# Digital Collections Center: Biannual Report

This report details progress at the Digital Collections Center (DCC) every six months, with this reporting period running January – June 2017*. Statistics included represent items digitized, preserved, and cataloged, as well as online reach, policies and procedures, and campus outreach performed by the curator. These numbers are presented inside a larger contextual discussion about ongoing projects and digital collections goals here at SUNY Purchase Library.   -Mēgan Oliver, Digital Collections Curator

DIGITAL PRODUCTION*

Senior projects ■ Scanned archives ■ Migrated items ■ Cataloged images
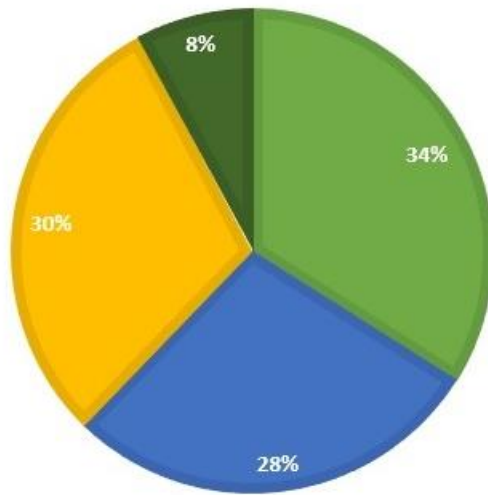
This break-down of project and production type illustrates the multi-faceted digital work the DCC engages in on a semesterly basis. *All metrics given represent *only* January-May 2017.

- *Senior projects*: 902 preserved from obsolete medium; 48 scanned [169 scanned in total]. Years: 2009-2012
- *Scanned archives*: 778 high resolution scans produced from analog 35mm slides and archival ephemera
- *Migrated items*: 838 images added to ARTstor [10,028 total images extant]
- *Cataloged images*: 219 images were cataloged on ARTstor

STUDENT ASSISTANCE

The DCC could not succeed at achieving such high levels of production without intelligent student assistants serving in a variety of professional roles. These students learned new skills and acclimated well to expectations at the Library, and the DCC.

- 1 digital humanities intern processed a large senior project collection, migrating hundreds of files off of an outdated information medium
- 1 archives intern has started evaluating our 16mm film collection for rarity, condition, granting opportunities and digitization viability
- 1 paid part-time digitization assistant converted hundreds of analog slides to digital images
- 2 paid part-time catalogers provided ample graduate level research to our art history collections on ARTstor

PROGRESS @ THE DCC

Digital production, aided by our excellent student assistants, has been highly successful. This production lifecycle includes remastering files, cataloging items for discoverability, and digital preservation (back-up's) to ensure zero data loss.

By and large, the areas needing the most work are online reach and campus outreach initiatives. Very few connections with faculty have been made to date, with a notable lack of interest in digital teaching resources from said faculty.

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POLICIES & PROCEDURES

- A quality assurance handbook on the Digitization and Cataloging of Images was created for use by current DCC assistants and future curatorial practitioners
- A policy on Ethical and Professional Digitization Standards was created for patrons requesting certain scanning services and to help explicate what the DCC does
- A public preservation statement was issued on the Digital Collections website, to offer full transparency to campus affiliates as it regards practices in digitally preserving archives, student projects, and faculty work.

CAMPUS OUTREACH from the CURATOR

- 6 highly marketed workshops on digital archiving were held
- Pop-up digital collections station at annual Faculty Achievement event
- 5 campus-wide emails about new collections, services, workshops
- 3 faculty one-on-one's to discuss potential digital collections
- 26 flyers marketing DCC services went up around campus
- 6 DCC webpages were revamped on the college's new website
- 1 narrative story about the students of the DCC was published
- 21 student project submission workshops produced in collaboration with the TLTC & Library

ONLINE REACH & EXHIBITIONS

Our publicly accessible collections website, http://sunypurchaselibrary.omeka.net, features digital exhibitions free from copyright or pay walls. This spring semester the DCC produced 3 diverse and inclusive exhibitions for Black History Month, Women's History Month, and 'Hip-Hop Appreciation at Purchase College'. The statistics for online reach January-May 2017:

- 866 page views in 5 months
- 117 users
- 172 viewing sessions
- Average of 5 pages per session
- Average of 5 minutes per visit

GOALS @ THE DIGITAL COLLECTIONS CENTER

- For the next six month reporting period July –December 2017, the Digital Collections Center and its associated staff wish to achieve greater connectedness with faculty and staff on campus, as well as with the larger SUNY system. The Curator will be engaged in further professional activities at conferences and symposia, learning new methodologies and representing the college.

- Upcoming procedural documents on the docket (to be written and released) include repository usage and collections preservation; and a procedural document outlining digital accessibility criteria. These will address internal planning and help aid DCC staff in answering common patron questions about student projects and associated research.

- The Digital Collections Curator hopes to expand digital production formats, which are currently limited to text and images. New formats will include audio, with faculty music and oral histories.

- Collection assessment of the rare 16mm film in the library basement will begin with the summer archives intern, in hopes of creating materials for hidden collections grant applications.

- DCC analog collections are being continually rehoused and will finally be arranged on shelving units with identifying collection inventories and labels.

- The systematic photography of artist books from the Library's special collections; to be cataloged and published on ARTstor. This will aid artist book research produced by students.

- Uninterrupted digital production that matches previous levels of output, with increased attention paid to print senior projects 2007-2009.

- Finally, the Curator hopes to have a working student project repository up and running with the open source content management system Collective Access. This depends heavily on vendor progress and internal project development.