

California Local History Digital Resources Program

FINAL PROJECT EVALUATION:

2010-2011

Prepared by the Califa Group
July 2011

A project supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian

Executive Summary

This report contains a detailed statistical analysis of the results to the survey titled *LHDRP 2010-2011: Final Project Evaluation Survey*. The results analysis includes answers from all respondents who took the survey in the 30 day period from Wednesday, June 15th 2011, to Friday, July 15th 2011. 7 completed responses were received from the survey during this time.

1.) Reflecting upon your experience, would you participate in LHDRP again? Why or why not?

- 1.) Yes -- it was a good experience to work with other institutions on related, but widely varying projects.
- 2.) Yes we would participate again. It is a great project to be associated with.
- 3.) Grant funding is always good because it gives institutions the opportunity to do things they otherwise could not do.
- 4.) Yes, I would participate in LHDRP again. The program was organized and staff was responsive to grantee's needs.
- 5.) Yes! This was a great experience, we added images, learned about copyright, scanning technology, and image management, plus met new people and learned about their collections.
- 6.) Yes, but I would need somebody very computer savvy to help me.
- 7.) Yes. We will. We learn to use CONTENTdm.

2.) *What benefits, skills, and/or knowledge did your organization gain from its experience with LHDRP?*

- 1.) Exposure to CONTENTdm, different approaches to digital collections, resources relating to digital projects that we weren't aware of previously
- 2.) Learning the CONTENTdm system was important in learning the data needed to make the images accessible online. Learning what other institutions are doing was also a benefit to us. Every collection is unique and it was helpful to learn how others approached this challenge. Working with LUNA was a plus and we learned important information about scanning. Following the criteria provided by the State for selecting photographs was helpful in establishing subject fields. All in all it is a great project to be a part of and we appreciate the opportunity.
- 3.) Digitization specifics, being attentive to deadlines, determining copyright.
- 4.) We learned how to determine copyright status by attending workshop and research. -We created a Pre-project survey and gave it to stakeholders within community. -We created a Community scan and learned more about our community. -We borrowed photos from the Fire Department, which allowed us to develop a relationship with that dept. -We updated our Historic Preservation Commission on the status of the project via regular Commission meeting. -We learned how to create a spreadsheet in GoogleDocs to keep track of items and descriptions. -We checked quality control of scans. -We attended ContentDM workshop, then uploaded images onto ContentDM server and imported metadata for corresponding items.
- 5.) We learned about ContentDM, gained experience with project management, and learned about copyright, scanning technology, and public outreach.
- 6.) We gained exposure to the public as an archive worthy of notice.
- 7.) We connect with local Historical Society and Museum. We gain skills and knowledge in using digital images using CONTENTdm.

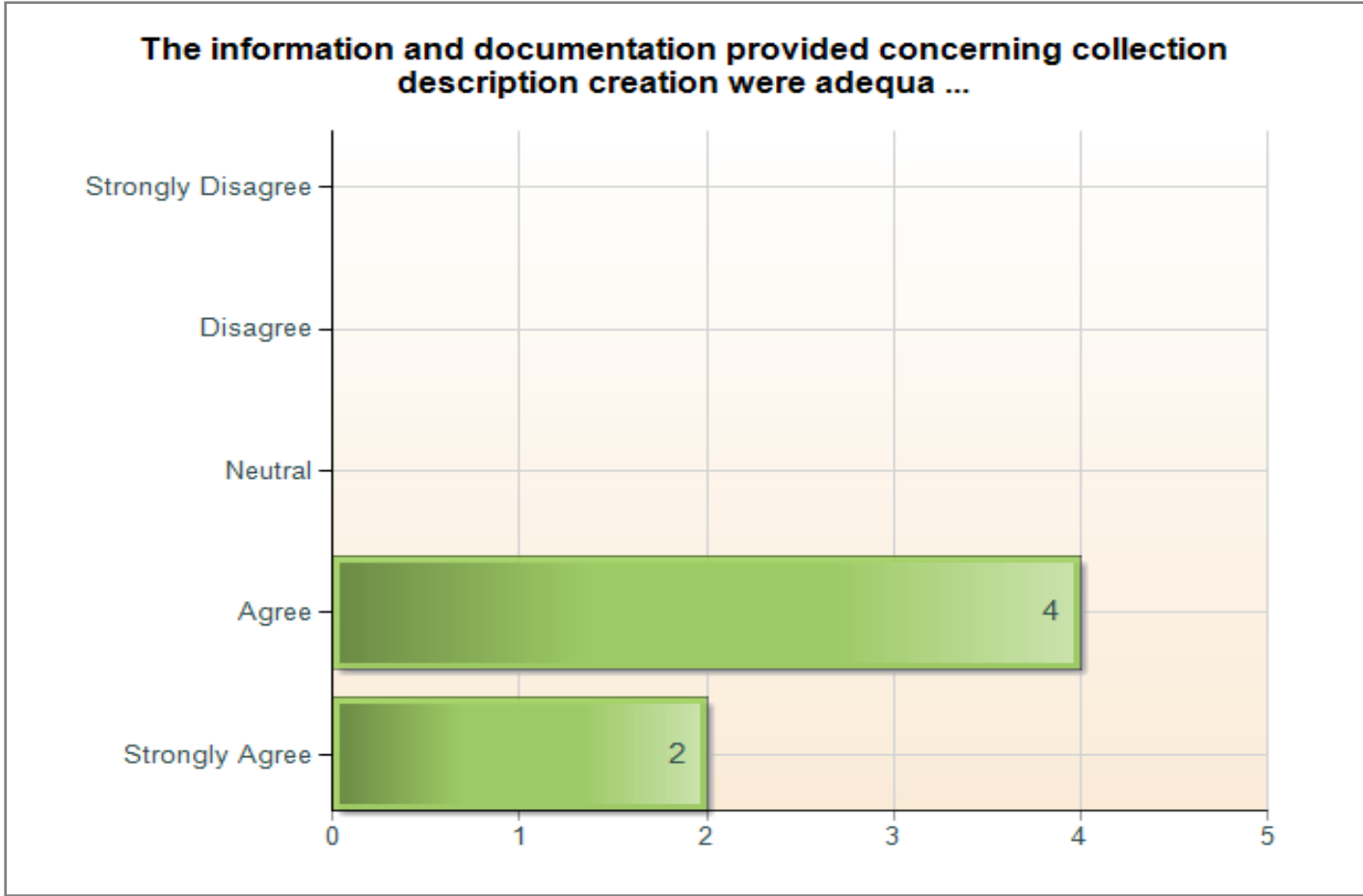
3.) What additional education or training, if any, could have been provided that would have made your project more successful?

- 1.) The training was sufficient.
- 2.) The most problematic aspect of the process was the uploading of the metadata and images into CONTENTdm. Even though there was a workshop given, by the time we actually went through the process the training had either gone cold or it was not applicable to our project. Possibly a one-on-one training session at the actual time of the uploading would be beneficial although I know the logistics of doing so would be difficult.
- 3.) More hands on training with CONTENTdm.
- 4.) None.
- 5.) I didn't feel anything was lacking. I think that some members might benefit from some digital image basics - the technology of the digital image.
- 6.) I personally need much more training in understanding how computer programs actually work (how a computer "thinks").
- 7.) How use customized CONTENTdm.

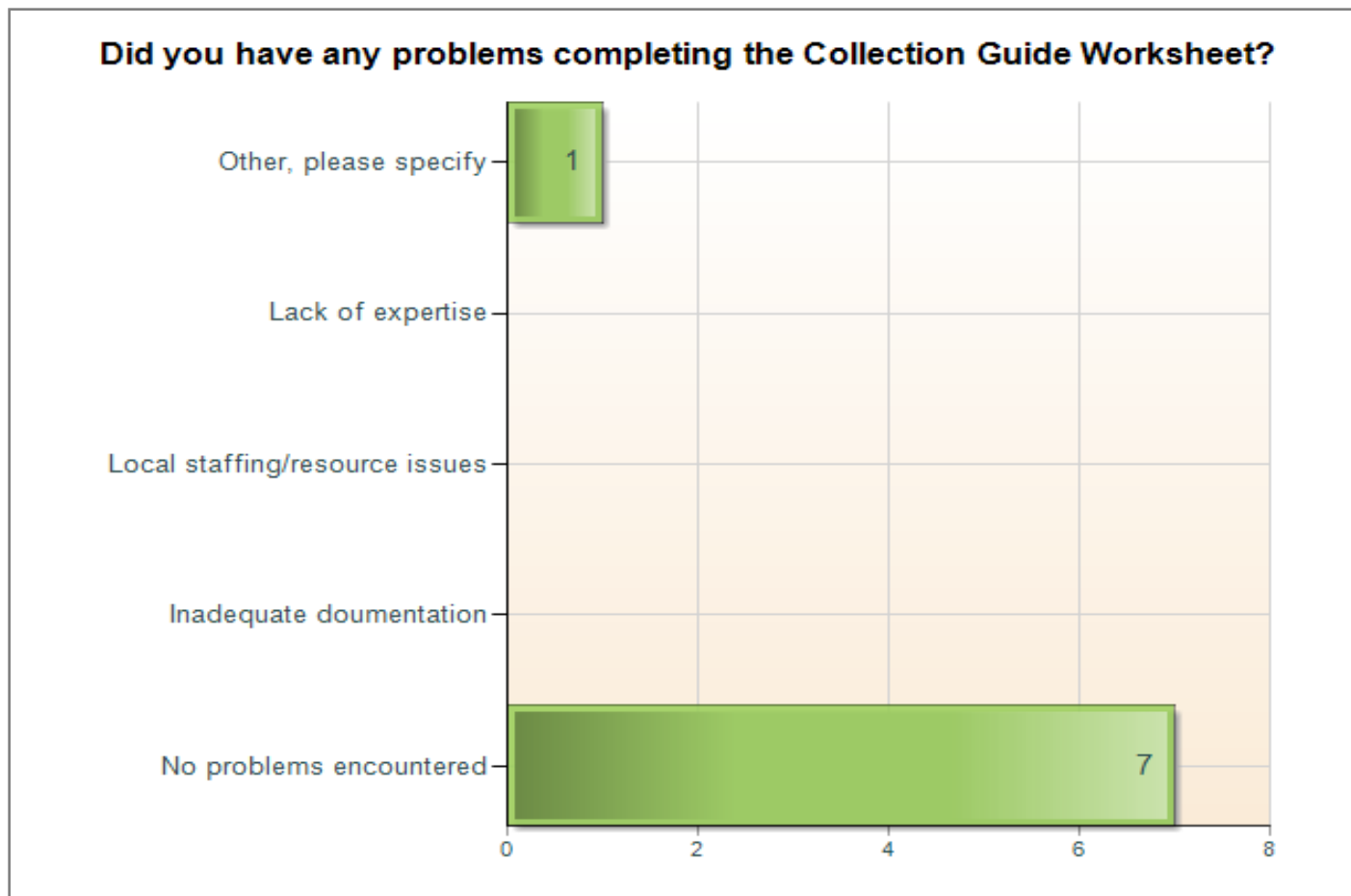
4.) *What advice would you give to others that plan to participate in the LHDRP?*

- 1.) Prepare to spend quite a bit of time on it, particularly if you've never put together a digital collection before or have never worked with CONTENTdm and Dublin Core before.
- 2.) We had the luxury of having our photographs already cataloged with most of the fields in place prior to starting the project. I would advise any institution to have their photographs already relatively pre-selected with subjects, measurements and titles, etc. in place. Also it would be important to schedule the hours needed to complete the project. It always takes longer than anticipated! It may be advantageous to arrange for a volunteer or intern to assist in the project if there are not enough hours allotted for the institution's staff.
- 3.) Make sure you have enough staffing or time to complete the project.
- 4.) Enjoy the process and learning new things.
- 5.) Get organized, pick your images ahead, and stick to your schedule. Don't underestimate how long it will take to create your metadata.
- 6.) Familiarize yourself with proper archival protocol and category standardization before taking on this project.
- 7.) Hire interns and work with volunteers.

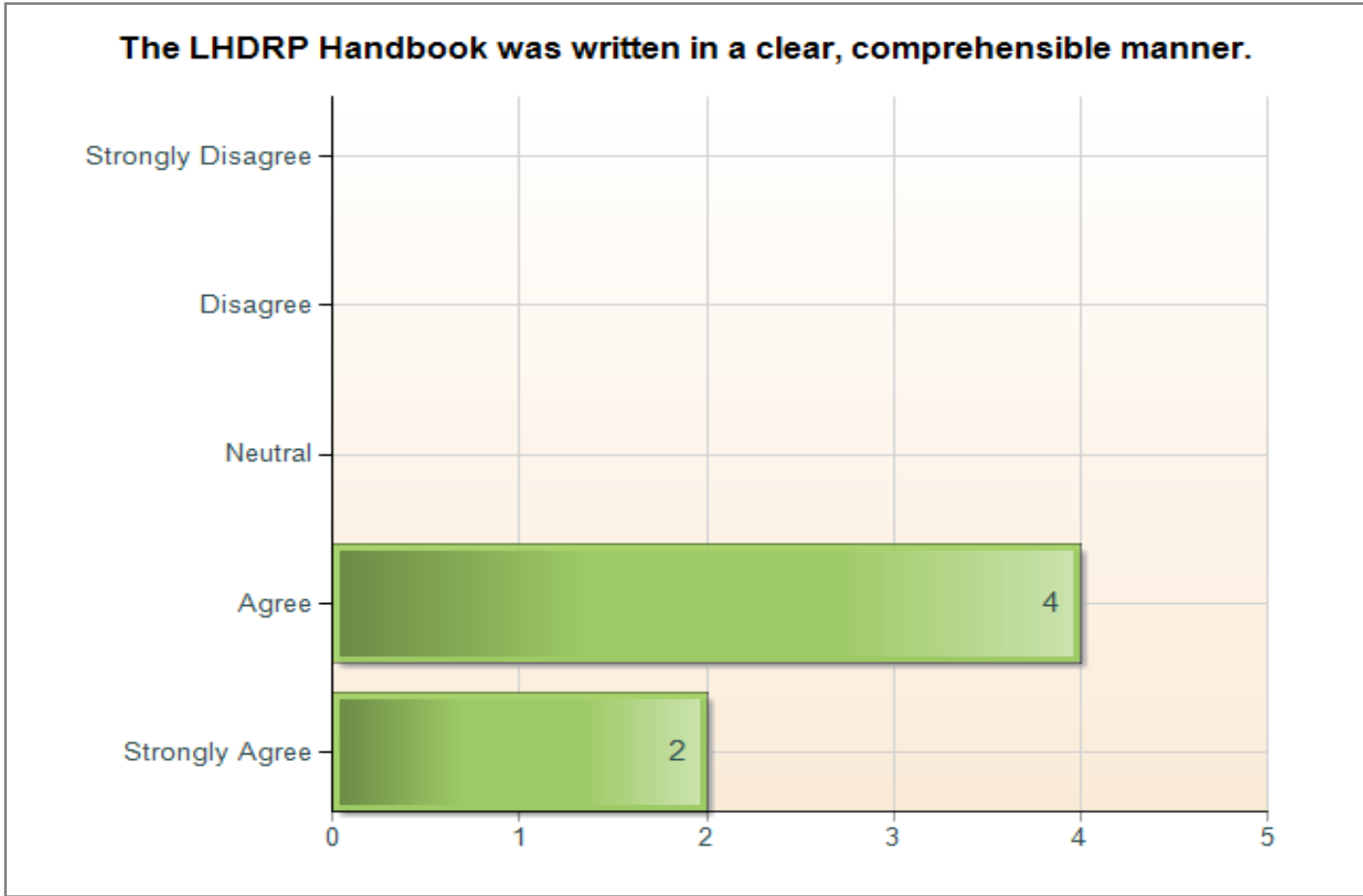
5.) The information and documentation provided concerning collection description creation were adequate.



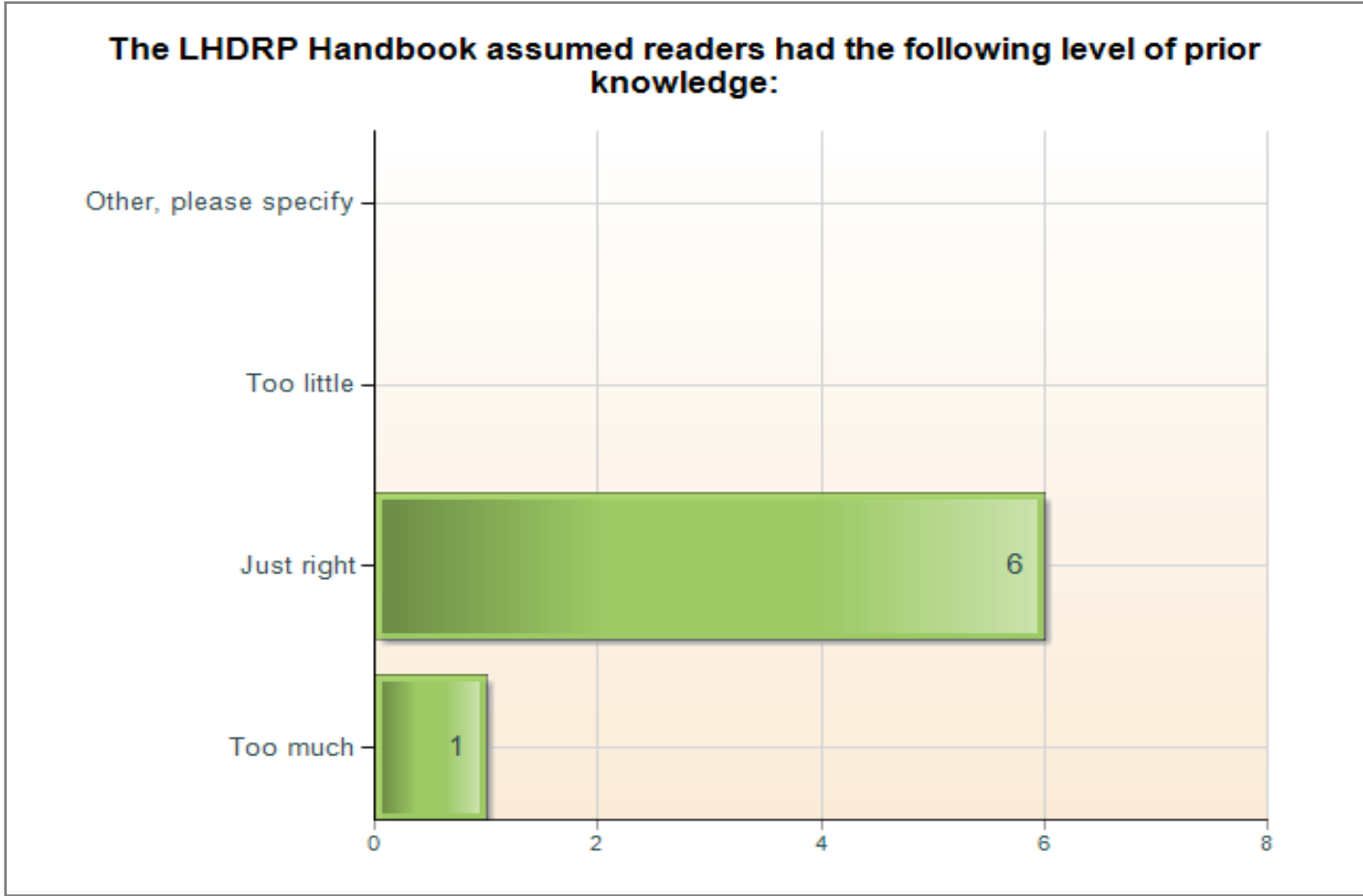
6.) Did you have any problems completing the Collection Guide Worksheet?



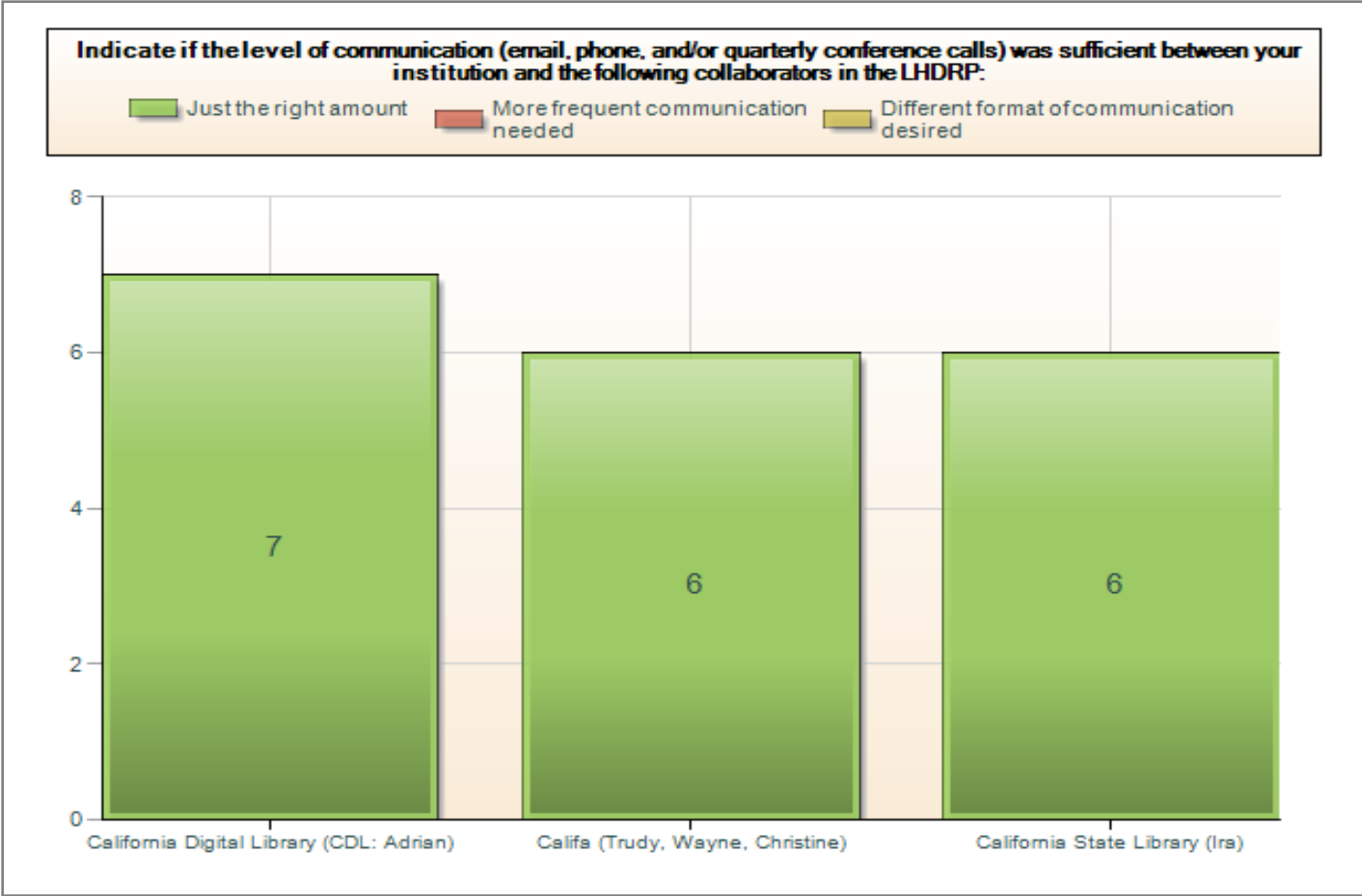
7.) The LHDRP Handbook was written in a clear, comprehensible manner.



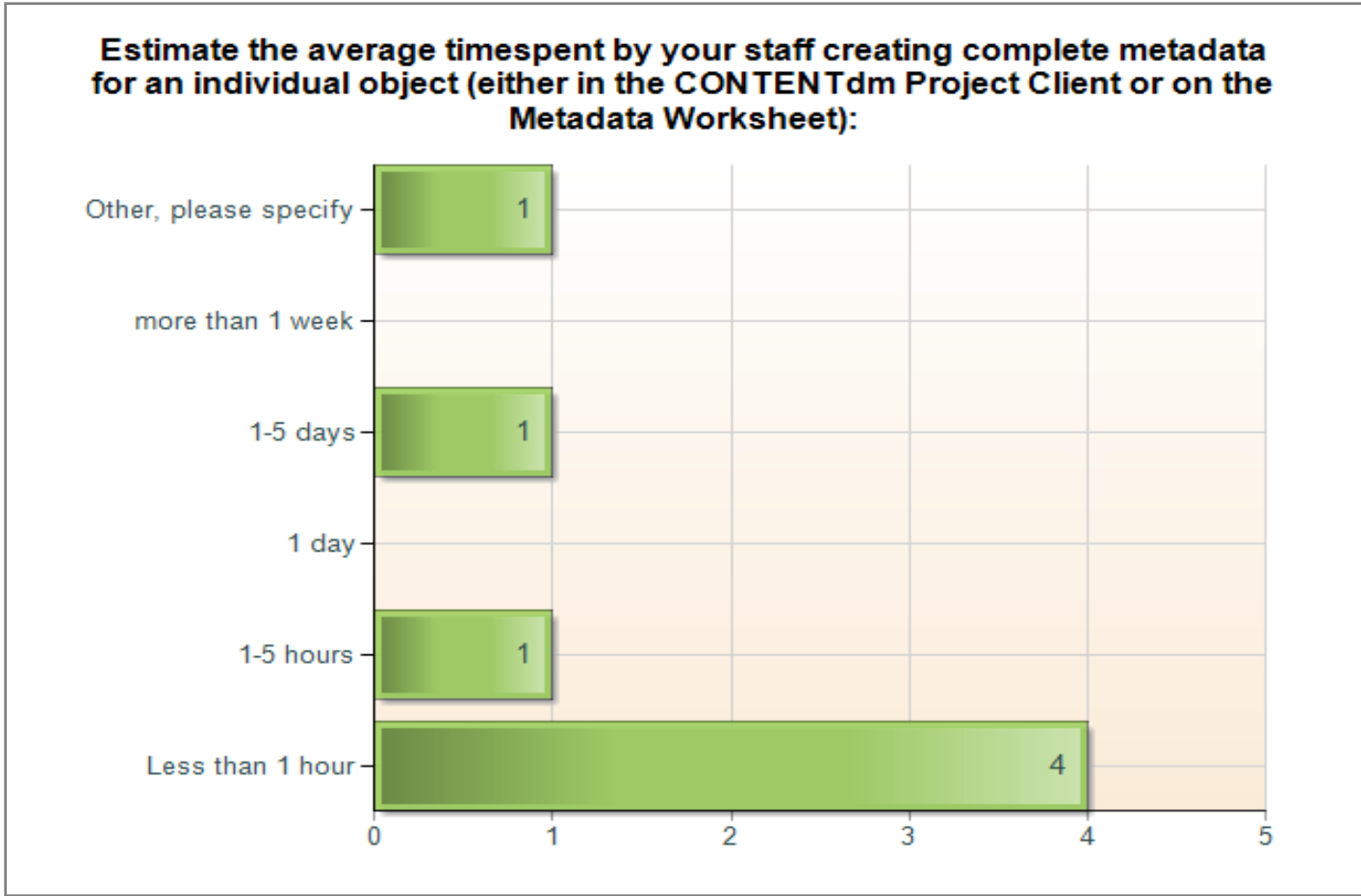
8.) The LHDRP Handbook assumed readers had the following level of prior knowledge.



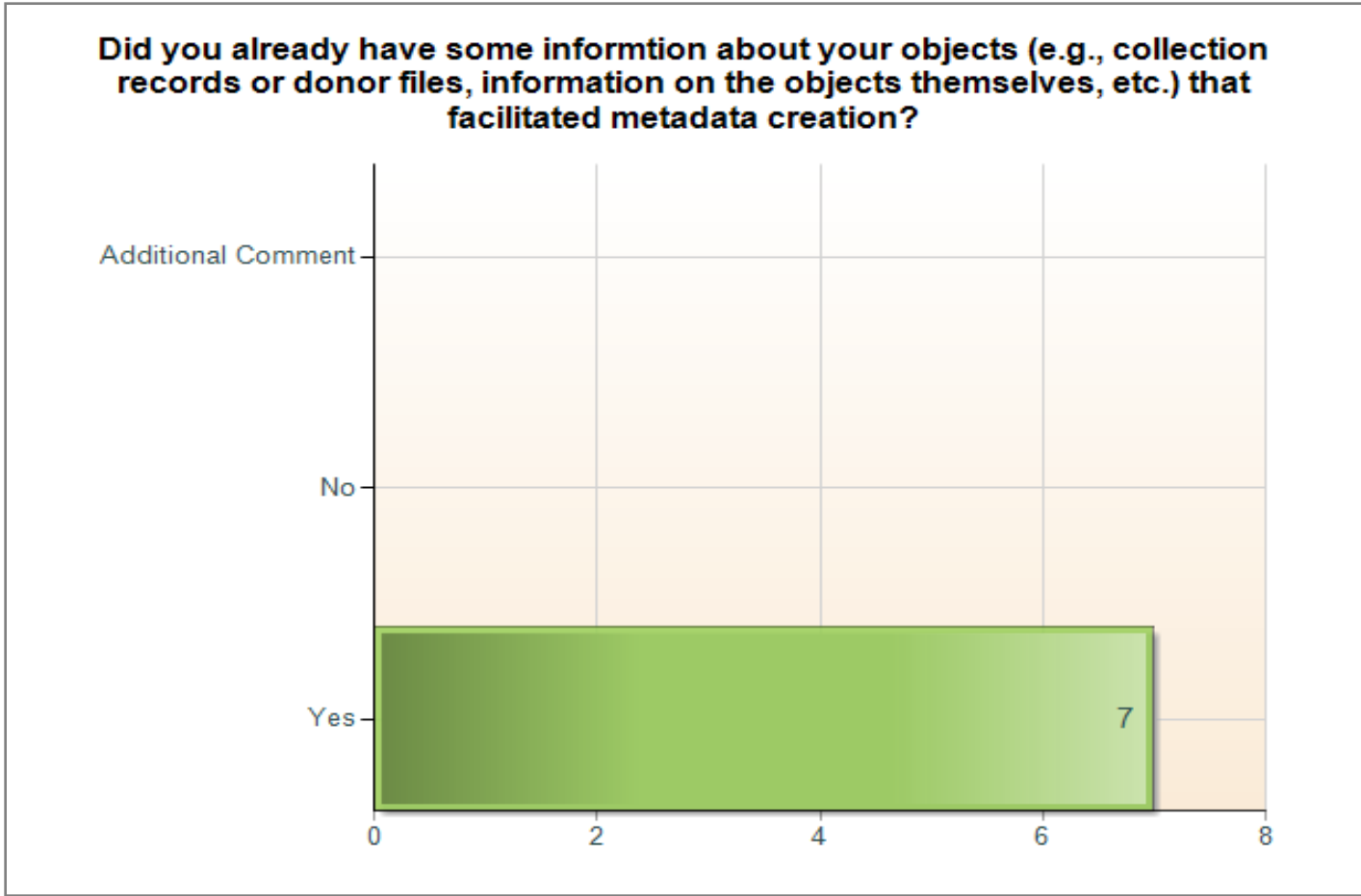
9.) Indicate if the level of communication (email, phone, and/or quarterly conference calls) was sufficient between your institution and the following collaborators in the LHDRP.



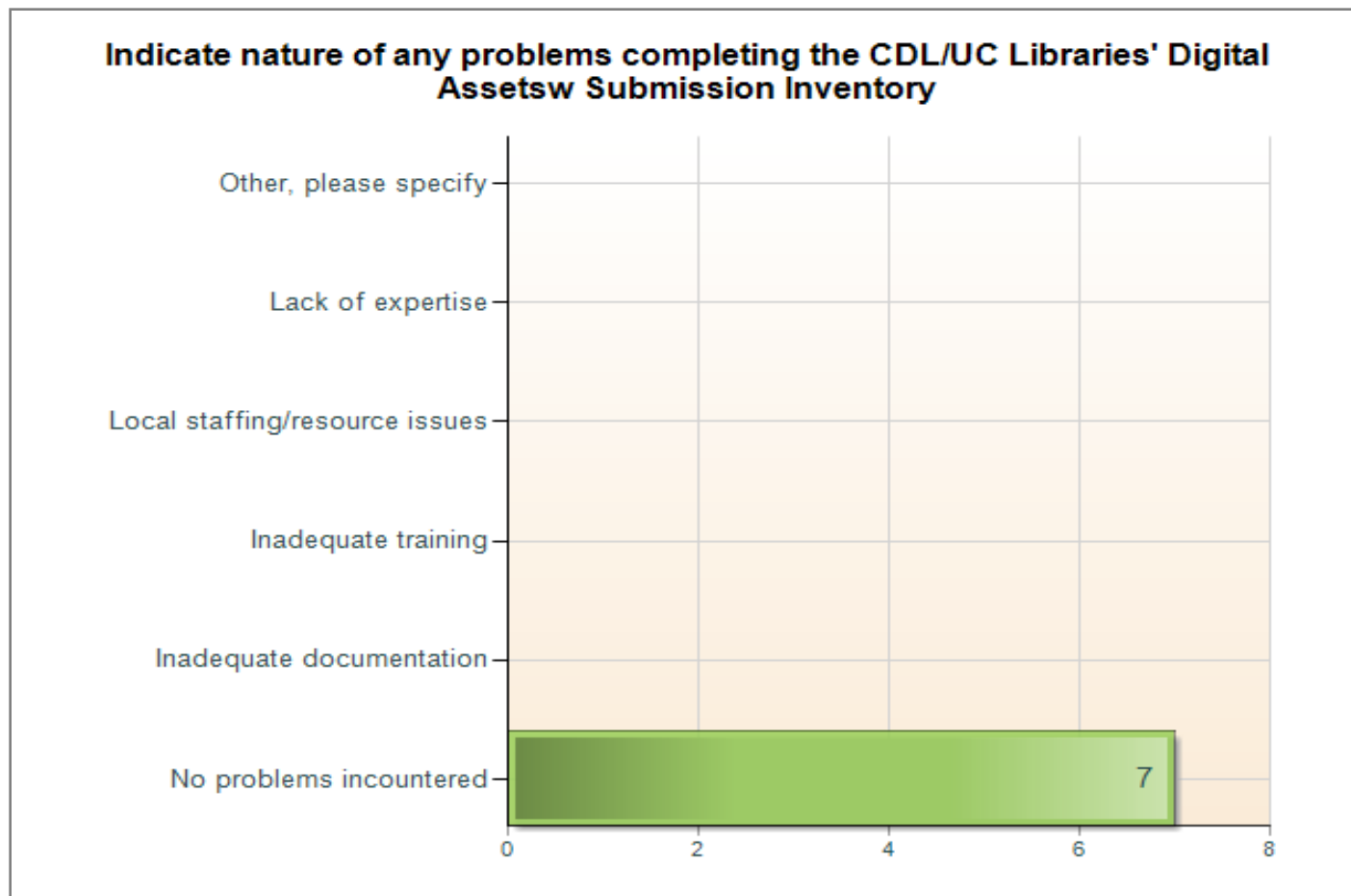
10.) Estimate the average time spent by your staff creating complete metadata for an individual object.



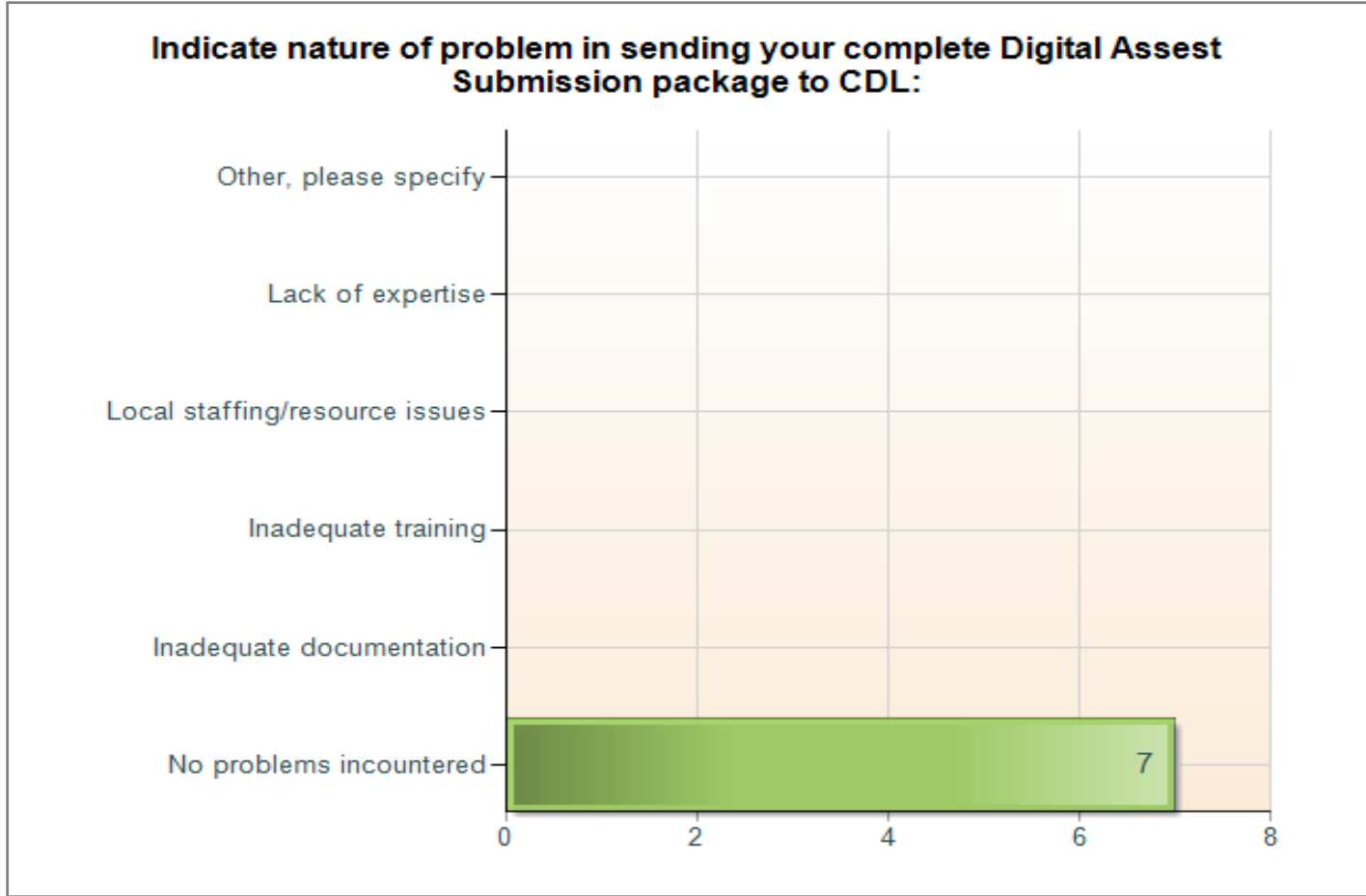
11.) Did you already have some information about your objects (e.g., collection records or donor files etc.) that facilitated metadata creation?



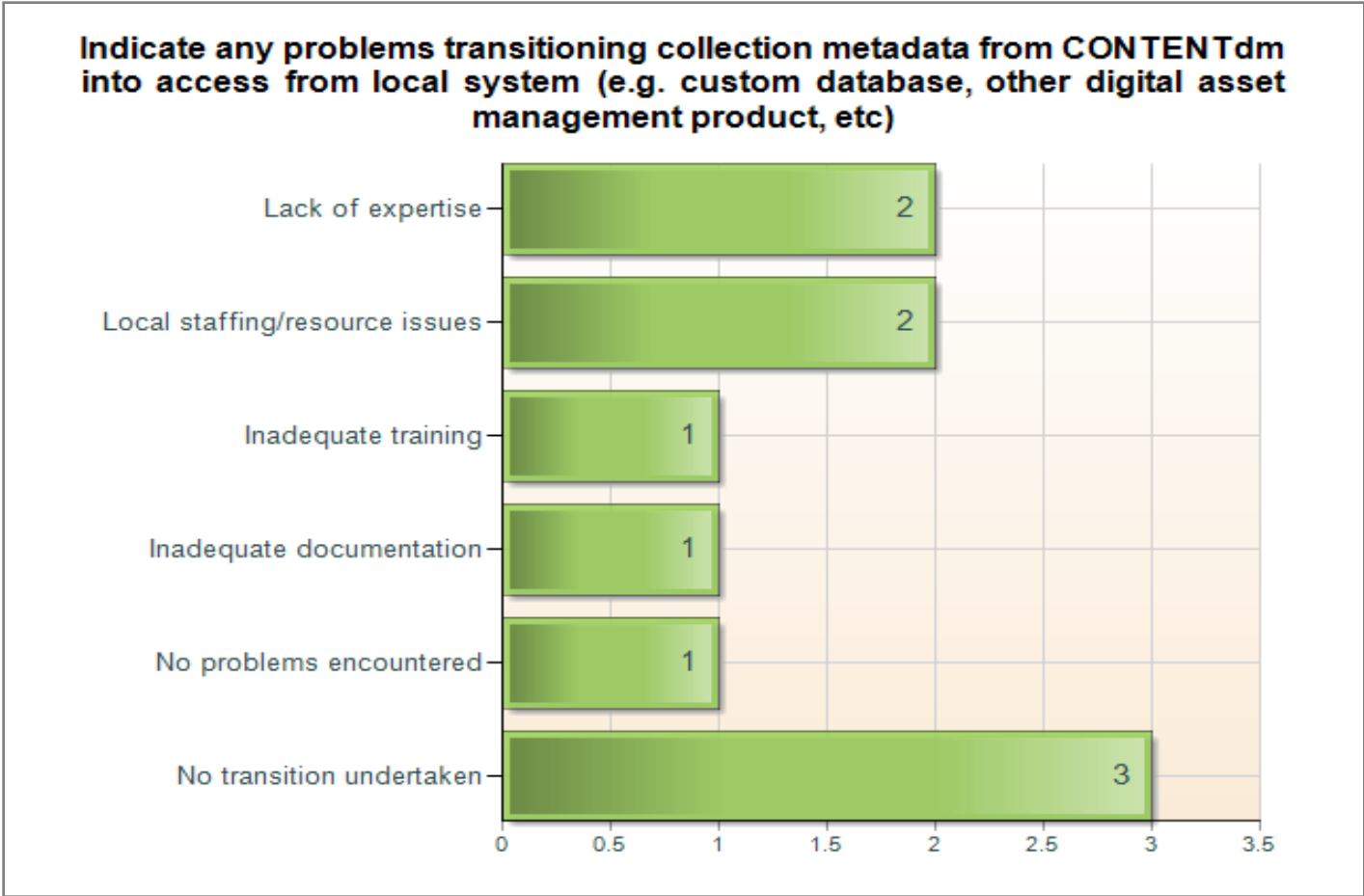
12.) Indicate nature of any problems completing the CDL/UC Libraries' Digital Assets Submission Inventory.



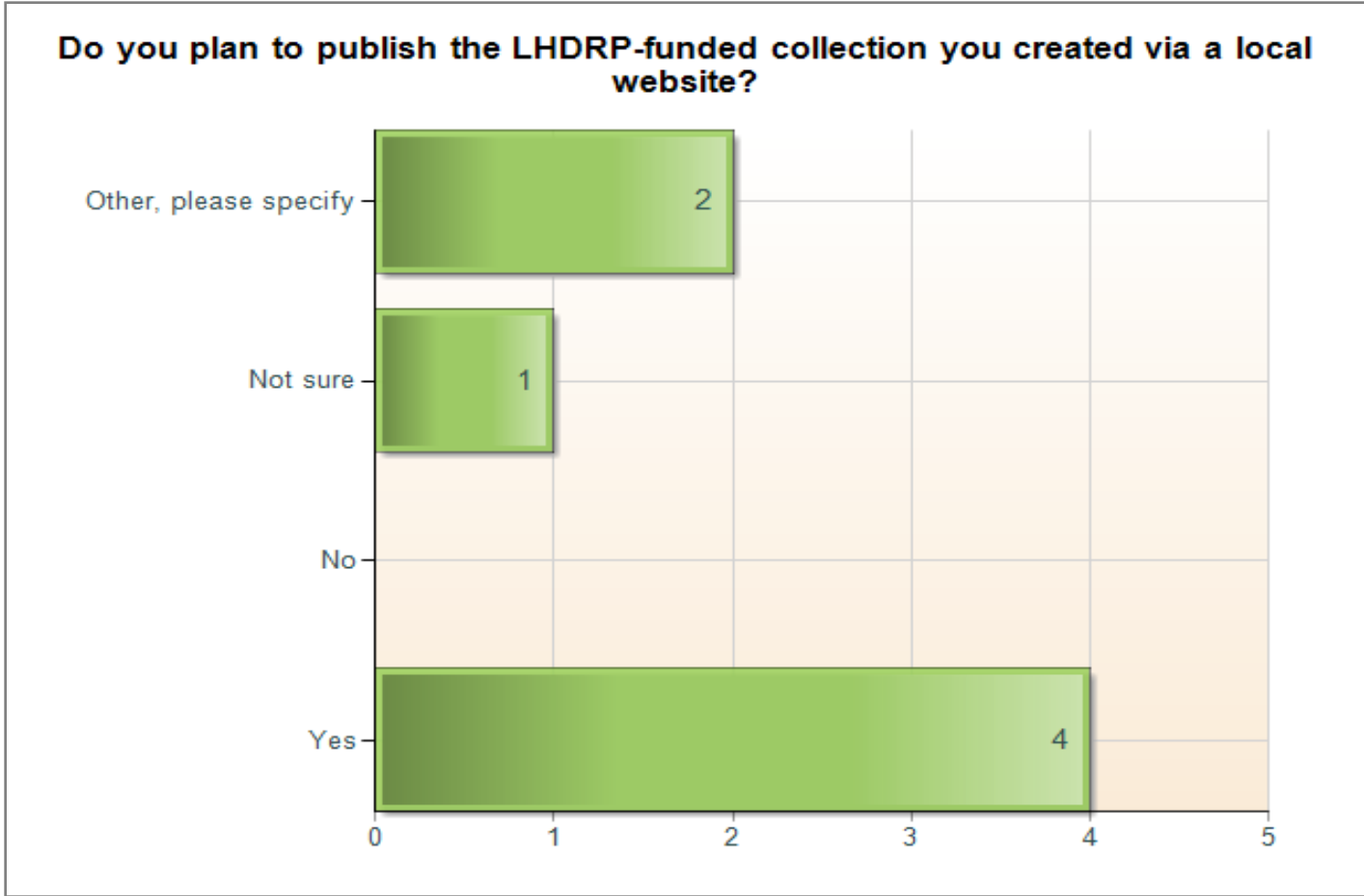
13.) Indicate nature of problem in sending your complete Digital Assets Submission package to CDL.



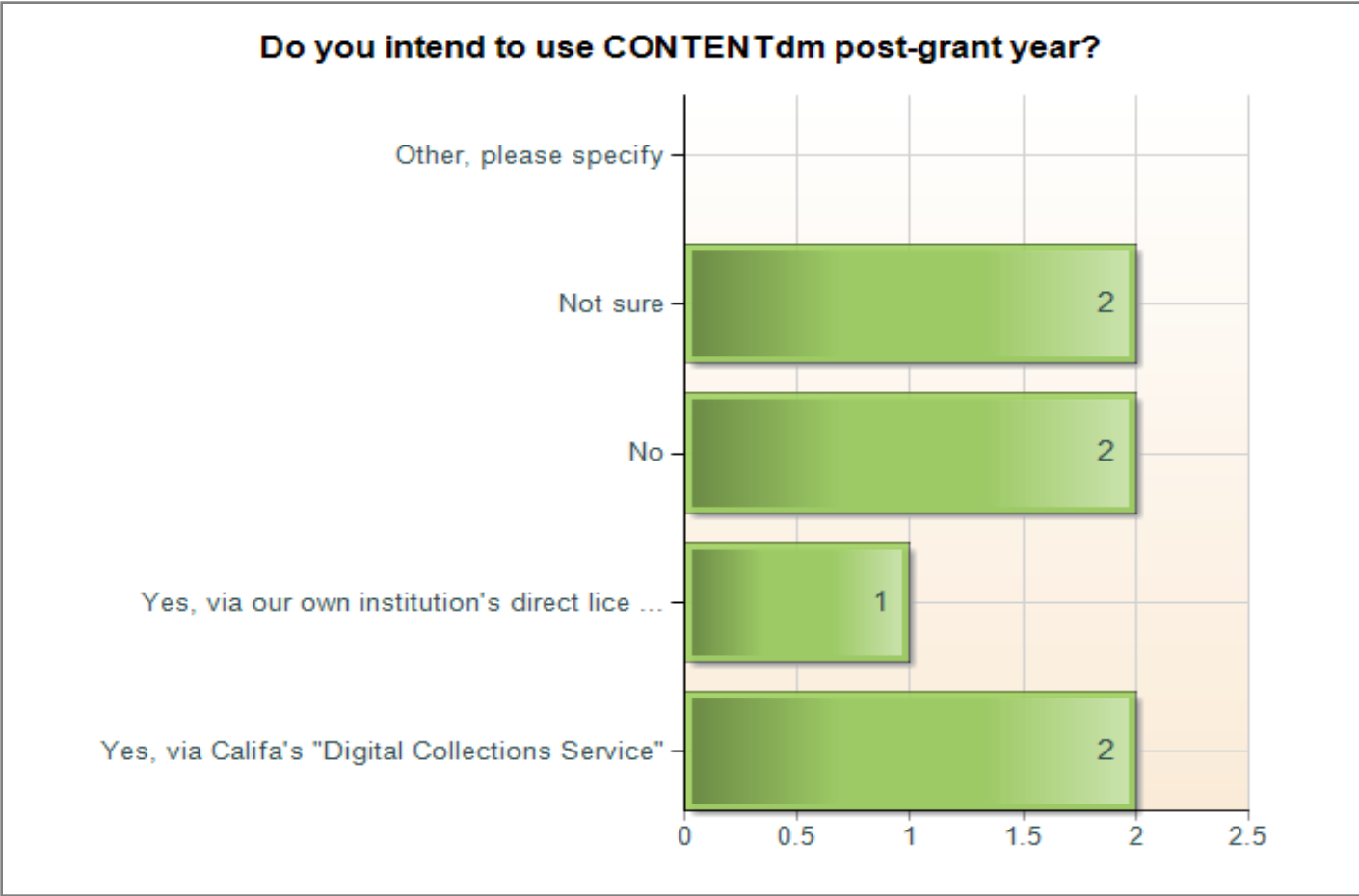
14.) Indicate any problems transitioning collection metadata from CONTENTdm into access from local system.



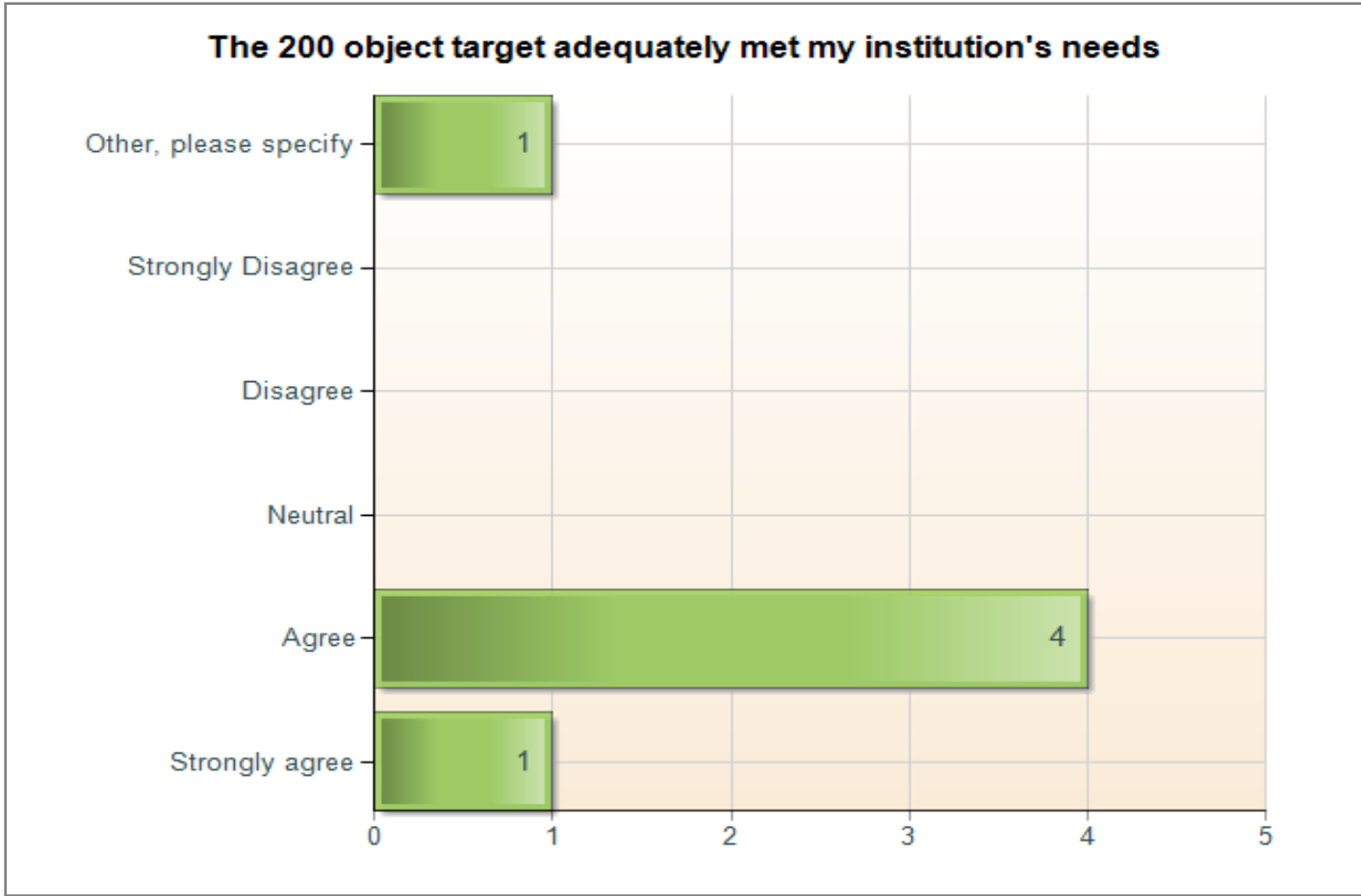
15.) Do you plan to publish the LHDRP-funded collection you created via a local website?



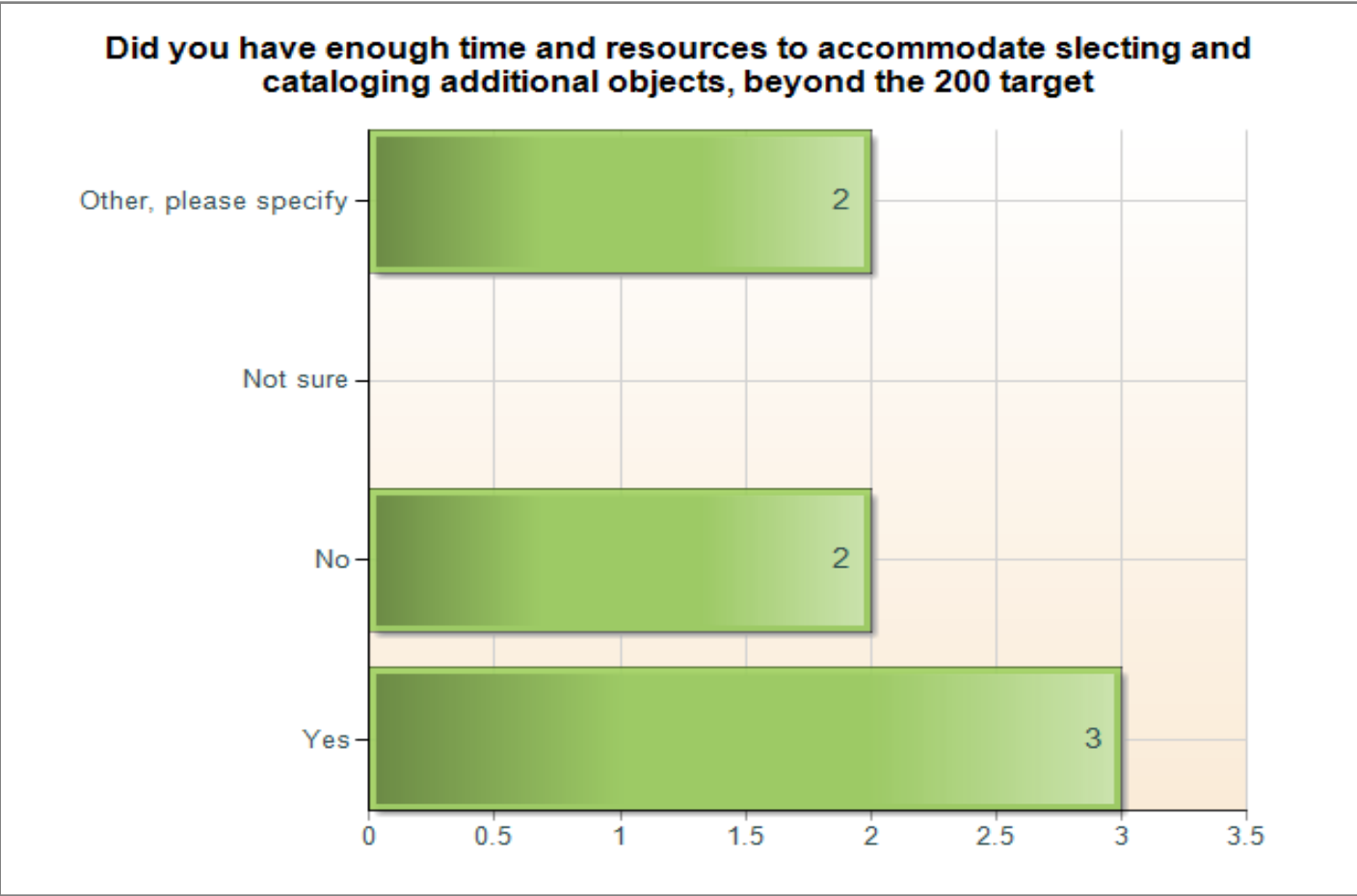
16.) Do you intend to use CONTENTdm post-grant year?



17.) The 200 object target adequately met my institution's needs.



18.) Did you have enough time and resources to accommodate selecting and cataloging additional objects, beyond the 200 target?



19.) Based upon your experience with selecting and cataloging objects, how many more objects (total number) would you have been able to digitize beyond the 200 limit?

- 1.) 50-75.
- 2.) Approximately 100
- 3.) 500
- 4.) 200
- 5.) Not a lot, but probably 10% more could have been done.
- 6.) 100
- 7.) None

20.) Any additional comments or suggestions?

- 1.) The handbook was fine, but it would have been easier to use if it was all in wiki format rather than partly wiki, partly linked PDFs. I found the PDFs annoying (admittedly in part due to how I was able to view them)
- 2.) We are excited to be a participant in the LHDRP and see it as a very positive component of our ongoing Local History Project. Thanks to all who assisted us in this important documentation of our local history!
- 3.) Strongly suggest to applicants that they need to start image selection when they apply for the grant. I think that for most of us that was one of the time problems. Also have participants start using CONTENTdm immediately after the class - lag time let many of us forget details.

Zoomerang Slide Presentation