



THE UNIVERSITY OF AUCKLAND
NEW ZEALAND

Shedding Light – Possibilities and Practicalities of Digitisation.

*Establishing a Digitisation Framework
Case Study*

Rose Holley

University of Auckland

NZ Archives and Records Week 2005



Overview

University of Auckland Library



- Digital Projects
Librarian – new job
Jan 2001
- My experiences
from the last 4
years
- What we did and
what we learnt.

Digitisation - globally

- Major projects underway worldwide
- Cross sectoral
- Collaborations
- Wide range of resources and users
- Large amounts of funding
- New technologies

Digitisation - locally

- It is starting to happen
- It will benefit our organisations and our users
- We want to do it efficiently and effectively
- We must plan for it

Digitisation Benefits

Support institutional objectives by:

- Efficient management of resources
- Preservation of original resources
- Increasing access to resources
- Creation of unique NZ/Pacific resources

Strategic Planning

Necessary because digitisation affects your
Infrastructure:

- IT
- Staff
- Service Delivery
- Organisation Structure

YOU NEED A FRAMEWORK

Building Our Framework

1. Inventory of Projects
2. Raising Awareness
3. Training and re-skilling staff
4. Developing networks, relationships and collaborations
5. Obtaining Funding
6. Instigating Digitisation Projects
7. Enhancing the IT Infrastructure
8. Strategic Planning and Policy

1. *Inventory of Projects*

- ✓ Aim: To identify all our potential projects, and create a database of potential projects with rough costings.

What we did:

- Seminar on digitisation for all staff
- Questionnaires + project proposal forms to 15 libraries
- Follow up by personal visits

Digital Initiatives Database

University of Auckland Library

[Back to Library Intranet](#)

[Back to Search](#)

This database contains details of digital projects that have been proposed, are planned, ongoing or complete in the University Library.

Browse a list of [all projects](#)

or

Search by keyword eg Subject, Format, Library

Search

Search Hints ↓↓

Combine keywords with &

Truncate words with *

Boolean or = /

Boolean not = !

eg photographs & videos

*eg poet**

eg photographs/slides

eg books/journals

What we learnt:

- Lack of awareness
- “Too much extra work and who would do it?”
- Consultancy approach
- Usage of materials is not an indication

2. Raising Our Awareness

- ✓ Aim: Raising the awareness of University Staff about the benefits of digitisation

What we did:

- Digitisation seminars (Library)
- Articles – Library staff newsletter
- Conference paper for UofA staff
- Intranet Page (Library), Internet Page.
- Talking to people

LIBRARY INTRANET

> [LEARN](#) [Voyager](#) [Databases](#) [E-Journals](#) [Resources By Subject](#) [About the Library](#) [Ba](#)

[Intranet](#) > [Library System](#) > [Digital Services](#) > Digital Projects

DIGITAL PROJECTS

Digital Project Information

- University of Auckland Projects
- National Projects
- International Projects

Digitisation Resources

- Presentations
- Conferences
- Digital Collections
- Books, Journals, Courses
- Standards and Technical

Digital Equipment

- Digital Camera
- Scanners



For information about digital projects
or digitisation please contact :

Rose Holley

Digital Projects Librarian

Phone ext: 83984

r.holley@auckland.ac.nz

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18 February 2003

Digital Services

Te Tari Kōtuitui Mōhiotanga

The University Of Auckland Library
Te Tumu Herenga

Access Services

LEARN

> [Home](#) [Voyager](#) [Databases](#) [E-Journals](#) [Resources By Subject](#) [About the Library](#)



QuickLinks... ▾

Search LEARN

DIGITAL SERVICES

5 Alfred Street

The primary responsibility of the Digital Services Department is the ongoing development and maintenance of the Library's [LEARN](#) network.

This consists of over 300 networked databases (CD-ROM, OVID, ERL, Internet-based and locally created), the Web OPAC - Voyager, selected Internet resources, and electronic services, such as 'Ask a Librarian'.

In addition we run regular training courses through CPD on the use of the Internet.

CONTACTS

[Staff & Contact details](#)

Contact: [Digital Services](#)

DIGITAL PROJECTS

[Digital Projects](#)

NEWS

[New Books](#)

[Voyager News](#)

[What's New](#)

I WOULD LIKE TO

[Book a library course](#)

[Make a Suggestion](#)

[Recommend a Book](#)



[Digital Services](#) > Digital projects

Rose Holley

Digital Projects Librarian

I research, instigate and manage digital projects within the University Library and in partnership with faculties. I also teach related topics for the Learning Services Programme and for the Centre for Professional Staff Development. I actively support the work of the National Digital Forum.

Contacting Rose:

email: r.holley@auckland.ac.nz

phone: +64(0) 9 3737599 ext. 83984



Digital Project Information:

- [Documents and Presentations](#)
- [Inventory of Projects](#)
- [Digitisation Centre](#)
- [Digitisation Resources](#)

What we learnt:

- High interest about digitisation
- Interest from other faculties
- External interest
- Practical applications pique interest
- Invoked fear in people
 - (Of technology, change, extra work, mistakes)

Out with the old.....



and in with the new.....NO!



3. Training/ re-skilling staff

✓ Aim: To develop and enhance knowledge and expertise in house

What we did:

- Sent key staff on training courses
- Passed on training to other staff e.g scanning workshop
- Read about digitisation issues and projects in journals, web resources and listservs

Types of training required:

- Project Management
- XML
- Scanning Workshops
- Metadata
- Digitisation principles and practice
- TEI (Text Encoding)
- Copyright and Intellectual Property Rights
- Software specific (e.g. Databases, Photoshop, Image Management, OCR)



NZADL Workshop 2003

What we learnt

- Some staff have natural aptitude, skills or interest in some areas (eg photography, image manipulation)
- Practical training must be timely and followed up with practice e.g scanning.
- Digitisation training is scarce in NZ.
- Training is expensive and limited so invest wisely.

4. Developing networks, relationships and collaborations.

- ✓ Aim: To establish useful contacts for help and collaboration.

What we did:

- Joined international digital listservs
- Networked at conferences and on training
- Talked with the NL and NLA
- Participated in the National Digital Forum



Latest News

- **07.03.05**
[Workshop: Shedding Light - Possibilities and practicalities of Digitisation, Wellington, 15 March »](#)
- **13.01.05**
[Invitation - Music Information Retrieval Seminar - 20th January 2005 »](#)
- **23.12.04**
[NEW: Summary of proceedings for the National Digital Forum 2004 »](#)

Welcome to the website of New Zealand Aotearoa's National Digital Forum

The National Digital Forum (NDF) is a coalition of museums, archives, art galleries, libraries and government departments working together to enhance electronic access to New Zealand's culture and heritage. [More about NDF.](#)

Register of Digitisation Initiatives

Find out about New Zealand initiatives to provide digital content online using the Register of Digitisation Initiatives (RoDI). [Browse or search](#) this central source of information about New Zealand projects and contribute details of your own projects using an easy web-based form.

▪ [View More »](#)

Info Resources

In this section you'll find [policies and guidelines](#), and [technical and metadata standards](#) that will make your NZ content world class. We'll point you to [training](#) resources and relevant [conference papers and articles](#). Our pages of [mailing lists](#) and [links](#) will give you plenty of avenues for further exploration.

▪ [View More »](#)

Toolkit

Execute your projects the easy way, with [document templates](#) and other planning [tools](#) that have been successfully used in New Zealand organisations.

▪ [View More »](#)

Register of Digitisation Initiatives

• [Register a Project](#)

» [Search the Register](#)

Search the Register

Or browse one of the following lists:

- [A-Z All projects](#)
- [A-Z All organisations](#)
- [Organisations and projects grouped by type of organisation](#)
- [Organisations and projects grouped by type of material](#)

Your search returned 26 results

100% [Devonport Library Historical Photos Pilot Project](#)

North Shore Libraries

A pilot project to digitise the historical photographs of one of the six North Shore Libraries collections. The date range covers late 19th century to late 20th century. The photos are mainly of places, buildings and street/beach/park scenes from the...

100% [Heritage Images Online](#)

Auckland City Libraries

Heritage Images Online is a selection of images from Auckland City Libraries photograph collection. At present there are over 11,000 images on the site, though this number is continually rising. There are three main collections currently available ...

<http://www.akcity.govt.nz/dbtw-wpd/heritageimages/apphoto.htm>

100% [Waitakere City Historical Images Digitisation Project](#)

Waitakere Library and Information Services

Waitakere Library and Information Services holds in its local history archive in Henderson a collection of donated images relating to the history and development of Waitakere City. In particular, we have recently benefitted from the donation of the J...

What we learnt:

- Initial isolation
- Diglib listserv really helped
- Sharing of experiences internationally
- Politics with collaborations (competition vs collaboration)
- NZ has advantage of learning from others mistakes

5. Obtaining Funding

✓ Aim: To get money for projects!

What we did:

- Applied for University Funding e.g. Teaching Improvement Grants, Vice Chancellors Development Fund.
- Established a small budget for ongoing digitisation.

What we learnt..

- Digitisation is expensive (cost cannot be recovered)
- Special funds cover an initial project (but ongoing maintenance is a BIG problem)
- Getting less money than we applied for (= major revisions of project plans)
- Small pilot project applications successful

Cont..

- National and government funding almost non-existent
- International funding has catches e.g. someone else keeps raw data, or it has to be publicly accessible.
- Digitisation fund needs to be built into the budget

6. Instigating Digitisation Projects

- ✓ Aim: to create and deliver our own resources digitally (eg Exam Papers, Art Images, Photos, Poetry)

What we did:

- 4 pilot projects
- Detailed project plans
- Outsourced some work
- Built on pilot projects

What we learnt....

- Just do it – start
- Pilot project addresses all the issues you will face in a big project
- Work with those that are interested
- Get an advocate, champion at top level
- Managing people and politics is usually more challenging than the technology

Cont..

- A good project plan and understanding the process is essential esp if outsourcing
- Double the time you think you need esp if copyright issues are involved
- Must support core mission
- Small team better than big
- Outcomes always worth the effort

7. Enhancing the IT Infrastructure

- ✓ Aim: Trained staff are able to fully utilise existing and new technology to create, deliver and manage digital projects.

Key Components of Infrastructure:

Hardware e.g Scanners

Software e.g Photoshop

LMS/Digital Object Mgt System/RMS/EDMS

Network

Authentication System

IT Staff

What we did:

- Audit of existing hardware/software that would be useful (who, what, where?)
- Utilisation of current systems e.g LMS, Access, Inmagic (how?)
- Purchased additional hardware/software (Scanner, Server, Storage Device, Encompass, Mr Sid, Map Catalogue, Finereader)
- Training on new software

What we learnt...

- We could do it!
- Some projects could be completed within existing IT Infrastructure
- Planning for the future was important e.g. storage requirements
- Don't wait until everything is perfect – just start!

8. Strategic Planning and Policy

- ✓ Aim: To have a clear Digitisation Policy and to be able to plan and achieve digitisation effectively

What we did:

- Wrote a comprehensive Digitisation Policy including selection guidelines, goals, standards, approaches, quality control
- Included major projects, training, awareness and IT infrastructure tasks in the Library Strategic Plan

http://www.library.auckland.ac.nz/docs/digital_projects/Policy.pdf

Digitisation Guidelines - University of Auckland Library
7 October 2003

Contents

1. Executive Summary
2. Context for Digitisation Guidelines
3. Digitisation Goals
4. Guiding Principles
5. Selection Criteria
6. Approaches to Digitisation
7. Management and Access to Digital Collections (Digital Infrastructure)
8. Digital Standards
9. Intellectual Property
10. Digital Preservation
11. Guidelines Review

Appendix: Digital Standards

1. Digital Imaging
2. Resource Description and Metadata
3. Data Interchange
4. Unique Persistent Identifiers
5. Data Format
6. Quality Assurance
7. Digital Storage

What we learnt...

- Should have done this first not last!
- Writing a digitisation policy was hard
- Policy needs to be updated regularly
- Needed a context document saying why we needed a policy
- Having tasks in the Strategy Plan ensures they get done

Achieved – 4 years

1. Inventory of Projects
2. Raised Awareness
3. Trained and re-skilled staff
4. Developed networks, relationships and collaborations
5. Obtained Funding
6. Started and completed Digitisation Projects
7. Enhanced the IT Infrastructure
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Developing Our Framework

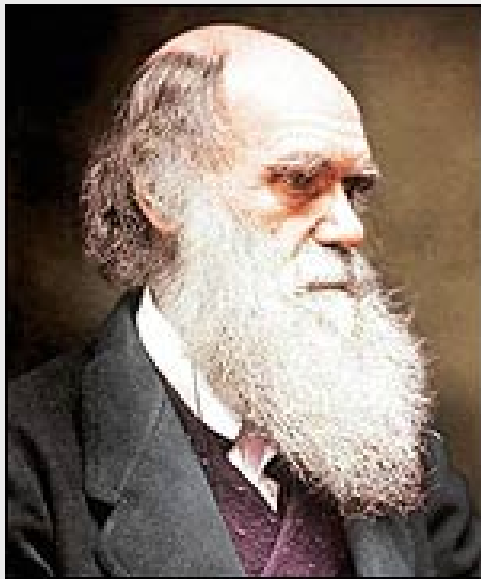
- 2004 set up a 'Digitisation Centre' at the University.
- Building digitisation into the normal workflow processes
- Maintaining a digitisation budget for ongoing work
- Seeking national and international funding for new projects
- Looking for collaborations (Matapihi)
- Continuing to develop the IT infrastructure and expand our knowledge and expertise

Your Framework.....

So what should I do.....?



Remember Charles Darwin



Charles Darwin 1809-1882
Theory of Evolution

“It is not the strongest of the species that survives, nor the most intelligent, but the ones most responsive to change.”

And user expectations

“The most profound technologies are those that weave themselves into the fabric of everyday life until they are indistinguishable from it”



Marc Weiser 1952-1999
Ubiquitous Computing

My top 8 tips

1. **RESPONSIBILITY** (make someone responsible for digitisation in your org, or create a digitisation steering group)
2. **AUDIT** (Useful hardware/software, staff skills, possible projects)
3. **POLICY** (Develop one)
4. **STRATEGY** (Build activities and projects into Strategic Plan)

Cont...

5. **TRAINING** (Attend some)
6. **FUNDING** (Look for opportunities and collaborations)
7. **PILOT PROJECT** (Start one-Matapihi)
8. **AWARENESS AND NETWORKING**
(NDF website, diglib listserv, events like this.....)



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Contacts/URL's

www.library.auckland.ac.nz/about/genlib/digital_projects.htm

Rose Holley

r.holley@auckland.ac.nz

National Digital Forum Website

<http://ndf.natlib.govt.nz>

