

Pilot:

Cambridge Historical Commission Building Files

Digitize > Catalog > Expose > Explore > Preserve



Cambridge Building Files Collection: Digitize, Catalog, Expose, Explore, and Preserve

The Cambridge Historical Commission conducted a building survey in the early 1970s. A photo was taken and a survey form completed for each of the 16,000 buildings in the city. Each form was placed in a manila folder in a file cabinet. Over the years additional information was placed into these folders as additional research was conducted on particular buildings as part of the commission's official business or as other information turned up in newspaper articles or a variety of other documents which have been contributed or gathered by CHC staff. By now the Building Files collection occupies 16 four-drawer file cabinets. Each manilla folder is titled with a range of addresses.

This project, initiated by Charles Sullivan, Director of the Cambridge Historical Commission, and Emily Gonzalez, CHC Archivist, is intended to

- Develop a workflow for scanning and cataloging the documents
- Create a searchable catalog for the items
- Work with Cambridge GIS to incorporate building files which will allow the documents to be linked with other documents about buildings and for exploring the documents on historic maps.

In addition to accomplishing these practical capabilities, the project is oriented by several concerns related to long-term information stewardship:

Assure that digital resources and associated documentation are secure against mishaps, natural disasters and natural decay.

Assure that resources and associated metadata are always interoperable between a variety of standards-based repository tools.

Provide a means of entering and preserving new information, including artifacts that are born digital.

Look forward to providing a platform for linking information from the Building Files collection to web-based applications and scholarship, including applications such as the Massachusetts Cultural Resource Information System.

Participants:

Charles Sullivan, Director, Cambridge Historical Commission

Emily Gonzalez, Cambridge Historical Commission Archivist

Meta Partenheimer, Sarah Burks, Cambridge Historical Commission

Jeff Amero, and Katherine Grillo Cambridge GIS

Peter Stott, Massachusetts Cultrual Resouces Information System

Paul Cote, pbcGIS.com

Folders and Items (Existing)

64 File drawers of documentation about Cambridge Buildings



16,000 Folders, each more or less related to a property or building



Items:
000,
001

1. Put Items and Pages in Order

Prepare batches of folders for scanning.

Cover Sheet for Each folder

**Multi-Page Documents,
Photo Front and Reverse**



Get advice from vendors on pre-organization.

Scanning Workflow & Naming Scheme (ideas)

Rough Sort of Item Types:
Categories could be applied by
quick visual inspection during,
or after? scanning process.



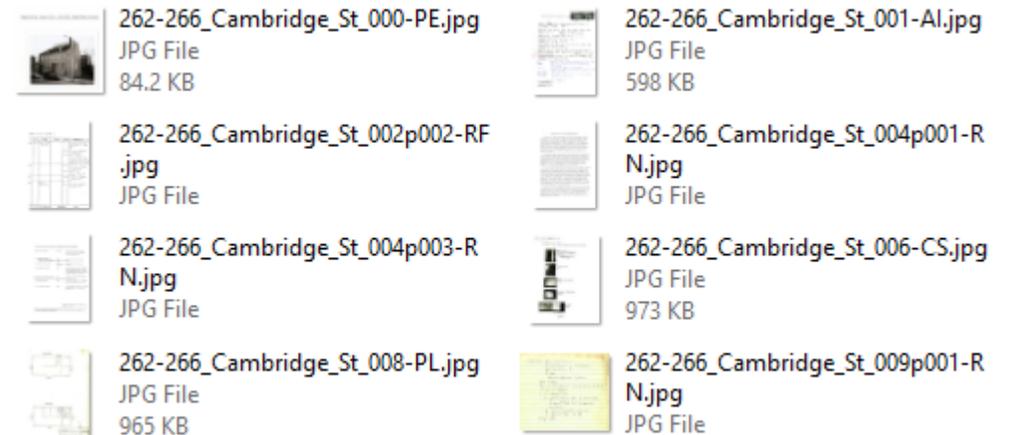
- Cambridge_Street
- Fourth_Street
- Otis_Street
- 256_Cambridge_St
- 262-266_Cambridge_St
- 276_Cambridge_St
- 292_Cambridge_St
- 304-306_Cambridge_St
- 308_Cambridge_St
- 314-316_Cambridge_St
- 320-324_Cambridge_St

Rough Sort of Item Types:
May also be accomplished in a
QA process as batches of scans
are checked and uploaded to
Omeka

www.pbcGIS.com

- AI: Architectural Inventory Form
- RF: Research Form
- PE: Exterior View
- PI: Interior Detail
- AM: Article or Monograph
- RN: Research Notes
- OB: Official Business
- CS: Contact Sheet
- PL: Plan
- LT: Letter
- UC: Unclassified
- HS: Historic Building Survey

ScanID = 264-266_Cambridge_St_001p001-AI.tif



cultivating spatial intelligence®



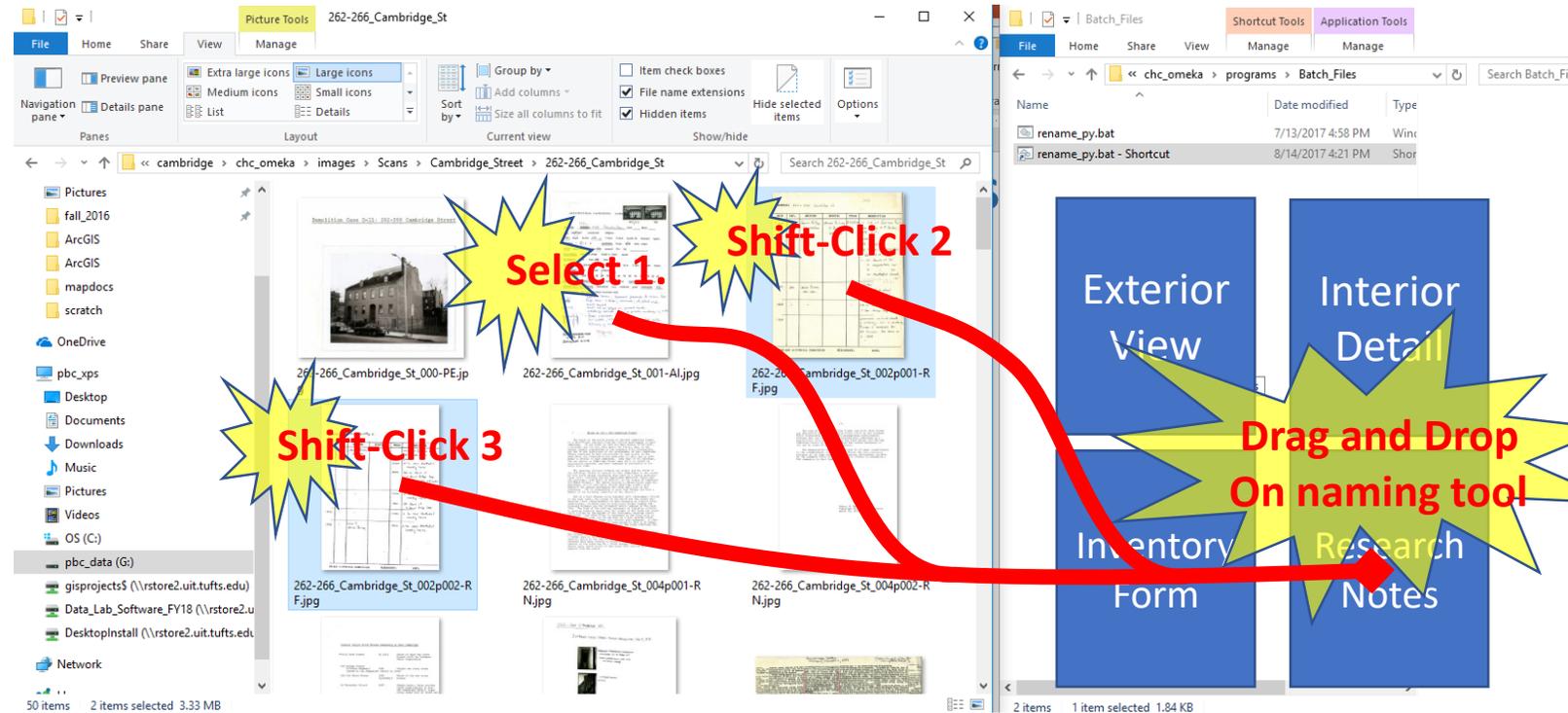
Tools for Post-Scanning Rough Sort

Drag and Drop Item Type Assignment.

Open Folder with Large Tiles View

Visually select files of a particular type.

Select many, then drag and drop onto the appropriate Type Changer tool



Geocode Addresses and Supplement Master Address List (Using & Extending Cambridge Master Address file)

A script creates a table of all addresses suitable for geocoding in ArcMap

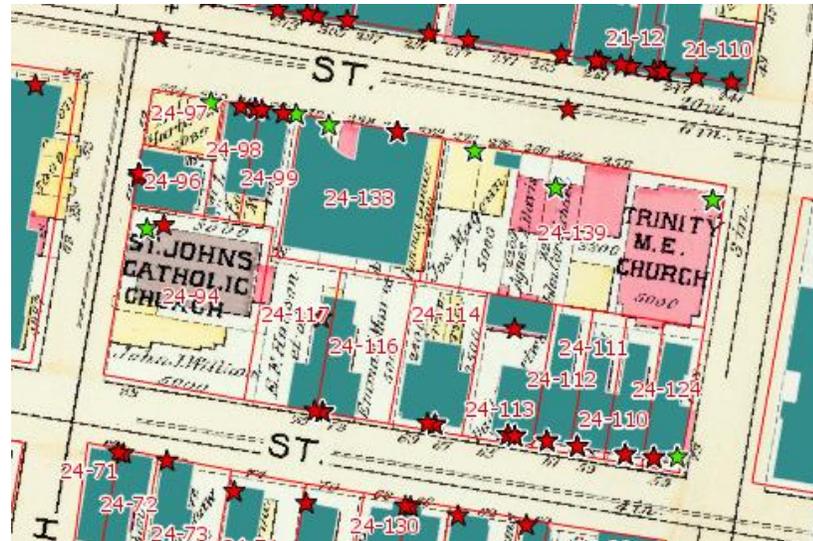
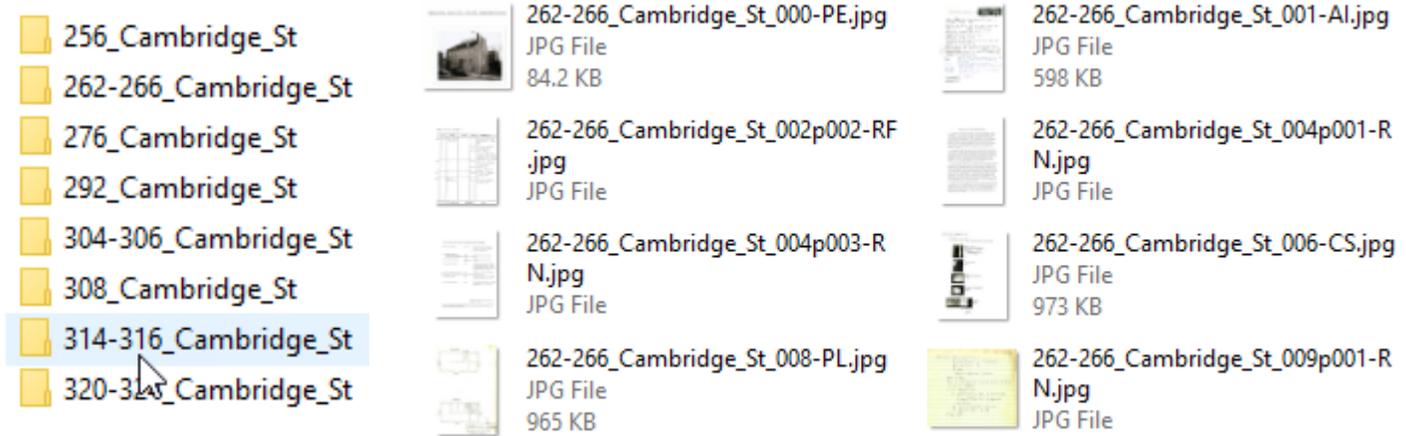
ArcMap Geocoding Process is flexible regarding spelling.

Addresses not matched are added to table of Historical address points.

Future geocoding is made using a union of the official address points and the CHC Historical Address Points

Result is a dictionary of all CHC Addresses with:

- Latitude
- Longitude,
- Map-Lot
- Building_ID



Shape	Full_Addr	BldgID	ml	POINT_X	POINT_Y
Point	39 Fourth St	416-31	23-36	-71.081493	42.371644
Point	113-A Fourth St	530-10	26-81	-71.08247	42.368326
Point	111 Fourth St	530-6	26-80	-71.082266	42.368371
Point	113 Fourth St	530-12	26-81	-71.082312	42.368311
Point	119-1/2 Fourth St	530-31	26-151	-71.08254	42.368102
Point	117 Fourth St	530-24	26-150	-71.082433	42.36817
Point	105 Fourth St	507-34	26-59	-71.082241	42.368683
Point	106 Fourth St	514-19	24-2	-71.081914	42.36875
Point	104 Fourth St	514-16	24-3	-71.081913	42.368833
Point	118-R Fourth St	533-14	17-22	-71.081987	42.368169
Point	106-R Fourth St	514-19	24-2	-71.081821	42.368741
Point	23 Fourth St		22-142	-71.081455	42.372479

Data Round-Up Scripts

For each image file in the scans folder:

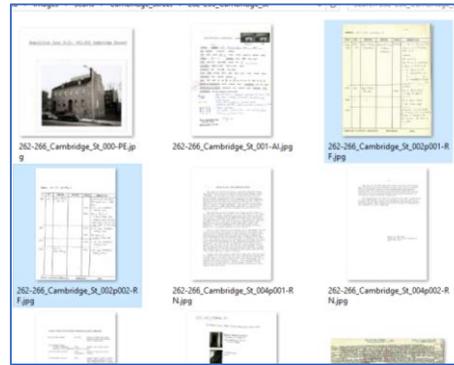
Use the item-type dictionary to apply meaningful titles and keywords

Use the Address Points dictionary to look up the coordinates, building-ID and Map-Lot.

Write a comma-delimited table formatted for the Omeka CSV import tool

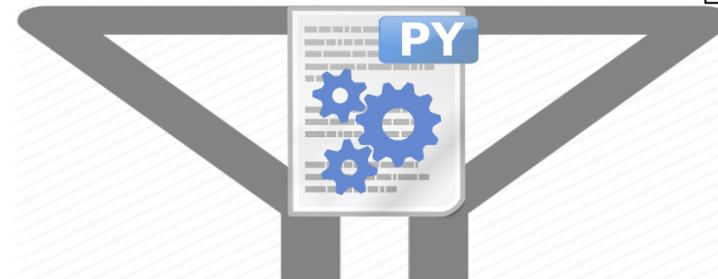
Future version could:

- Embed the metadata and coordinates into the image files themselves.
- Import the collection into any content management system that permits systematic import.



Shape	Full_Addr	BldgID	ml	POINT_X	POINT_Y
Point	39 Fourth St	416-31	23-36	-71.081493	42.371644
Point	113-A Fourth St	530-10	26-81	-71.08247	42.368326
Point	111 Fourth St	530-6	26-80	-71.082266	42.368371
Point	113 Fourth St	530-12	26-81	-71.082312	42.368311
Point	119-1/2 Fourth St	530-31	26-151	-71.08254	42.368102
Point	117 Fourth St	530-24	26-150	-71.082433	42.36817
Point	105 Fourth St	507-34	26-59	-71.082241	42.368683
Point	106 Fourth St	514-19	24-2	-71.081914	42.36875
Point	104 Fourth St	514-16	24-3	-71.081913	42.368833
Point	118-R Fourth St	533-14	17-22	-71.081987	42.368169
Point	106-R Fourth St	514-19	24-2	-71.081821	42.368741
Point	23 Fourth St		22-142	-71.081455	42.372479

- **AI:** Architectural Inventory Form
- **RF:** Research Form
- **PE:** Exterior View
- **PI:** Interior Detail
- **AM:** Article or Monograph
- **RN:** Research Notes

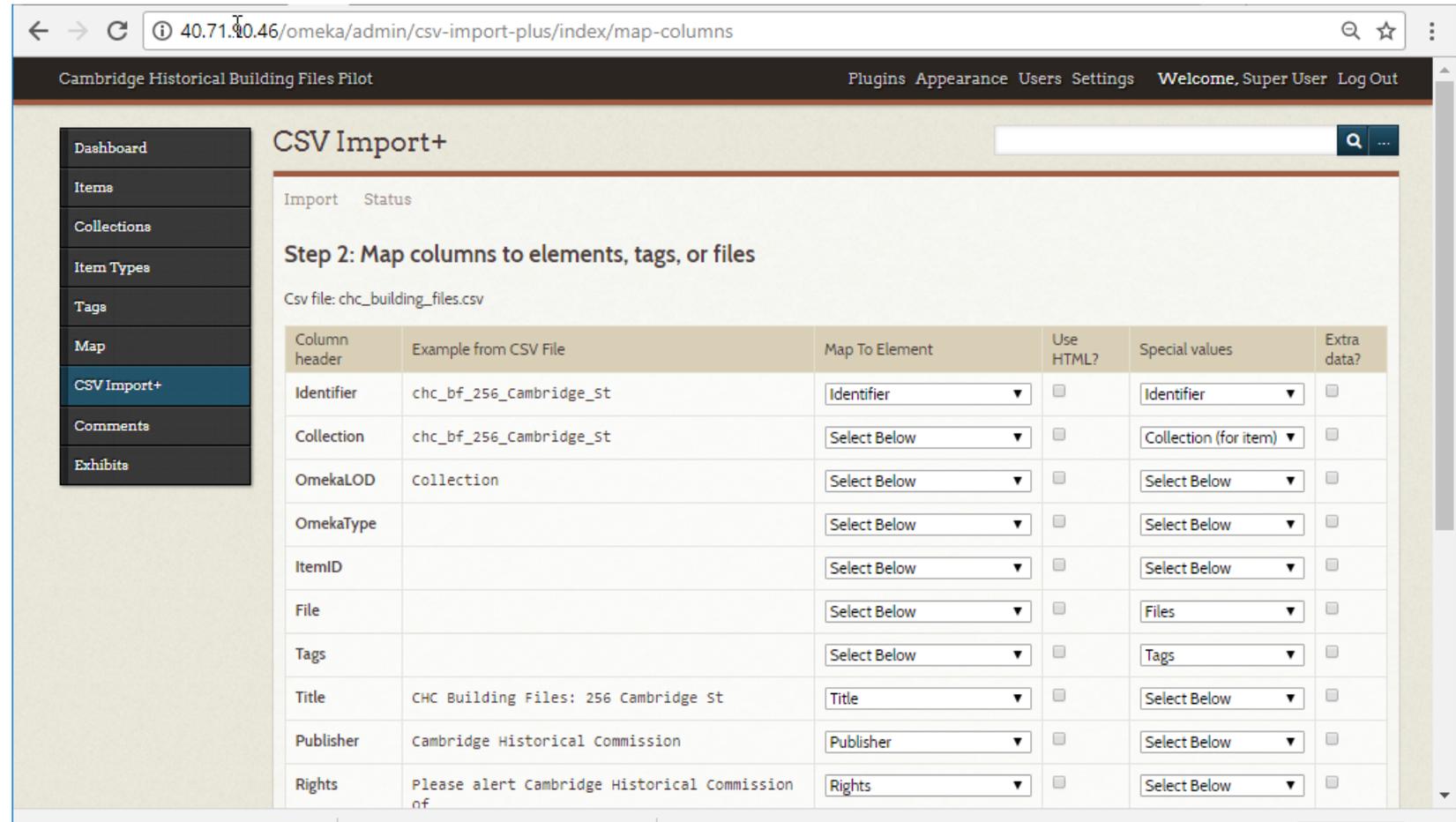


	A	B	C	D	F	H	I	J	K	L	M	N	O	P
1	Identifier	Collection	OmekaLO	OmekaType		Title	Publisher	Rights	latitude	longitude	MapLot	BuildingID	Address	CHCDocT
2	chc_bf_256_Cambridge_St	chc_bf_256_Cambridge_St	Collection	CHC Build	chc_bf_25	Building	CHC Build	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Collec	
3	chc_bf_256_Cambridge_St_000	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Building	Exterior V	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Exterior	
4	chc_bf_256_Cambridge_St_001	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Research	Research	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Research	
5	chc_bf_256_Cambridge_St_002	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article	
6	chc_bf_256_Cambridge_St_003	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Photograph	Contact St	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Contact S	
7	chc_bf_256_Cambridge_St_004	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article	
8	chc_bf_256_Cambridge_St_005	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Research	Research	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Research	
9	chc_bf_256_Cambridge_St_006	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Research	Research	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Research	
10	chc_bf_256_Cambridge_St_007	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article	
11	chc_bf_256_Cambridge_St_008	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article or	
12	chc_bf_256_Cambridge_St_009	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article	
13	chc_bf_256_Cambridge_St_010	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article C	
14	chc_bf_256_Cambridge_St_011	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article e	
15	chc_bf_256_Cambridge_St_012	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article	
16	chc_bf_256_Cambridge_St_013	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article or	
17	chc_bf_256_Cambridge_St_014	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article	
18	chc_bf_256_Cambridge_St_015	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Research	Research	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Research	
19	chc_bf_256_Cambridge_St_016	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Article	Article or	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Article e	
20	chc_bf_256_Cambridge_St_017	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Architectu	Site Plan:	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Site Pl	
21	chc_bf_256_Cambridge_St_018	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Building	Exterior V	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Exterior	
22	chc_bf_256_Cambridge_St_020	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Building	Exterior V	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Exterior	
23	chc_bf_256_Cambridge_St_021	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Building	Exterior V	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Exterior	
24	chc_bf_256_Cambridge_St_022	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Uncategor	Unccategc	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Unccate	
25	chc_bf_256_Cambridge_St_023	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Historical	Letter: 25	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Letter	
26	chc_bf_256_Cambridge_St_024	chc_bf_256_Cambridge_St	Item	CHC Build	chc_bf_25	Historical	Letter: 25	Cambridge	Please ale	42.37092	-71.08	24-139	256 Cambi Letter	

Import Images and Rough Metadata On-Line Repository (Omeka)

Images and CSV File are uploaded to a cloud server which also has Omeka Installed.

The Omeka Import CSV + Plugin is used to import the images and to create a simple catalog record for each..



The screenshot shows the Omeka administration interface for the 'Cambridge Historical Building Files Pilot' project. The page is titled 'CSV Import+' and is in 'Step 2: Map columns to elements, tags, or files'. The CSV file being imported is 'chc_building_files.csv'. A table lists various columns from the CSV and allows mapping them to Omeka elements, tags, or files. Each row includes a 'Map To Element' dropdown, a 'Use HTML?' checkbox, a 'Special values' dropdown, and an 'Extra data?' checkbox.

Column header	Example from CSV File	Map To Element	Use HTML?	Special values	Extra data?
Identifier	chc_bf_256_Cambridge_St	Identifier	<input type="checkbox"/>	Identifier	<input type="checkbox"/>
Collection	chc_bf_256_Cambridge_St	Select Below	<input type="checkbox"/>	Collection (for item)	<input type="checkbox"/>
OmekaLOD	Collection	Select Below	<input type="checkbox"/>	Select Below	<input type="checkbox"/>
OmekaType		Select Below	<input type="checkbox"/>	Select Below	<input type="checkbox"/>
ItemID		Select Below	<input type="checkbox"/>	Select Below	<input type="checkbox"/>
File		Select Below	<input type="checkbox"/>	Files	<input type="checkbox"/>
Tags		Select Below	<input type="checkbox"/>	Tags	<input type="checkbox"/>
Title	CHC Building Files: 256 Cambridge St	Title	<input type="checkbox"/>	Select Below	<input type="checkbox"/>
Publisher	Cambridge Historical Commission	Publisher	<input type="checkbox"/>	Select Below	<input type="checkbox"/>
Rights	Please alert Cambridge Historical Commission of	Rights	<input type="checkbox"/>	Select Below	<input type="checkbox"/>

Omeka Tour: What is Omeka?

Omeka is a free and open-source project of the Roy Rosenzweig Center for History and New Media, George Mason University.

www.Omeka.org

Huge community of users and contributors, coders and consultants

Engagement with serious library and cultural preservation projects like Digital Commonwealth and Public Library of America



The screenshot shows the Omeka website homepage. At the top, there is a red header with the Omeka logo (a white square containing a golden spiral) and the word "omeka" in white lowercase letters. To the right of the logo is a search bar with the text "Search Omeka.org" and a "Search" button. Below the header is a dark grey navigation bar with links for "Showcase", "Add-Ons", "Forums", "Documentation", "Download", and "Omeka S".

The main content area features four light green boxes with the following text:

- Serious Web Publishing**
- Cost-Effective Design**
- Flexible and Extensible**
- Free and Open Source**

Below these boxes is a section titled "Serious Web Publishing" with the text: "Create complex narratives and share rich collections, adhering to Dublin Core standards with Omeka on your server, designed for scholars, museums, libraries, archives, and enthusiasts. [Learn More](#)".

Next to this text is a large image showing a collage of Omeka interface elements, including a "Download Omeka" button, a "System Requirements" link, and a "No server? Try Omeka.net!" button.

Below the "Serious Web Publishing" section is a red button with a white downward arrow and the text "Download Omeka Linux, Apache, MySQL5, PHP5".

Below the red button is a link for "System Requirements" and a green button with the text "No server? Try Omeka.net!".

The bottom of the page is divided into two columns. The left column is titled "Omeka in Action" and "Tour Omeka", featuring a screenshot of the Omeka interface showing an "Edit Item #2: 'La Gioconda (Mona Lisa)'" page. The right column is titled "News" and features a headline "Omeka.net Refreshed and Renewed" dated "August 28, 2017". The text below the headline reads: "Today marks the launch of a new look for Omeka.net, and many new benefits for users. Now is the time to sign up for an account to take advantage of our new pricing structure, enhanced functionality options, and additional storage. We've reduced the prices for our most popular plans: Plus Plan is now \$25 a [...]"

Omeka as a Framework for Attaching Knowledge to Digital Resources

Visit:

<http://40.71.90.46/omeka>

Omeka data base is organized as a hierarchy:

Collection = Building Files Folder

Items are folder contents, can be multi-paged.

Try search by Map

Try searching by "Title Contains 'Form'"

Try searching by "Title Contains 'Form'"

Try searching by "Title Contains 'Form'"



A screenshot of the Omeka website interface. The title is "Cambridge Historical Building Files Pilot". At the top right is a search box with the word "Search" and a magnifying glass icon. Below the title are three navigation buttons: "Browse Items", "Browse Collections", and "Map". The main content area is divided into two columns. The left column has a "Featured Item" section with the text "No featured items are available." and a "Recently Added Items" section. The right column has a "Featured Collection" section with the text "No featured collections are available." Under "Recently Added Items", there are two items: "Biographical Sketch: 73 Otis St" with a small image of a person, and "Site Plan: 73 Otis St" with a small image of a site plan.

Play with Public Omeka Site

Visit:

<http://40.71.90.46/omeka>

Click “Map” on the left-hand sidebar to explore items on the map.

This Omeka site is bare-bones for the pilot, but can be made fancier with some free plug-ins see the [Cleveland Historical](#) site.

Different levels of access can be established for groups of users.

I’ll create “Researcher” accounts for each of you. After some training, Admin role can be assigned.

The screenshot shows the Omeka Admin interface for geolocation. The browser address bar displays `40.71.90.46/omeka/admin/geolocation/map/browse`. The page title is "Browse Items on the Map (151 total)". The interface features a sidebar on the left with navigation options: Dashboard, Items, Collections, Item Types, Tags, Map (highlighted), CSV Import+, and Comments. The main area displays a Google Map of Cambridge, MA, with several red pins indicating item locations. The map includes street names like Gore St, Cambridge St, Otis St, and Thorndike St. On the right side, there is a search bar and a list of items with titles such as "Exterior View: 256 Cambridge St", "Research Notes: 256 Cambridge St", and "Article or Monograph: 256 Cambridge St".

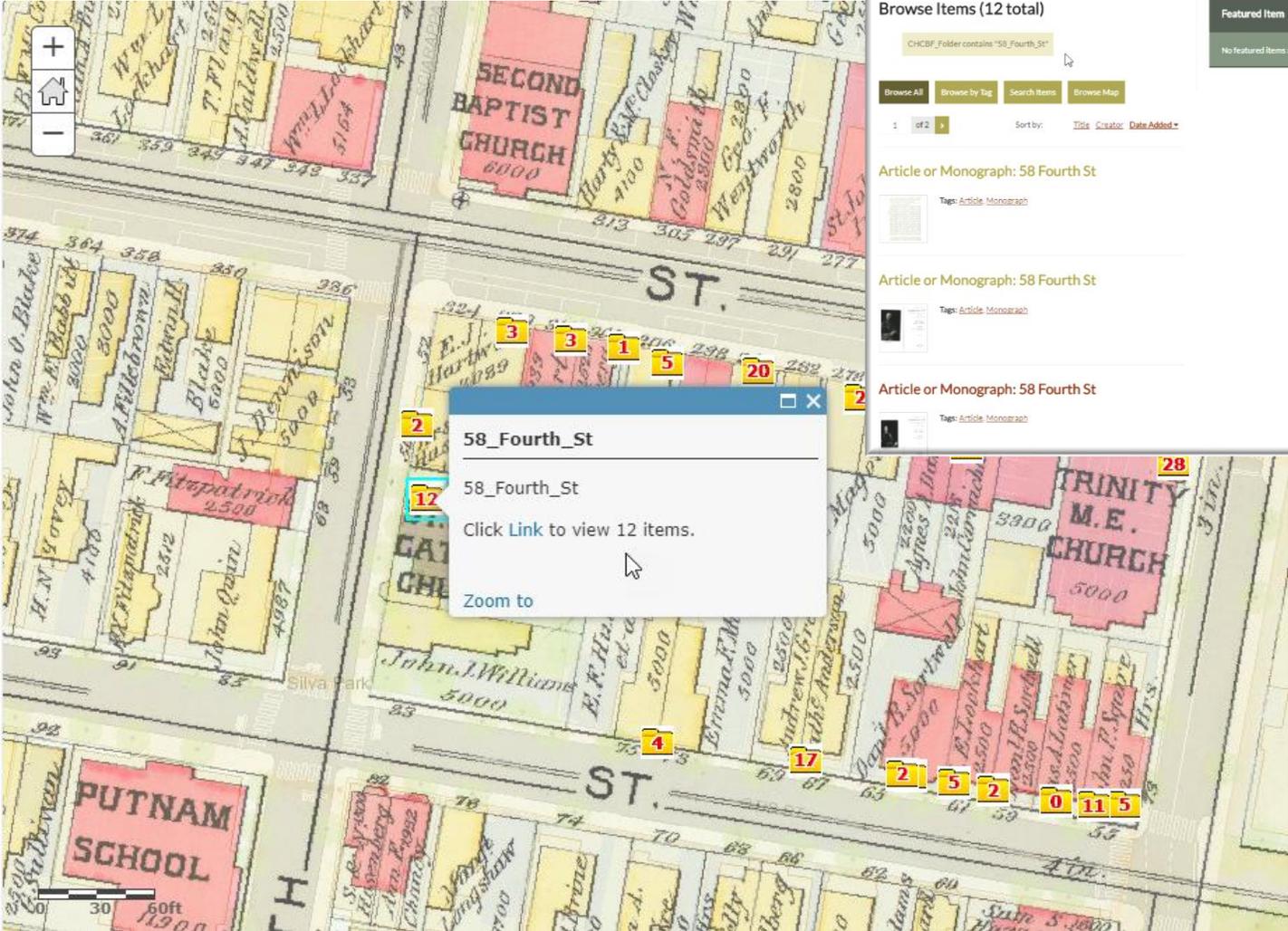
Play with Pilot Web GIS Application

Elements of the same CSV file used to create Items and Collections in the Omeka repository are used to put folders on a web-map from 1890.

Folders are displayed with a tag showing the number of items.

Click on a folder to reveal a URL to an Omeka page showing a thumbnail and title for each item from the selected folder.

This is a very basic GIS web-app that demonstrates how the Building Files items can be explored through GIS. There are many other possibilities.



Omeka Tour: Super-User Tasks

Control look, feel and Branding of site using pre-fab **“Themes”**

Install Plug-Ins:

- Import CSV Plugin
- Library of Congress and Ghetty Vocabularies
- PDF Viewer / Export Plugin
- Neatline / Time Plugin
- [CurateScape Plugin](#) – make site like [ClevelandHistorical.org](#)

[Add and Manage Users](#)

Cambridge Historical Building Files Pilot

Plugins Appearance Users Settings Welcome, Super User Log Out

Dashboard
Items
Collections
Item Types
Tags
Map
CSV Import+
Comments

Appearance

Themes Navigation Settings

Current Theme

Emiglio

By Roy Rosenzweig Center for History and New Media

Named after our favorite robot. A simple, minimal theme with reds and greens.

[Get support](#)

Configure Theme

Add new themes by downloading them from the [Omeka Theme Directory](#), or design your own!

Berlin	Seasons	Thanks, Roy
Use this theme	Use this theme	Use this theme
Berlin By Roy Rosenzweig Center for History and New Media	Seasons By Roy Rosenzweig Center for History and New Media	Thanks, Roy By Roy Rosenzweig Center for History and New Media

Omeka Tour: Admin User Tasks

[Create new Items](#)

[Upload Files](#) (associate them with Items)

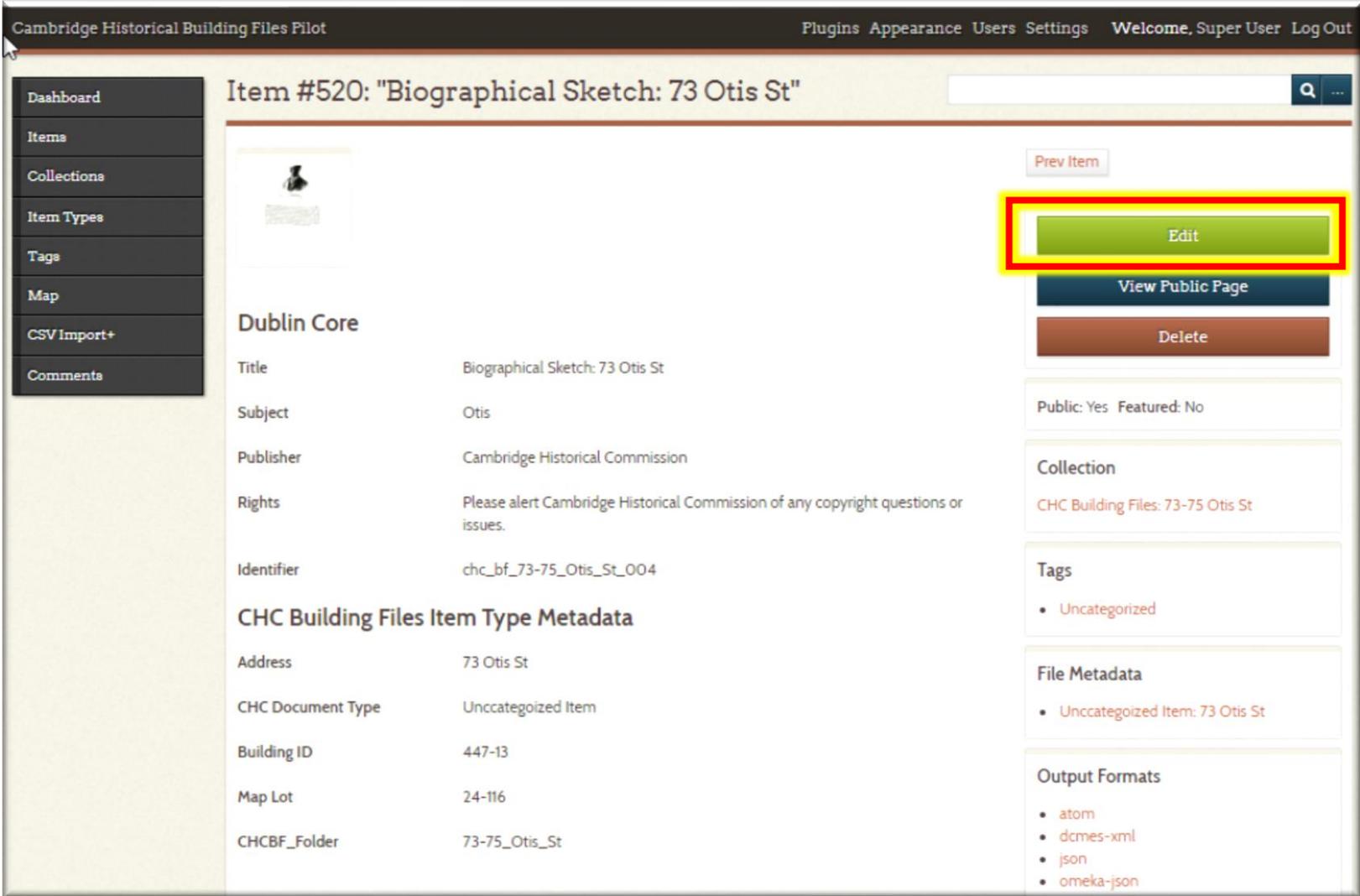
[Edit Metadata](#) and [Location Info](#) for Items

[Create New Item Types](#)

[Create new metadata fields](#) and [controlled lists](#) (MACRIS-ID)

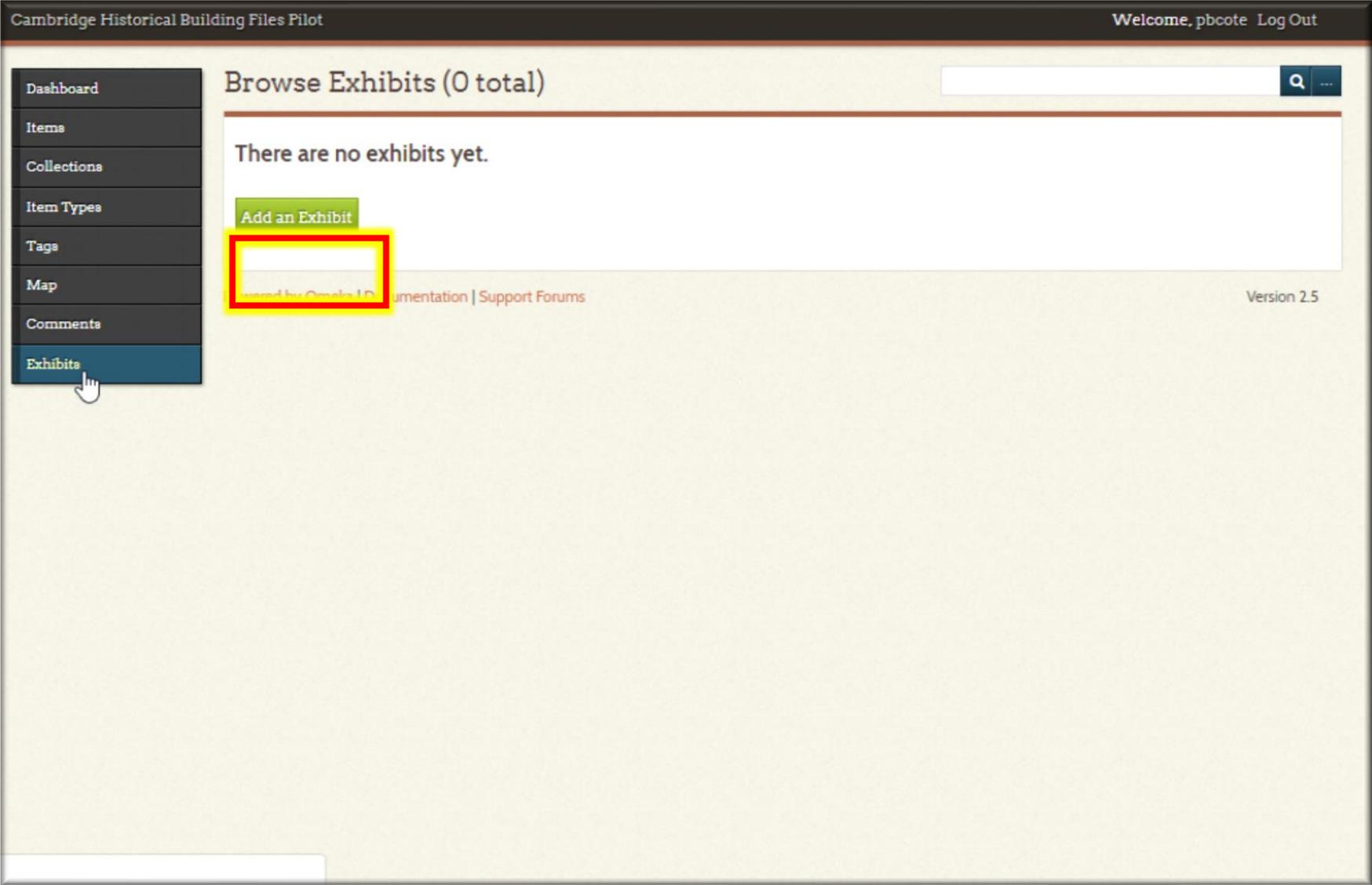
[Inspect and Edit Tags Globally](#)

[More Omeka Documentation](#)



Omeka Tour: Create exhibits that use items into ordered, annotated presentations.

Omeka Documentation for [Exhibit Builder](#)



Omeka Tour: Export Archive / Backup CSV

After data has been enhanced in Omeka, Images and item metadata will need to be written out to files with an enhanced CSV catalog

This will be important for general back-up purposes

This will also be the pathway for importing into the Cambridge Document Management System

[Omeka Open Archive Initiative \(OAI\) Export Tool](#)



The screenshot shows the Omeka website interface. At the top, there is a red header with the Omeka logo and a search bar. Below the header, there is a navigation menu with links for Showcase, Add-Ons, Forums, Documentation, Download, and Omeka S. The main content area is titled "Plugins/OaiPmhRepository 2.0". It includes a breadcrumb link "< Plugins", a paragraph describing the plugin's functionality, and a section titled "Metadata Formats" with a list of supported formats: Dublin Core (oai_dc), CDWA Lite (cdwalite), and MODS (mods). A right-hand sidebar contains sections for "DOCUMENTATION", "PAGE VIEW", and "TOOLBOX", each with a list of links.

Search Omeka.org Search

Showcase Add-Ons Forums Documentation Download Omeka S

Log In

Plugins/OaiPmhRepository 2.0

< [Plugins](#)

The OaiPmhRepository plugin exposes metadata for Omeka items using the [Open Archives Initiative Protocol for Metadata Harvesting](#). This is the reverse of the functionality provided by the [OaiPmhHarvester plugin](#).

Metadata Formats

The plugin ships with several default formats. Other plugins can alter these or add their own

- [Dublin Core](#) (oai_dc)
 - This is required by the OAI-PMH specification for all repositories. Omeka metadata fields are mapped one-to-one with fields for this output format, and it is the preferred format to use with the plugin.
- [CDWA Lite](#) (cdwalite)
 - The mapping between Omeka's metadata and CDWA Lite metadata is more complicated, and certain fields may not be populated correctly. The chief advantage of using CDWA Lite output is that file URLs can be output in a controlled format, unlike Dublin Core. Harvesters may therefore be able to harvest or link to files in addition to metadata.
- [MODS](#) (mods)
 - This output crosswalks the Dublin Core metadata to MODS using the [mapping](#) recommended by the Library of Congress.

DOCUMENTATION

- Home
- Screencasts
- Themes
- Appearance
- Plugins

PAGE VIEW

- Page
- Discussion
- View source
- History

TOOLBOX

- What links here
- Related changes

Omeka Tour: Export Selected Items and Metadata

HistoryPIN Upload Tool

The screenshot shows the HistoryPIN website's Bulk Uploader page. At the top, there is a navigation bar with links for Home, Explore the Map, Meet our Members, Browse all Collections, and News, along with Join and Login buttons. The main header features the 'historypin' logo and social media icons for Google+, Facebook, and Twitter. The central heading is 'Bulk Uploader for Chrome and Firefox'. Below this, there is a list of FAQ items: 'What is the Bulk Uploader?', 'How does it work?', 'What requirements are there?', and 'How to I get started?'. A prominent pink button reads 'I'm ready to do a Bulk Upload'. To the right, a 'Downloadables' section lists 'CSV template download', 'Instructions to complete the CSV', and 'Advice and tips'.

What is the Bulk Uploader?

The Historypin Bulk Uploader is an unlimited, free tool that allows you to upload unlimited images and their corresponding meta-data (eg. title, date, tags) in one go, rather than one by one.

If you have latitude and longitude co-ordinates, your images can also be automatically geotagged. However, geotagging on Street View has to be done by hand for each image.

We recommend the Bulk Uploader if you wish to upload 200 images or more at once.

If you have more questions, please see our FAQs.

Contribute Selected Items to Digital Commonwealth

The screenshot shows the Digital Commonwealth website. The header includes the logo 'Digital Commonwealth Massachusetts Collections Online' and a search bar. Navigation links include 'Search', 'Explore', 'For Libraries', 'For Educators', and 'About'. A login section is present with fields for 'Email' and 'Password', a 'Remember me' checkbox, and links for 'Forgot password' and 'Login'. A left sidebar menu lists: 'For Libraries', 'Membership', 'Mailing List Signup', 'Contribute Your Collections' (with a dropdown arrow), 'Events', 'Who We Are', and 'Contact Us'. The main content area is titled 'Contribute Your Collections' and explains that members can contribute to the publicly-accessible Digital Commonwealth search system. It lists three ways to contribute: 'Hosted Collections' (for institutions with digitized materials), 'Harvested Collections' (for institutions with OAI-PMH harvesting), and 'Metadata Requirements & Guidelines' (for metadata requirements). A blue call-to-action box at the bottom encourages contacting state legislators and includes a 'Learn more here' link.

Resources

These references provide some background on how to organize a digitizing project.

- Digital Public Library of America
Digital Reformatting and File Management
<http://dp.la/info/about/projects/public-library-partnerships/digital-reformatting-and-file-management/>
- National Archives:
**Technical Guidelines for Digitizing Archival Materials for Electronic Access:
Creation of Production Master Files – Raster Images**
<https://www.archives.gov/files/preservation/technical/guidelines.pdf>
- Smithsonian Institution
Digitizing Collections
<https://siarchives.si.edu/what-we-do/digital-curation/digitizing-collections>