# STURGIS LIBRARY

Preserving Memory
Digital Archive

OAI Compatibility
and Conversion

# Sturgis Library Archives

Collection strengths include Cape Cod history, genealogy, and the maritime trades

- Books, pamphlets, periodicals
- Manuscripts & documents
- Photographs, images, and postcards
- Family and personal papers
- Business records, account books, ledgers, etc.
- Letters and correspondence
- Legal papers, deeds, wills, and court documents
- Ships logs and maritime records
- Diaries and journals
- Artifacts

# Preserving Memory Digital Archive Project

- Initiated in 1999

- Included materials from the Kittredge Maritime Collection, the Lothrop Genealogy and Personal Manuscripts Collection, and the Town and Local History Collection

- Documents, manuscripts, photographs

- Received LSTA grant funding of approximately $25,000

- Contracted with MicroSearch Corp. to complete the work

- Archive went live in 2001

# Upside

• Provides worldwide access to our collections

• Gives users a great introduction to the Sturgis Library's resources

• Minimizes handling of fragile items... to a certain extent

• Microsearch has generously hosted the archive for nearly 10 years.....for free.

• Microsearch has been very responsive in working with us to upgrade the archive, and assisted with this conversion project.

# Downside

- Project never fully completed

- Metadata not present  or incomplete for some items

- Keyword searching limited due to incomplete metadata

- Some images are of poor quality

- Many of the documents were not cataloged before they were scanned

- Some materials were scanned that were of questionable value, or presented out of context

# Lessons Learned



•Plan.  Prioritize.

•Don't digitize for digitization's sake.  Have a vision.

•Start small.  Better to have a small, high-quality digital archive than a big, poor-quality mess.

•Don't DIY unless you have trained staff.  A scanner from Staples and a few volunteers does not a digital archive make.

•Work with seasoned professionals who have done similar <u>library</u> projects. Check examples of their work.

•Keep it current.  Work with your vendor to keep your archive functioning as software and hardware changes.

•Be prepared to troubleshoot.  Your users will let you know if your archive isn't working.

# Becoming Compliant

- Worked with Nancy Heywood, Digital Projects Coordinator for the Massachusetts Historical Society and Susan Kelly of Microsearch

- Using exiting metadata in an Excel Spreadsheet, we added and filled in the required fields as best we could – going from 6 fields of metadata to 21

- Excel data was converted to XML

Contents   Search   Hit List   Log Out   Help

Sturgis Library Collections
Stanley W. Smith Collection of Early Land Deeds
Benjamin Harrison Photograph Collection
Sturgis Library Postcard Collection





THE DUTCH (ROACH) FLEET OFF THE COAST OF HAWAII

▾ Sturgis Library Collections
▸ Henry Crocker Kittredge Maritime Collection
▸ Lothrop Genealogy and Personal Manuscripts Collection
▸ Town and Local History Collection

Done

| | | | | |
|---|---|---|---|---|
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts2*.htm | Brooks Enclosures | LothropManuscripts2.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts3*.htm | Captain Daniel C. Bacon, letters to his son | LothropManuscripts3.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts4.htm | Captian Daniel C. Bacon enclosures | LothropManuscripts4.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts5*.htm | Captian Daniel C. Bacon, by his granddaughter, Julia Brown | LothropManuscripts5.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts6*.htm | A Description of the Eastern Coast of the County of Barnstable from Cape Cod, or Race Point to Cape Malebarre, or the Sandy Point of Chatham, by a Member of the Humane Society [Freeman] October, 1802 | LothropManuscripts6.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts7*.htm | Gustav A Hinckley Soldiers of the Revolutionary War | LothropManuscripts7.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts8*.htm | Gustavus A. Hinckley Genealogy | LothropManuscripts8.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts9*.htm | Gustavus A. Hinckley's Historic Houses in Barnstable | LothropManuscripts9.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts10*.htm | Gustavus A. Hinckley's Historic Houses in Barnstable enclosures | LothropManuscripts10.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts11*.htm | Lothrop Family Album | LothropManuscripts11.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts12*.htm | Diary of the Reverend John Lothrop | LothropManuscripts12.pdf |
| Lothrop Genealogy and Personal Manuscripts Collection | Personal Manuscripts and Photographs | LothropManuscripts13*.htm | Lowell Family Photograph Album | LothropManuscripts13.pdf |

This XML file does not appear to have any style information associated with it. The document tree is shown below.

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```

Done

start   Mozilla Firefox   Document1 - Microsof...   preserving memory   1:56 PM

- XML ingested into Digital Commonwealth portal, with links to the PDF files in our Preserving Memory archive

- And voila!  Images and documents are now searchable on Digital Commonwealth
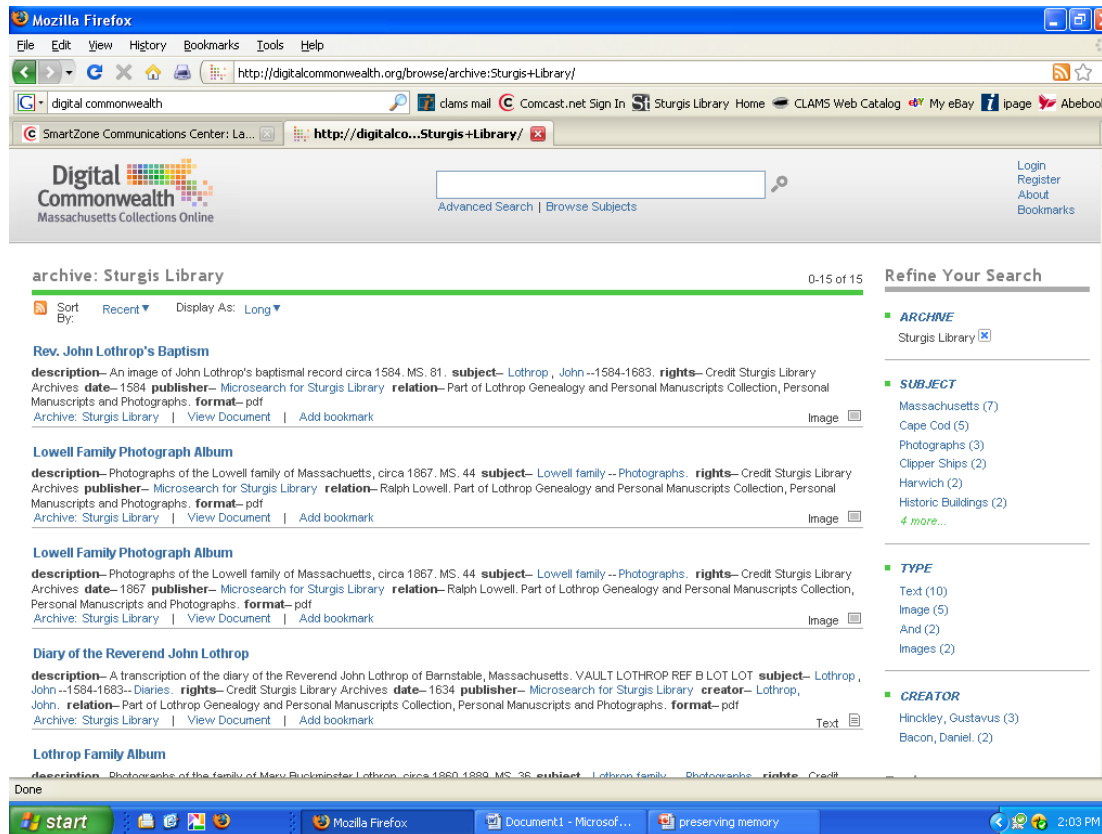
# Next Steps

- Review the test set of metadata and make any necessary changes
- Perform quality control work on digital archive, cleaning up inferior images and inaccurate existing metadata
- Prioritize work on collections and set goals and objectives for project completion
- Edit metadata on all collections and convert to XML. Work with Microsearch to ensure that links are functioning properly
- Ingest XML into DC portal….
- …..and cross your fingers.