



# **Wyoming State Library**

## **Statewide Digitization Planning Meeting**

August 26-27, 2004

# Wyoming State Library

## Wyoming State Digitization Planning Meeting

**August 26, 2004**

Time: Late afternoon (3:00 – 6:00)

Group size: 15-20

Process: Large group discussion of:

- Sharing and discussion of earlier vision statement
- Preparations for creating a “Wyoming Digitization Plan”
- Identification of components
  - Additions and deletions
  - Expansion of categories
- Agreement about what we take from the day’s discussion to the larger group on the 27<sup>th</sup>

The discussion, identification of the components and agreement process will be facilitated and recorded by the facilitator. Results of the discussion and agreements will be word processed (Microsoft Word) and copied for the larger group on the 27<sup>th</sup>.

**August 27, 2004**

Time: Afternoon (1:00 – 3:45)

Group size: up to 50

Process: Small group (5 groups of 10) working to:

- Create components of a statewide digitization plan
- Prioritize components (by timing, importance, budget?)
- Share prioritized components with other groups

Large group

- Hear small group work
- Prioritize components for a statewide plan

The small group work process will be introduced and guided by the facilitator. Each group will have a flip chart and pens for recording and will choose a recorder and reporter. Results of the group work and large group prioritization will be word processed (Microsoft Word) and returned to a designated person in both hard and electronic versions.

## **Vision Statement**

### **WYDIG**

The vision of WYDIG is to bring the histories of Wyoming to life through a virtual gateway to Wyoming's rich collections

# Wyoming State Digitization Plan

## Components

### Funding

LSTA (Grant application, evaluation procedure-simple!)

McMurray

IMLS Grant

State of Wyoming

Corporations

Other sources

### Training

Contributors

Users What, when, where

Metadata “mothership

BCR ½ day training

Training needs survey

Potential contributors

Contributors

\* Web Page for Participants

Template for metadata

Grant application

Link to standards

Equipment list

Thesaurus

User feedback mechanism

Surveys, comments

\*Collection Development Policy

What should be digitized? Priorities?

Inventory technique

# Wyoming State Digitization Plan

## Components (cont.)

### Legal Considerations

- Copyright Issues
- Privacy issues
- Donor agreements
- Use policy

### Metadata

- Standards (already in place)
- Development of a Wyoming Thesaurus
- Metadata dictionary

### Scanning

- Equipment
- Standards (already in place)

### Presentation

- Platforms ie. Sirsi, Individual databases, etc.
- Web page development
- User video playback standards
- Access tracking
  - Technology
  - Hits

### Digital Preservation

- Preservation including storage issues/migration and data preservation
- Digital video standard

\*Project Management and administration for individual participants (Point person and backup)

### Marketing

- PR
- Training for users
- E-business
- For fee research services
- For contributors (buy-in)
- Public

# Wyoming State Digitization Plan

## Small group activity instructions

General instructions:

1. Utilize the component list for reference
2. Choose a recorder and a spokesperson
3. Record the answers to the activity questions on flip chart paper, writing large enough to have your answers seen by others in the room, use colors
4. Everyone in the group participates
5. Prepared to share your group's work with everyone else here
6. Work hard, but have fun!!!

Specific instruction and questions

1. As a group, answer the following questions.

What do you see your organization doing to participate in the statewide digitization plan?

If you were to dream a little and had no constraints on your participation, what else would you do in addition to the answer to the first question?

Thinking about your answer to the first two questions, what needs do you have relative to:

- Funding?
- Equipment?
- Training?
- Other needs?

As a group, how would you prioritize the items in first question? (Think about what you would do first, second and so on. Also think about what would cause you to prioritize them this way.)

What would you see as a reasonable time line for accomplishing the top five prioritized items?

# Wyoming State Digitization Plan

## Group One

Contact: Lori Phillips

[lphil@uwyo.edu](mailto:lphil@uwyo.edu)

307-766-3859

1. What do you see your organization doing to participate in the statewide digitization plan?
  - a. Museum – point to collections that are **unique** – town council minutes
  - b. Public Library – Glenrock – oral histories
  - c. County Library – Goshen – newspapers, State archives, fill in gaps
2. If you were to dream a little and had no constraints on your participation, what else would you do in addition to the answer to the first question?
  - a. Canvas Glenrock area – oral history, newspaper, database on server in Cheyenne – DVD's in local areas
3. Thinking about your answer to the first two questions, what needs do you have relative to: Funding? Equipment? Training? Other needs?
  - a. Metadata – need a common vocabulary, training
  - b. Priorities for what to include – equipment package checked out by State library
  - c. Patron access to final product
4. As a group, how would you prioritize the items in first question? (Think about what you would do first, second, and so on. Also think about what would cause you to prioritize them this way.)
  - a. #1 - Newspapers
    - i. Touch all aspects of life
  - b. #2 - County government record minutes (are these archived in Cheyenne?)
  - c. #3 – Unique collections – photos...”if you build it, they will come”
  - d. #4 – PR tool – attract private collections
  - e. #5 – Partner with historical societies
5. What would you see as a reasonable time line for accomplishing the top five prioritized items?
  - a. Timeline – how fast can we get grants?
  - b. 3 years, 1 year for funding
  - c. #3 – 3-5 years, take more time to do metadata

# Wyoming State Digitization Plan

## Group Two

Contact: Dan Schiedel

[francesc@bbhc.org](mailto:francesc@bbhc.org)

[dan@wyoptv.org](mailto:dan@wyoptv.org)

1. What do you see your organization doing to participate in the statewide digitization plan?
  - a. Identify and provide collections
  - b. Identify funding – access point
  - c. Marketing content
  - d. Seek funding resource – Legislative support
  - e. Audience Creation
    - i. Create youth teams for labor
      1. Implementation
      2. Data production
    - ii. Promotion – Branding
  - f. Public Training
  
2. If you were to dream a little and had no constraints on your participation, what else would you do in addition to the answer to the first question?
  - a. Solicitation of content – papers, film, audio, 3-D objects, images, photos from families, clubs, churches, etc...
  - b. Identify content to be preserved
  - c. Holographic imaging
  - d. Create interactive content
    - i. Programming
    - ii. On-line exhibits
    - iii. Virtual curator/professor
  - e. E-Library with copyright permission \$
    - i. Wyoming architecture
    - ii. Material culture objects
    - iii. Historic Trails (such as Bozeman Trail)
    - iv. Oral Histories
      1. Transcripts
      2. Audio streaming
      3. Video streaming
  - f. Press Assoc. collaboration to create PDF archive of contemporary papers – COPYRIGHTS \$\$??
  - g. Get press, radio and TV engaged in this project.
  - h. Partnerships with professional associations
  - i. Legislative support

3. Thinking about your answer to the first two questions, what needs do you have relative to: Funding? Equipment? Training? Other needs?
  - a. Funding –
    - i. Salaries
    - ii. Equipment
    - iii. Space/Buildings
    - iv. Storage – real & Virtual
    - v. Environmental controls
    - vi. Connectivity
    - vii. Upgrades – sustainability
    - viii. Training
    - ix. Conservation/preservation
    - x. Marketing/Promotion
    - xi. Lobbying/education/information
  - b. Equipment/Operations
    - i. Scanners
    - ii. Computer, etc....
    - iii. Standardized software for imaging & dissemination & access
    - iv. Metadata standardization
  - c. Training
    - i. State/Regional/Local
    - ii. Staff
    - iii. Public – recruit volunteers and training
    - iv. Ongoing refresher courses
    - v. PEP rallies
    - vi. Meetings
  
4. As a group, how would you prioritize the items in first question? (Think about what you would do first, second, and so on. Also think about what would cause you to prioritize them this way.)
  - a. Identify and provide collections
  - b. Identify funding – access point
  - c. Marketing content
  - d. Seek funding resource – Legislative support
  - e. Audience Creation
    - i. Create youth teams for labor
      1. Implementation
      2. Data production
    - ii. Promotion – Branding
  - f. Public Training

5. What would you see as a reasonable time line for accomplishing the top five prioritized items?
  - a. #1 – within 30days
  - b. #2 - within 45 days
  - c. #3 – within 60-90 days (deliver strategy plan)
  - d. #4 – within 90 days - grant writing, lobbying
  - e. #5 - 6-12 months from date of funding. Implementation begins with funding

# Wyoming State Digitization Plan

## Group Three

**Contact:** Kevin Anderson  
[kevinand@caspercollege.edu](mailto:kevinand@caspercollege.edu)

1. What do you see your organization doing to participate in the statewide digitization plan?
  - a. Adding to general content
  - b. UW server space & technical knowledge
  - c. Forming partnerships and networking
  - d. Identify and organize prospective content
  - e. Added value
    - i. Individual collections place in context
    - ii. Collections can be related/cross referenced
2. If you were to dream a little and had no constraints on your participation, what else would you do in addition to the answer to the first question?
  - a. Expand project to Rocky Mountain region
  - b. Document communities' current existence
  - c. Dig. Local genealogies
  - d. Create "message board" for researchers
  - e. A network that doesn't go down
  - f. Blogging
3. Thinking about your answer to the first two questions, what needs do you have relative to: Funding? Equipment? Training? Other needs?
  - a. Funding for additional staff
  - b. Outsourcing "in-house"
  - c. Support "main mission"
  - d. Funding for regional coordinators
  - e. Software
  - f. Library of contractor contacts
  - g. Legal council about copyright laws, donor agreements, protecting our interest as well.
4. As a group, how would you prioritize the items in first question? (Think about what you would do first, second, and so on. Also think about what would cause you to prioritize them this way.)
  - a. Newspapers
  - b. Photos
  - c. Audio
  - d. Wyoming publications
  - e. Maps

5. What would you see as a reasonable time line for accomplishing the top five prioritized items?
  - a. No answer given

# Wyoming State Digitization Plan

## Group Four

**Contact:** Ara Anderson  
[aanderson@will.state.wy.us](mailto:aanderson@will.state.wy.us)  
**307-687-0009**

1. What do you see your organization doing to participate in the statewide digitization plan?
  - a. Newspapers
  - b. Photos
  - c. Diaries/Personal archives/Artifacts
  - d. Access – local materials
  - e. Training Public
  - f. Coordinating with other groups
  - g. Public records
  
2. If you were to dream a little and had no constraints on your participation, what else would you do in addition to the answer to the first question?
  - a. Link of records – connections thru collections
    - i. Birth, marriage, death, etc
    - ii. “1 Stop Research Center”
  - b. 100% digitization – docs/photos/artifacts & indexing
  - c. Easy search
  - d. Terabyte Servers
  - e. STAFF!!!
  - f. Perfect OCR
  - g. Space for staff
  - h. Software migration & hardware
  - i. Local infrastructure support
  - j. Statewide funding/subsidy
  - k. State funding to private entities
  - l. Security
  
3. Thinking about your answer to the first two questions, what needs do you have relative to: Funding? Equipment? Training? Other needs?
  - a. Funding
    - i. Powerball
    - ii. Multi-Tiered
      3. State – Federal – Corporate
      4. Private – Local
      5. E-Commerce

- b. Equipment
    - i. Servers
    - ii. Scanners
    - iii. Desktops
    - iv. Storage – hosted, multi agency connectivity – bandwidth
  - c. Training
    - i. BCR
    - ii. Go with Tech – ongoing
    - iii. Community – user training
  - d. Other Needs
    - i. Marketing
    - ii. Legal – Copyright
    - iii. Donor agreement template
    - iv. Uniform forms – Data collection
    - v. Caffeine
    - vi. Trained Volunteers
4. As a group, how would you prioritize the items in first question? (Think about what you would do first, second, and so on. Also think about what would cause you to prioritize them this way.)
- a. Newspapers
  - b. Access - local materials
  - c. Training public
  - d. Coordinating with other groups
  - e. Public Records
  - f. Photos/Diaries/Personal Archives/Artifacts
5. What would you see as a reasonable time line for accomplishing the top five prioritized items?
- a. 2 years – Newspapers 1900-10
  - b. Access – 2 years statewide
  - c. Training – start at accessible – ongoing
  - d. Coordinating – start now – ongoing
  - e. Public Records – 5 years