Digitization Workflows:

Maintaining Standards within Change
Step x Step

• Workflow #1: The Beginning
• Workflow #2: Adding Automation

• Workflow #3: Meeting New Demands
• Workflow #4: The Future
Workflow #1: The Beginning
Books & Maps
Who Was Involved...

• Faculty
  • Department Head / Project Coordinator
  • Metadata
  • Publishing

• Staff
  • 1 (full-time equivalent)
    • Quality Control
    • Structural metadata / Some descriptive metadata collection

• Outsourcing
Added Collections Bring New Possibilities

• Thornburgh Collection
  • Manuscripts
  • Photographs
  • Audio Recordings

• City Photographer
  • Photographs
  • Negatives
    • Glass Plate Negatives
Stepping Up:

• Focus: Get it online.

• Needs
  • Define standards
  • Improve equipment
  • Outsource audio digitization

• Changes
  • Apply basic standards based on Library of Congress suggested standards
  • Add equipment
  • Work with local vendor to digitize analog audio
Workflow #2: Adding Automation
Books, Manuscripts, Maps, Photographic Materials, et. al.
Who Was Involved...

- Automation Tools
- Faculty
  - Department Head
  - Metadata Librarian
  - Publishing
- 3 Staff (full-time equivalent)
- Student workers
- Outsourcing
New Catalysts

- Institutional need for physical space
- Increased demand for productivity
Onward and Upward:

• Focus: Digitize it and keep track of it.

• Needs
  • Implement tracking capabilities
  • Add automation where possible
  • Improve equipment
  • Manpower

• Changes
  • Homegrown tracking tool
  • Added automation
  • Homegrown QC & structural metadata editing system
  • Student workers
  • Acquired large format scanners
Who Is Involved...

- Automation Tools
- Faculty
  - Department Head
  - Digital Archivist & Preservation Librarian
  - Metadata Librarian
  - Special Formats Archivist
- Staff
  - Physical Preservation Coordinator
  - Scanning Supervisor + 2 Scanning Specialists
  - Digital Collections Coordinator
    - Copyright Team
  - Application Developer
    - Islandora Team
- Student workers
- Outsourcing
Keeping Collections in Mind

- Audubon Prints
- Erroll Garner Archive
- George A. Romero Archive
- Borges Manuscripts

- Delicate materials
Pulling It Together

• Focus: Produce high quality, standards-based images and ensure the safety of all materials digitized.

• Needs
  • Improve communication between departmental units
  • Implement stronger project management practices
  • Improve knowledge of equipment capabilities

• Changes
  • Inter-unit discussions during project planning
  • Move to tracking system within online publishing system
  • Improved documentation
  • Improved relations with equipment vendors and technical support
Workflow #4: The Future
Who Will Be Involved...

- Preservica
- Islandora
- Faculty
  - Department Head
  - Digital Archivist & Preservation Librarian
  - Metadata Librarian
  - Special Formats Archivist
- Staff
  - Physical Preservation Coordinator
  - Scanning Supervisor + 2 Scanning Specialists
  - Digital Collections Coordinator
    - Copyright Team
  - Application Developer
    - Islandora Team
- Student workers
- Outsourcing
Supporting the Growth

• Hired a Digital Archivist & Preservation Librarian

• Select and acquire preservation system
• Integration with Islandora
• Create documentation
• Train staff
Raising the Bar

- Focus: Coordination of work from collection donation through digitization to final storage.

- Needs
  - Monthly unit meetings
  - Review and update processes
  - Implement digital preservation storage

- Changes
  - Equipment upgrades
  - Added equipment
Goals to grow on...

https://garfield.com/comic/2019/06/11

Thank you!

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