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nages in the ATC Photographic Archives range from 1956-2012. To see newer photographs, please visit our recent <u>gallery</u>. Housed in the Athens Technical College orary on the Athens campus, the Athens Technical College Archives preserve the College's history since its inception in 1958. Its mission is to acquire, organize, preserve of publicize publications, documents, images, plans, and artifacts to assist researchers in their use.





DIGITIZING OUR PAST

OPENING UP INSTITUTIONAL HISTORY: BUILDING AN ARCHIVE USING OPENSOURCE: TOPICS

Introductions: Robin Fay, Portal Manager, ATCx3 Consortia/ATC; Beth Thornton, Distance Education and Outreach Librarian, Athens Technical College

- Resources What?
- Addressing a need Why?
- Workflows How?
- Lessons learned
- Introducing GEAR
- Moving forward planning for sustainability
 Questions?

OPENING UP INSTITUTIONAL HISTORY: BUILDING AN ARCHIVE USING OPENSOURCE: MATERIAL

Resources - What we have

- Reports
- Working papers
- Commercial publications about the college
- PR materials
- Scrapbooks
- Ephemera such as plaques and plates
- ♦ Films





OPENING UP INSTITUTIONAL HISTORY: BUILDING AN ARCHIVE USING OPENSOURCE: PHOTOGRAPHS

Resources - What we have

- Large format aerial photographs Approximately 2000 photographs
- Negatives

Slides



OPENING UP INSTITUTIONAL HISTORY: NEWSPAPER CLIPPINGS

♦Going back to 1986

- Collected by the library
- Approximately 1,500
- Clippings database in ACCESS, exports as a CSV file for the repository



OPENING UP INSTITUTIONAL HISTORY: ACQUISITIONS

Where we get stuff

Director of PR

Staff photographer/graphic designer

Director of ATC Foundation/Alumni Association

Faculty as they leave (clean office)

- Offices/storage areas that are cleaned out
- Retired staff and faculty
- Alumni
- Community gifts
- Current faculty and staff

OPENING UP INSTITUTIONAL HISTORY: COLLECTION DEVELOPMENT & WEEDING

What we won't collect in the Archives

- Personnel records such as contract letters, hiring offers, evaluations, etc. (contacted those in charge of records to see what we should do with them – shred, send elsewhere, etc)
- Obsolete formats if we can't access it (obsolete software) or do not have an appropriate media device, and/or it does not appear to be relevant (past retention period, etc.) – we are reviewing as possible disposal items Ex: Student course catalogs from 1994 on DAT Tapes
- Broken/unusable items Magnetic formats that are lacking data, things which are broken beyond repair, etc.
- Content that does not belong to us or about us
- Content of questionable copyright locally made copies of commercial content

OPENING UP INSTITUTIONAL HISTORY: PRINT, DIGITAL, AND OBSOLETE FORMATS – OH MY!

Print material in this collection spans the establishment of the College in 1956 until the early 2000s.

Newer digital materials are being collected separately.

Obsolescence – what to do with what we can't see

Other content for grant project is housed in the same repository but a different collection. This collection includes textbooks, faculty content, and more.

At some point, this content will be merged into the Archive.

OPENING UP INSTITUTIONAL HISTORY: DIGITIZING EFFORTS: Why?

- Photographs hard to find, not organized, and only print
- Materials not represented in the catalog had to "know' about the Archives
- Can be used to build our history and brand
- Can be used to document our history many of the alumni, faculty and staff involved in the early days are still alive and local
- Can be harvested by others
- Low cost maximizing existing resources & opensource

OPENING UP INSTITUTIONAL HISTORY: WHAT WE ARE DIGITIZING

- Items located in the Archives that are not represented in the SIRSI catalog
- Phase 1: Photographs, yearbooks
- Phase 2: Slides, 3D objects (plates, scrapbooks, etc.), Print material not cataloged in SIRSI
- Phase 3: Video/multimedia on other formats
- Phase 4: Newspaper articles (?)

OPENING UP INSTITUTIONAL HISTORY: DIGITIZING EFFORTS: GETTING STARTED

Evaluation of material

CTL and Library met to evaluate material

- Library met with DLG representatives and others regarding this type of project Collection Development
- Library revised Collection Development Policy for Archive to include information about scanning process
- Portal Manager established a Collection Development Policy for the digital Archives and created information webpage about submission process
- Identified items that would not be scanned (on earlier slides) and items that could be destroyed
- Drafted digitization workflows and scanning processes <u>http://ctlblog.athenstech.edu/digitizing-our-past-atc-archives/</u>
- Separate workflow for grant material, OER, and archives

OPENING UP INSTITUTIONAL HISTORY: OTHER RESOURCES

Personnel

- Library staff
- Portal manager/developer funded by grant
- Server support staff
- Student workers
- Hardware/Software
 - Server space
 - Repository software (Omeka)
 - Wordpress blog installation/webspace (News, publishing documents)
 - Google docs (Collaboration, Sharing files, Drafting policies/workflows)



- GEAR Project Overview:
- Software analysis/review
- Software installation
- Software configuration/customization
- Workflows and Process documentation
- Cataloging & Content loading
- Statistics and reporting
- Enhancing metadata (identifying people, places, etc.)
- Harvest of archives to other repositories
- Enhancement of workflows on the admin side

Project parts:

- Software analysis/review (G)
 - Software review/research
 - Software testing test server

Software installation (G)

- Configuration and extension (30+ modules including support for LCSH and OAI for harvesting)
- Some *minor* custom coding in display
- Deciding on a controlled vocabulary and metadata schema (and then building outward)...
- Design and branding

Workflows

- Establishing cataloging process and revising workforms to meet needs of metadata schema and materials (archives and grant materials) (G)
- Working with library on best practices for scanning for archives
- Test scanning materials

Project parts: Cataloging & content

*Spreadsheets for importing metadata ; Google Forms for collecting data

- Develop metadata schema (maps to MARC)
- Develop and document cataloging processes (RDA, LCSH, local fields)
- Subject analysis
- Batch edit what can be done

Statistics & reports (G)

Enhancing metadata

- Who are these people?
- Social media identification campaign

PR and next steps

- Enhancements
- Harvest elsewhere
- Backup schedule
- Upgrades

Why Omeka?

- Works with LCSH and DC
- Easy to configure and maintain
- Good with multimedia can easily build exhibits
- Can build webpages within Omeka
- Meets basic grant mandates public interface, CC, and open
- Primarily MySQL, PHP, CSS/Jquery, Apache, Linux server (can run on Windows server)

List of modules used available at <u>http://ctlblog.athenstech.edu/digitizing-our-past-atc-archives/</u>

Omeka

GRANT CRITERIA

- ✓ Meets accessibility standards
- ✓ Supports licensing (Creative Commons)
- ✓ Supports sharing/Open Educational Resources (OER) across many platforms (including Social Media)
- ✓ Public portal (public interface)

ADDITIONAL FEATURES

- ✓ Upload workflow with the ability to provide private/public spaces
- ✓ Mobile friendly (HTML5 players, etc.)
- ✓ ANGEL/Blackboard integration
- ✓ Measurable Statistics/Analytics/Reports
- ✓ Secure, sustainable and scalable with an active community
- ✓ Technical support: The <u>Omeka</u> User groups work together to build new features, provide technical support for each other and upgrades

Staffing:

With Omeka's backend support, this project will need a local administrator for managing and curating content, creating workflows, organizing upgrades, in addition to some server work, which matches our current staffing.



Orange = server side activities

OMEKA – GENERAL FEATURES

User roles: Admin (Portal Manager) can upload, describe, create collections and groups

Supports many file formats – video, pdf, images can be embedded; zip is just zip

Search, share, download

Can batch upload and batch

Collections/Tags

Private/public – grant material MUST be public

Social media support (shareable); embeddable

Can add search to Blackboard and link to upload for faculty

Supports licensing (creative commons)

Can be used to build a public open textbook library or exhibits

Can create derivatives of images

Library resources in GEAR



Library resources in GEAR

Clippings		Friday, Octo	ber 02, 2015			
	New Save Main	Menu Search/Input na	ame			
Clipping Record ID Headline	7 Athens Tech chief to fill	in for awhile in Sandersville				
Clipping date	Advertisement	Navigation Names				
Campus County Newspaper	Athens Clarke Athens Banner Her	Names 🏾 🚜	Add New Save	Add Name/Clipping	Main Menu	
Notes Clipping Box Clipping folder Date Updated	2005 1 3/10/2015	Name Record ID LastName FirstName	14 Tydings Dr. Flora		•	
		Notes	College President			

			Navigati		SearchE						
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	Tydings	7/27/2005	Athens Tech chief to fill in for awhile in Sandersvi	ille 200	ipping Box 👻 🖓 05	Clippin	g tolder +		Search e	exact date	
							-				
	Tydings	8/21/2008	Athens Tech's campus to get first master's program	m 200	08		1				
	Tydings	9/7/2008	Industrial evolution : economic development experts talk about local workforce	200	08		1				
	Tydings	11/29/2005	Hafenbrack, Kessler honored with literacy awards	200	05		1				
	Tydings	10/30/2005	Women in business	200	05		1				
	Tydings	1/16/2008	Power Partners contributes to "Legacy"	200	08		1				
*											

From Access to Omeka

 Exported as a .csv
 Imported to Omeka
 CSV
 Also supports XML, OAI, and API using different modules/ methods

	5
Tags	
Simple Pages	
LC Suggest	
Corrections	
CSV Import	
Simple Vocab	
Catalog Search	
Dropbox	
Bulk Editor	
Collection Tree	
OAI-PMH Harvester	
Omeka Api Import	
Embedded Items	
YouTube Import	
Zotero Import	
Reports	
User Profiles	
Element types	
Item History Logs	

Item Types

.

Upload CSV File*

Use an export from Omeka CSV Report

Automap Column Names to Elements

Select Item Type

Select Collection

Make All Items Public?

Feature All Items?

Choose Column Delimiter*

Choose Tag Delimiter*

0

Maximum file size is 100 MB.

Choose File | 1GEAR E-book Work...m (Responses).csv

Selecting this will override the options below.

Automatically maps columns to elements based on their column names. The column name must be in the form: {ElementSetName}:{ElementName}

1

1

ţ

Newspaper clipping

٧

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Athens Technical College in the News

A single character that will be used to separate columns in the file (semi-colon by default). Note that spaces, tabs, and other whitespace are not accepted.

A single character that will be used to separate tags within a cell (comma by default). Note that spaces, tabs, and other whitespace are not accepted.

itemia

Collections

Item Types

Tags

Simple Pages

LC Suggest

Corrections

CSV Import

Simple Voca

Catalog Searc

Dropbox

Bulk Editor

Collection Tree

OAI-PMH Harvester

Omeka Ap Import

Embedded Items

YouTube Import

Zotero Impor

Reports

User Profiles

Import Items Status

Step 2: Map Columns To Elements, Tags, or Files

	Example from CSV File	Map To Element	Use HTML?	Tags?	Files?
	· · · ·	Select Below			
URL for book	"http://open.bccampus.ca/find- open-textbooks/?uu"	Select Below 🔻			
What resource is it part of?	"BC Campus"	Select Below 🔻			
Other (list other resource)		Select Below			
Downloadable?	"Yes"	Select Below			
File Formats	"PDF, DOC/DOCX"	Select Below			
TITLE	"Adult Literacy Fundamentals Mathematics: Book 5"	Select Below 🔻			
Title source	''solr.bccampus.ca ''	Select Below			
Series Title/Additional Title		Select Below 🔻			
Grant affiliation	"N/A"	Select Below			
CREATOR/AUTHOR1	"Girard, Liz "	Select Below 🔻			
CREATOR/AUTHOR1 Role (Primary)	"Author"	Select Below			
ADDITIONAL CONTRIBUTORS	''Tagami, Wendy ''	Select Below 🔻			

CSV Import	What resource is it part of?	"BC Campus"	Select Below 🔻		0	
Simple Vocab	Other (list other resource)	m	Select Below		۲	
Catalog Search	Downloadable?	"Yes"	Select Below			
Dropbox	File Formats	"PDF, DOC/DOCX"	Select Below 🔻			
Bulk Editor	TITLE	"Adult Literacy Fundamentals	Select Below	0	6	
Collection Tree		Mathematics: Book 5"	Publisher			
OAI-PMH Harvester	Title source	''solr.bccampus.ca ''	References Relation Replaces	0		
Omeka Api	Series Title/Additional Title	100	Requires Rights			
Import	Grant affiliation	"N/A"	Rights Holder Source			
Embedded Items	CREATOR/AUTHOR1	"Girard Liz	Spatial Coverage	0	0	
YouTube Import	chemient in the the the	n n	Subject Table Of Contents			
Zotero Import	CREATOR/AUTHOR1 Role	"Author"	Temporal Coverage			
Reports	(Primary)		Туре			
User Profiles	ADDITIONAL CONTRIBUTORS	"Tagami, Wendy "	Affiliation Creator			
Element types	COPYRIGHT/PUBLICATION	"2010"	Edition			
Item History Logs	ISBN	"5"	LC Classification (if available)	0		

Photographs

- Numbered, foldered & boxed
- Scanned Omeka can make derivatives (ImageMajick) but....
- ♦Files saved to a shared library-CTL drive
- Information added to a shared spreadsheet this spreadsheet is imported as CSV

Fields map to DC/DCMI metadata – maps to MARC – see GEAR metadata schema

		Sec. 8	c	P.	E		
	Bex	Photo number	Marginalia/ anything written on photo?	Description (has other items, who is in it)	Nepatives?	Sides Y/N	Cataloge
5		4	1 12:0-87c 20	Students child development.	Y		
		4 2	1	Students Elect [rowcs7]	¥		
6		4 3	5	Students research lab	¥.		
		4	6	Mair washing cosmetology	γ.		
		4 1	5	Instructor and student. Heating and air?	¥.		
		4 6	A CONTRACTOR OF	Instructor and student. Heating and air?	7		
		4	7 12/15/87c 22	Instructor and student. Elect [ronics?]	¥.		
		4 1	8 12/10/87c 19	Student and "patient" UPN	7		
		4 1	9 12/11/678 1	Instructor, student, and "patient" LPN	¥.		
		4 N	97 Retiree recognition at May meeting (written on envelope)	Ken Eason and retiree	¥		
		4 t	1.97 Retiree recognition at May meeting (written on envelope).	Kan Eason and retiree	x		
6		4 1	2 97 Retroe recognition at May meeting (written on envelope)	Ken Eason and retiree	γ.		
		4 1	3 97 Retires recognition at May meeting (unition on envelope)	Ken Eason and retree	Υ		
		4 3	5.97 Retrie recognition at May meeting (written on envelope).	Ken Eason and retiree	7		
		4 1	5 Side. Not scarved yet				
Ŕ.		4 1		Man teaching a class or leading a meeting	8		
		4 1	1	GED graduation graduates standing	γ		
		4 1	1	GED graduation band playing on stage	Υ.		
		4 1		Ann Marter at her desk	¥		
i.		4 2		GED graduation Dr. Easom handing a diploma to a student.	v		YES
1		4 2	1	GED Graduation Dr. Eason hading diploma to a student	¥.		
		4 Z	2	GED Graduation speaker	¥.		YES
6		4 2	1	GED Graduation graduates standing	¥.		YES
6		4 3		GED Graduation Dr. Easonn handing diploma to a student	v.		YES
		* 2	5	GED Graduation Dr. Easons handleg diploma to a abudeit	ý.		YES
ł.		4 2		GED Graduation Dr. Easonn handing diploma to a student	v		YES
6		4 2	r	Walton County Robbin Cutting: 7 people holding ribbon	ħ		YES
		4 2	8	Speaker at Walton County ribbon cutting			
6		4 2		Socializer at Walton County Ribbon cutting (Eason?)	n .		



DC Qualified/DCMI Metadata Guidelines with MARC Mappi 03/11/2015; Revised 8/20/2015 ; Drafted by Robin Status abbreviations: REQ = Required; MA = Mandatory (if applicable and available); Opt = Optional (if applic OM = Omeka creates http://dublincore.org/docu

ELEMENT	TERMS	USE	SCOPE NOTE	INSTRUCTIONS	EXAMPLES	DCMI	MAR
creator		REQ	Use for an entity (person, organization, or service) responsible for the content of the resource. Use creator for primary authors or other content creators.	 Surname name first. 2. Use form of name established by local practice (e.g. fullest form possible or most frequent form) 3. Multiple authors/creators list in Order as in publication 4. Organizations with hierarchy - list the parts of hierachy from largest to smallest separted by full stop and space. 5. If ambigious, list as it appears on item. For ATCx3 materials, cite the author or submitting members as primary creators; cite other names and contributors under creator. If no author is included, list author as institution. Athens Technical College (Athens, Ga.) Albany Technical College (Atlanta, Ga.) ATCv3 Constantiation 	Brown, Elizabeth	creator	100 F 110 (111 Meet ents
creator	marcrelator	Opt	Use for an entity (person, organization, or service) who makes significant contributions to the resource.	Choose from list. Describes the role of the persons above.	Actor Animator Animator Compiler Composer Conductor Director Editor Illustrator Interviewer Interviewee Musician Narrator Performer Producer Reviewer Speaker Scientific advisor Standards body Surveyor Transcriber Translater	contributor http://www.loc.gov/l	100 S (not future
contributor	contributor	Opt	Use for a person or organization whose work has been contributed to a collective work (anthology, serial publication, or other compilation of individual works) OR who is not the primary author/creator, but has made some contribution to the work. Do not use if the sole function in relation to a work is as author, editor, compiler or	 Personal names: Surname name first if a personal name. Use fullest form possible, VIAF entry, or name established in GEAR (search GEAR). Order as appears on publication Organizations with hierarchy - list the parts of hierachy from largest to smallest separted by full stop and space. 	Fay, Robin Maimonides Park Sung Hee United States. Internal Revenue Service Elvis Presley Fan Club Federal Aviation Administration. Aviation Safety Program Athens Technical College (Athens, Ga.)	contributor	700

Items

Collections

Item Types

Tags

Simple Pages

LC Suggest

Corrections

CSV Import

Simple Vocab

Catalog Search

Dropbox

Bulk Editor

Collection Tree

Omeka Api Import

YouTube Import

Zotero Import

Reports

User Profiles



Title

Creator

Subject

OAI-PMH Harvester

Embedded Items

Description

Publisher

Source

Study and teaching

College students

The item "Photograph of students studying" was successfully changed!

Athens Technical College (Athens, Ga.)

Photograph of students studying

Athens Technical College (Athens, Ga.)

1 man writing at a table. Sony headphone box on the table. 2

men at study carrels with headphones. At computers.

Athens Technical College (Athens, Ga.)

Photographs

Athens Technical College

Athens Technical College Photograph Archives Athens

Prev Item	Next Iter
I	dit
View Pı	ıblic Page
De	elete
Public: Yes Fea	atured: Yes
Collection	
Collection ATC History thr (1956-2012)	ough Photograph
Collection ATC History thr (1956-2012) Tags	ough Photograph
Collection ATC History thr (1956-2012) Tags • Athens Tech	ough Photograph
Collection ATC History thr (1956-2012) Tags • Athens Tech • early years	ough Photograph
Collection ATC History thr (1956-2012) Tags • Athens Tech • early years • historic	ough Photograph

File Metadata

ATCAP BX1014.jpg







Photograph of students studying

OPENING UP INSTITUTIONAL HISTORY: DIGITIZING EFFORTS: WHAT WE LEARNED

Still learning!

People in photos hard to identify. Fun to do in conjunction with newspaper clippings

Social media - how can we use?

The newspaper clippings database

Importing/ Batch work

♦Who will scan?



Home TAACCCT Resources Open Textbooks Historic Photographs Advanced Search Collections Contribute About



LATEST ADDITIONS Modern revolution in physics [ebook]



"The Modern Revolution in Physics" is an online physics textbook written by Benjamin Crowell, a lecturer in physics and astronomy at Fullerton...

Q

Newtonian physics [ebook]



This is an introductory physics textbook designed for use in a typical one year survey course. This is book 1 in the Light and Matter series of free...

Vibrations and waves [ebook]



This is a text on vibrations and waves for an introductory college physics class. The treatment is algebra-based, with applications of calculus...

Welcome to GEAR, Georgia E-Learning Access & Repository. This site features open textbooks, open educational resources, training materials, and other TAACCCT related documents. Additionally, GEAR houses digital copies of the photographs located in the ATC Archives in the Athens Campus Library; in addition to newspaper clippings records, and much more.

OMEKA – GOOGLE FORM FOR UPLOADING METADATA

Users currently can upload metadata using a Google form – still working out process

Library uses a spreadsheet – maps as CSV

Workforms in GEAR are long...



Home	TAACCCT Resources	Open Textbooks	Historic Photographs	ATC in the News	Advanced Search	Contribute	AI
SEA	RCH ITE	MS					
Browse All	Browse by Tag Searc	h Items					
Search for	Keywords						
Narrow by	Specific Fields						
Add a Fie	low ▼ S	Select Below 🔻					
Search by	a range of ID#s (example: 1-	4, 156, 79)					
Search By	Collection						
Select Bel	low	T					
Search By	Туре						
Select Bel	low 🔻						



							Q	1225
Home	TAACCCT Resources	Open Textbooks	Historic Photographs	ATC in the News	Advanced Search	Contribute	About	

Home > ATC Photo Album



Technology Ecosystem

Web Content Management Systems (WordPress, Drupal, Joomla, MediaWiki)

[Omeka]

Library and Archival Repository and Digital Collections Systems

(Fedora, Dspace, Greenstone, CONTENTdm) Museum Collections Management and Online Exhibition Systems

(TMS, KE Emu, PastPerfect, Pachyderm)

Omeka.org/about/

Resources

Find EVERYTHING here

http://ctlblog.athenstech.edu/digitizing-our-past-atc-archives/

georgiawebgurl@gmail.com

bthornton@athenstech.edu