Digital Creation Kit

Introduction

This kit was designed for small and rural libraries and cultural heritage organizations that want to create digital collections without the expense of buying and maintaining equipment. Kit contents are meant for use by the borrowing institution, and not intended to be checked out to individual patrons.

Who is this kit for?

The kit is designed to be used by staff that are new to digitization at libraries and cultural heritage organizations that wish to participate in the Plains to Peaks Collective (PPC) (and by extension the Digital Public Library of America (DPLA)), have identified collection content that can be digitized and that is historically significant to their community.

Why Digitize?

Beyond preservation and access, making your digital collection/s available online is beneficial to your organization and community because it can:

- Increase traffic to your collections and therefore your institution
- Build a community around individual collections
- Establish a platform for underrepresented groups
- Place your institution on the same playing field as others

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Kit contents (on the back cover of binder)

Feedback Form (on clipboard)

Feedback

Please help us improve this kit by sharing your comments, experiences, and suggestions. You can contact Kit Support (kitsupport@coloradovirtuallibrary.org) at any point along your journey. When you return the kit, please fill out and include the Feedback Form found on the clipboard in the kit.

Loan period

Staff in Colorado libraries may check out kits directly from the State Library through the CSL AspenCat Catalog at https://csl.catalog.aspencat.info/ for 2 months at a time and may renew if there is not a hold on that kit. The Digital Creation Kit is available for loan to in-state, non-library organizations (e.g. museums, archives, etc), but special arrangements will need to be made for delivery and return. If you are interested in borrowing the kit, but are not a library (and thus not on the Courier system) contact Kit Support support directly
at KitSupport@coloradovirtuallibrary.org. Kits cannot be reserved for a specific date in the future and are not available for loan to out of state libraries or cultural heritage institutions at this time.

**Returning the kit**

As you prepare to return the kit, verify that it is complete using the Kit Contents checklist in this binder. Be sure to include your completed Feedback Form so that we can improve the experience for everyone. We know that materials may get damaged in transit and in the course of routine use. If that happens to you, please contact Kit Support (kitsupport@coloradovirtuallibrary.org) and let us know right away!
Digitization Toolkit

Introduction
Digitization is not simply making a digital copy of an object. It is a process of collecting, reformatting, cataloging, storing, and sharing digital objects. There are many online resources that can help you understand the digitization process, and we certainly encourage you to explore them. However, if you are new to digitization, you may find that some online resources are overly complex for your immediate needs; that is why we created this toolkit, to help simplify some of the steps in this process. If you have questions about the content found in this guide, do not hesitate to contact Marisa Wood (mwood@coloradovirtuallibrary.org).

Digitization Steps
The digitization workflow can be broken down into four steps: Select, Digital Capture, Catalog and Share. Your organization will Select an appropriate collection to digitize, Digitally Capture the objects, Catalog your objects using metadata standards aligned with the PPC and Digital Public Library of America (DPLA), and finally, Share your digital collection via a Content Management System.

Further Reading on the Digitization Process
- Self-Guided Curriculum for Digitization, DPLA, 2015
- Digitization Guidelines, Federal Agencies Digital Guidelines Initiatives, 2018
- Digitization Services Products and Services, National Archives Records Administration (NARA), accessed 4/16/18.

1 – Select
Selecting a collection to digitize is a multi-faceted process that takes into account copyright, the institution's collection development policy, and its current and potential users, among other factors. If this is your first digitization project, we recommend starting with a single, manageable collection that has special resonance with your community or that is historically
significant. By starting with a focused, manageable project, you will develop a workflow and expertise that will help you with bigger projects in the future.

**Further Reading on Selecting Collections**

- Selecting Content for a Digitization Project, DPLA, 2015
- Selecting Research Collections for Digitization, Council on Library and Information Resources, 1998

**Copyright**

Any digitization project should begin with a discussion of copyright and what your institution is able and willing to reproduce and make available online. There are many approaches to assessing and addressing copyright in digitization projects. Ultimately, copyright decisions are made by the contributing institution; your consultant at the State Library can discuss copyright questions with you but cannot provide legal counsel or similar recommendations.

For organizations new to digitization, it may be easiest to start with materials in the public domain. Another option is to digitize materials that are protected by copyright but with the appropriate permissions secured.

**Quick References to Determine Copyright Status**

- Copyright Expiration Flow Chart
- Copyright Term and the Public Domain

**Further Reading on Copyright**

- Understanding Copyright, DPLA, 2015
- PA Digital video modules on copyright and rights statements
  - Copyright 101 provides a basic introduction for library and information professionals considering copyright and rights issues in digitized cultural heritage collections.
  - What is a Rights Statement provides an overview of rights statements and their application for digitized cultural heritage collections.
- Rightsstatements.org
  - Webinar. RightsStatements.org: Why We Need It, What It Is (and Isn’t) and What Does It Mean? Part 1 and Part 2
  - Society of American Archivists Guide to Implementing Rights Statements from Rightsstatements.org
- Artists Rights Society
2 – Digital Capture

Once you have selected your first collection, you will need to digitally capture your objects using the equipment contained in this kit, in accordance with the standards given below. Note that the recommendation for a master, or preservation copy, differs from the version of the object that will be routinely accessed by end users.

**Recommended Standards for Digital Capture**

Adapted from [BCR best practices](https://www.bcr.org.uk/)

### PHOTOGRAPHS

<table>
<thead>
<tr>
<th></th>
<th>Master/Preservation</th>
<th>Access</th>
<th>Thumbnail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File Format</strong></td>
<td>TIFF</td>
<td>JPEG</td>
<td>JPEG</td>
</tr>
<tr>
<td><strong>Bit Depth</strong></td>
<td>16 bit grayscale</td>
<td>8 bit grayscale</td>
<td>8 bit grayscale</td>
</tr>
<tr>
<td></td>
<td>48 bit color</td>
<td>24 bit color</td>
<td>24 bit color</td>
</tr>
<tr>
<td><strong>Spatial Resolution</strong></td>
<td>400 to 800 PPI</td>
<td>150 to 200 PPI</td>
<td>144 PPI</td>
</tr>
<tr>
<td><strong>Spatial Dimensions</strong></td>
<td>4000 to 8000 pixels across the long dimension, excluding mounts and borders</td>
<td>600 pixels across the long dimension</td>
<td>150 to 200 pixels across the long dimension</td>
</tr>
</tbody>
</table>

### ARTWORK/3-DIMENSIONAL OBJECTS

<table>
<thead>
<tr>
<th></th>
<th>Master/Preservation</th>
<th>Access</th>
<th>Thumbnail</th>
</tr>
</thead>
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<tr>
<td><strong>File Format</strong></td>
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<td>JPEG</td>
<td>JPEG</td>
</tr>
<tr>
<td><strong>Bit Depth</strong></td>
<td>48 bit color</td>
<td>24 bit color</td>
<td>24 bit color</td>
</tr>
<tr>
<td><strong>Spatial Resolution</strong></td>
<td>Device Maximum</td>
<td>300 PPI</td>
<td>144 PPI</td>
</tr>
<tr>
<td><strong>Spatial Dimensions</strong></td>
<td>100% of original</td>
<td>600 pixels across the long dimension</td>
<td>150-200 pixels across the long dimension</td>
</tr>
</tbody>
</table>

### TEXT

<table>
<thead>
<tr>
<th></th>
<th>Master/Preservation</th>
<th>Access</th>
<th>Thumbnail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File Format</strong></td>
<td>TIFF</td>
<td>JPEG</td>
<td>JPEG</td>
</tr>
<tr>
<td><strong>Bit Depth</strong></td>
<td>1 bit bitonal</td>
<td>8 bit grayscale</td>
<td>8 bit grayscale</td>
</tr>
<tr>
<td></td>
<td>8 to 16 bit grayscale</td>
<td>24 bit color</td>
<td>24 bit color</td>
</tr>
<tr>
<td></td>
<td>48 bit color</td>
<td>24 bit color</td>
<td></td>
</tr>
<tr>
<td><strong>Spatial Resolution</strong></td>
<td>Adjust scan resolution</td>
<td>150 to 200 PPI</td>
<td>144 PPI</td>
</tr>
</tbody>
</table>
Digitization Toolkit - 4

<table>
<thead>
<tr>
<th>Spatial Dimension</th>
<th>4000 to 6000 pixels across the long dimension</th>
<th>600 pixels across the long dimension</th>
<th>150 to 200 pixels across the long dimension</th>
</tr>
</thead>
</table>

**Spatial Dimension**

4000 to 6000 pixels across the long dimension

**ORAL HISTORIES**

Record as uncompressed Wav files at a minimum quality setting of 16-bit/44.1KHz.

<table>
<thead>
<tr>
<th>Master/Preservation</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wav</td>
<td>MP3</td>
</tr>
</tbody>
</table>

**Storage and File Management Considerations**

- Where will the files reside?
- Will you need to purchase a server or cloud storage?
- Backup/disaster recovery: two copies of all digital files are recommended, one stored off-site.
- Use a consistent file naming convention.
  - For best practices see page 24 of **BCR best practices**

**Basic Equipment and Software Recommendations**

- [Scan PA Project Station Equipment List](http://www.oralhistoryonline.org/)
- [Rev.com](http://www.oralhistoryonline.org/) – transcription, caption, and translation services

**Further Reading on Digital Capture & Oral History**

- [Minimum Digitization Capture Recommendations](http://www.oralhistoryonline.org/), The Association for Library Collections and Technical Services (ALCTS), 2013
- [Best Practices and Planning for Digitization Projects](http://www.oralhistoryonline.org/), WebJunction, July 2010
- [Oral History in the Digital Age](http://www.oralhistoryonline.org/), Michigan State University, 2017

**Documentation**

- [Examples](http://www.oralhistoryonline.org/) of Deed of Gift, Oral History Release Form, Project Participant Form (something that can capture basic biographical info about a person), etc.
3 - Catalog

Cataloging is the process of describing the items in your collection using specific fields and standards. The descriptive information you create during the cataloging process is called metadata, and it includes such information as Title, Description, Subject, and Date. The list below are the fields required or suggested by the Digital Public Library of America.

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Status</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Provider</td>
<td>Required</td>
<td>The organization or entity that supplies data to DPLA through the PPC. Displayed in DPLA as &quot;Contributing Institution&quot;.</td>
</tr>
<tr>
<td>Is Shown At (URL)</td>
<td>Required</td>
<td>An unambiguous URL of the digital object in its full information context.</td>
</tr>
<tr>
<td>Rights</td>
<td>Required</td>
<td>Required to be a URL from Rightsstatements.org. Example: <a href="http://rightsstatements.org/vocab/InC/1.0/">http://rightsstatements.org/vocab/InC/1.0/</a></td>
</tr>
<tr>
<td>Title</td>
<td>Required</td>
<td>A name given to the resource. Unique, descriptive titles are preferred.</td>
</tr>
<tr>
<td>Intermediate Provider</td>
<td>Required when Applicable</td>
<td>In instances where one institution is hosting another institution's content, the hosting institution will be mapped as the intermediate provider and displayed as the “Supporting Institution” and the other will be displayed as the “Contributing Institution.”</td>
</tr>
<tr>
<td>Preview</td>
<td>Required When Applicable</td>
<td>A URL of the thumbnail image.</td>
</tr>
<tr>
<td>Date Created</td>
<td>Strongly Recommended</td>
<td>The date of creation of the original resource.</td>
</tr>
<tr>
<td>Description</td>
<td>Strongly Recommended</td>
<td>A free text account of the resource.</td>
</tr>
<tr>
<td>Place</td>
<td>Strongly Recommended</td>
<td>A geographic location relevant to the original item.</td>
</tr>
<tr>
<td>Subject</td>
<td>Strongly Recommended</td>
<td>The topic of the resource. Recommend using a controlled vocabulary, e.g. Library of Congress Subject Headings.</td>
</tr>
<tr>
<td>Type</td>
<td>Strongly Recommended</td>
<td>The nature of the resource. Recommend using the DCMI Type vocabulary.</td>
</tr>
<tr>
<td>Creator</td>
<td>Recommended</td>
<td>A person or entity primarily responsible for making the resource.</td>
</tr>
</tbody>
</table>
**Collection Title** | **Recommended** | A collection that contains the described resource.
---|---|---
**Collection URL** | **Optional if using Collection Title** | The URL of the collection that contains the described resource.
**Identifier** | **Recommended** | The local identifier of the described resource.
**Language** | **Recommended** | The language of the resource.
**Alternate Title** | **Optional** | Any alternative title of the described resource including abbreviation and translation.
**Contributor** | **Optional** | An entity responsible for making contributions to the described resource.
**Extent** | **Optional** | The size or duration of the original resource.
**Format** | **Optional** | The physical medium of described resource.
**Publisher** | **Optional** | The publisher of the original resource.
**Relation** | **Optional** | A related resource.

**Further Reading on Cataloging and Metadata**
- *Using Metadata to Describe Digital Content*, DPLA, 2015

**4 – Share**

In order to share your digital collections, you will need to publish them online using a content management system (CMS). Common CMS products are ContentDM, Islandora, PastPerfect Online, and Omeka. Your organization may have its own CMS, or it may have access to a CMS through a consortial group such as Marmot or AspenCat.

The Colorado State Library can help you create and maintain a CMS through the CVL-Collections program. Contact Marisa Wood ([mwood@coloradovirtuallibrary.org](mailto:mwood@coloradovirtuallibrary.org)) if you need assistance getting your digital collection online.
Getting Started: Asus Visio Laptop & Software

Asus Visio Laptop & Software

The kit laptop in the kit is preloaded with software programs that are useful for editing and converting images and audio files. It is also configured to prevent users from being able to do some routine tasks in order to protect and extend the life of the hardware. For example, you will not be able to install any new or additional software programs, or save files created with the scanner or the audio recorder directly to the laptop itself. All files created using the Digital Creation Kit must be saved to the provided external hard drive while you work with them, and then transferred to your local storage solution for backup and preservation.

Audio Editing - Audacity

Audacity is a free, easy-to-use, audio editing program that can be used to edit audio files and convert between different audio file formats. Refer to the Audacity User Manual for more information.

Image Editing - GIMP

GIMP is a free graphics editor used for image retouching and editing, free-form drawing, converting between different image formats, and more. Refer to the GIMP User Manual for more information.
Digitization How-To: Scanner Save & Configuration Settings

This walk-through references the Epson Perfection v370 Scanner

Recommended Baseline Scanning Specifications

- Spatial Resolution: 400 - 800 ppi
- Bit Depth:
  - 16 bit grayscale
  - 48 bit color
- File Format: uncompressed Tagged Image File Format with .tif extension

For comprehensive capture specifications by material type, refer to Recommended Standards for Digital Capture, which is included in the digitization resource kit as a standalone, laminated reference guide, and can be found within the Digitization Toolkit, section of this binder.

Before you begin

- Connect the provided Asus Visio laptop and the Epson Perfection v370 Scanner to a power source using the provided DC power cables. Cords are labeled for your convenience.
- Connect the Epson Perfection v370 Scanner and the external harddrive to the Asus Visio laptop using the provided USB cords. Also labeled for convenience.

Save Settings

1. Open the Epson Scan software.
2. Select Professional Mode from the dropdown menu at the top of the window.
   Configure your chosen settings for document type, resolution, color and file format.
   a. In this example, we will be using the following settings:
      i. Reflective document
      ii. 400 ppi
      iii. 48 bit color
      iv. uncompressed Tagged Image File Format with .tif extension
3. Click the ‘File’ settings button (folder icon) to select File Save Settings, including save location, file settings, and file naming rules.

4. Set the Location to ‘Other.’ Click the ‘Browse’ button to browse for the folder where you want to save your scans.
   a. Select the external harddrive from the Browse for Folder menu, and click OK.

5. Under ‘File Name,’ type the prefix you wish to use for your filenames. The last number (Start Number) will increment as you scan. When you need to change the file name, open this screen to edit the base name and reset the scan counter.


7. Click the ‘Options’ button to check that details are set to:
   a. Byte Order: Windows
   b. Compression: None
   c. B&W: None
   d. Embed ICC Profile: ON.
8. To prevent accidentally saving over an image, uncheck ‘Overwrite any files with the same name’ unless you are sure you want to overwrite files.
9. Uncheck ‘Show Add Page dialog after scanning.’
10. When you are finished adjusting your settings, click ‘OK’ to save them.

**Configuration Settings**

1. Click Configuration Control for setting exposure defaults, color profiling, and target color space.
2. Select the ‘Color’ tab at the top of the Configuration window.
3. Select the radio button for ‘ICM.’
4. Select the ‘Epson Standard’ from the ‘Source (Scanner)’ dropdown. You can use a custom profile or the default Epson scanner profile.
5. Select ‘sRGB’ from the ‘Target’ dropdown list.
6. Click OK to save your settings.

**NOTE:** These settings are ‘sticky;’ unless they are changed, they will remain set even after the program is closed and reopened. It is important to confirm the settings each time you begin scanning, but you will not necessarily need to follow these steps every time!
Digitization How-To: Scanning with the Epson Perfection v370 Photo Scanner

Basic Device Orientation

The Epson Perfection v370 is pretty simple. Once you plug it in and hook it up to a desktop computer, or a laptop, you can start scanning, provided you have the driver and utility software installed, and have completed the steps outlined in the Scanner: Save & Configuration Settings section of this binder.

Consult the Scanner Manual to learn more about the technical specifications of this equipment.

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

Before you begin

- Connect the Asus Visio laptop and the Epson Perfection v370 Scanner to a power source using the provided DC power cables. All cables are labeled for your convenience.
- Connect the Epson Perfection v370 Scanner and the external harddrive to the Asus Visio laptop using the provided USB cords.

Power On the Device

- Press the Power/Start button (d)
  - When powered on, the light (e) between the Power (d) and PDF (b) buttons will illuminate and the scanner will initialize
Scan a photo or a document

1) Check to make sure that your scanner glass is clean and dust-free.
   a) Check the scanner for dust and smudges frequently during your scanning session and clean it as necessary.
   b) To clean the scanner, gently wipe the scanner bed with one of the included disposable wipes to remove dust and debris. It is also usually safe to use a small amount of glass cleaner. Spray the cleaner on a cloth, not the scanner, and wipe the scanner gently in a circular motion using very light pressure.

2) Place the item to be scanned on the scanner glass.

3) Gently lower the scanner lid, being careful not to slam it down on fragile materials or create air currents that can move the paper.
   a) For scans of archival materials, it is usually preferable to leave a small margin around the edge of the item so that a viewer can see all of the edges of the document. To create this margin, do not place the item flush with the edge of the scanner glass. Instead, leave a small space between the edge of the item and the edge of the scanner.

4) Click the Preview button in the Epson Scan utility. This will open the preview panel and display a view of the item on the scanner.

5) Use the marquee tool to select the area you wish to capture. Click Scan to capture the image at the specified setting and save the file to the designated folder.
   a) When the scan is complete, the scanned image will appear on your workstation in the location designated in the File Save Setting of the utility.

Post-processing and quality control

6) Using an image editor such as G.I.M.P., open the files you have created and assess them for visual quality:
   a) Check that they have been scanned at the desired resolution.
   b) Make sure they are properly oriented for reading. If necessary, rotate the image so that it is straight and correctly oriented.
   c) Crop each item to leave a small margin around the edge of each document. For some historical materials you may have to make compromises because of crooked printing or irregular paper; aim for balance and consistency.

7) Save the files, and double-check the file names to make sure that they conform to the naming convention you are using and are saved with the correct file extension.
8) When you have finished a scanning session, make sure to back up the files you have created to an external drive or cloud-based storage.

Things to remember

1. Check scanner settings and file saving settings before every scanning session (see the Scanner: Save & Configuration Settings section of this binder).

2. Keep the scanner glass clean and free of dust.

3. Take your time when handling fragile items to prevent damage. Be gentle when raising or lowering the scanner lid to prevent creating air currents that can push documents into the edge of the scanner, and always observe rules for the safe handling of materials.

4. Be sure to perform quality checks as you digitize, rather than waiting until you have scanned many items. This is especially important at the beginning of a project when routines are being established. Scanning needs to be done efficiently, but take time to get it right. Errors are more difficult to detect and correct later in the digitization process.
Digitization How-To: Recording with the Tascam DR-40 Linear PCM Recorder

Basic Device Orientation

The Tascam DR-40 offers A LOT of functionality. Luckily, creating a basic recording using the device's built-in microphones does not require that you master every feature. The displays, buttons, and ports that you will want to be familiar with are listed below the diagrams in this section - instructions for use are in greater detail within each functional section of this document.

If you want to take advantage of additional features, please consult the Tascam D-40 Reference Manual.

Front

1 - Microphones
   - Captures sound

7 - Power/Home/Stop (⊙)
   - Power device on and off, stop recording, and return to home screen, when within Menu options

9 - Menu
   - Adjust recording settings, access file management and playback options

8 - Plus/Up (+)
   - Navigate up, when within Menu options

10 - Rewind/Left (⏮)
   - Rewind during playback, navigate left, when within Menu options

12 - Minus/Down (-)
   - Navigate down, when within Menu options
13 - Display
- Shows levels and clock during recording, menu items when within Menu options

14 - Peak Indicator
- Lights up red to indicates that the input is too high

16 - Record (⏺)
- Put device in standby record mode, start recording, pause recording

17 - Play (óż)
- Play recording, during playback

18 - Quick
- Quick menu access for file management (deletion, etc.)

19 - Fast Forward/Right (⏭)
- Fast Forward during playback, navigate right, when within Menu options

Left Side Panel

24 - Headphone Line Out
- Accommodates headphone jack for playback

26 - Hold
- Locks settings during recording to prevent unwanted actions

27 - Input Level +/-
- Adjusts input level up (+) or down (-)

Right Side Panel

28 - USB
- Connect to use external power, upload audio files to workstation
Power On the Device

- To power on the device, hold the Home (I) button down for about four seconds.
- Release button when the Start-Up Screen appears.

If the Tascam will not power on, replace the three AA batteries, or connect the Tascam to a computer as a power source using the provided USB cord.

Check the Levels

The primary goal of checking the levels is to ensure that your subject’s voice is registering, as indicated by the Level Meter on the Home Screen, without causing the Peak indicator to light up when the loudest sounds occur.

- Press the Record (⏺) button once to enter standby record mode.
- When in standby mode:
  - The Record indicator light will blink.
  - The Display will indicate that the recording is paused, and show the file name.
- Place the Tascam on a solid surface with minimal vibration and point the built in microphones toward your subject. We recommend attaching the Tascam to the flexible tripod provided in the kit.
- Have the subject speak naturally by asking some conversational questions.
- Use the Input Level buttons on the Left Side Panel to increase (+) or decrease (-) the levels.
○ If the Peak indicator illuminates, decrease the level
○ If the Level indicators are not consistently reaching the mid-point of the meter, increase the level

Recording

Record (from Standby mode)

This is it! You are recording. The audio content you are creating is being saved to the file name that displays on the screen.

![Screen shot of Tascam D-40 interface]

- Press the Record (▶️) button a second time.
  - When recording:
    - The Record indicator will be continuously lit
    - The Display will show the elapsed recording time, as well as the file name.

Pause

If you need to pause during your recording session:

- Press the Record (▶️) button
  - When paused:
    - The Record indicator light will blink.
    - The Display will indicate that the recording is paused

- To resume recording, press the Record (▶️) button again

Note that if you press the Stop/Home button at this point, when you resume recording, the Tascam will save off the file, and create a new file, which you will have to merge on an external device.

Play Back

You can listen to your audio files before you transfer them to a workstation using either headphones (recommended), or the Tascam DR-40’s built-in speaker.
With Headphones

- Press the Menu button
- Use the Minus (-) button to navigate to the Browse option
- Use the Plus (+) and Minus (-) buttons to navigate through the list of files, and highlight the file you wish to play

- Press Enter, and you will be returned to the Home Screen
  - The Display will show the file name for the selected file
- Press Play

*Note that you might hear more ambient noise than you expect when you listen to files via the Tascam. In general, this is mitigated once the file is transfered, and played back through other speakers, so don't despair.*

Using Built-In Speaker (not recommended)

In order to playback through the built-in speaker, you will need to adjust a playback setting. Please consult the Tascam D-40 Reference Manual if you wish to make this adjustment.

File Transfer

Congratulations! You've created a recording. Now you need to move the file or files that you have created from the Tascam DR-40 to a workstation. You'll need the USB cord included in the Tascam case, and a computer with a USB port.

- Connect the external harddrive to the Asus Visio laptop using the provided USB cords.
- Connect the provided cord to the Mini-B type USB 2.0 port on the Right Side Panel of the Tascam DR-40 and the other end to the standard USB port of the Asus Visio laptop
- The Tascam Display will present the USB Select Menu. Use the Minus (-) button to select the Storage option and press Enter
  - If you connect the devices when the Tascam is powered off, you will need to turn it on to get to the menu. See the *Power On the Device* section above.
● The Tascam Display will indicate that the devices are connected.

● On your workstation, go to your File Explorer and Navigate to the external USB drive

   Navigate to MUSIC\DR40_0000\DR40_0000 (file name may vary)

● Copy or drag the files to the chosen location on the external harddrive

● When you’ve retrieved all of the files you need, safely remove Hardware and eject Media
Delete Files

Once you've pulled all the files you need from the Tascam (double-check your work!), you can delete them from the device. Note that if you do not delete them, CSL staff will remove them when the Digital Creation Kit is returned, and they will not be retrievable.

Quick Delete

If you have only created or interacted with a single file, you can use the Quick option to delete the file.

- Press the Quick button, use the Plus (+) and Minus (-) buttons if need to navigate to the Delete option
- When Delete is highlighted, press Enter
- The Delete Confirmation message will appear with the file name of the last file that was selected
- Press Enter to Delete, or Stop to go back

Delete from Browse

If you've created multiple files, and want to

- Press the Menu button
- Use the Minus (-) button to navigate to the Browse option
- Use the Plus (+) and Minus (-) buttons to navigate through the list of files, and highlight the file you wish to delete
- Press Enter, and you will be returned to the Home Screen
  - The Display will show the file name for the selected file
- Press the Quick button, use the Plus (+) and Minus (-) buttons if need to navigate to the Delete option
- When Delete is highlighted, press Enter
● The Delete Confirmation message will appear with the file name of the last file that selected.
● Press Enter to Delete, or Stop to go back.

Power Off the Device

● To power off the device, hold the Home (⌂) button down for about four seconds. Release button when the Shut-down Screen appears.
Metadata Worksheets

The following worksheets are intended to help your library gather metadata (descriptive information) about the digital objects you create using the tools in this kit, in accordance with the PPC Metadata guidelines. The fields designated as “Required” and “Strongly Suggested” are important for making sure that your collections work correctly in the PPC, and are therefore the focus of the worksheets. You may also want to include the “Optional” fields to make the metadata about your digital collections more robust and to improve searching. What follows may serve as a starting point for the data you gather.

Dublin Core Fields from Required to Optional.

- Title : Required
- Rights : Required
- Date Created : Strongly Recommended
- Subject : Strongly Recommended
- Description : Strongly Recommended
- Spatial Coverage : Strongly Recommended
- Type : Strongly Recommended
- Creator : Recommended
- Language : Recommended
- Is Part of : Recommended
- Identifier : Recommended
- Format : Optional
- Publisher : Optional
- Extent : Optional
- Alternative Title : Optional
- Contributor : Optional
- Relation : Optional
## Required and Recommended Fields

<table>
<thead>
<tr>
<th>DPLA/PPC Field</th>
<th>Data Provider</th>
<th>Is Shown At (URL)</th>
<th>Rights</th>
<th>Title</th>
<th>Intermediate Provider</th>
<th>Preview</th>
<th>Date Created</th>
<th>Description</th>
<th>Place</th>
<th>Subject</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Field or Source</td>
<td><strong>Partner Provided</strong></td>
<td><strong>System Generated</strong></td>
<td>dcterms: rights</td>
<td>dcterms: title</td>
<td><em>Partner Provided</em>*</td>
<td><strong>System Generated</strong></td>
<td>dcterms: date created</td>
<td>dcterms: description</td>
<td>dcterms: spatial</td>
<td>dcterms: subject</td>
<td>dcterms: type</td>
</tr>
<tr>
<td>Required</td>
<td>Required when Applicable</td>
<td>Strongly Recommended</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* Partner Provided: This is a constant data element that is provided by the partner, and appended to each record as part of the data harvesting process.

** System Generated: This data element is system generated, meaning it is created by the Content Management System when an object is added - the field in which this data is output may vary. It will be identified and mapped accordingly as part of the data harvesting process.
# Omeka CSV Import

Omeka will automatically map elements based on their column names, provided that the column names are formatted as follows:

```
{ElementSetName}:{ElementName} - see below for examples.
```

<table>
<thead>
<tr>
<th>Dublin Core: Rights</th>
<th>Dublin Core: Title</th>
<th>Dublin Core: Creation Date</th>
<th>Dublin Core: Description</th>
<th>Dublin Core: Spatial Coverage</th>
<th>Dublin Core: Subject</th>
<th>Dublin Core: Type</th>
<th>Dublin Core: Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. <a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a></td>
<td>E.g. Hvar Cathedral Ticket</td>
<td>E.g. 2018</td>
<td>E.g. One ticket for entry to the St. Stephen Cathedral in Hvar (Croatia).</td>
<td>E.g. Hvar (Croatia)</td>
<td>E.g. Cathedrals</td>
<td>E.g. Image</td>
<td>E.g. image/jpeg</td>
</tr>
<tr>
<td><a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a></td>
<td>Southwest Airlines Drink Coupons</td>
<td>2019</td>
<td>Four Southwest Airlines Drink Coupons expiring May 31 2019</td>
<td>United State of America</td>
<td>Southwest Airlines Co.</td>
<td>Image</td>
<td>image/jpeg</td>
</tr>
<tr>
<td><a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a></td>
<td>Split Taxi Card</td>
<td>2018</td>
<td>Taxi 61 of Split and Rino (Croatia) Business Card</td>
<td>Split (Croatia)</td>
<td>Taxicabs</td>
<td>Image</td>
<td>image/jpeg</td>
</tr>
</tbody>
</table>
### Generic CSV Import

For import into a system other than Omeka, or if you want to manually map the fields during the import process, you can use simplified column headers.

<table>
<thead>
<tr>
<th></th>
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</tbody>
</table>
Template: Oral History Consent and Release Form

[INSTITUTION] Oral History Project

CONSENT AND RELEASE FORM

Date of Interview:__________________________________________________________

Location of Interview:_____________________________________________________

Full Name of Interviewee:__________________________________________________

Address of Interviewee:____________________________________________________

Full Name of Interviewer:__________________________________________________

I hereby give and grant to the above mentioned institution my voluntary recorded oral history and the resulting translation and/or transcription and/or images as a donation for such scholarly and educational purposes as the institution shall determine. Transfers of this interview may be made to future technological mediums and made available online. Any copyright of this material will be solely owned by the above mentioned institution. I understand that researchers may access these materials via the above mentioned institution or the internet, and that copies of transcripts or summaries may be made.

Signature of Interviewer:__________________________________________________

Date of Agreement:_______________________________________________________

Signature of Interviewee:__________________________________________________

Date of Agreement:_______________________________________________________
Template: Oral History Information Form

[INSTITUTION] Oral History Project

INTERVIEW INFORMATION FORM

Date of Interview: ___________ Full Name of Interviewer: ________________________________

Interviewee Information

Full Name: _____________________________________________________________

Nickname, if any: _______________________________________________________

Address: __________________________________________________________________

Telephone Number: __________________________________________________________________

Email: _____________________________________________________________________

Date of birth: ___________ Place of birth: ________________________________

Cultural background: ______________________________________________________

How many years living in this community? _________________________________

Where else lived? __________________________________________________________________

Spouse and children names (if any)? ___________________________________________

Occupation: __________________________________________________________________

Skills & Activities: __________________________________________________________________

Education: ___________________________________________________________________

Hobbies & Interests: ___________________________________________________________________

Other information:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________