



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

2016 Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program Project Grant Final Report

Project:

Huntington Memorial Library NY Heritage Digitization Project
Women's Christian Temperance Union Record Books 1904-1964 Scrapbooks

Summary of Project:

Huntington Memorial Library would like to thank the South Central Regional Library Council for the RBDB grant money that allowed us to digitize our first collection, the Women's Christian Temperance Union Record Books. We would also like to thank Julia Corrice for helping us through the technical issues that we experienced with ContentDM. While we were unable to complete the project in the proposed grant timeline, we were able to complete approximately three-fourths of the work. All of the handwritten Record Books have been transcribed and half of the collection has been scanned. We will continue to scan the collection and plan on completing the project ourselves by the end of April.

Going forward, Meagan the project intern, has prepared metadata templates for the remaining books yet to be uploaded. Once TIFF and Jpeg files are created we should be able to quickly prepare the files to be uploaded to ContentDM and the NY Heritage site. We have stored our TIFF and Jpeg files on an external hard drive and two computers. We plan to investigate our options for cloud storage, especially since we hope to pursue more projects in the future.

During the course of this project we encountered several unexpected roadblocks to uploading our material in a timely fashion. Meagan spent a significant amount of time troubleshooting ContentDM errors and file naming issues. We have listed and described below what we have learned. We hope also that some of these considerations will be helpful to other small libraries and organizations in the future.

Lessons Learned:

1. Volunteers
 - a. As reported in December, we reached out to local volunteers to help us with the project. To speed up the transcription process we allowed some volunteers to take books home but this limited scanning time and access to the books.
 - b. Despite our best efforts to communicate to volunteers how to save files we ended up with many mislabeled file names which took a significant amount of time to clean up and review for quality control purposes.

- c. Some volunteers did not have Notepad so files needed to be saved in Word first and then resaved at the library in the proper Unicode text format.
 - d. Despite the workflow and quality control issues associated with untrained volunteers, they proved invaluable to the project, and we would not have completed as much as we did without them.
2. Transcribing/Text Files
 - a. We initially used Microsoft Word to save text files, which we later discovered did not save text files by default in the style necessary to upload. We had to resave hundreds of files into Unicode text and from then on used Notepad. Using Notepad has its pluses and minuses, as it is easier to find and replace names and words with Microsoft Word across multiple files.
 - b. It took a considerably longer time than estimated to transcribe the record books, in part due to the cursive handwriting and frequent misspellings of the recorders. We were lucky in that the names of the members and organizational terms used did not change dramatically, therefore we could ascertain a lot of words by comparing entries throughout the collection.
 3. ContentDM
 - a. We had trouble understanding some of the saved settings of ContentDM, such as saved template information, but once we realized this we were able to work faster.
 4. Scanning issues
 - a. Our scanner frequently lost compatibility with our computers, we think as a result of Windows 10 updates. Each time this occurred we had to reinstall software & drivers – sometimes more than once.
 - b. We may need to replace our scanner as our scanner developed a white light line towards the end of the project – the line is located just outside our needed scanning area for this collection.
 - c. In the future, we would consider borrowing a scanner so that more than one person could scan at a time.

This project would not have been started were it not for the support of the South Central Regional Library Council and the RBDB grant. We believe the collection will be a good resource for the community and area students. Many of the volunteers found the contents of the books to be very interesting and wished that we had more for them to work on. We have also learned much about the process of using ContentDM. We will use this experience in the future to continue to work towards digitizing items from our local history collection.

Sarah Livingston
Adult Services Librarian
Huntington Memorial Library
62 Chestnut Street
Oneonta, New York 13820