

# Starting Up and Administrating A Digital Collaborative

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DIGITAL LIBRARY OF SOUTH DAKOTA

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DIGITAL LIBRARY OF SOUTH DAKOTA

# *Part I*

- An overview of DLSD – the Digital Library of South Dakota



DIGITAL LIBRARY OF SOUTH DAKOTA

# SD Digital Libraries

- **South Dakota Memory (2003):**
  - *“... a gateway to rich primary source materials relating to the history and culture of South Dakota. This site offers digital items from heritage institutions (archives, historical societies, libraries, and museums) statewide.”*
- **South Dakota Regental Library Digitization Project [now DLSD] (2007):**
  - *“... to offer a digital gateway to the unique collections held by the libraries.”*

# DLSD Participants



northern *State* university



The University of South Dakota



# What is DLSD?

- A collaboration of the libraries of six SD Board of Regents colleges and universities with other contributors from around SD.
- A continuously-growing set of digital (audio, visual, and textual) collections of unique SD and regional resources that are openly-available to researchers and the public.

# DLSD Pilot

Created by the regental libraries with  
**\$250,000** of one-time funds provided by the  
Board of Regents in 2007

- CONTENTdm software site license/training = **\$41,000**
- Servers and tape library for SDLN-hosting of the website, software, and storage of the publicly-accessible images = **\$41,000**
- Digital capture equipment distributed among the regentals = **\$173,000**

# Components of the DLSD Pilot

- Digitization equipment
- CONTENTdm software
- Servers, programming, & Website (SDLN)
- Metadata & image standards
- Logo & Banner (USD art student)
- New contributor policies

# Equipment - Working Group

- Sarah Hanson, Chair, (USD); Cindy Davies (SDSM&T); Robert Russell (NSU); Bobbi Sago (BHSU); Risë Smith(DSU)
  - Consultant Jerome Skapof  
Academic Imaging Associates, Manchester Center, VT
    - BetterLight, i2S CopiBook, Mamiya camera, book cradles, and Softbox Rololights

# Equipment - Guidelines

- Format-focused equipment procuring process was important
- To maximize BOR one-time funds, we purchased high-end digitization equipment
  - Not possible to provide one of each item to each BOR partner; nor needed
  - Equipment placed throughout SD for different digitization format needs
  - Spread out maintenance and replacement costs

# Equipment - Guidelines

- Everyone receives tabloid-size flatbed scanner with transparency adapter (additional document feeder if desired)
- Everyone receives dedicated medium format/35mm/slide scanner
- Everyone receives PC with RAID array – dedicated for use for this project
- Everyone receives Adobe CS3
- Everyone receives QP scanning targets

# Equipment Purchased

- 6 - Nikon Super Coolscan 9000ED slide and film scanners / 5 - Epson Expression 10000XL Photo flatbed scanners
- 2 - ST200X Microfilm Scanners
- 1 - Nikon Super Coolscan 5000 ED slide and film scanner with SF-210 Auto Slide Feeder (dedicated 35mm slide scanner with auto slide feeder for large volume slide scanning)
- 1 - Pentax K20D SLR digital camera and Zeiss Macro 50mm f/2 ZK Makro-Planar T lens (for macro work)
- 1 - BetterLight Super 6K-2HS scanning back with Linhof 4x5 camera (for large format items, i.e., maps and oversize artwork)
- 1- Mamiya 645ZD medium format digital camera, 80mm f/2.8 lens, and (12mm, 24mm, and 36mm) Mamiya AF Auto Extension Tubes (for macro to medium format sized items)
- 1- i2S *CopiBook* rare book scanner with Page Restorer (rare book scanner for ease of scanning fragile and rare books as well as scanning volume)

# Hardware/Software

- Each SD BOR library received a computer system and a copy of Adobe Creative Suite
  - GATEWAY E-6610D (S)
    - RAID array w/ 1 TB of internal storage
    - 24-inch wide LCD monitor

# Equipment

## Black Hills State University – Spearfish

- ST200X Microfilm Scanner – no microfiche attachment
- Epson Expression 10000XL Photo flatbed scanner with automatic document feeder
- Nikon Super Coolscan 9000ED slide and film scanner
- Pentax K20D SLR digital camera and Zeiss Macro 50mm f/2 ZK Makro-Planar T lens

# Equipment

## Dakota State University – Madison

- ST200X Microfilm Scanner – no microfiche attachment
- Epson Expression 10000XL Photo flatbed scanner with automatic document feeder
- Nikon Super Coolscan 9000ED slide and film scanner

# Equipment

## Northern State University – Aberdeen

- Epson Expression 10000XL Photo flatbed automatic document feeder
- Nikon Super Coolscan 9000ED slide and film scanner
- BetterLight Super 6K-2HS scanning back with Linhof 4x5 camera

# Equipment

## South Dakota School of Mines and Technology – Rapid City

- Epson Expression 10000XL Photo flatbed scanner with automatic document feeder
- Nikon Super Coolscan 9000ED slide and film scanner
- Nikon Super Coolscan 5000 ED slide and film with SF-210 Auto Slide Feeder
- Mamiya 645ZD medium format digital camera, 80mm f/2.8 lens, and (12mm, 24mm, and 36mm) Mamiya AF Auto Extension Tubes

# Equipment

## South Dakota State University – Brookings

- Epson Expression 10000XL Photo flatbed scanner with automatic document feeder
- Nikon Super Coolscan 9000ED slide and film scanner

# Equipment

The University of South Dakota – Vermillion

- i2S CopiBook rare book scanner with Page Restorer
- Nikon Super Coolscan 9000ED slide and film scanner

# Equipment - Administration

- All equipment can be used by a BOR member free of charge, if a representative from the library desiring scanning provides the staff person(s) to travel to the hosted site.
- Arrangements can be made between the hosting site and a partner for equipment to be borrowed without charge.

# Equipment - Administration

- Deans and Directors Group decided to let each institution set local charges and policies for use of each institution's equipment.
- Fees may be designed and implemented for cost recovery for staff time of the hosting institution providing scanning for a BOR partner.

# ***Pilot Ended May 2009***

- Do we have enough gear/the right kind of gear for our collections in South Dakota?
  - Considering current economic recession, DLSD has successfully procured some nice equipment
- Now that we have established our DL we will be conducting a survey assessing equipment use; training needs; future needs

# Objectives of the DLSD

- Collaborate with and assist individuals and organizations (libraries, historical societies, museums, etc.) that would like to digitize and contribute their collections to this central SD repository.
  - Fall '09: DWU – 1<sup>st</sup> non-regental contributor
- Continuously add to DLSD as a permanent, digital gateway to the place-bound, unique, and delicate collections hidden in SD.

# Current DLSD Billing Paradigm

- Each regental is billed annually by SDLN for an equal share (SD BOR paid only for the initial year)
  - Cost of server maintenance, space, and CONTENTdm license

# *Part II*

- A guided forum with session participants on the issues surrounding sustainable collaborations

# Billing Paradigms

Server maintenance and upkeep, including replacement	System storage and software licensing costs	Consortial-owned digital capture equipment use
Billed evenly	Billed evenly	Billed evenly/no charge
Billed evenly	Billed evenly	Charge per use
Billed evenly	Charged proportionally by file size uploaded	Billed evenly/no charge
Billed evenly	Charged proportionally by file size uploaded	Charge per use
Overall costs divided in proportion to use	Billed evenly	Billed evenly/no charge
Overall costs divided in proportion to use	Billed evenly	Charged per use
Overall costs divided in proportion to use	Charged proportionally by file size uploaded	Billed evenly/no charge
Overall costs divided in proportion to use	Charged proportionally by file size uploaded	Charged per use



# New DLSD Partners

- \$5,250 annual contributor dues.
- Fee will be recalculated annually and may increase to cover increased costs.
- SDLN will handle contracts and billing
  - Submit proposal to director of SDLN
- Agree to adhere to metadata standards developed by implementation team and endorsed by regental libraries.

# **New DLSD Partners: Contributor Fee**

\$5,250 represents:

- Cost of CONTENTdm license.
- Cost of software updates.
- Cost of equipment maintenance and upgrade.
- Cost of set-up, training, and support.
- Small amount set aside for equipment maintenance and new equipment purchases.

# New DLSD Partners: Length of Agreement

- One year – year to year
- Upon termination of agreement, the contributor's physical materials stored on SDLN's servers will be transferred to the contributor in an agreed upon format.

# New DLSD Partners Receive:

- CONTENTdm software.
- Two acquisition station installs.
- One TB of storage space for public images (JPEG2000 format).
- Maintenance of servers, software, and storage.
- One visit by a User Group team member (likely from the nearest regental library) to configure software and get the partner started.
- Ten hours of support by phone and/or web.
- Access to the expertise of the DLSD User Group (dlsd@sdl.n.net).

# Non-Regental Contributors (Contributor Digitizes)

- Contributors with digitized materials who adopt our metadata and image standards may add their collections to DLSD.
- These contributors are responsible for:
  - Providing and maintaining their scanning equipment.
  - Conducting their own digitization with their own staff.

# Non-Regental Contributors (Regentals Digitize)

Contributors who wish to have their materials digitized:

- Negotiate for scanning services with the regental library that has the equipment that will be used to digitize the collection(s).
- Negotiate fees on a per-hour, per-scan, or per-record basis; libraries document agreement with an MOU.
- Add their own metadata that adheres to DLSD standards.

# Customizations

## (Search Structures, Branding)

- DLSD:
  - dmBridge from UNLV
  - dmMonocle (enhanced image viewer)
  - Google Analytics - usage statistics
  - Test server

# Customizations (Web Templates)

- Our research showed scripted and duplicated methods of web customization **at the collection level**

<http://custom.contentdmdemo.com/index.php>

- If we are searching items in the DSU collection, and switched to BHSU, it was important to us for BHSU branding to appear
- Decided **scripted** method was best for our situation
- We decided to create a custom template for our DLSD homepage, and each institution would create their own web interface as desired for their collection; or our default custom CDM header would take over

# Sustainable Operations

- Action plan
- Priorities

# Sustainable Operations -DLSD

To sustain and expand our vision of a statewide, consortial, digital library, in the next couple of years we will need:

- Project/operations management expertise
- Programming expertise to implement feature enhancements
- Replacement & new equipment & software

# Sustainable Operations -DLSD

## DLSD Action Plan:

- Set priorities
- Explore options for project and operations management
- Seek grants to support digitization of key collections
- Establish an advisory committee
- Invite new contributors
- Request additional funding from SDBOR in FY11

# Sustainable Operations -DLSD

## DLSD Digitization Priorities :

- BHSU: Black Hills National Forest, W.R. Cross, and David Miller photographs
- DSU: University Archives and Karl E. Mundt Archives
- USD: Native American materials, Mahoney Music, USD Archives, SD Maps and Atlases, SD politics
- SDSM&T: 125<sup>th</sup> campus celebration

# Contact Information

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