

# Excerpts from the Saginaw Images Technical Manual

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The following material on pages 1 through 5 is excerpted from the Saginaw Images Technical Manual. Since our specific network file server setups are not intended to be published to the Internet, the majority of the Technical Manual is not provided here. However, you may request a printed copy of the manual by e-mail at [saginaw@vlc.lib.mi.us](mailto:saginaw@vlc.lib.mi.us), or by mail at 505 Janes Avenue, Saginaw, MI 48607.

Pages 6 onward contain the complete Saginaw Images Procedures Manual which you may find useful if you want to develop an online database such as ours.

## Overview of Maintaining Saginaw Images Content

### *How to Add New Content*

#### **Images**

- Select items
- Assign unique ItemIDs
- Describe in database
- Create Item Pieces record(s) in database; this determines file names and path of image files.
- Assign terms and See Also references as desired, including adding terms and synonyms as necessary
- Digitize images(s)
- Create the thumbnail and full size derivatives using the appropriate file names
- Copy derivative image files to images directory of development web site. Create subdirectories as needed.
- Export data from the Master database to the web database.
- Test site on development server and debug
- Upload to the production server all new image files and web database.

#### **Essays**

- Process any images that the essay will include using the above procedure.
- Write the essay and any suggested reading list
- Assign a unique ItemID
- Describe in database
- Create Item Piece records in database. Essays have only 1 piece—the XML file. This determines the file name.
- Assign terms and See Also references as desired, including adding terms and synonyms as necessary
- Format the essay using the TEI Lite XML template in Word2000 and save it as Text Only using the appropriate file name.

- Copy XML file to the essays directory of the development web site.
- Export data from Master database to the web database.
- (Temporary step) On the machine that hosts the development version of the site, batch convert the XML file to a static HTML version.
- Test site on development server and debug
- Upload to the production server all new XML files, HTML files, and web database.

### ***How to Edit Existing Content***

- Determine which component of the site requires updating
  - Database:**
    - Description that appears on Search Result page (title, creator, date, size, number of pages)
    - Description that appears on Image Detail page
    - Keywords for both images and essays
    - See Also references for both images and essays
    - Paths and file names of images and essays
    - Browse Categories
    - What terms show up in each browse category
    - Whether an image is displayed outside the library (PermissiontoUse field)
    - Whether a reprint option appears for an item (Reprint field)
  - Essay:**
    - The title, creator, date on essay detail page
    - The essay itself
    - Suggested Reading on an essay detail page
    - Thumbnail on the essay detail page
- Update information in that component
  - Database:**
    - Make changes in relevant fields and forms of SaginawImagesMaster
    - Export data from the Master database to the web database.
    - Test site on development server and debug
    - Upload web database to the production server.
  - Essay:**
    - Open XML file as Text Only in Word
    - Make changes and save as Text Only
    - (Temporary step) On the machine that hosts the development version of the site, batch convert the XML file to a static HTML version.
    - Test site on development server and debug
    - Upload to the production server all new XML files, HTML files, and web database.

## **Development Computing Environment**

### ***Proposed Work Environment Scenario***

The master database (SaginawImagesMaster.mdb) will reside on an internal file server. Staff who are authorized and trained to update it will access it from their workstations. The file itself will

remain on the file server. It is important that multiple copies of the database NOT be made and that one authoritative file be maintained. This copy will be backed up regularly.

Authoritative copies of the essays in XML format will also be kept on the internal file server. Staff who are authorized and trained to update them will access them from their workstations. Individual files may be copied to other drives for editing, but authoritative versions must be maintained on the file server. These will be backed up regularly.

The master image files scanned from the originals either in house or by a vendor are stored on optical discs, either CD-Rs or DVDs.

The image files used in the web site and derived from these master files will reside on an internal file server. Staff who are authorized and trained to update them will access them from their workstations. Individual files may be copied to other drives for editing, but authoritative versions must be maintained on the file server. When created initially, the master file will be opened at the workstation from the CD drive, the derivative created, then saved to the file server.

Before publishing to the production web server, the site components (database, essay files, and images) will be copied to a testing workstation, tested, and debugged. The data in the master database will be exported to the web accessible version. This testing workstation will have a working web server that can process the pages and the database queries just as the “live” site does. The test server will also create static HTML versions of the XML essays as long as this workaround is necessary. When ready, any new or changed files will be uploaded to the production web server. If edits were made on the files on the test server, copies will be replaced on the file server so that the files there are again authoritative.

The ASP files that make up the web site will reside primarily on the test server. Authoritative versions can, if desired, be periodically copied to the file server to ensure that they are backed up. A text editor will be available on the testing workstation to make any necessary changes to these files.

### ***Software Requirements***

**MS Access 2000** for Saginaw Images database. Installed on each machine that will be used to update the database.

**MS Word 2000** for using XML template and macros for essays. Installed on each machine that will be used to edit XML files.

**Corel Photopaint, Adobe Photoshop, Macromedia Fireworks**, or similar image editor for creating image derivatives for use on the web. Installed on each machine that will be used to edit image files.

**MS Personal Web Server 4.0** for testing site and converting XML files. Installed on the site testing workstation.

**MSXML 3.0** XML Parser working with PWS to test site and convert XML files. Installed on the site testing workstation.

**MS Data Access Components 2.6** to enable the web site to query Access. Installed on the site testing workstation.

**MS Jet database drivers 4.0 service pack 3** to enable the web site to query Access. Installed on the site testing workstation.

**Netscape** and/or **Internet Explorer** to test the site and initiate conversion of XML files. Installed on the site testing workstation.

A text editor such as **Notepad** or **Homesite** for editing the ASP pages that make up the web site. A GUI web site editor (such as Front Page) is NOT recommended because these tools can often mess up code that it does not recognize. An exception to this would be

**Dreamweaver UltraDev** which has been used and tested with this site.

## **Web Site Hosting Specifications**

### ***Requirements***

**Windows NT 4.0** or **Windows 2000** computing platform

**Internet Information Server 5.0** with Active Server Pages capability

**MSXML 3.0** XML Parser

**MS Data Access Components 2.6**

**MS Jet database drivers 4.0 service pack 3**

**Form Processing** Script that sends data via email.

**Disk space:** An average of 52.5 K per image is required (that includes both derivatives). An average of 5 K per essay is required. Including the ASP files, site graphics, and the database, the total disk space required for this phase of Saginaw Images (140 images and 117 essays) is approximately 10 MB.

**Note:** The initial design of the Saginaw Images site uses MS Access to store the data. While easy to develop and maintain, the limitation with Access is that it does not scale well in a web environment with increased traffic and simultaneous requests. Optimally, the hosting solution should allow an upgrade path to a more robust database server such as MS SQL Server or Oracle for the day when demand will require it.

## **Creating Image Derivatives**

What follows are generic procedures for creating derivatives. Consult the documentation of your image editing software for specific instructions on how to carry out the steps. You may also wish to explore the capability of your software to do these steps as a batch process.

### ***Grayscale or Color Originals***

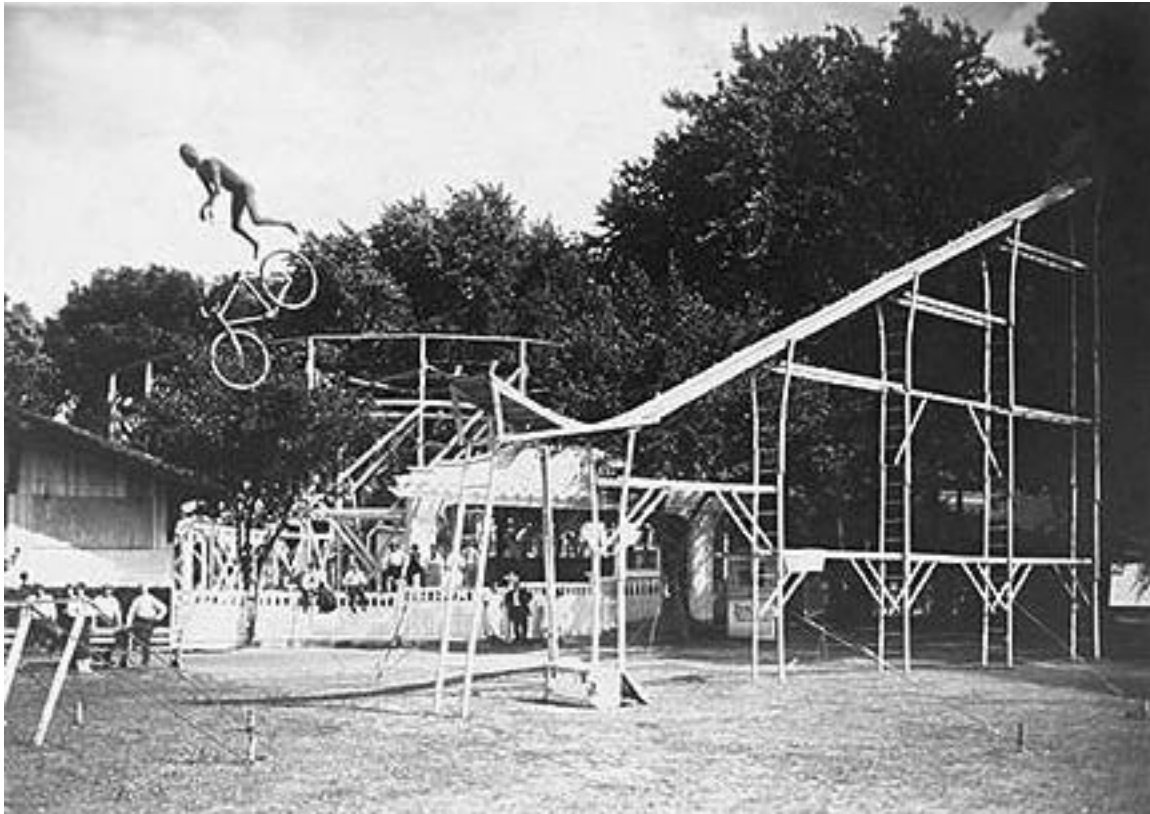
1. Open master TIFF in an image editing program.
2. Reduce the size (if necessary) to within 600w x 800 h pixels, 72 dpi
3. Apply a sharpen filter if warranted.
4. Save as JPEG, 60-80 quality, adding an `o_` prefix to the filename and `.jpg` extension.
5. Reduce the size to 150 pixels wide, proportional height, 72 dpi
6. Apply a sharpen filter.

7. Save as JPEG, 60-80 quality, adding a `t_` prefix to the filename and `.jpg` extension.

### ***Bitonal Originals***

1. Open master TIFF in an image editing program.
2. Convert to grayscale.
3. Reduce the size (if necessary) to within 600w x 800 h pixels, 72 dpi
4. Convert to 8 colors.
5. Save as GIF, adding an `o_` prefix to the filename and `.gif` extension.
6. Reduce the size to 150 pixels wide, proportional height, 72 dpi
7. Apply a sharpen filter if warranted.
8. Save as GIF, adding a `t_` prefix to the filename and `.gif` extension.

**SAGINAW IMAGES**  
**PROCEDURE**  
**MANUAL**



**Public Libraries of Saginaw**

**Saginaw Michigan**

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## **INTRODUCTION:**

### **Target Audience's Need for Project:**

The Public Libraries of Saginaw and the Saginaw Art Museum have experienced increased demand by area children, ages 13-17, for increased access to unique local history resources in their collections, such as photographs, paintings and original source documents. The resources include 60 works of Wallace and William Goodridge, pioneering African-American photographers, who are now receiving national recognition and 40 artworks by E. Irving Couse, a Saginaw native internationally recognized for his paintings of American Indians. Annually, each institution can accommodate 2,000-3,000 students in class visits. With over 19,000 middle and high school students in Saginaw County, increasing demand needs to be balanced with preservation of these

frail historical materials. Increased access to these resources will create a sense of community pride that may offset some of the risk factors for children because of Saginaw's high poverty rate.

### **Project Goal and Description:**

The goal of "Saginaw Images" is to create a unique local history educational resource to meet the needs of students age 13-17 and the educators who serve them. The project will digitize over 500 photographs and artworks in 20 subject areas of Saginaw history and link them to a database with text information about each topic, resources lists, and scanned copies of source documents on the library's Web page.

### **Profile of The Eddy Historical And Genealogical Collection:**

The Eddy Historical and Genealogical Collection was created as a central repository and library of Saginaw local history in 1960, and has become one of the premier local historical and genealogical collections in the Midwest. It is named after Saginaw lumber baron C. K. Eddy (1820-1901), whose son Arthur D. Eddy established a trust fund in his family's memory. Today it serves students and specialists equally well with an array of materials in the fields of genealogy, Saginaw history, and the history of Michigan. The Collection features many unique resources on the history of Saginaw, the Saginaw Valley, and the people and families who settled the region. This includes original source materials such as diaries, scrapbooks, business ledgers, and photographs as well as over 15,000 books, microforms and periodicals. The Collection also includes extensive genealogical resources for those researching their family history.

### **Saginaw Images:**

The Saginaw Images project offers glimpses of Saginaw's past using photographs and postcards provided by local sources. All images remain the property of their respective owners and are intended for viewing only. All items on display in these collections are also available for viewing in the Eddy Collection, which is in the Hoyt Main Library. Although the images may be printed, they will have low resolutions and low print quality.

Goodridge Brothers Collection provided by the Public Libraries of Saginaw  
Dr. Roosevelt Ruffin Collection provided by Mrs. Thelma Ruffin and the Zion Missionary Baptist Church  
Dr. Archer A. Claytor Collection provided by Mrs. Ruth Claytor Marsh

### **Project Objectives:**

1. To digitize photographs with images of Saginaw and mid-Michigan regional history and art works by historically significant Saginaw artists
2. To make the digitized images accessible via the web
3. To provide Web and print resource to give additional information and historical background which can be used for educational purposes.

## **DETERMINING THE SCOPE:**

It is very helpful to determine the scope of the project before the project gets underway. Setting context parameters -- a narrative, on which everything will hang, can do this. This will aid in the selection, organization and documentation of the images that you will use.

Develop a complete "picture" of the materials, how they are organized, and how they want them represented in the database. One way to think about this is, what is the metaphor that works best to describe the collection? It may be items and pages (a manuscript item had a number of pages, a photo item had only one page). Then also decide what information is needed/desired for each piece of the metaphor, i.e. what fields do you need for the item and what fields to you need for each page of the item?

You must also consider:

- Who is your target audience?
- What supporting textual materials will be developed?
- What access points will there be to the textual and education materials and to the database?
- What cataloging standards and practices will you apply?
- How will the database be linked to the textual materials?

All of these questions need to be discussed before the database can be constructed. From these discussions the following activities can occur:

- Develop selection criteria
- Prepare a selection checklist
- Develop description format
- Prepare a description worksheet
- Design specs for database
- Digitizing Images
- Describe images
- Develop essays and suggested readings

## **SELECTION:**

Once the scope has been determined, a discussion should take place regarding the selection of appropriate images. It is important that five elements be represented in these discussions.

- Knowledge of the special collection holdings
- Knowledge of digitizing capabilities and parameters
- Knowledge of server capabilities and parameters
- Knowledge of the end-user and reference requests
- Knowledge of indexing and cataloging
- Knowledge of the grant requirements (if this is how project is funded)

It is very helpful to establish a limited list of general subjects that fit the scope of the project. This will aid in the selection of images and will help solidify the context, which will help everything hang together as a whole.

The collection parameters for selection in the initial Saginaw Images LSTA project were based on considerations of:

- Time
- Monetary resources
- Quantity of images
- Available related information
- Demand for image access

The selection team reviewed the selected categories below and appropriate images were culled for digitizing.

African Americans  
Business and Industry  
Couse  
Disasters  
Flood  
Goodridge collection  
Hispanics  
Houses and neighborhoods

Lumbering  
Public buildings and spaces  
Ruffin collection  
Saginaw Artists  
Saginaw life  
Women's Reading Club presidents  
WWI Vets

## CRITERIA:

Items considered for addition to the Saginaw Images Digital Collection should be measured against the following selection criteria checklist:

- Size:** The item should be no larger than 11 x14 inches.  
(this may be 8.5 x 11 depending on the capacity of the scanner used for the project)
- Quality:** For best scanning results, the item should have good contrast and fairly crisp lines
- Condition:** The item should be in good shape If the item is damaged but important to the project (indicate the extent of the damage on the scanning sheet) If the item is critical to the scope of t he project, but is fragile and the scanning process would further degrade it, indicate that a 4 x 5 negative should be produced.
- Scope:** The image should provide good representation of the particular subject area. For each subject area, there should be a diverse group of images. This image should be of interest to the school student (our target audience)
- Description:** There should be adequate description or information about the image. However sometimes there is a stellar image, with no information that must be used. Keep images with poor description to a minimum.
- Rights:** The image will ideally be in the Public Domain (produced before 1923 is without question in Public Domain, newer items must be researched on an individual basis)

## COPYRIGHT:

The question to answer is, "*Who owns the rights to the photographs?*" If the Library has clear ownership of, the rights were given to the Library along with the images. If this is not the case, copyright needs to be determined. Copyright issues are quite complicated. This summary below is only a cursory look at steps involved in copyright permission issues.

### Steps to Pursue Copyright Permissions:

- In the public domain (prior to 1923 is a good rule of thumb)
- If item is after 1923, every effort should be made to determine copyright.

- If the library does not own copyright, every effort should be made to secure permissions from copyright owner.
- If permission is not secured Fair Use may apply to allow digital representation of item to be displayed within the confines of the library local area network.
- Copyright status of each item is to be noted in the database.
- A relevant copyright statement will display with each item accessed through the database. This statement should conform to Library of Congress Copyright Division standards.

**When Works Pass Into Public Domain - Chart:**

<b>DATE OF WORK</b>	<b>PROTECTED FROM</b>	<b>TERM</b>
Created 1-1-78 or after	When work is fixed in tangible medium of expression	Life + 70 years (*1) or if work of corporate authorship, the shorter of 95 years from publication, or 120 years from creation (*2)
Published before 1923	In public domain	None
Published from 1923 - 63	When published with notice	28 years + could be renewed for 47 years, now extended by 20 years for a total renewal of 67 years. If not so renewed, now in public domain
Published from 1964 - 77	When published with notice	28 years for first term; now automatic extension of 67 years for second term
Created before 1-1-78 but not published	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2002, whichever is greater
Created before 1-1-78 but published between then and 12-31-2002	1-1-78, the effective date of the 1976 Act which eliminated common law copyright	Life + 70 years or 12-31-2047 whichever is greater

If copyright is not secured, or not known, the library can display the images within the library computer system under the Fair Use Policy. However, these items will not be available for viewing outside the designated IP range of the library, as that would violate copyright. So, it becomes important to secure permissions, particularly when using images that are not the property of the library.

**Selected Copyright Information:**

Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code <<http://www.loc.gov/copyright/title17/>>

§ 202. Ownership of copyright as distinct from ownership of material object  
 Ownership of a copyright, or of any of the exclusive rights under a copyright, is distinct from ownership of any material object in which the work is embodied. Transfer of

ownership of any material object, including the copy or phonorecord in which the work is first fixed, does not of itself convey any rights in the copyrighted work embodied in the object; nor, in the absence of an agreement, does transfer of ownership of a copyright or of any exclusive rights under a copyright convey property rights in any material object.

§ 204. Execution of transfers of copyright ownership

(a) A transfer of copyright ownership, other than by operation of law, is not valid unless an instrument of conveyance, or a note or memorandum of the transfer, is in writing and signed by the owner of the rights conveyed or such owner's duly authorized agent.

(b) A certificate of acknowledgment is not required for the validity of a transfer, but is prima facie evidence of the execution of the transfer if-

(1) in the case of a transfer executed in the United States, the certificate is issued by a person authorized to administer oaths within the United States

(2) in the case of a transfer executed in a foreign country, the certificate is issued by a diplomatic or consular officer of the United States, or by a person authorized to administer oaths whose authority is proved by a certificate of such an officer.

§ 401. Notice of copyright: Visually perceptible copies

(1) (a) General Provisions.-Whenever a work protected under this title is published in the United States or elsewhere by authority of the copyright owner, a notice of copyright as provided by this section may be placed on publicly distributed copies from which the work can be visually perceived, either directly or with the aid of a machine or device.

(b) Form of Notice.-If a notice appears on the copies, it shall consist of the following three elements:

(1) the symbol © (the letter C in a circle), or the word "Copyright", or the abbreviation "Copr."; and

(2) the year of first publication of the work; in the case of compilations or derivative works incorporating previously published material, the year date of first publication of the compilation or derivative work is sufficient. The year date may be omitted where a pictorial, graphic, or sculptural work, with accompanying text matter, if any, is reproduced in or on greeting cards, postcards, stationery, jewelry, dolls, toys, or any useful articles; and

(3) the name of the owner of copyright in the work, or an abbreviation by which the name can be recognized, or a generally known alternative designation of the owner.

(c) Position of Notice.-The notice shall be affixed to the copies in such manner and location as to give reasonable notice of the claim of copyright. The Register of Copyrights shall prescribe by regulation, as examples, specific methods of affixation and positions of the notice on various types of works that will satisfy this requirement, but these specifications shall not be considered exhaustive.

§ 108. Limitations on exclusive rights: Reproduction by libraries and archives (edited)

(a) Except as otherwise provided in this title and notwithstanding the provisions of section 106, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, except as provided in subsections (b) and (c), or to distribute such copy or phonorecord, under the conditions specified by this section, if-

(1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;

(2) the collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and

(3) the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phonorecord that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by copy-right if no such notice can be found on the copy or phonorecord that is reproduced under the provisions of this section.

(b) The rights of reproduction and distribution under this section apply to three copies or phonorecords of an unpublished work duplicated solely for purposes of preservation and security or for deposit for research use in another library or archives of the type described by clause (2) of subsection (a), if-

(1) the copy or phonorecord reproduced is currently in the collections of the library or archives; and

(2) any such copy or phonorecord that is reproduced in digital format is not otherwise distributed in that format and is not made available to the public in that format outside the premises of the library or archives.

(c) The right of reproduction under this section applies to three copies or phonorecords of a published work duplicated solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete, if-

(1) the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price; and

(2) any such copy or phonorecord that is reproduced in digital format is not made available to the public in that format outside the premises of the library or archives in lawful possession of such copy.

For purposes of this subsection, a format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.

(h) (1) For purposes of this section, during the last 20 years of any term of copyright of a published work, a library or archives, including a nonprofit educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phonorecord of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of the conditions set forth in subparagraphs (A), (B), and (C) of paragraph (2) apply.

### **Sample Copyright statements:**

Copyright owned by Public Libraries of Saginaw (Title 17 U.S.C.)

NOTICE: This material is protected by Copyright Law (Title 17 U.S.C.)

## **Sample permissions and rights statement for website:**

### From the Marguerite deAngeli Exhibit:

The Lapeer County Library extends rights to link to the Ted and Nina Story Book in its entirety

Images and text may not be removed from the site for any commercial purpose. If images and text are embedded in other web pages, we expect full credit to be given to the Lapeer County Library and the Estate of Marguerite deAngeli. A hypertext link to the deAngeli Exhibit [ <http://www.deangeli.lapeer.org/> ] will be required. All questions regarding copyright should be addressed to Phyllis Clark, Director of Lapeer County Library, 201 Village West Dr. Lapeer, MI 48446

### From the UC Berkeley Digital Library SunSITE

Unless otherwise specified, copyright is held by the University of California Regents. Copying is permitted for noncommercial use by computerized bulletin board/conference systems, individual scholars, and libraries. Express written permission is required for any commercial use of the contents of this server.

## **SORTING AND PREPARING IMAGES FOR SCANNING:**

- Two photocopies should be made of the image (the back should also be copied if there is information noted).
- One copy will go into the collection as a placeholder.
- The other will go with the digitizing worksheets and the original image.
- Each image will be placed in a plastic sleeve (with worksheets) for transport.
- The item number/file name should be indicated somewhere on the back of the image or on the page in the notebook.
- This will allow staff to determine whether or not an image has been scanned. (This information could be desired for a number of reasons).
- When the originals are back in place, staff can supply the information on the worksheets using the photocopy.

By filling in all of the information ahead of time, data entry would take a minimal amount of time.

Important questions to answer are:

- Who will be entering data / maintaining the database?
- What is his/her background and experience with cataloging, i.e. do they know MARC? Have they worked with other databases?
- Have they used Access?

If the staff member working on the description of the items is proficient in and has easy access to a computer, these items can be entered directly into the image database template. Information on each image can be exported and printed to accompany the original images to the vendor. A second

alternative is to print copies of the scanning worksheet and have them completed manually. When the information is completed, a staff member can enter the data.

The information that is gathered on the scanning worksheet serves a dual purpose. It captures information about the image that will be incorporated into the image database and also provides information that will be embedded in the digitized image file. The terminology is based on the Dublin Core Metadata Elements List. This provides a standard that will aid in migrating the information to the online catalog if this is desired and it also is compatible with online resource cataloging standards.

## SELECTION CHECKLIST GLOSSARY:

The glossary of terms provides a roadmap for completing the worksheet.

**1. Creator:**

An entity primarily responsible for making the content (i.e. the artist, architect, photographer, photography studio or unknown)

**2. Subject:**

The topic of the content. Most subjects and keywords will be selected from a controlled vocabulary list

**3. Title/Caption:**

The official title of the item or caption printed with item (Can be unknown)

**4. Description:**

A free-text content description (i.e. Main Street looking west; Plaster, free-standing sculpture)

**5. Donor:**

The contributor of this item could be a person, organization, service, or unknown.

**6. Date:**

The date associated with the creation of the item. (YYYY-MM-DD or ca.YYYY)

**7. Type:**

The nature or genre of the content of the item (i.e. Postcard, photograph, watercolor)

**8. Size/Dimensions:**

The actual size of the item in inches (i.e. 8 x 10, 23 h x 14 w x 18 l)

**9. Identifier:**

The accession number for the Museum and the item number for the Library

**10. Rights:**

The copyright holder for this item (can be unknown)

**11. Public Domain:**

Is this item in the Public Domain? (YES or NO)

**12. Repository:**

The repository where the item located (i.e. Hoyt Library, Saginaw Art Museum)

**13. Collection Name:**

The collection that this item is a part of (i.e. Couse collection, Hoyt-Eddy collection, or "Portrait and Biographical Album of Genesee County.")

**14. Location:**

The physical location where the item is stored within the collection. It could be a box/folder location, a page number. (Museum?)

**15. Number of Pages:**

The number of images used to represent this item. (i.e. a post card would be 2 if both the front and back were used. A sculpture could have several images to show the item from various angles.)

## Selection Information Worksheet:

### DESCRIPTION:

Title/Caption \_\_\_\_\_ \*Donor \_\_\_\_\_

Creator \_\_\_\_\_ \*Credit \_\_\_\_\_

Type:

- Photograph
- Map

Postcard

- Document
- Other \_\_\_\_\_

Date:

Exact date \_\_\_\_\_ • Circa \_\_\_\_\_ • Unknown

Size/dimensions (inches):

- 3 x 5
- 4 x 6
- 5 x 7
- 8 x 10
- 8.5 x 11
- 8.5 x 14
- 11 x 17
- Other \_\_\_\_ x \_\_\_\_

Number of pages \_\_\_\_\_

Brief description: (to help match sheet to original i.e. lumber cart with white horse in front of store)

\_\_\_\_\_

### CONDITION:

- Good
- Needs special handling
- 4 x 5 negative needed

Describe handling: \_\_\_\_\_

### RIGHTS:

In Public Domain (before 1923?) • Yes • No

Owner of copyright (if No) \_\_\_\_\_

Permissions • Yes • No • Requested • Unknown

### LOCATION:

Name of Repository

• Public Libraries of Saginaw • Saginaw Art Museum • Other \_\_\_\_\_

Name of Collection \_\_\_\_\_ \*Accession Number \_\_\_\_\_

Box Title &/or Number \_\_\_\_\_ Folder Title &/or Number \_\_\_\_\_

### IDENTIFIER:

### FILENAME:

### DIGITIZATION NOTES:

\_\_ Bitonal

\_\_ Grayscale

\_\_ Color

\_\_ 300 DPI

\_\_ 600 DPI

## **NAMING SCHEME:**

- A scheme should be developed for "naming" each item that will ensure it is unique. While one approach would be to simply assign a sequential number, it can also be helpful to have the name mean something or be constructed in a way that facilitates meaningful sorting, etc.
- The identifier should be 8 characters long so that it is compatible with ISO 9660 compliant CDs
- The first two digits should be lowercase letters denoting the name of the repository -- i.e. where the original is housed. This will allow easy
- Differentiation between museum and library contributions and also other items you may get through future partnering. So, for the library images,
- The next two digits should be lowercase letters denoting the collection name -- for example, gb for Goodridge Brothers.
- The last four digits are a sequential number, unique for that image within that collection.
- Any digit not used should hold a zero as a placeholder.

### Examples:

- ecgb0001 (Eddy Collection, Goodridge Brothers, item #1)
- ecru0029 (Eddy Collection, Ruffin Collection, item #29)
- ecwf0345 (Eddy Collection, World's Fair Essays, item #345)
- smco1234 (Saginaw Museum, Couse Collection, item #1,234)
- ahpc0099 (Aunt Harriet's Postcard Collection, item #99)

Of course, the two digit signifiers need to be determined beforehand, applied consistently, and tracked so that they remain unique. This scheme also assumes that any particular collection won't ever have more than 9,999 items. If a collection were to be larger than that, you could use 1 digit for the collection name and 5 for the number.

### **Identifiers:**

Each item must have a unique identifier (may be referred to as Item IDs ) made up of three elements

Repository - Collection - Item number

Two letter classifications are used for Repository and Collection. The table below represents the unique, two-letter classification used for the initial Saginaw Images project. This list will expand as the online archive continues to grow and more collections are represented.

## **Identifier -- Two Letter Classification Table**

### **Repositories**

HE	Hoyt Eddy
SM	Saginaw Museum

### **Collections**

BA	Barnard Collection
BE	Beasley Collection
BI	Business and Industry
BL	Buildings
BU	Burnham Brothers
ES	Essays
GB	Goodridge Brothers
GR	Grove Pictures
LI	Library Photographs
MC	Maddie Crump Collection
MI	Miscellaneous Images
MN	Miscellaneous Negatives
MO	Morgan Collection
MP	Music Programs
MM	Miscellaneous Maps
MS	Miscellaneous
MV	Miscellaneous Oversize
PR	Programs
RC	Reading Club
RO	Roetke Collection
RU	Ruffin
SM	Sheet Music
SP	Saginaw postcards
ST	Streets

More will be added as the collection expands

### **Item Numbers:**

Item numbers are comprised of four digits. If an item contains more than one image (such as a three page letter or a score of sheet music) drop one zero from the four digit format and add a letter -- using as many as necessary to represent the correct number of images representing that item -- i. e. 001a, 001b, 001c

Combining the Repository id, the Collection id and the Item Number produces the identifier (may be referred to as Item ID)

## **DIGITIZING RECOMMENDATIONS:**

- Recommended -- scans done as TIF's to conform with ISO standards for continued accessibility
- Use eight-digit number for file name following this format:
- Repository (two digits) - - collection (two digits) - - item number (four digits)
- There should be NO spaces (i.e.) hebu0002
- Scanning instructions are provided next to the file name (i.e.) 300 dpi gray scale
- All gray scale and color scans done at 300 dpi
- Gray scale (8 bit) Color (24 bit)
- Use LW Compression on all gray scale and color
- All bitonal scans done at 600 dpi (1 bit) Use Group 4 compression on bitonal
- FileName, title and creator are to be included in the Photoshop (or equivalent) caption field
- Each CD should use the following naming scheme SAGIM00x
- Each CD label should read -- Saginaw Images and the assigned CD name
- A proof sheet with thumbnails and item numbers of each image should accompany each CD

### **Filename:**

Each digital image item must have a unique file name. This will replicate the identifier with a three-letter designation of the image type. (i.e. hemm0001.tif)

### **File Information:**

Consider what would happen if the database was lost or separated from the image files. What basic info would you want to know about the image in order to repair the database? There isn't any particular rule or standard to follow for what metadata to include in the image file, just common sense. Photoshop 6.0 and other image software programs provide several options for embedding information about an image in its file. It's recommended that this basic information be captured in the file information caption field.

- Identifier -- eight digit number assigned
- Title -- information recorded in database title field or equivalent scanning worksheet
- Creator -- author/photographer/artist/composer of the original item

### **DERIVATIVES:**

Two derivatives will be produced from the TIFF images. The first is a thumbnail that is 150 pixels wide. The height will vary depending if the images are horizontal or vertical. The DPI is 72. The intent of the on-line access is just that, we do not intend to create a derivative that would produce print quality (300-600 DPI). A second 72 DPI derivative is produced whose width is 600 pixels. Again, the height will vary depending if the images are horizontal or vertical.

An exception is made for creating derivatives from bitonal scans. For an in-depth discussion of this process please review information provided in the Saginaw Images Technical Manual.

When searching through the database, the thumbnail will be associated with the retrieved items and will be hyperlinked to the larger image, which is designed, when printed out, to fit on an 8.5" x 11" sheet of paper. Both of these images used JPEG compression, which is selected for its clarity as well as its size. As part of the derivative making process, an automated sharpening filter is applied after the resizing to assure a clear image for the computer screen.

Two JPEG derivatives for each TIF image will be created:

- thumbnail (72dpi, 150 pixels wide, height proportional)
- "full size" for web display(72 dpi, up to 600 pixels wide (no wider than the original), height proportional)

The file names will be edited to represent each derivative.

- Thumbnail -- t\_ prefix added to the file name i.e. t\_smco123a.jpg
- Full Size -- o\_ prefix added to the file name i.e. o\_smco123a.jpg

## **COLLECTION ACCESS AND ORGANIZATION:**

The metadata used in the construction of the database and the vocabulary choices are designed for compatibility with MARC formatting. It is important to put in a step for verifying subject headings with the cataloger before adding or changing ones that are to be used or in selecting ones that are to be added. The cataloger will check LC compliance and may need to consult rules for how subject headings are constructed. The general cataloging principle applied to Saginaw Images is to assign one to three subject headings per item.

The use of Dublin Core metadata categories incorporated into the selection information worksheet coupled with the use of standard MARC standards call for separate subject heading fields for

- Personal names
- Organizations
- Topics
- Geographical locations

Subject headings for what the item is "about" and who it is "by" may also be determined helpful by the cataloger. This list of subject headings can (and will) be expanded as more items are added to the database.

As the collection grows, the subject heading list will change. It is recommended that subject heading worksheets not be stored in print format as they become outdated very quickly. Dynamic reports of subject headings used in the database can be generated from the Access Database. A report button is built into the database design to make it easy to generate a subject heading worksheet. This will insure that any print version used for selecting terms associated with images and essays is the latest rendition.

## **BROWSING CATEGORIES:**

Determining generic categories leading the end-user to controlled vocabulary terms can provide easy access to the collection. Browsing categories selected for Saginaw Images are:

Accidents and Natural Disasters  
Arts and Music  
Buildings and Places  
Businesses and Organizations

Community Life  
Everyday Objects  
People

These categories can be modified as the collection grows.

## **ESSAYS:**

Once images have been selected and each has been assigned an item I.D. (identifier), essay content can be developed by the subject specialist. Coordinated efforts among the subject specialist, the database/ image formatter, and the cataloging specialist will be very helpful. It is very desirable for the subject specialist to have a basic understanding of the database structure that will house the essay content.

- Title
- Author
- Author title
- Date
- Several paragraphs of text
- References to images to be included along with Item ID
- Suggest reading list
- See also
- Subject headings
- Keywords
- Browsing categories

Web page functionality requires that the essays be marked up using XML. An XML template has been developed for editing and adding essays. A basic understanding of XML coding by the subject specialist is desirable so that the information can be easily exported from a word document into the appropriate database fields by the formatting specialist.

## **WEBSITE ALCHEMY**

Once all of the images are processed, the essays written, metadata collected, vocabulary assigned, and copyright documented, several things need to happen that to many of us is understood only as wizardry. To turn these ingredients into a dynamic website: the database needs to be designed to house the metadata; technologies need to be applied to make the database "talk" to the web interface; and the serving platform needs to be configured. Once all of these elements are combined and the infrastructure is in place, the editing of and addition to Saginaw Images becomes an easy process. A basic understanding of how all these pieces hang together is helpful to all team

members. All of these issues are specifically addressed in the companion Saginaw Images Technology Manual.

## **QUICK LISTS:**

### **Components of Saginaw Images Web Site**

Database	Item records, terms, See Also references
ASP pages	Programming that builds the pages on the fly as the user makes selections
Images Essays in XML	Thumbnail (t_) and full size (o_) versions of each image The essays + suggested reading + metadata header. They are plain text files that conform to the TEI Lite XML standard. The ASP pages convert the XML to HTML for display on the web.
XSL stylesheet	Works with the ASP pages to convert the XML essays to HTML
Essays in HTML	Because the web host (Interland) has not yet upgraded their servers with the standard-compliant version of a component that processes XML, as a temporary measure, the site uses static HTML essay files generated from the XML version.

### **How to Add New Content**

#### **Images**

- Select items
- Assign unique Item IDs
- Describe in database
- Create Item Pieces record(s) in database; this determines file names and path of image files.
- Digitize images(s)
- Create the thumbnail and full size derivatives using the appropriate file names
- Copy derivative image files to images directory of development web site. Create subdirectories as needed.
- Assign terms and See Also references as desired, including adding terms and synonyms as necessary
- Export data from the Master database to the web database.
- Test site on development server and debug
- Upload to the production server all new image files and web database.

#### **Essays**

- Process any images that the essay will include using the above procedure.
- Assign a unique Item ID
- Describe in database

- Create Item Piece records in database. Essays have only 1 piece-the XML file. This determines the file name.
- Write the essay and any suggested reading list
- Format the essay using the TEI Lite XML template in Word2000 and save it as Text Only using the appropriate file name.
- Copy XML file to the essays directory of the development web site.
- (Temporary step) On the machine that hosts the development version of the site, batch convert the XML file to a static HTML version.
- Assign terms and See Also references as desired, including adding terms and synonyms as necessary
- Export data from Master database to the web database.
- Test site on development server and debug
- Upload to the production server all new XML files, HTML files, and web database.

## How to Edit Existing Content

Determine which component of the site requires updating

Database:

- Description that appears on Search Result page (title, creator, date, size, no. of pages)
- Description that appears on Image Detail page
- Keywords for both images and essays
- See Also references for both images and essays
- Paths and file names of images and essays
- Browse Categories
- What terms show up in each browse category
- Whether an image is displayed outside the library (Permission to Use field)
- Whether a reprint option appears for on item (Reprint field)

Essay:

- The title, creator, date on essay detail page
- The essay itself
- Suggested Reading on an essay detail page
- Thumbnail on the essay detail page
- Update information in that component

Database:

- Make changes in relevant fields and forms of Saginaw Images Master
- Export data from the Master database to the web database.
- Test site on development server and debug
- Upload web database to the production server.

Essay:

- Open XML file as Text Only in Word
- Make changes and save as Text Only

- (Temporary step) On the machine that hosts the development version of the site, batch convert the XML file to a static HTML version.
- Test site on development server and debug
- Upload to the production server all new XML files, HTML files, and web database.

For specific and detailed information on the database and website functionality and upkeep, please see Saginaw Images Technical Manual.