The Accidental Archivists:
Lessons Learned from a Digital Archive Project

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Karen Selden
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AALL Boston July 23, 2012
David Harding Getches
A Life of Contributions for All Time

Symposium in Honor of David H. Getches

University of Colorado Law School—Wittemyer Courtroom

April 26, 2012—5:30 p.m.

Keynote Address by Prof. Charles Wilkinson

April 27, 2012—8:15 a.m.

Symposium

This event, in the spirit of a Festshrift, will celebrate David’s life, especially his trailblazing scholarship in three legal fields: Water, Land, and American Indians.

Register by April 19, 2011 at:

http://lawweb.colorado.edu/apps/eventRegistration/getchesSymposium/
Searching the Getches Collection

Date: 10-13-2011

Initials: lei

Title (from title page): Negotiating Tribal Water Rights

Thank you for your help in searching the Getches collection! Please finish searching by Thanksgiving (Nov. 24, 2011).

In classic LAWPAC online catalog, search
ARCHIVE AGREEMENT

This agreement is made between the Regents of the University of Colorado body corporate, acting on behalf of the University of Colorado, Boulder Library, and the University of Colorado, Boulder, and the University of Colorado, Denver, and the University of Colorado, Denver, on behalf of the Gates Family (“Donor”).

Donor has given the University books, periodicals, pamphlets, papers, and ephemera, and electronic copies of speeches belonging to the University, and the University wishes to accept the collection and add it to the Archives of the William A. Wise Law Library (“Law Library”).

The parties agree that:

1. Donor will donate the 101 hardcover books, the 982 paperback books, and the 12 periodicals, pamphlets, papers, and ephemera, and the electronic copies of speeches delivered to the Law Library during July, 2011 (the “Donation”), and Donor warrants that she has the right to make this gift.

2. The Law Library may remove from the Donation any materials that are found to fall outside the scope of the Law Library’s permanent collection Development Policy, and will first offer any such materials pursuant to this paragraph, then the Law Library may dispose of the materials as it wishes.

3. The Law Library will catalog the Donation and that part of the collection to which Library materials will be appropriately cataloged. Any materials in the Donation that should not, in the Law Library’s opinion, circulate will be housed in the Rare Book Room. The Law Library will maintain that part of the Donation with the same degree of care as they maintain other materials in their Rare Book Room.

4. The Law Library has not yet raised sufficient funds to evaluate, process and catalog the entire Donation, but will work with the Law
John Echohawk, Native American Rights Fund, speaking at service.
University of Colorado Law School
William A. Wise Law Library

David H. Getches Collection
Author: Jones, P. Andrew
Title: Colorado water law for non-lawyers / P. Andrew Jones and Tom Cech; [foreword by David H. Getches]
Publisher: Boulder, Colo : University Press of Colorado, c2009

Physical Description: xvii, 276 p. : ill., maps ; 23 cm
Note(s): Law Library's Rare Book Room copy 2 is a gift from David H. Getches and family
Bibliography: Includes bibliographical references (p. 267-271) and index
Contents: Foreword / David H. Getches -- Colorado climate, geology, and hydrology -- Early water use and development -- Water law basics -- Introduction to federal and interstate issues -- Tributary water -- Non-tributary and not non-tributary groundwater -- Designated groundwater -- Exempt wells -- River administration -- Water entitlements -- Water rights in the marketplace -- Emerging trends and issues -- Appendix: key characteristics
Subject: Water -- Law and legislation -- Colorado
Water -- Law and legislation -- United States
Water rights -- Colorado
Water rights -- United States
Other Author: Cech, Thomas V
Getches, David H
Technology
Technology Needs

1. Digitizing materials
2. Uploading digitized materials into a repository
Process

1. Inventory

2. Digitize

3. Edit

4. Share
Inventory

A. Inventory of your material types
   i. Books, Articles
   ii. Photographs
   iii. Video
   iv. Drawings

B. Physical condition of materials
   A. Binding, quality, size

C. Quantity of materials
   A. Processing time and cost considerations
Digitize

- Equipment
  - Scanner – documents, photos
  - Video Capture & Conversion – analog media
Digitize – Scanners

- Scanners
  - Flatbed v. Planetary
  - Platen Size and Flexibility
    - Do you need to scan oversized materials (i.e., really large books, newspapers, artwork)?
    - Can you adjust the platen to accommodate the spines of thick or fragile books?
- Cost
  - Lesson –
    - Do you qualify for discounted pricing because you are an educational institution or member of a consortium?
    - For smaller projects, could you borrow or rent use of a scanner within your institution or from a local company?
Digitize -

- Atiz Book Drive Pro
  - Design
  - Upgradeability
  - Usability
  - Quality
  - Cost
  - Purchase Process

Canon dSLR camera mounted on sliding arm
Dell Pentium 4 computer – old, slow but adequate
2TB RAID 1 Networked Attached Storage

Large v-shaped platen for fragile and oversized materials
Editing

- How to create a usable quality scan
  - Quality is ..
    - Clear, dark readable text on a white background
    - Accurate color reproduction
    - Sharp images in focus
    - Software should enable you to adjust the contrast, brightness and other aspects of the image capture

- Usable is …
  - A small file size - try to keep the file size under 300k
  - Experiment to find balance between a usable, quality scan and a file size that is manageable for both library and user
Editing

- Image Capture and Editing Process
  - Capture as JPG file
  - Use software to edit image
    - Very usable software came with Scanner
    - Adobe Suite of Applications – Acrobat Pro, Photoshop
  - Export / convert to PDF file

- Creating a Searchable Document
  - Full Text Searching
    - Use Optical Character Recognition (OCR) feature
Editing and Storage

- **Scanning Workflow**
  - Scanning workstation
    - image capture
    - Used by staff or student workers
  - Editing workstation
    - Physically separate from the scanning workstation
    - One or more used by staff

- **Storage**
  - Image capture on scanning workstation hard drive
  - Move to external, networked and large capacity hard drive
    - Networked Attached Storage
    - Network share

- **Redundancy and data backup**
  - RAID 1 – data mirroring
Share

• How to make the digitized materials available to researchers
  • Repository software and services - Ex Libris Digitool
Share

• Shared Library Services
• Metadata
• Copyright Permission
• Final Product
• Lessons Learned
• Future Plans
Metadata

- Create MARC record in the local catalog
- Use MarcEdit to convert to MARCXML
- Import into Digitool software
- Attach digital copy to Digitool bib record
- Create URL
- Add URL to original bib record in local catalog
MARC Fields

- 520: article or case summary
- 524: Citation to article or brief
- 540: Copyright protection
- 590: Gift note
- 730: Uniform title for specific collections
- 856: Link to Digitool bib record
- 970: Electronic Bookplate GIF
- Item record staff note: “Getches donation”
Copyright Permission

- Permission from family in archive agreement
- Law reviews most generous
- Start with e-mail; plan for multiple contacts
- Track progress with spreadsheet
- HeinOnline Addendums to use their pdfs
  - Obtain written permission from each journal
  - Display HeinOnline cover sheet
  - List specific articles
- BE ORGANIZED & DILIGENT
Lessons Learned

1. Explore local resources
   • Institutional
   • Consortium
   • Local/Regional Associations & Groups

2. Many hands make light work
Lessons Learned

• 2a. You can do more than you think possible

• 3. Pacing – slow & steady wins the race
  • Be organized & diligent
Lessons Learned

4. Set realistic & achievable goals
   - Aim for a specific deadline

5. Go for “The Big Splash”
   - Showcase your skills
   - Marketing, marketing, marketing
The Future

- Add more content
  - Briefs
  - Hearings
  - Court transcripts
  - Congressional testimony

- Apply lessons to historical Colorado legal materials repository
Thank You to TS-SIS for sponsorship!

Find our slides, handouts, and the video of this presentation on the TS-SIS website:

http://www.aallnet.org/sis/tssis/