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Collection: http://cdm15850.contentdm.oclc.org

Meeting Host

Digitization

- Francoiscan Monastery of the Holy Land in America, Washington, D.C.
- Dr. Karen Levenback, M.A., M.S.L.S., Ph.D. Archivist-Librarian
- Friar John-Sebastian, OFM
- Scheduling and understanding project needs and facility equipment.

- Digitization Guidelines based on NARA Digitization Standards.
- Scanning front and back of photographs.
- Epson Perfection V600 Photo Scanner.
- Auto-rotate and crop (Adobe Photoshop)
- Uploading Images (iMacro Firefox plugin)

Metadata Creation

- Identification Assistance from the Monastery.
- Dublin Core-based metadata with modifications.
- Localized list of subject terms and keywords relevant to the Monastery.
- Metadata input: Shared Excel Document

Content Building and Added Value Content

- Use of a limited ContentDM CMS
- Added-Value Content:
  - Suggested Topics
  - Browse by Subject
  - History
  - Virtual Tour

Usability Testing

- Small sample of users from the Monastery and CUA community.
- Basic demonstration followed by User Tasks and Survey about the experience.
- Overall satisfaction with content and design.
- Modification to content due to errors found during user testing.

Takeaways from LSC 652 and our experience as future Information Professionals:

- Appreciation for the preservation of sensitive documents, in terms of both content and condition.
- Access through digitization can lead to real results for small, non-traditional libraries where content is valued by both local and non-local communities of users and researchers.
- Student work can be a viable option for creating digital collections for small libraries and archives.

Digitization efforts has resulted in a collection size of 135 photographs and a total of 270 images.

Results: Incorporation of Digital Collection on Franciscan Monastery Website
(http://www.myfranciscan.org/facilities/library)

Results: Copyright Permission Requests
Who? On September 2013, a Copyright Request was received from a Law Student at the University of New Mexico School of Law on behalf of the Associate Dean of the Indian Law Program.

For? An Education Symposium regarding the anniversary of United States v. Sandoval and Pueblo Indians affected by the court case.

Relevance? The Delegation of Pueblo Indians were photographed during a visit to the Monastery. This image was only available and found through the Franciscan Monastery Visual Collection.

Added-Value Content:

- Sample Image: Front and Back Scans

Sample Item Record:

http://cdm15850.contentdm.oclc.org

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