

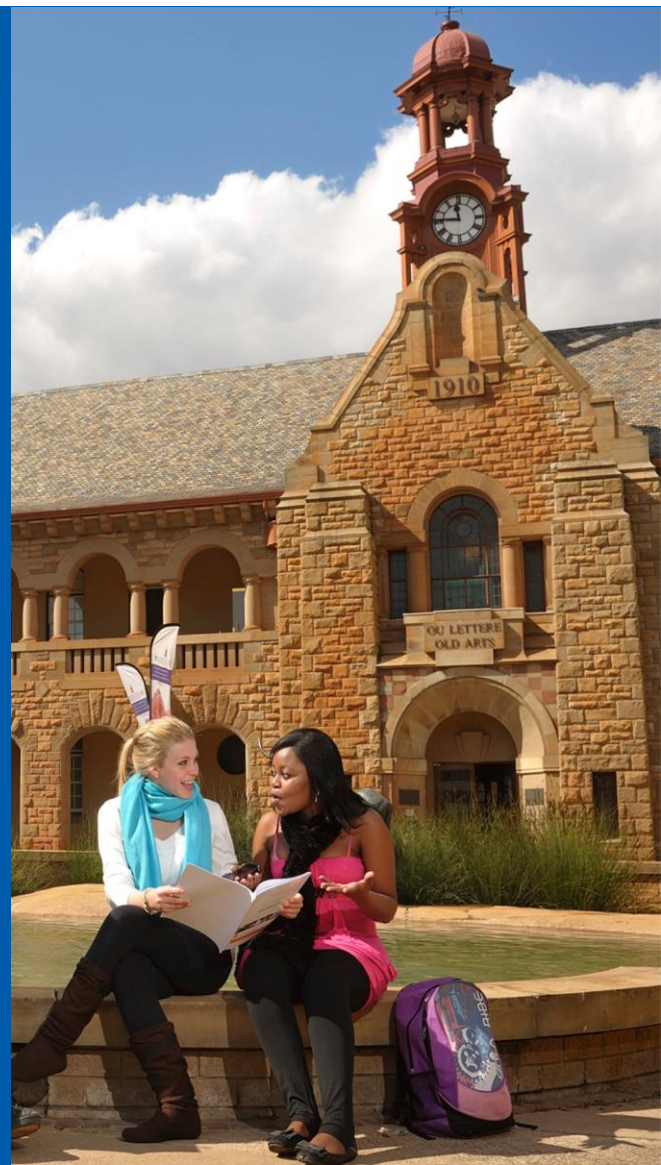


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Identifying challenges in the selection of materials for digitisation

Preservation Conservation Conference
UKZN Special Collections: 26 - 28 September 2017

Sonto P Mabena



Agenda

- Introduction
- Digitisation
- Value added by digitisation

- Selecting material to be digitised
- What is selected?
- Process followed when selecting
- User initiated digitisation

- Challenges Identified are :
 - Technical
 - The Costs
 - Metadata
 - Human resource
 - Physical condition
 - Legal

- Thank You



Introduction

- The University of Pretoria Library Services Special Collections unit works in collaboration with Digitisation unit.
- In- house digitisation
- The task of selection is the responsibility of Special Collections staff.
- There are processes followed.



Digitisation:

- The process of converting original physical material from its analogue format (e.g. paper) to a digital representation (e.g. an image file) using a computer facility such as a scanner or digital camera. A digital image may represent a photograph, a drawing, handwritten letter etc.

Zhang,& Gourley, 2008.



Value added by Digitisation

- Preservation
- Rare materials
- Improves the discovery of items through metadata
- Provides unrestricted and remote access to the collection
- Brings together related materials in various formats



Selection of Material

- Selection for digitisation does differ from selection for acquisition.
- Digital conversion is the result of re-selecting or re-purposing existing material, whereas acquisition involves the purchase or donation of new resource (Mills, 2015)
- Selection of material for digitisation presents challenges and requires the balance of many competing factors
- Preserving the institutional requirements and reputation
- Balancing the interests of the institution as well as that of the users
- Historical, research values and usefulness of the collection

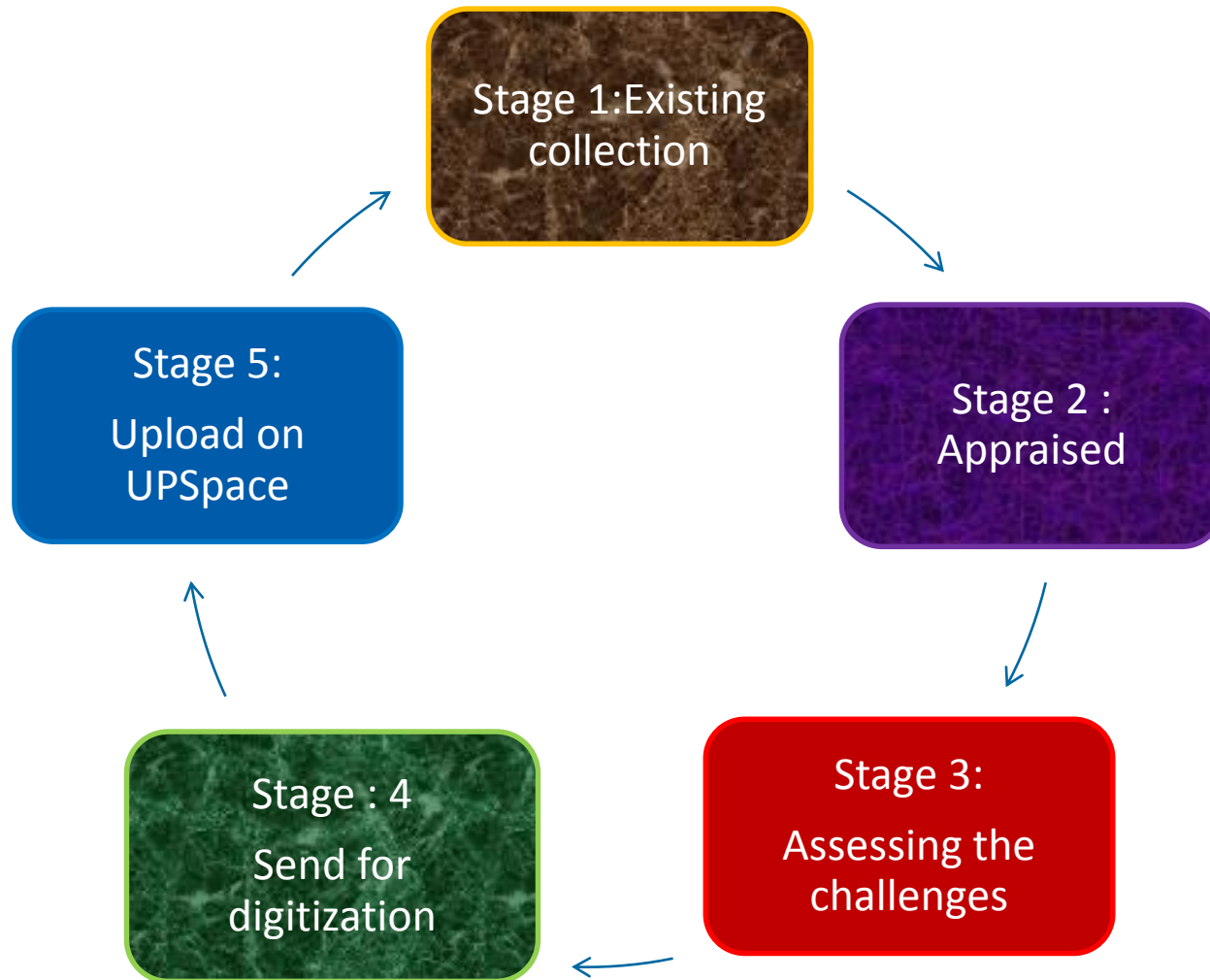


What is Selected?

- Books
- Thesis and dissertations
- Photographs
- Newspaper articles
- Microfiche



Process Followed When Selecting



User Initiated Digitisation

- User statistics considered
- User statistics may not be the true reflection of the item usage
- Frequently requested records
- Digitisation on demand (e.g.: pre 2004 thesis & dissertation)



Challenges Identified

Technical Considerations:

- Physical characteristics of the material for capturing, presenting, storing and retrieving.
- The scanning, resolution, file format and the size
- Technology changing quickly



The Costs

- Total costs of handling the entire project
- The scanners and software
- Rising costs to renew licencing software every year
- Funding is needed for appropriate technology to produce good quality scanned document



Human Resource:

- Different skill set – required - such as metadata entry
- Limited staff available
- Staff must be continuously trained
- Trained also in handling the books especially ‘fragile material’
- The well trained staff resigns



Metadata

- Dublin Core metadata standard
- Mostly metadata would be ready available on the catalogue but,
- Some collections have no basic descriptive information about each item. (e.g. Pretoriana Collection – old photos of Pretoria buildings
- For newly scanned items, Description level can be very basic.
- More work needs to be done to document the details.



Image

<http://repository.up.ac.za/handle/2263/49258>



Description

<http://repository.up.ac.za/handle/2263/49258>

Show simple item record

dc.contributor	Special Collections Unit, Dept of Library Services, University of Pretoria.	en_ZA
dc.contributor.author	Unknown	
dc.coverage.spatial	Africa	en_ZA
dc.coverage.spatial	South Africa	en_ZA
dc.coverage.spatial	Gauteng	en_ZA
dc.coverage.spatial	Pretoria	en_ZA
dc.coverage.temporal	20th century	en_ZA
dc.date.accessioned	2015-08-06T13:03:48Z	
dc.date.available	2015-08-06T13:03:48Z	
dc.date.issued	2015-08-06	
dc.description	6 png files	en_ZA
dc.description.abstract	6 photographs illustrating buildings that have housed the South African Reserve Bank from the beginning till the present.	en_ZA
dc.description.librarian	pm2015	en_ZA
dc.format.extent	6 photographs	en_ZA
dc.format.medium	Paper	en_ZA
dc.identifier.other	VDW 04	
dc.identifier.uri	http://hdl.handle.net/2263/49258	
dc.rights	Digitization copyright : University of Pretoria.	en_ZA
dc.subject	Skyscrapers	en_ZA
dc.subject.lcsh	Bank buildings -- South Africa -- Pretoria	en_US

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Physical Condition

- Not all items suitable
- Acceptable condition – assessing the level of damage
- What happens to the item after digitisation – Online access only or both
- Digitisation should prevent further damage



Fragile Paper, 1921 B Sc. degree

treated with with the Copper soln. for 15 hrs.,
 one soaked in water 15 hrs. and one control,
 were planted next to each other in a long paraffin
 tin.

	<u>Germination</u>	<u>Net weight of plants</u>
Copper	65	51
Water	88	74
Control	90	100

Judging from these results not much importance can
 be attached to the results obtained as shown on the
 previous page.

The following plants also were sown and their $\frac{1}{2}$
 leaves had begun to yellow:-
 Eg018 (worst), H907, and 15 Gu804.

The treatment of Oats and barley.

Lots of 100 seeds each, which were carefully selected
 for uniformity of size and freedom disease and
 injury, were treated:

1. 2% Copper treatment- 15 hrs.
2. cold water - 15 hrs.
3. 1% CuSO₄ - 5 min.
4. 2% " - 5 "
5. 1:400 F. - 5 "
6. 1:600 F. - 5 "
7. 84 deg. C. - 10 "
8. One control of each.

They were planted in tin in greenhouse in the
 same way as the wheat was planted.

December
 1920

Paper Submitted by
 A.R. Pullen
 for B.Sc. (Agr.) degree 1920.

MAR 25 1921
 Transvaal University College Library.
 CLASS No.
 STOCK No. 1416



Legal Considerations

- Play a defining role
- Must be addressed early in the selection process.
- All Copyright aspects considered
- Copyright: Intellectual property, content and privacy.
- Legal restrictions do prevent a collection to be digitised or be digitised but not openly accessible or to be under embargo.



Example: Van Warmelo Collection

- Consist of 97 boxes of manuscripts in SA ethnic languages on SA ethnology
- It is a heavily used collection but not digitised
- Tracing copyright holders
- Awaiting copyright clearance
- Finding lists available online to access



References

- Mills, A. 2015. User impact on selection, digitization, and the development of digital special collections. *New review of academic librarianship*, 21: 160 – 169.
- Zhang, Allison.B and Gourley Don. 1993. *Creating digital collections: a practical guide*. Chandos Publishing: England.
- UPSpace : New Reserve Bank building, Pretoria, South Africa
<http://repository.up.ac.za/handle/2263/49258>



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