

Best Practices for Digital Collections

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Planning

Create New Research Opportunities for Users

- Available to a variety of users
- Enhance understanding of the digital objects

Planning is Key

- Institution's mission and goals
- Costs and capabilities for long term maintenance
- Standards -- documentation, formats, metadata
- Timeline
- Define the scope (characteristics of objects to be digitized)
 - How many, formats, sizes, unusual characteristics, condition
- Workflow
- Equipment -- optimize quality and level of production



Policies

Access

Content

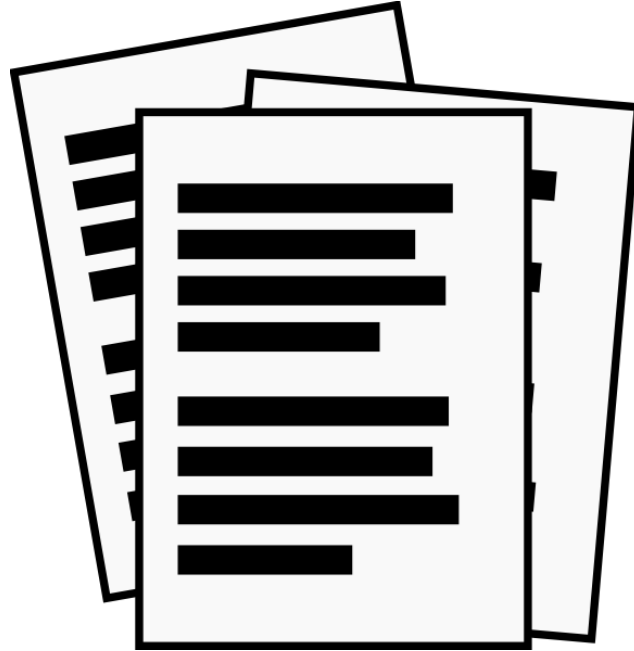
Committee

Copyright

Metadata

Preservation

Withdrawal



Examples

[University of Chicago Library](#)

[University of Hawai'i at Mānoa Library](#)

Institutional Repository Policies

This page overviews policies that guide Knowledge@UChicago, the University of Chicago's institutional repository.



Scope

Contributors to Repository

Contributors must be affiliated with the University of Chicago and have valid CNetID credentials to deposit work in the repository. Alumni and other affiliated users without CNet credentials should contact the Knowledge@UChicago team.

Scope of Deposited Content

- Deposited content can be scholarly, creative, research-related, or teaching resources.
- Deposited content should be in a completed state, rather than in-progress and regularly updated.
- Contributors may deposit content created prior to joining the University of Chicago.
- Contributors must be willing and able to grant the University the non-exclusive rights to both preserve and make their work available through Knowledge@UChicago.
- Deposited content must be in a digital format.
- If the deposited content is part of a series, other works in that series should also be deposited when possible so that we can offer a full and complete collection.

Supported Content Types

The following content types are among those that will be accepted:

- publications (including preprints)
- dissertations
- masters and undergraduate theses
- working papers and technical reports
- white papers
- datasets up to 1GB (data sets must be complete and ready to for use, and must include a readme file. At this time, no classified/restricted/confidential data can be accepted.)
- conference presentations
- conference posters
- campus-based publications
- course-based publications
- teaching and learning resources
- audio and video recordings

This is a non-exhaustive list. Contributors are welcome to deposit content that can be characterized as "scholarly, creative, research-related, or teaching resources" and to [contact us](#) with any questions about materials.



Digital Collections and Repository Program (D-CARP): Prioritization and Selection Criteria

[Home](#)[Policies & Procedures](#)[Background](#)[Digital Collections & Repositories](#)[Grants](#)[Related Services](#)[Initiatives](#)

PRIORITIZATION AND SELECTION CRITERIA

Metadata information - Cataloging/Digital Library Program Task Force Requirements

- [Digitization Project Survey](#)
Information needed about project scope, etc.
- [Digitization Project Survey - Online fillable](#)
- [Metadata information - Cataloging/Digital Library Program Task Force Requirements](#)

[UHM Library Project Selection Factors](#)[Project Evaluation Criteria](#)[Policy Considerations for Digital Projects - Hawaiian/Pacific Collections](#)

UHM Library holds a large number of collections that would be appropriate for digitization and online access. However, digitization projects are costly and require a commitment of staff time. The following list of criteria is recommended to guide selection of collections of analog materials for conversion to digital format. Selection is an activity led by content managers and specialists with the help of D-CARP.

Copyright Status

What is the copyright status of the materials? Most material considered for digitization and access on the open Web falls into one of the following three categories:

- Public domain: works that never were, or are no longer covered by copyright. Works in the public domain may be used without permission.
- All works published before January 1, 1923.
- Works published between 1923 and 1964 and not renewed in the 28th year.
- Works published without copyright notice before 1989.
- Unpublished works whose author died before 1932; otherwise, the term is life plus 70 years.
- Works for which the copyright is held by the University
- Works for which we have secured permission to digitize

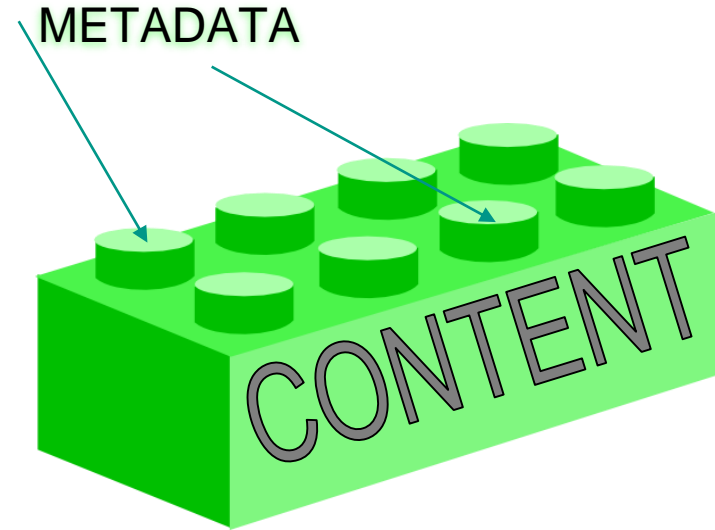
Staffing

- **Project Manager** -- oversees daily operations and maintains the budget, timeline, and workflow
- **Collections Assessor** -- selects originals, checks their condition and makes conservation recommendations, rehouses originals as necessary, and reshelves them once digitization and cataloging are complete
- **Database Manager** -- creates and maintains databases for the project
- **Scanning Technician** -- handles original objects, creates scans and surrogates, and produces backup files on the storage media
- **Quality Control Technician** -- checks the image files generated by the scanning technician against benchmarks
- **Cataloger** -- creates or edits records for digital images of originals included in the project
- **Web Manager** -- designs and maintains the website housing the project



Metadata

- Data about data
 - Description and context of the data
 - Helps to organize, find and understand data
- Recognized standard
 - Easier to exchange/migrate data with other systems
 - No standard can cover all materials for all users
- Three types
 - Descriptive
 - Administrative
 - Structural



Descriptive Metadata

- Describes resource for discovery and identification
- Includes elements such as title, abstract, author, dates, subjects, keywords, and unique identifiers (PURL, handle)
- General standards
 - DCMI (Dublin Core Metadata Initiative)
 - MODS (Metadata Object Description Schedule)
 - MARC (MACHine-Readable Cataloging)
- Standards for special descriptions
 - Data Sets for Social Sciences: DDI (Data Documentation Initiative)
 - Archive: EAD (Encoded Archival Description)



Illustration by Jørgen Stamp, Digitalbevaring.dk CC Attribution 2.5 Denmark

Administrative Metadata

- Provides information to help manage a resource
 - When and how it was created
 - File type
 - Technical data on creation and quality control (critical for migration and long-term sustainability of the digital resource)
 - Who can access it
- Subsets
 - Rights management metadata (intellectual property rights)
 - Preservation metadata (information needed to archive and preserve a resource)

Sample Elements

- Scanner type and model
- Resolution
- Bit depth
- Color space
- File format
- Compression
- Light source
- Owner
- Copyright date
- Copying and distribution limitations
- License information
- Preservation activities

Structural Metadata

- Facilitates navigation and presentation of electronic resources
 - Provides information about the internal structure of resources including page, section, chapter numbering, indexes, and table of contents
 - Describes relationship among materials (e.g., photograph B was included in manuscript A)
- Example
 - METS (Metadata Encoding & Transmission Standard)

Sample Elements

- Structuring tags
 - Title page
 - Table of contents
 - Chapters
 - Parts
 - Errata
 - Index
 - Sub-object relationship (e.g., photograph from a diary)

Metadata Best Practices

- [Mountain West Digital Library Dublin Core Application Profile Version 2.0 \(2011\)](#)
- [Lyrassis Digital Toolbox Metadata](#)
- [CDP Metadata Working Group Dublin Core Metadata Best Practices Version 2.1.1 \(2006\)](#)
- [Best Practices for CONTENTdm and Other OAI-PMH Compliant Repositories: Creating Sharable Metadata Version 3.1 \(OCLC 2013\)](#)
- [Orbis Cascade Alliance Dublin Core Best Practice Guidelines Version 2.3 \(2018\)](#)
- [Nebraska Library Commission Nebraska Memories Metadata Guidelines \(2009\)](#)

MWDL

Mountain West Digital Library

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extent.....	10
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language	14
publisher	14
relation.....	15
rights	15
source.....	16
spatial	16
subject.....	17
tableOfContents	17
temporal	18
title	18
transcription	18
type	19

Element Name	creator
Label	Creator
DC Definition	An entity primarily responsible for making the resource.
Is Field Required?	Mandatory if applicable
Is Field Repeatable?	Yes
How to Use	<p>Person or entity responsible for creating intellectual content of resource such as a person, organization or service. Prefer form of name as verified in the Library of Congress Name Authority File (LCNAF). If name is not listed there, give name in the following format: Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen.</p> <p>For further help in formatting names not found in LCNAF, consult a cataloging resource such as the <i>Anglo-American Cataloguing Rules (AACR2)</i>, <i>Resource Description and Access (RDA)</i>, or <i>Describing Archives: A Content Standard (DACS)</i>.</p>
Refines/Refinement	None
Schemes	Library of Congress Name Authority File (LCNAF)
DC Mapping	dcterms:creator
MARC Mapping	100 1# (Main Entry--Personal Name), or 110 2# (Main Entry--Corporate Name), 111 1# (Main Entry--Conference Name) or 700/710/711

Privacy

Establish procedures and policies to protect the interests of donors, individuals, groups, and institutions whose public and private lives and activities are recorded in their holdings

Access restrictions on collections to ensure that privacy and confidentiality are maintained

Users' rights to privacy by maintaining the confidentiality of their research and protecting any personal information collected about the users



Home

BROWSE THE COLLECTION

DEFENDANTS

WEBSITES

FURTHER READING

THOMAS RONALD DELANEY

SEARCH THE COLLECTION

- Search the Delaney Tokyo Papers

Delaney Tokyo Papers

Delaney Tokyo Papers

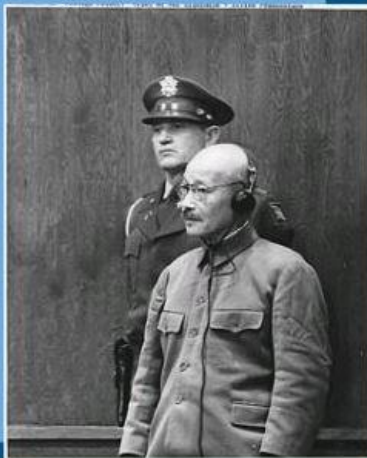


Photo credit: Tojo (left)
<https://www.flickr.com/photos/pingnews/441531324>



Photo credit: Defendants (right)
<http://modernnotion.com/verdicts-tokyo-war-crime-trial/>

Def. Doc. #2988 -- Defense Individual Summation, TOJO, Hideki, Section N-24

View/Open

TojoDefenseSummation.pdf (69.57Mb)

Author

International Military Tribunal of the Far East
Kiyose, Ichiro, 1884-1967
Blewett, George Francis

Date

April 9-12, 1948

Subjects

World War (1939-1945) ; Tokyo Trial (Japan : 1946-1948) ; War crime trials ; Japan ; War criminals ; War crimes ; Trials, litigation, etc. ; Tojo, Hideki, 1884-1948

Number of Pages

347 pages

The Tokyo War Crimes Trial: Index and Guide Volume III Pages 1107-1110

The Tokyo War Crimes Trial: Transcript of the Proceedings Pages 47274-47526

Description

Individual summation on behalf of TOJO, Hideki, Prime Minister of Japan, read to the Tribunal by Blewett and Kiyose April 9-12, 1948. It contends that TOJO was not individually guilty of the charges against him, that "no act performed by him during the entire period of the indictment was criminal," and that no evidence offered by the Prosecution proved him guilty of criminal commission or criminal omission. One of the major points was that Japan was acting in self-defense.

Ichiro Kiyose, Japanese Counsel; George Francis Blewett, American Counsel

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URI

<http://hdl.handle.net/10504/74576>

Collections

Delaney Tokyo Trial Papers

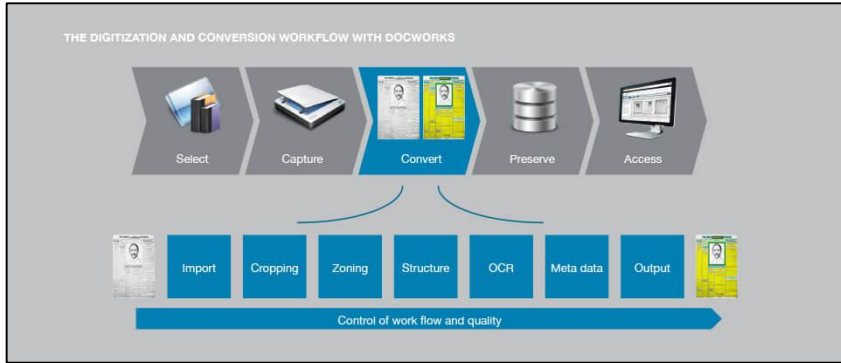
Def. Doc. #2988 -- Defense Individual Summation, TOJO, Hideki, Section N-24

dc.contributor.author	International Military Tribunal of the Far East
dc.contributor.author	Kiyose, Ichiro, 1884-1967
dc.contributor.author	Blewett, George Francis
dc.date.accessioned	2016-01-19T18:41:08Z
dc.date.available	2016-01-19T18:41:08Z
dc.date.issued	1948
dc.identifier.uri	http://hdl.handle.net/10504/74576
dc.description	1107-1110
dc.description.abstract	Individual summation on behalf of TOJO, Hideki, Prime Minister of Japan, read to the Tribunal by Blewett and Kiyose April 9-12, 1948. It contends that TOJO was not individually guilty of the charges against him, that "no act performed by him during the entire period of the indictment was criminal," and that no evidence offered by the Prosecution proved him guilty of criminal commission or criminal omission. One of the major points was that Japan was acting in self-defense. Ichiro Kiyose, Japanese Counsel; George Francis Blewett, American Counsel
dc.description.tableofcontents	The Right of Self-Defense -- Who is to Decide the Existence of the Right of Self-Defense? -- The Right of Self-Defense and the True Nature of the China Incident -- Only Way Left for Japan -- The Hull Note - 26 November -- Japan's Decision -- Argument of Prosecution on Right of Self-Defense -- Stationing of Troops in French Indo-China -- The Pacific War Was not Premeditated -- The Nine Power Treaty and the situation of Japan in 1941 -- The Greater East Asia policy was not of Aggressive Nature -- That the Second and Third KONOYE Cabinets and t

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dc.title	Def. Doc. #2988 -- Defense Individual Summation, TOJO, Hideki, Section N-24
dc.title.alternative	Defense Document 2988 Section N-24
dc.type	Other Format
dc.rights.holder	Creighton University Law Library
dc.date.day	April 9-12, 1948
dc.description.note	Box 2, Folder 15
dc.description.specialnote	47274-47526
dc.description.pages	347 pages
dc.subject.fast	World War (1939-1945)
dc.subject.fast	Tokyo Trial (Japan : 1946-1948)
dc.subject.fast	War crime trials
dc.subject.fast	Japan
dc.subject.fast	War criminals
dc.subject.fast	War crimes
dc.subject.fast	Trials, litigation, etc.
dc.subject.fast	Tojo, Hideki, 1884-1948

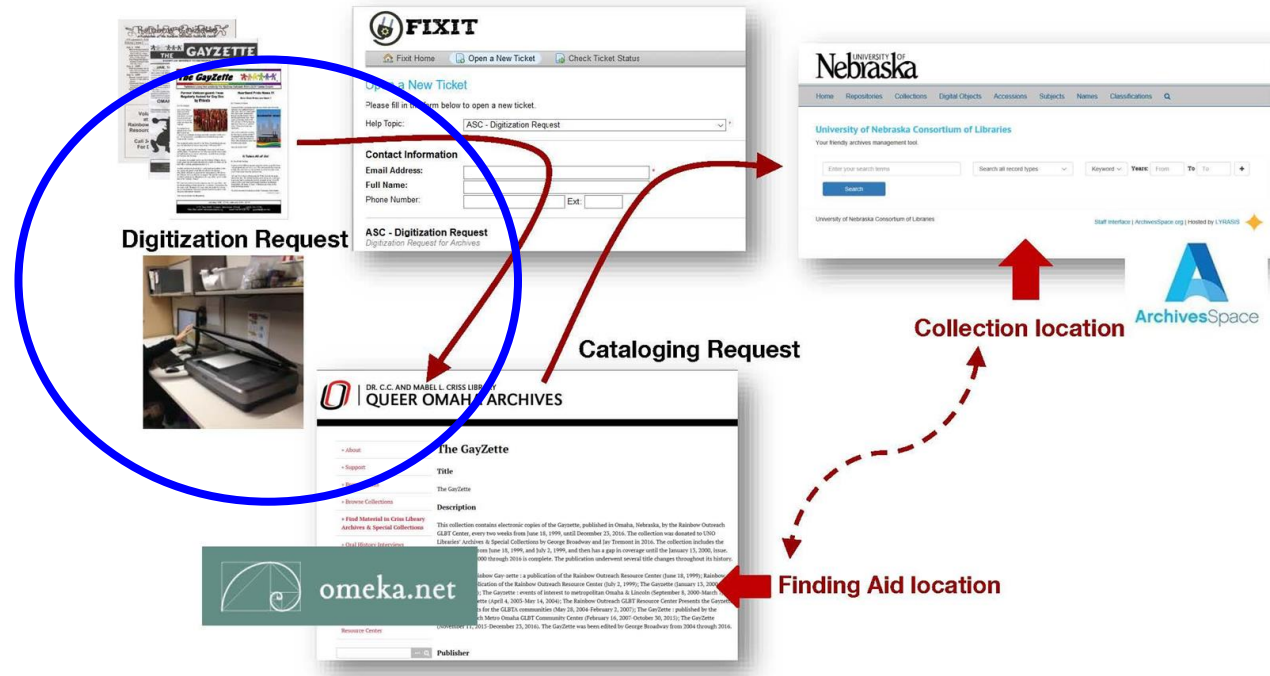
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dc.subject.fast	Tokyo Trial (Japan : 1946-1948)
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dc.subject.fast	War criminals
dc.subject.fast	War crimes
dc.subject.fast	Trials, litigation, etc.
dc.subject.fast	Tojo, Hideki, 1884-1948
dc.url.fast	http://id.worldcat.org/fast/1180924
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dc.conversion.creation	application/PDF--This 69,500,000 byte file is derived from a 300 dpi uncompressed PDF file that was scanned from the original using a Xerox WorkCentre 7120, color configuration. ABB YY FineReader (Build 10.0.104.206; Part #700/28) was used for text recognition.
dc.date.digital	2015-12-18
dc.identifier.viaf	http://viaf.org/viaf/70380561

Digitization Workflow



- (1) Digitization Request
- (2) Capture (Scanning process)
- (3) Convert (Edit and save digital objects)
- (4) Preserve
- (5) Access

Digitization Workflow - (1) Digitization Request



Digitization Workflow - (2) Capture

MASTER FILES

Transparent SCANS

(Slides & Negatives)

35 mm	4000 PPI
2.25 in	2200 PPI
4 by 5 in	1020 PPI
5 by 7 in	900 PPI
8 by 10 in	600 PPI

Document SCANS

Manuscripts	400 grayscale (or color)
Printed Text	400 grayscale (or 600 bitonal)
Blueprints	400 bitonal

All files are saved in uncompressed tiff format. Color scans taken at 24 bit, Grayscale at 8 bit.

Reflective SCANS

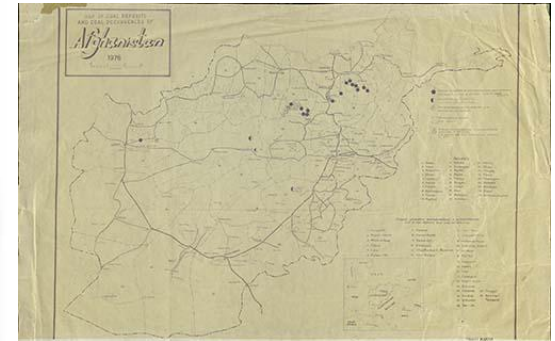
(Photos, Maps, & Graphic Material)

Length of longest side in inches

Target size for full-size print (px)

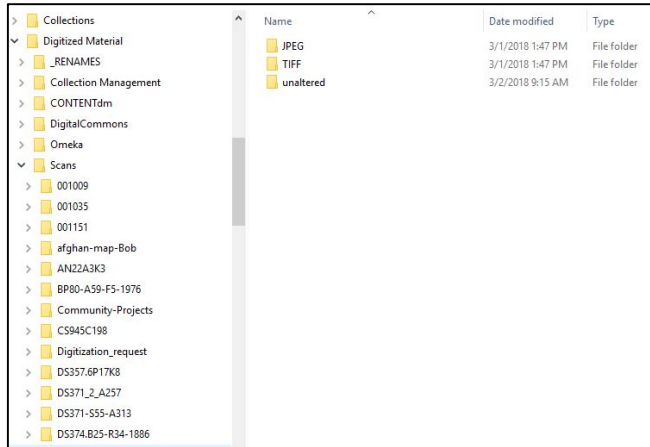
Scanning PPI

1	5100			
2	2550	}	1500	
3	1700			
4	1275			
5	1020	}	800	
6	850			
7	728			
8	637	}	600	
9	560			
10	510			
11	463	}	400	
12	425			
13	392			
14	362	}	300	
15	340			
16	318			
17	300			
<- Over				



Digitization Workflow - (3) Convert

- ❖ Unaltered TIFF (Master Image)
- ❖ Edited TIFF (Deliverable Image)
- ❖ Edited JPEG (Access Image)



Digitization Workflow - (3) Convert



File Naming Conventions:

kcas204_ecs_f1d1p1ow.jpg
kcas204_ecs_f1d1-d100.pdf

fhsuflar_wkohp_ryan-stellaow.mp3
fhsuflar_wkohp_ryan-stella_p1-100.pdf

fhsugsth_tacha-dustin_p1-100.pdf
fhsugsth_tacha-dustin_p1.tif

I. Institutional name						
A. Parent Organization	kc	Kansas Cosmosphere	fhsu	Fort Hays State University	fhsu	Fort Hays State University
B. Organization			fl	Forsyth Library	gs	Graduate School
C. Department			ar	Archives & Special Collections		
II. Object ID						
A. Collection	as204_	Apollo 1 Investigation	_wkohp_	Western Kansas Oral History Project	th	Thesis collection
B. Box within Collection	ecs_	Environmental Control System				
C. Folder within Box	f[x]	Folder Number x				
D. Document within Folder	d[x]	Document Number x				
F. Lastname-firstname of author / subject			ryan-stella_	Stella Ryan (Hill) Interviewee	tacha-dustin	Dustin Tacha Author
III. Part Designator						
A. Part Within Document (single)	V. Version of Object					
B. Reverse of Document	A. Optimized file	o	(TIFF & JPEG) File optimized for use		o	(TIFF & JPEG) File optimized for use
	B. Web-ready file	w	(JPEG) File altered for web-delivery	w	(MP3) File altered for web-delivery	(JPEG) File altered for web-delivery
IV. Page Designator						
A. Pages within document (Combination PDF)	VI. File Format					
	A. File Extension	.jpg / .tiff / .pdf	File format used	.jpg / .tiff / .pdf / .wav / .mp3	File format used	.jpg / .tiff / .pdf
	Example 1: kcas204_ecs_f1d1p1ow.jpg Example 1: kcas204_ecs_f1d1-d100.pdf		Single Cosmosphere document (JPEG Web-use) Combination Cosmosphere PDF document			
	Example 2: fhsuflar_wkohp_ryan-stellaow.mp3 Example 2: fhsuflar_wkohp_ryan-stella_p1-100.pdf		Oral History for WKOH (MP3 Web-use file) Combination Oral History Transcript PDF document			
	Example 3: fhsugsth_tacha-dustin_p1-100.pdf Example 3: fhsugsth_tacha-dustin_p1.tif		Combination Thesis PDF document Single Thesis document (TIFF master)			

Digitization Workflow - (3) Convert

File Naming Conventions for Scanned Items

Under the collection folder (See [the Directory Structure & Folder Naming](#)), create new folders to save Master TIFF, Edited JPEG files, and PDF's if necessary. For example,

Shares (G:) > Digitized Material > CONTENTdm > MSS0011

Name

- JPEG
- PDF
- TIFF
- unaltered
- MSS0011_metadata.xlsx

The folder "unaltered"

- Save a TIFF/RAW file as a preservation master file
- File naming conventions: [call number]_m_[original format type][*number].tif
 - * original format type: Image [img]
 - Document [doc]
 - Audio [au]
 - Video [vi]
 - Artifact [obj]
- ** Start number: Unless resuming work on a batch of images using the same file name prefix, reset to 001. example: MSS0011_m_img0001.tif

The folder "TIFF"

- Save an edited TIFF master file
- Under adequate scanning conditions, little editing of the image would be necessary. If you anticipate significant editing of the image then you should save a master file (e.g. MSS0011_m_img0001.tif), then save an edited TIFF file for the production master.
- File naming conventions: [call number]_[*original format type][number].tif (not include "_m_") example: MSS0011_img0001.tif

The folder "JPEG"

- Save an edited TIFF master file in JPEG format. (Select Image Option "Quality Maximum" image quality)
- File naming conventions: [call number]_[*original format type][number].jpg (not include "_m_") example: MSS0011_img0001.jpg

The folder "PDF"

- Convert a JPEG file to or combine JPEG files in the JPEG folder into PDF format.
- Before save the PDF in the PDF folder, apply OCR to the PDF document.
- File naming conventions: [call number].pdf example: MSS0011.pdf

Save the metadata describing the collection.

If the collection consists of journals or newspapers, the directory structures and file naming can be, for example;



Digitization Workflow - (3) Convert

POWRR Institutes | POWRR Blog | I Survived a POWRR Institute | DP 101 | **About POWRR** | Contact Us

In the News Digital Times
EXTRA

POWRR Presence
Check out Project POWRR in the news!

About POWRR
POWRR Professional Development Institutes for Digital Preservation

Since its inception in 2012, the Preserving digital Objects With Restricted Resources (Digital POWRR)

IN THIS SECTION

- About POWRR
- POWRR Presence
- Meet the Team

PROJECT SPONSOR

INSTITUTE of Museum and Library SERVICES

MSS0034_1978_Wether_m_001.tiff
MSS0034_1978_Wether_001.jpg

UNO0012_Boys_of_Omaha_v01_001.jpg
UNO0012_Boys_of_Omaha_v01_001.jpg
...
UNO0012_Boys_of_Omaha_v01.pdf

<http://digitalpowrr.niu.edu/>

Digitization Workflow - (3) Convert Analyzing/OCR



Digitization Workflow - (3) Convert

What is PDF/A?

PDF/A-1a: The PDF/A-1a requires tagging for structure as well as Unicode character maps for fonts. The objective for PDF/A-1a includes the goals for PDF/A-1b and accessibility for physically impaired users. The tags for accessibility enable screen readers to provide some form of description for images.

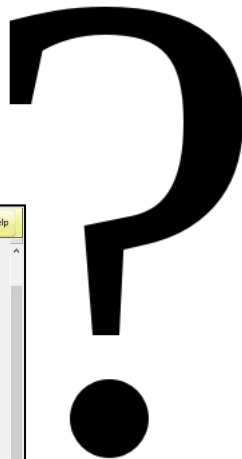
PDF/A-1b: The PDF/A-1b variant is for content that has no accessibility tagging; it's useful for scanned documents. The objective for PDF/A-1b is to ensure reliable reproduction of the visual appearance of the document.

PDF/A-2: The PDF/A-2 is the second part of the standard and addresses some of the new features added with versions 1.5, 1.6, and 1.7 of the PDF Reference.

PDF/A-3: The PDF/A-3 allows for the embedding of arbitrary file formats such as XML, CSV, and CAD into PDF/A as complete archived objects.



Digitization Workflow - (3) Convert



A screenshot of a library blog post from 'THE SIGNAL'. The page title is 'New NDSA Report: The Benefits and Risks of the PDF/A-3 File Format for Archival Institutions'. The author is Butch Lazorchak, dated February 20, 2014. The post discusses the challenges of digital stewardship and the importance of the PDF/A-3 format for archival institutions. It mentions that the PDF/A family of international standards defines a file format based on the Portable Document Format (PDF) which provides a mechanism for representing electronic documents in a manner that preserves their static visual appearance over time. The first version of the PDF/A specification (PDF/A-1) was published in September 2005 and has been updated at regular intervals since. The A-3 version of the specification was received with some concern in the stewardship community as it adds a single and highly significant feature to its predecessors. The PDF/A-2 specification permitted the embedding of other files as long as the embedded files were valid PDF/A files. A-3 permits the embedding of files of any format. The post includes a small image of a document with the word 'Filing' written on it. The URL for the post is https://blogs.loc.gov/thesignal/2014/02/new-ndsa-report-the-benefits-and-risks-of-the-pdf-a-3-file-format-for-archival-institutions/.

<https://blogs.loc.gov/thesignal/2014/02/new-ndsa-report-the-benefits-and-risks-of-the-pdf-a-3-file-format-for-archival-institutions/>

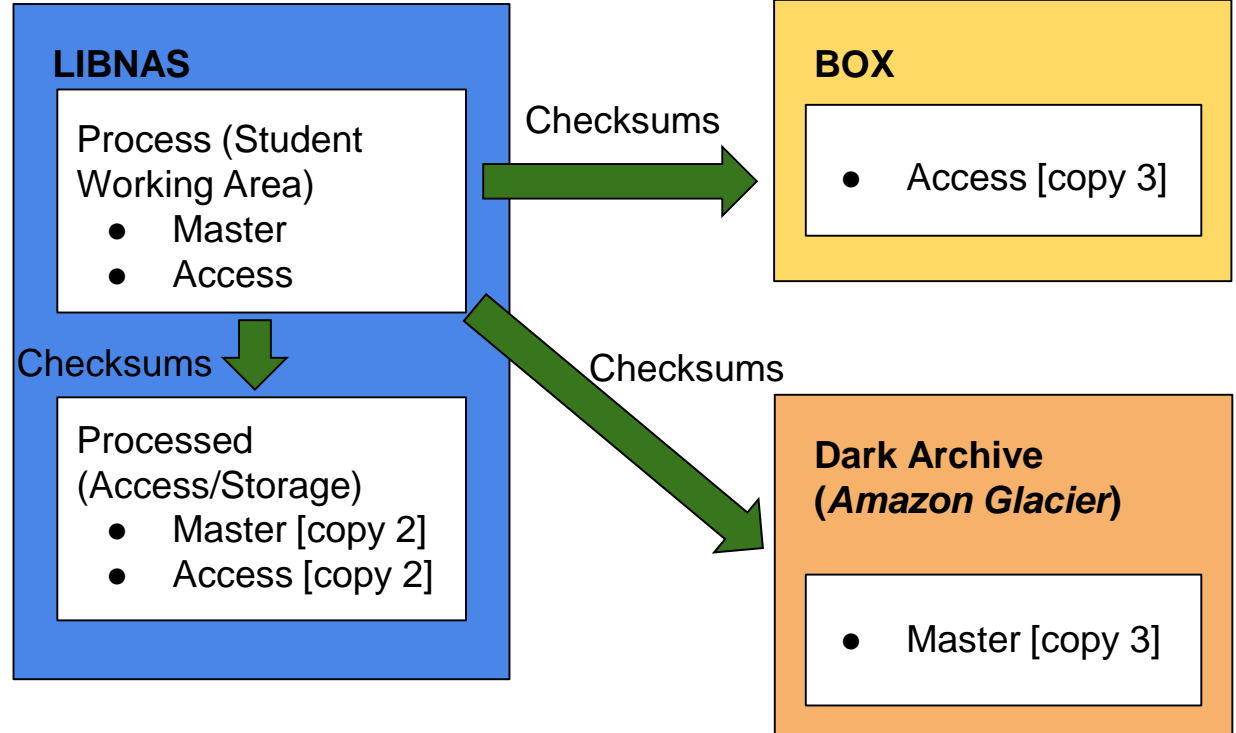
Digitization Workflow - (4) Preserve

3-2-1 Rule

3: Make 3 *copies*

2: At least 2 of the copies should be on 2 *different types of storage media*.

1: Store 1 of the copies in a *different location* from the other 2 copies.



Digitization Workflow - (4) Preserve

Goals of Long-term Digital Preservation

- Availability
- Identity
- Persistence
- Renderability
- Understandability
- Authenticity



Digitization Workflow - (4) Preserve

Preservation Metadata

Provenance: Preservation metadata should record information bearing on the custodial history of the digital object, potentially stretching back to the time of the object's creation, and moving forward through successive changes in physical custody and/or ownership.

Authenticity: Preservation metadata should include information sufficient to validate that the archived digital object is in fact what it purports to be, and has not been altered, either intentionally or unintentionally, in an undocumented way.

Preservation activity: Preservation metadata should document the actions taken over time to preserve the digital object, and record any consequences of these actions that impact the look, feel, or functionality of the object.

Technical environment: Preservation metadata should describe the technical requirements, such as hardware, operating system, and software applications, needed to render and use the digital object in the state in which it is currently stored in the repository.

Rights management: Preservation metadata should record any binding intellectual property rights that limit the repository's powers to take action to preserve the digital object, and to disseminate the object to current and future users.

Digitization Workflow - (4) Preserve

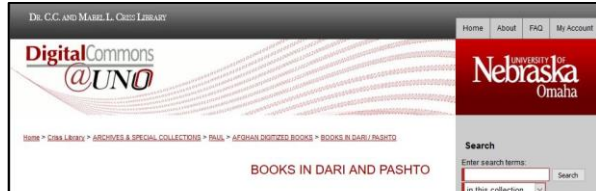
Levels of Digital Preservation <https://ndsa.org/activities/levels-of-digital-preservation/>

Table 1: Version 1 of the Levels of Digital Preservation

	Level 1 (Protect your data)	Level 2 (Know your data)	Level 3 (Monitor your data)	Level 4 (Repair your data)
Storage and Geographic Location	<ul style="list-style-type: none"> - Two complete copies that are not collocated - For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system 	<ul style="list-style-type: none"> - At least three complete copies - At least one copy in a different geographic location - Document your storage system(s) and storage media and what you need to use them 	<ul style="list-style-type: none"> - At least one copy in a geographic location with a different disaster threat - Obsolescence monitoring process for your storage system(s) and media 	<ul style="list-style-type: none"> - At least three copies in geographic locations with different disaster threats - Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems
File Fixity and Data Integrity	<ul style="list-style-type: none"> - Check file fixity on ingest if it has been provided with the content - Create fixity info if it wasn't provided with the content 	<ul style="list-style-type: none"> - Check fixity on all ingests - Use write-blockers when working with original media - Virus-check high risk content 	<ul style="list-style-type: none"> - Check fixity of content at fixed intervals - Maintain logs of fixity info; supply audit on demand - Ability to detect corrupt data - Virus-check all content 	<ul style="list-style-type: none"> - Check fixity of all content in response to specific events or activities - Ability to replace/repair corrupted data - Ensure no one person has write access to all copies - Perform audit of logs
Information Security	<ul style="list-style-type: none"> - Identify who has read, write, move and delete authorization to individual files - Restrict who has those authorizations to individual files 	<ul style="list-style-type: none"> - Document access restrictions for content 	<ul style="list-style-type: none"> - Maintain logs of who performed what actions on files, including deletions and preservation actions 	
Metadata	<ul style="list-style-type: none"> - Inventory of content and its storage location - Ensure backup and non-collocation of inventory 	<ul style="list-style-type: none"> - Store administrative metadata - Store transformative metadata and log events 	<ul style="list-style-type: none"> - Store standard technical and descriptive metadata 	<ul style="list-style-type: none"> - Store standard preservation metadata
File Formats	<ul style="list-style-type: none"> - When you can give input into the creation of digital files encourage use of a limited set of known open formats and codecs 	<ul style="list-style-type: none"> - Inventory of file formats in use 	<ul style="list-style-type: none"> - Monitor file format obsolescence issues 	<ul style="list-style-type: none"> - Perform format migrations, emulation and similar activities as needed

- Storage and Geographic Location: between Level 1 and Level 2
- File Fixity and Data Integrity: Level 1
- Information Security: Level 1
- Metadata: Level 1
- File Formats: Level 2

Digitization Workflow - (5) Access



Dr. C.C. AND MABEL L. CRISS LIBRARY

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BOOKS IN DARI AND PASHTO

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Dari (Persian) and Pashto are the two official languages of Afghanistan. Officially, they are published in both languages. Most Afghans are bi-lingual and are fluent in both. About 40 percent speak Pashto. Other languages in the area include Uzbek and Turkmen, Baluchi, Pashtai, Nuristan, and others spoken by minorities.

Dari and Pashto have extensive literature. Some of their greatest poets include Firdausi, Khushal Khan Khattak and Rahman Baba. About 15 percent of the materials in the Criss Library's Afghan Digitized Books Collection are in Dari and Pashto. Selected materials from the collection have been translated into English.

The UNO Criss Library holds the Arthur Paul Afghanistan Collection, one of the largest collections of materials outside of the country. It contains over 20,000 titles in Dari, Pashto, and English.

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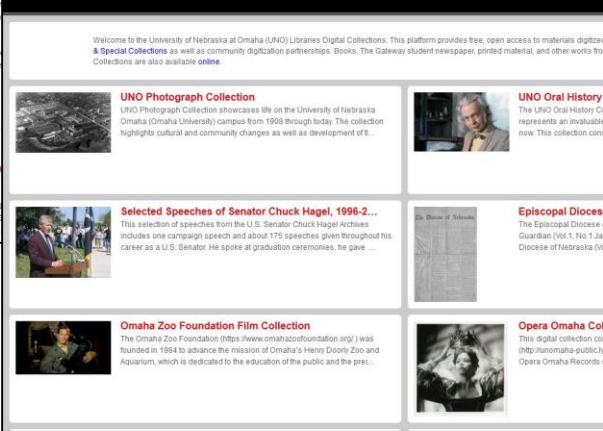
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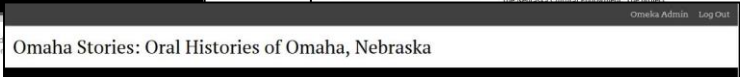
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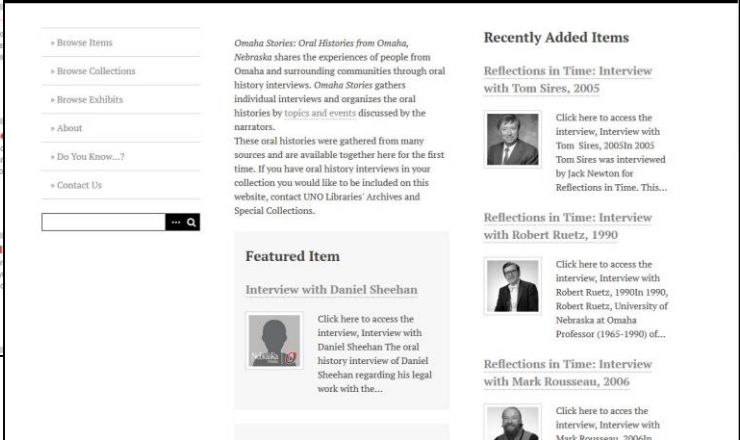
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UNO Oral History Collection

About this collection

The UNO Oral History Collection provides a unique look into Omaha history and represents an invaluable resource for researchers today and generations from now. This collection consists of recordings of oral history interviews. (<http://www.uno.edu/oralhistory>)

Oral history is one of many sources and requires a questioning. Additional sources are available to continue your research.

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- Index of interview with al fast horse - page 2 (1)
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Omaha Stories: Oral Histories from Omaha, Nebraska shares the experiences of people from Omaha and surrounding communities through oral history interviews. Omaha Stories gathers individual interviews and organizes the oral histories by topics and events discussed by the narrators. These oral histories were gathered from many sources and are available together here for the first time. If you have oral history interviews in your collection you would like to be included on this website, contact UNO Libraries' Archives and Special Collections.

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Home > UNO Oral History Collection > Reflections in Time: Interview with Elvira Garcia, 2001

Reflections in Time: Interview with Elvira Garcia, 2001



<https://libraru.unomaha.edu/vidcat/UNO-2001-1-01-elvira-garcia.html>

Item Description

Title Reflections in Time: Interview with Elvira Garcia, 2001

Interviewer Jack Newton

Description In March of 2001, Elvira Garcia (1938-2009), University of Nebraska at Omaha Professor (1968-2009), Department of Foreign Languages, was interviewed by Jack Newton for Reflections in Time. She was born in Asuncion, Paragvay, and moved to the United States after accepting a scholarship to Wyoming. Garcia received a B.A. (1964) the University of Wyoming in Laramie, WY, an M.A. (1967) French at Kent State University in Kent, Ohio, and a Ph.D. (1976) from the University of Nebraska. Garcia was the vice president (1991) and president (1992) of the American Association of Teachers of Portuguese (AACTSP). This streaming video is also available at UNO Cross Library YouTube site: [zBA0PSZakCw](https://www.youtube.com/watch?v=zBA0PSZakCw)

Subject Garcia, Elvira
University of Nebraska at Omaha
Interviews

Language English

Date 2001

Repository UNO Libraries' Archives & Special Collections


Repository Collection Reflections in Time: Interview with Elvira Garcia, 2001. Cataloging Record available at <https://unomaha.on.worldcat.org/oclc/47843286>

Type video

Format Original VHS

Reflections in Time: Interview with Elvira Garcia, 2001

UNO Libraries - Oral History Projects
Jack Newton, Interviewer |
Reflections in Time: Interview with Elvira Garcia, 2001. Cataloging Record available at <https://unomaha.on.worldcat.org/oclc/47843286> |



Oral history is one of many sources available to consult as part of your research. It reflects the experience of an individual and shares personal opinions offered by the interviewee in response to questioning. Additional sources can verify and provide additional information to the narrative of events presented in oral histories. Contact [UNO Libraries' Archives & Special Collections](#) to continue your research, find additional sources, or learn more.

- 1:55 - Hired by UNO in 1968.
- 2:03 - Discussed early childhood and education in Paraguay.
- 3:15 - Accepted a scholarship to the University of Wyoming.
- 4:40 - Father was a famous concert pianist in Europe; describes her childhood.
- 5:50 - First impressions of Wyoming; graduated from UW 1964.
- 7:10 - Husband received a fellowship to Kent State University. She earned her M.A. at KSU in Spanish and French.
- 8:55 - The Kent State University Chair of the Foreign Language department inspired her to teach.
- 10:00 - Taught high school in Twinsburg, OH.
- 11:05 - Arrived at UNO in 1968, the year of the OU merger with the University of Nebraska; Foreign Language Department was very small. Describes the UNO campus.

TRANSCRIPT INDEX

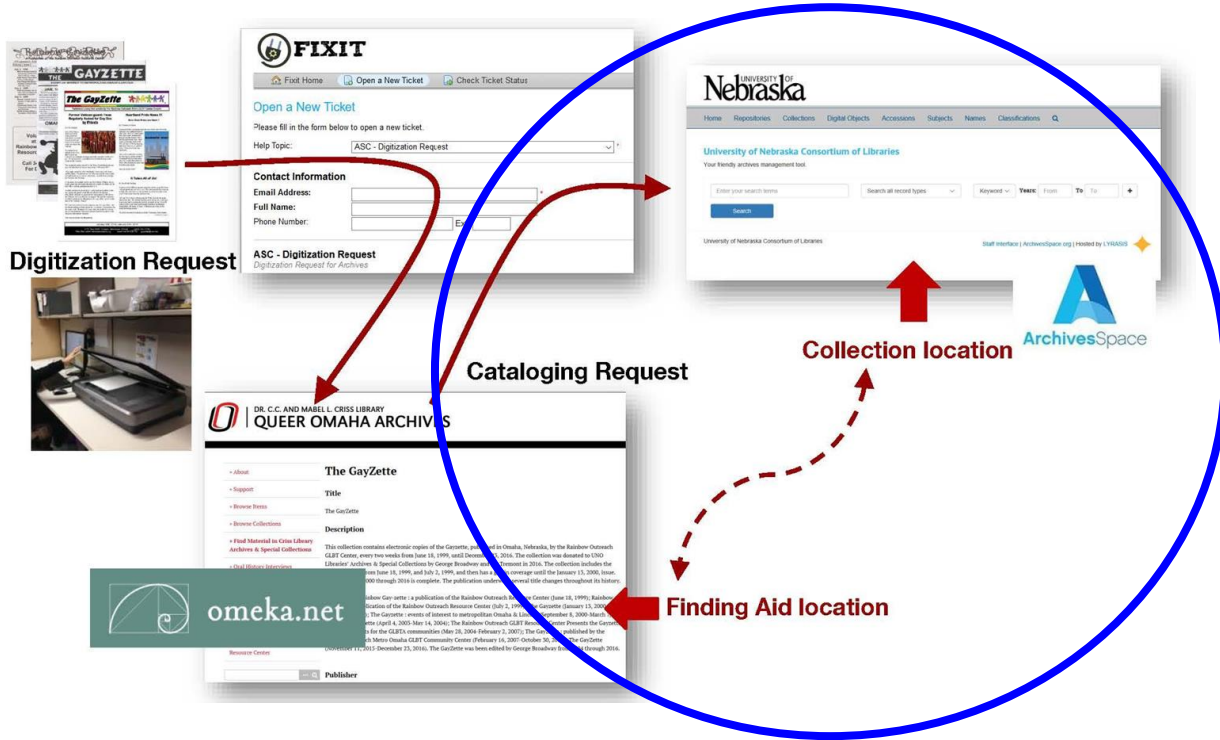
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Thank you!

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Catalog/Reference Librarian,
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