What Do We Do Next?  
Changing Workflows for Creating Digital Documents

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State Library of Pennsylvania

September 30, 2014  Presentation for Pennsylvania Library Association

What Do We Do Next? Overview

- Background on the State Library and its collections
- Traditional workflow for collections
- Review of digital efforts and options
- What to digitize? And who should do what?
- Different types of scanning?
- Now what? You captured the image but what do you do with it?
  - Selecting storage and access the image
  - Metadata creation
  - Promotion and use
  - Questions

Did you know the State Library

- Traces its roots to 1745
- Was started by Ben Franklin and the General Assembly
- Was first housed in Independence Hall
- Has an extensive collection of Pennsylvania imprints including the largest collection of PA newspapers

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Inside the Forum Building

State Library's Digital Efforts
- Pennsylvania in the Civil War
  - Necrology scrapbook
  - Regimental Histories
  - Lt. Snowden's Civil War Diary
- State Documents including state asylum reports and mining accident reports

State Library's Current Efforts
- Pennsylvania Newspapers
- Pennsylvania in World War I
- Pennsylvania Court Records and Briefs
- 19th and 20th century Pamphlet Volumes
- "The Biglers: the Story of Two Brothers"
Options for Planning Projects

- What to digitize?
  - Collection Strengths
  - Copyright Issues
  - Historical Event Anniversaries

- Who should do what? Items to consider
  - Metadata
  - Scanning

Steps before Scanning?

- Preparation
  - Is the item or run complete?
- Check condition
  - Can it be sent out?
  - Are there foldouts or other oddities?
  - Does it need repair?
- Copyright
  - For all years
  - Document vs. volume

Scanning Options

Commercial Firms or In-House?

- What equipment is needed?
- When to use a commercial firm
- Reasons to stay “in-house”
- Steps to consider
Ok. My Image is Done. Now What?

- Storage Options
- Uploading the image
- Metadata - Round Two

Letting Others Know about the Collection

- Catalog access
- Web pages
- Exhibits promoting the collection
- Newsletters
- Email to teachers or groups who might be interested

Contacting the State Library

- Main Reference Desk
  717.783.6950
- Law Reference Desk
  717.787.3272
- Visit us at the Forum Building, 607 South Drive, Harrisburg PA 17120-0600
  - Tuesday, Wednesday and Thursday from 9:30 a.m. to 5 p.m.
  - 2nd Saturday of the month, 9:30 a.m. to 4:30 p.m.
Questions

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