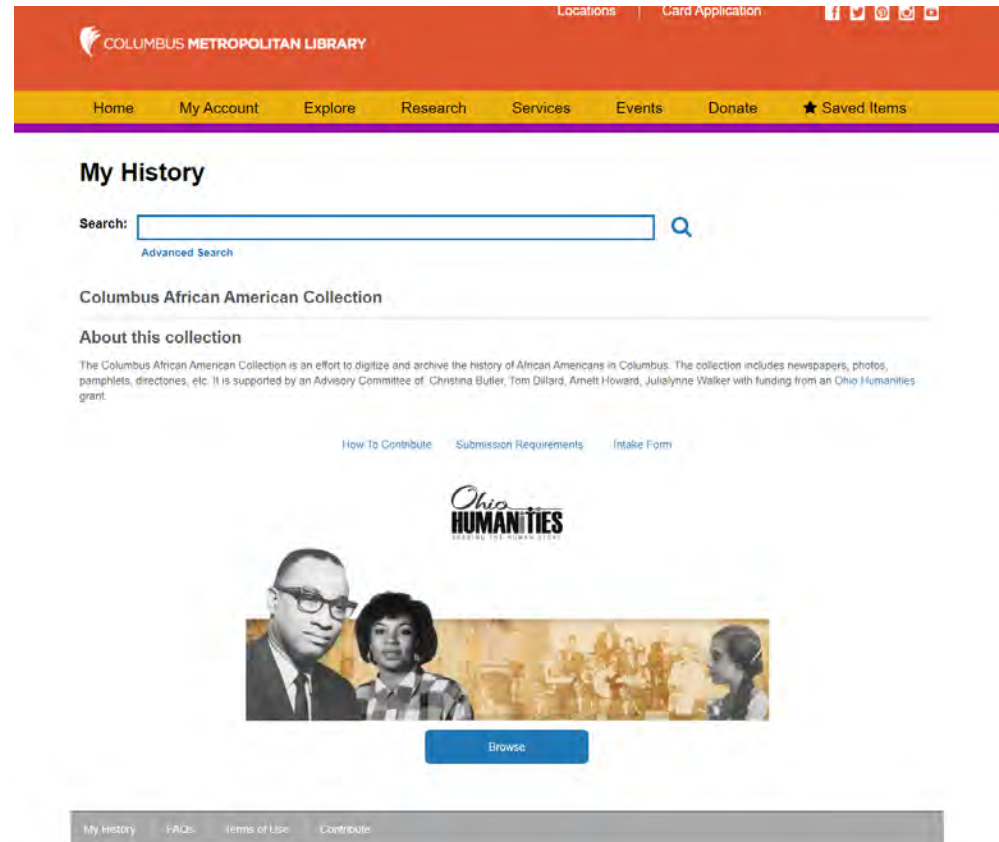
June 16, 2020

Agenda

1. About community collections (Angela)
2. Digital community collections (Cindy)
3. My Upload (Nicole)
4. Metadata for My Upload (Aaron)
5. Questions (All)

Community Collections

- As old as collecting
- An opportunity to make items from private collections accessible
- Both for crisis response and everyday collecting
- What does your community want to preserve?



Evolution of Community Collections

- Scanning days
- Manual process with paper forms
- All-digital user uploads

A screenshot of a web browser displaying the 'Intake Form' for the Columbus Metropolitan Library. The form is titled 'COLUMBUS METROPOLITAN LIBRARY Intake Form' and contains several sections for data entry. The browser's address bar shows the URL: 'columbuslibrary.org/sites/default/files/uploads/docs/1619%20African%20American%20Intake%20Form.pdf'. The form fields include:

- Filled Out By: _____
- Today's Date: _____
- Title of Item: _____
- Donor Name: _____
- Date of Original: _____
- Author/Creator/Publisher: _____
- Description of Item: _____
- Collection Name: _____
- Collection Website: _____
- Notes: _____
- CML Staff Use Only: _____

Poll

What is your organization's experience with community collections?

- A. Do not accept community collections at this time
- B. Accept items in-person only
- C. Accept items on-line (or in electronic form) only
- D. Accept items both in-person and online

Community Collections

- Created to take collection out of archival collections and into people's homes
- Created in response to event in community or world



University of Virginia

- “Unite the Right” Rally and Community Response
 - August 11th and August 12th, 2017
 - Captured information that weekend
 - Three weeks later launched tool for community to upload photos and videos



Peace Corps

- Began the Peace Corps Digital Library to commemorate it's 50th anniversary in 2011
- Asked for photos and stories from volunteers and Returned Peace Corps Volunteers (RPCVs)
- Uploaded using online submission form



Des Plaines Library

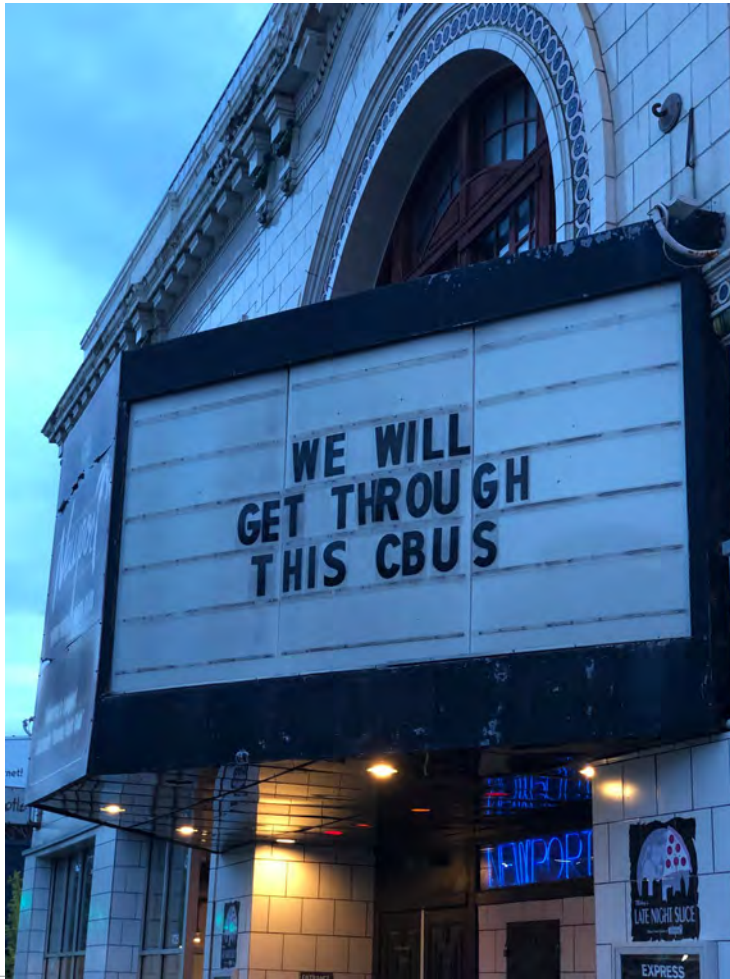
- Began My Des Plaines Memory Project in 2014
- As of October 2019, there were 218 items in the collection
- Works with community partners and small businesses in the community



COVID-19 Specific Projects

- Ball State University
 - In partnership with Everyday Life in Middletown and Muncie Public Library
 - Participants are able to submit a number of different kinds of material
- Atlanta History Center
 - How is this affecting your life?
 - Collecting physical items after social distancing is over

COVID-19 and My Upload



What is My Upload?

My Upload is an open-source, online tool to collect community contributed materials

Designed to enable CML and other organizations create community archiving projects



2019 LYRASIS Catalyst Fund
award recipient

My Upload Features

My Upload's main features and benefits include:

- User-friendly language
- Individual or bulk upload
- User submitted rights information
- Streamlined process for staff
- Open-source – use it with CONTENTdm, Omeka, Islandora, etc.

My Upload: User Experience

Welcome to My History Upload!

Help us document and preserve central Ohio's history.



Upload

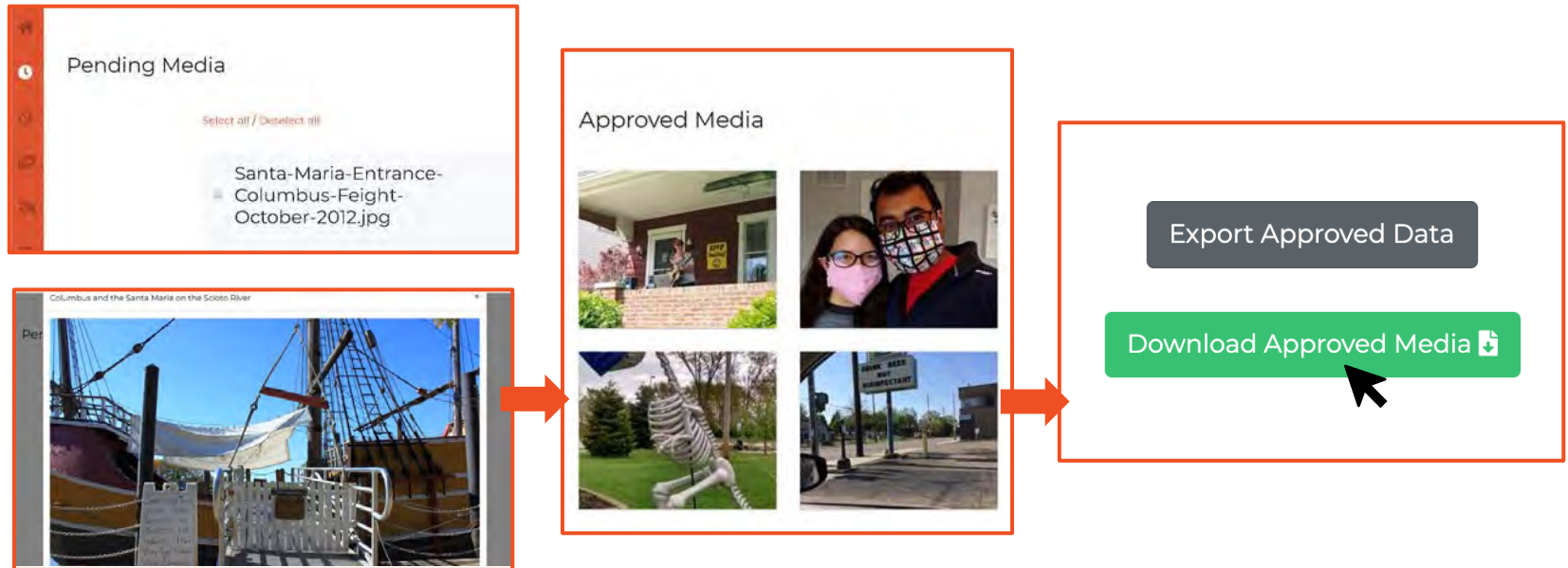


Describe



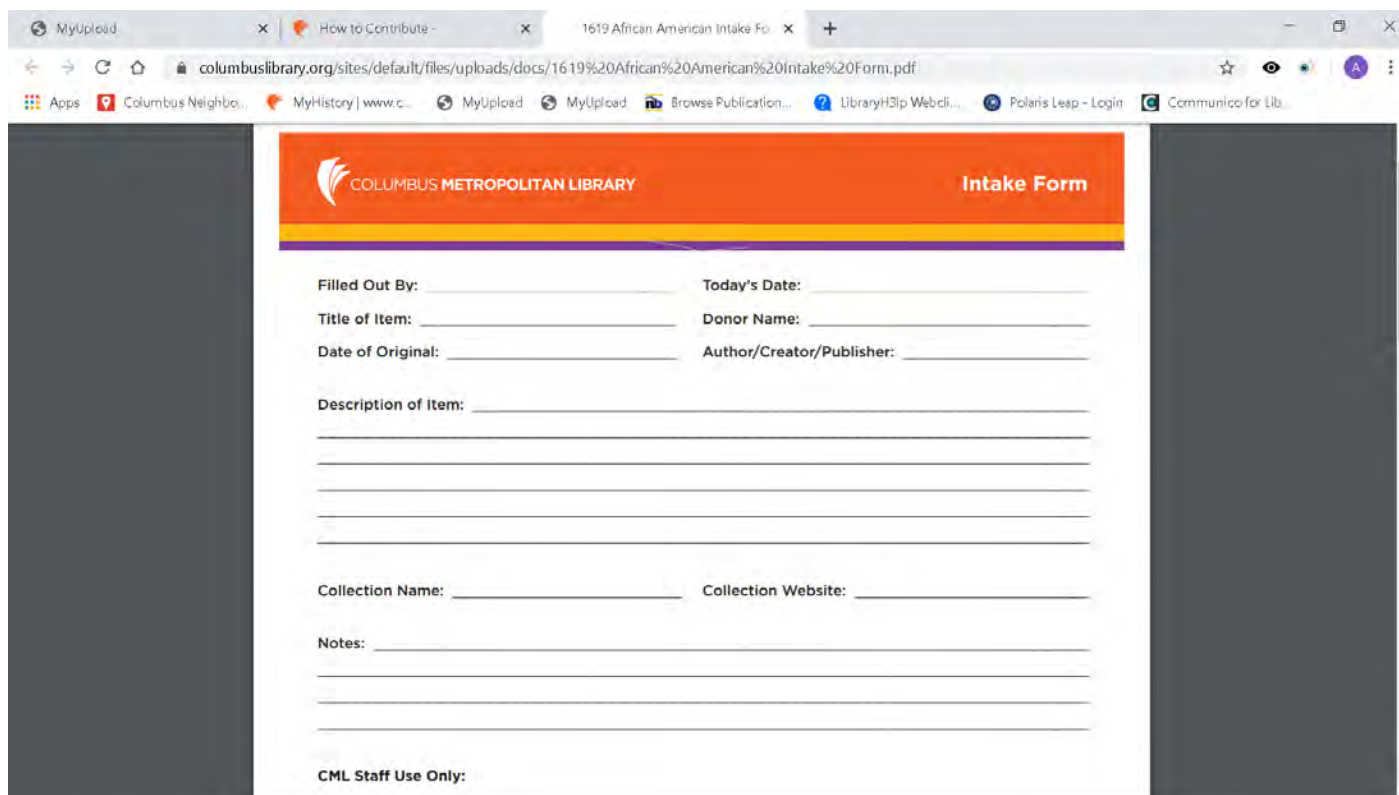
Submit

My Upload: Staff Experience



Creating Metadata in Community Collections

- Old way was handing someone a form. Forms scare people!
- Lack of interest or confusion because of number of fields
- Incomplete metadata due to time constraints or lack of clarity



The screenshot shows a web browser window displaying the 'Intake Form' for the Columbus Metropolitan Library. The browser's address bar shows the URL: columbuslibrary.org/sites/default/files/uploads/docs/1619%20African%20American%20Intake%20Form.pdf. The form itself has an orange header with the library's logo and the title 'Intake Form'. The form fields are as follows:

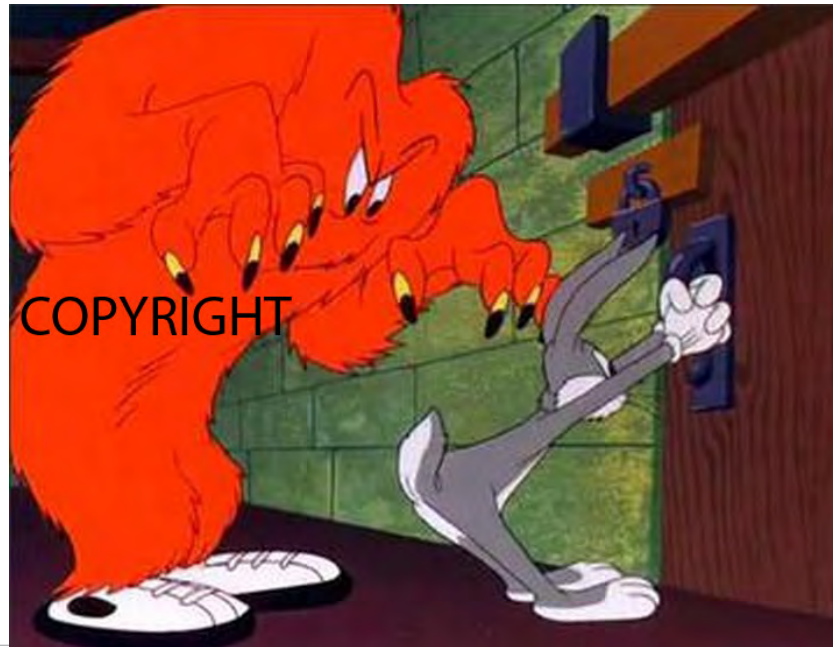
Filled Out By: _____	Today's Date: _____
Title of Item: _____	Donor Name: _____
Date of Original: _____	Author/Creator/Publisher: _____
Description of Item: _____	

Collection Name: _____	Collection Website: _____
Notes: _____	

CML Staff Use Only: _____	

Common Problems with Metadata

- Dates were sometimes incorrect or vague
- Addresses usually were not included
- Creator was surprisingly confusing
- Copyright scares people!



Simplify Everything

MyUpload

three creeks metro park - Google

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myupload.columbuslibrary.org/media-item/117/edit

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Apps

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MyHistory | www.c...

MyUpload

MyUpload

Browse Publication...

LibraryH3lp Webcli...

Polaris Leap - Login

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Upload 1/1

Tell us about your item.

Title*
Crayfish at Three Creeks Metro Park

Original Date
May 21, 2020

Original Location
3860 Bixby Rd, Groveport, OH

When was the item taken or created?

Address and city if possible.


Author/Creator*
Aaron O'Donovan

Who took the photo or wrote the document?

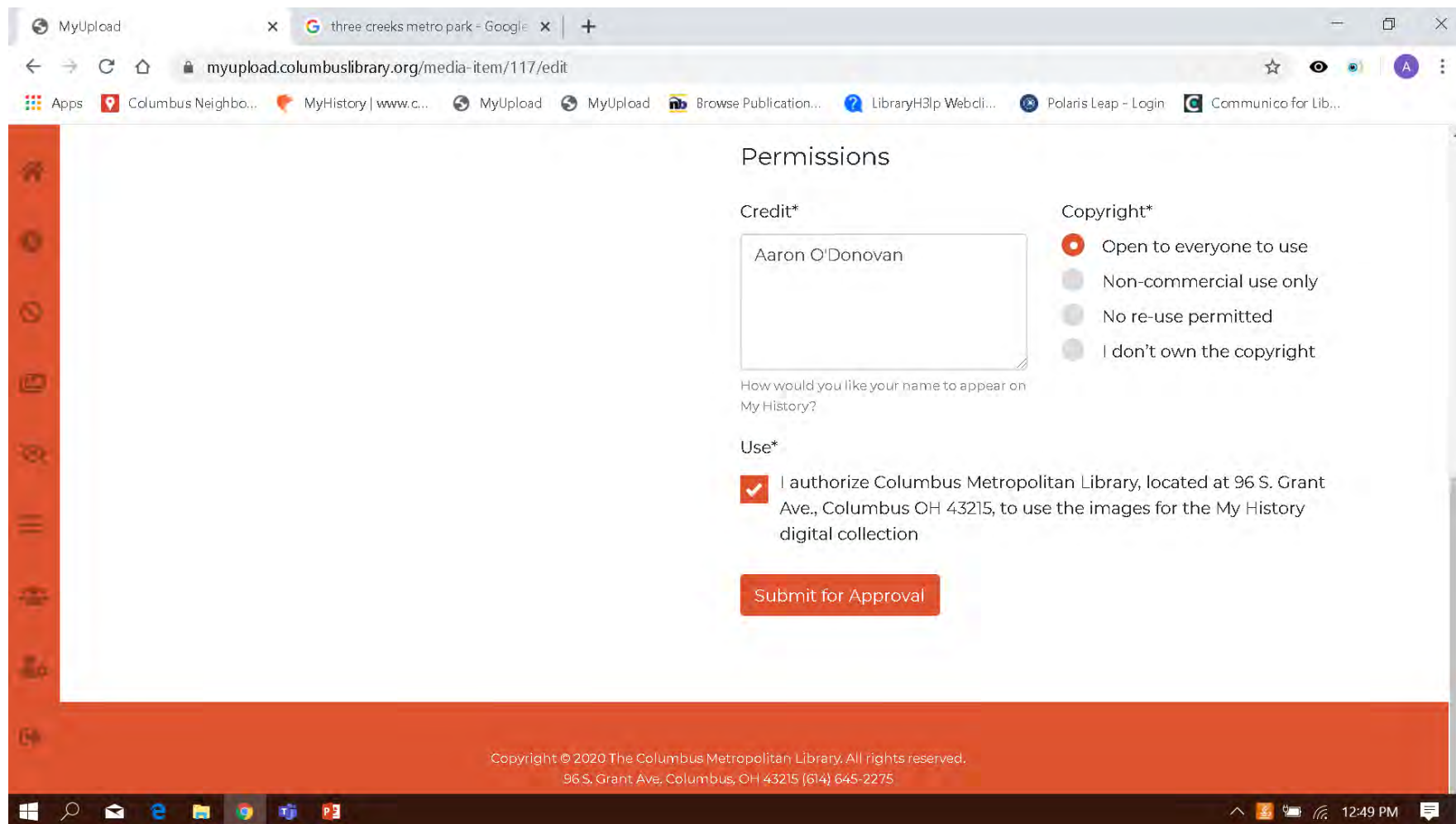
Description*
A Red Swamp Crayfish washed up on the walking trail of Three Creeks Metro Park after days of rain which flooded Alum Creek.

What is this item and why is it important?

Permissions



Make Copyright and Metadata Less Scary



The screenshot shows a web browser window with the address bar displaying `myupload.columbuslibrary.org/media-item/117/edit`. The page title is "Permissions". It contains three main sections: "Credit*", "Copyright*", and "Use*". The "Credit*" section has a text input field containing "Aaron O'Donovan". The "Copyright*" section has four radio button options: "Open to everyone to use" (selected), "Non-commercial use only", "No re-use permitted", and "I don't own the copyright". The "Use*" section has a checked checkbox and text stating authorization for the Columbus Metropolitan Library. A "Submit for Approval" button is at the bottom. A footer contains copyright information for 2020.

MyUpload

three creeks metro park - Google

myupload.columbuslibrary.org/media-item/117/edit

Apps Columbus Neighbo... MyHistory | www.c... MyUpload MyUpload Browse Publication... LibraryH3lp Webcli... Polaris Leap - Login Communico for Lib...

Permissions

Credit*

Aaron O'Donovan

How would you like your name to appear on My History?

Copyright*

- ☒ Open to everyone to use
- ☐ Non-commercial use only
- ☐ No re-use permitted
- ☐ I don't own the copyright

Use*

☒ I authorize Columbus Metropolitan Library, located at 96 S. Grant Ave., Columbus OH 43215, to use the images for the My History digital collection

Submit for Approval

Copyright © 2020 The Columbus Metropolitan Library. All rights reserved.
96 S. Grant Ave., Columbus, OH 43215 (614) 645-2275

To Put it Simply

- Box Good, Form Bad



Experiences

- Better metadata with fewer fields and simple language
- Most users only care about nouns, librarians care about all metadata. Don't let perfect be the enemy of good
- We can add and edit metadata fields in ingest, customers lose interest or are overwhelmed after about 3 minutes
- Don't over complicate something for your own reasons

The screenshot shows a web browser window with the address bar displaying `myupload.columbuslibrary.org/media-item/117/edit`. The browser's address bar also shows several tabs, including 'three creeks metro park - Google...', 'MyUpload', and 'Browse Publication...'. The main content area of the browser displays a form titled 'Permissions'. The form contains the following fields and text:

Please confirm to make sure all information is correct, then click submit.

Title: Crayfish at Three Creeks Metro Park

Description: A Red Swamp Crayfish washed up on the walking trail of Three Creeks Metro Park after days of rain which flooded Alum Creek.

Author/Creator: Aaron O'Donovan

Credit: Aaron O'Donovan

Original Location: 3860 Bixby Rd, Groveport, OH 43125

Original Date: May 21, 2020

If you own the copyright, how would you like the image to be used by people viewing the web site? Open to everyone to use

Use Authorization: Yes

At the bottom of the form, there are two buttons: 'Edit' (purple) and 'Submit' (orange).



Questions?

Contact us at history@columbuslibrary.org