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GLA Conference Review: Workshop on Digitization for Small Institutions

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MONDAY, NOVEMBER 4, 2019

GLA Conference Review: Workshop on Digitization for Small Institutions



A while back I did a post called [What About Conferences?](#) aimed at newer members as part of our "Quick Question" series. In that post I specifically talked about memories and experiences from state and regional librarian organization annual meetings. One of those (perhaps the organization I am most fond of!) is the [Georgia Library Association](#). I have been actively participating in this state association affiliated with [ALA](#), [ACRL](#), and [SELA](#) since I attended my first [GLC \(Georgia Libraries Conference\)](#) in the fall of 2014. It has always been a welcoming and lively group with a crazy awesome mixture of library types and individuals.

What I love perhaps most of all about GLC is that you will find all levels of librarians there (not just "faculty-level" with "Librarian" in their title). The very best sessions I have attended often come from library staff. As a librarian who worked a few public libraries while studying librarianship, and as one with past positions which until recently were entirely "paraprofessional" or I.T. titles this is where the on-the-ground, behind-the-scenes knowledge and skills are found and shared: at the local events candidly. GLC isn't pretentious or intimidating like some conferences and their crowds can feel. It is also not overly techy like many I.T. and web developer conferences I have experienced where all



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you hear is jargon that feels distant and mysterious. There is a beautiful happy medium at GLC where you can network, actually learn, and find encouragement to follow your interests and grow as a librarian without judgement. It is here that my love of libraries grew stronger, although it took me a few years to get comfortable enough to sign up for one of the pre-conference workshops.



Table of recommended project management software from DLF's awesome wiki.

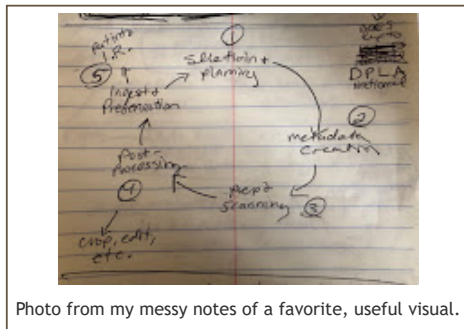
This year I finally did it, and I am so glad that I did! The **workshop held Wednesday October 9 in Macon, GA** gave myself and my colleagues an excellent excuse to spend more time together. It was a long day but definitely worth the trek. **Digitization for Small Institutions** was presented from **9 am to 12 noon** with a short break in the middle of the session. The two presenters

opened by talking about the [Digital Library of Georgia](#) (DLG) and right away shared links to resources including a toolkit for Project Managers from the [Digital Library Federation](#) (DLF): https://wiki.diglib.org/DLF_Project_Managers_Toolkit.

For folks new to using a project management tool, **this wiki has an excellent table of recommended software** with summaries of each, links to them and pros and cons side by side. Many of the tools you expect to find are here (Jira, Asana, Trello, Slack, Google Suite) although I was personally disappointed that KanbanFlow was not included (insert sad-face emoticon here), there were a few I had not yet heard of or tested out which is ALWAYS exciting.

In the first hour I quickly learned more about DLF, DLG and DPLA ([Digital Public Library of America](#)). This was an extremely interesting portion of the workshop that served as the backdrop for the rest of the session's more detailed "how to" segments. Although I had heard of and visited each of the

mentioned DL sites before it had been quite a while since I had taken a moment to just learn more about them and familiarize myself with the "why" of each site and their respective purposes. This seemed particularly relevant after I returned from the conference as we prepared for [Open Access Week](#) just a few weeks later. I did not realize how many wonderful resources DLF made available for free online. The project manager toolkit wiki is invaluable, and even if you are not working on projects that will eventually feed up into a DL site, the kit contains so many best practices and tips that it could be useful for many types of digitization projects. One such best practice was this **5-step process** (as seen in my messy note photo here): **1. Selection & Planning**, **2. Metadata Creation**, **3. Prep & Scanning**, **4. Post-Processing (crops & edits)**, **5. Ingest & Preservation (into institutional repository)**. Before we had a short intermission the attendees were divided into break-out groups of 3 to 4. In this form we discussed why we were there, what projects we were undertaking and what our role was at our institution. Another takeaway takes me back to what I love so much



Rachel Purcell

Yumin Jiang

Links

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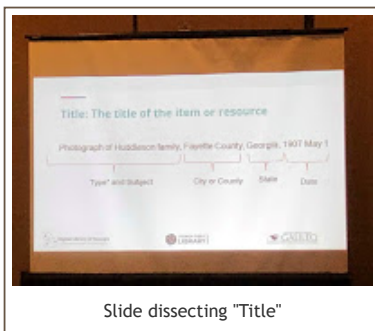
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about GLC: there were more staff than librarians in attendance, and a surprising number of public library or museum attendees.



Slide dissecting "Title"

For the rest of the workshop we were shown workflow charts (I LOVE a good visual aid for wrapping my head around a process and grasping a project's big picture) and given what might as well have been a micro-course on [metadata terms](#) with a focus on descriptive data, and specifics on Qualified [Dublin Core](#). There was even a little [LinkedData](#) talk!

What was most helpful about this section were the slides that included **specific examples of Title fields**. You know a session is worthwhile when you can take that nugget of info back and start using it immediately at work when you return. This was that particular nugget for me!

I was able to share in my breakout group and with the entire group of presenters out loud the challenges of a certain project I have been collaborating on in our library for properly and efficiently archiving thousands of photographs. Lucky for me our project is dealing with media that is already digital, and I already have a space that exists



Hands-on Digitization Station

and is ready for hosting the images and metadata (Digital Commons). It was super cool to hear the stories and challenges of others, including what types of media they are digitizing, organizing and archiving to make accessible to their patrons. Not everyone has a repository in place, and not everyone has the staff or tools to achieve their goals right away. This workshop also provided a **hands-on station to practice digitization before you left the room**. I love that the session enabled everyone, even those interested in the topic (lots of MLS students were there too) but not currently working in a place or role that allows them to get their hands dirty to do just that!

I left the workshop feeling inspired and with an added confidence for the project waiting for me back in the office. Many of the tips I gained from the workshop I am currently utilizing this very week. I had such a wonderful experience that I will certainly sign up for future pre-conference workshops next year! In particular I have enjoyed taking part in [GLA's interest groups](#) like Technical Services and Information Technology, and their division sponsored activities like the [Academic Library Division](#), the [New Members Round Table Division](#), and the [Paraprofessional Division](#). **What local, state or regional organizations would you recommend to AALL TS-SIS and OB-SIS members who may be from the same area of the States that you are? [Share with us in the comments below and link to the association, group or conference!](#)**

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Posted by Rachel Evans at [1:20 PM](#)



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