CREATING DIGITAL COLLECTIONS

Today's Presenters

Professor **Beth Oehlerts**

  Metadata Management Librarian

  Metadata and Preservation Services

Professor **Nancy Hunter**

  Metadata Librarian

  Metadata and Preservation Services

Professor **Shu Liu**

  Digital Content Librarian

  Digital Repositories Services

Left Document — Baptism Certificate

In the Name of The Father,
And of The Son, and of The Holy Ghost. Amen.

We do Certify:

That, according to the ordinance of Christ Himself, we did administer to

Anna Michala Hogarty

THE SACRAMENT OF

✠ Holy Baptism, ✠

thereby making _her_ a Member of Christ, the Child of God, and an Inheritor of the Kingdom of Heaven; on the _fifteenth_ day of _November_, in the Year of our Lord, One Thousand Eight Hundred and _ninetysix_; the said administration being in _Trinity_ Church, _Greeley_, in the Diocese of _Colorado_

(Signed) _Frank W. Kenny._

Parents. {

Sponsors or Witnesses. {
Samuel D. Hunter.
Mrs. Eliza Stokes.
Mrs. Sarah Ann Hogarty.

Right Document — Record of Minutes

RECORD OF MINUTES.

Minutes of ___Annual___ ___Stockholders___ Meeting

of the ___Godfrey Ditch Co.___

held at ___Kenmore Farm La Salle Colo___

by order of ___President W. T. Sylvester___

at ___1 One___ o'clock P. M. ___Feb: 5th 1912___

Meeting was called to order by President W. T. Sylvester

120 Shares of Stock were represented

Minutes of last Annual Meeting held on Feb: 6/1911 were read & accepted.

Treasurer handed in his report showing a balance in hand of $87.57.

Total indebtedness of Ditch Co. $3301.85

Moved & seconded that Treasurer's report be accepted. Motion carried.

Nomination for Directors for ensuing year — Motion by J. Laughlin seconded by Mrs. C. B. Miller. Carter that W. T. Sylvester, B. K. Hanbury & C. B. Norris be nominated for directors. Motion carried. Nominations closed.

Secretary was instructed to cast ballot for same.

W. T. Sylvester, B. K. Hanbury & C. B. Norris were duly elected.

Proposed by A. T. Paton & seconded by J. Laughlin that an assessment of $7.00 per share be levied against each stockholder, part to apply on indebtedness & part to defray expenses for ensuing season. Motion carried.

Motion by C. B. Norris & seconded by B. G. Godfrey that the above assessment be payable by March 1st/1912 & that it will draw interest at the rate of 8% per annum after that date, until paid. Motion carried.

Moved & seconded that C. B. Norris

Beauty Bright for your home
with Colorado Carnations

Whether your home is traditional or contemporary,
Colorado Carnations will add the touch of gay, bright color
that warms the room and makes it intimate, friendly, and
welcoming. Use these beautiful blooms...give them...
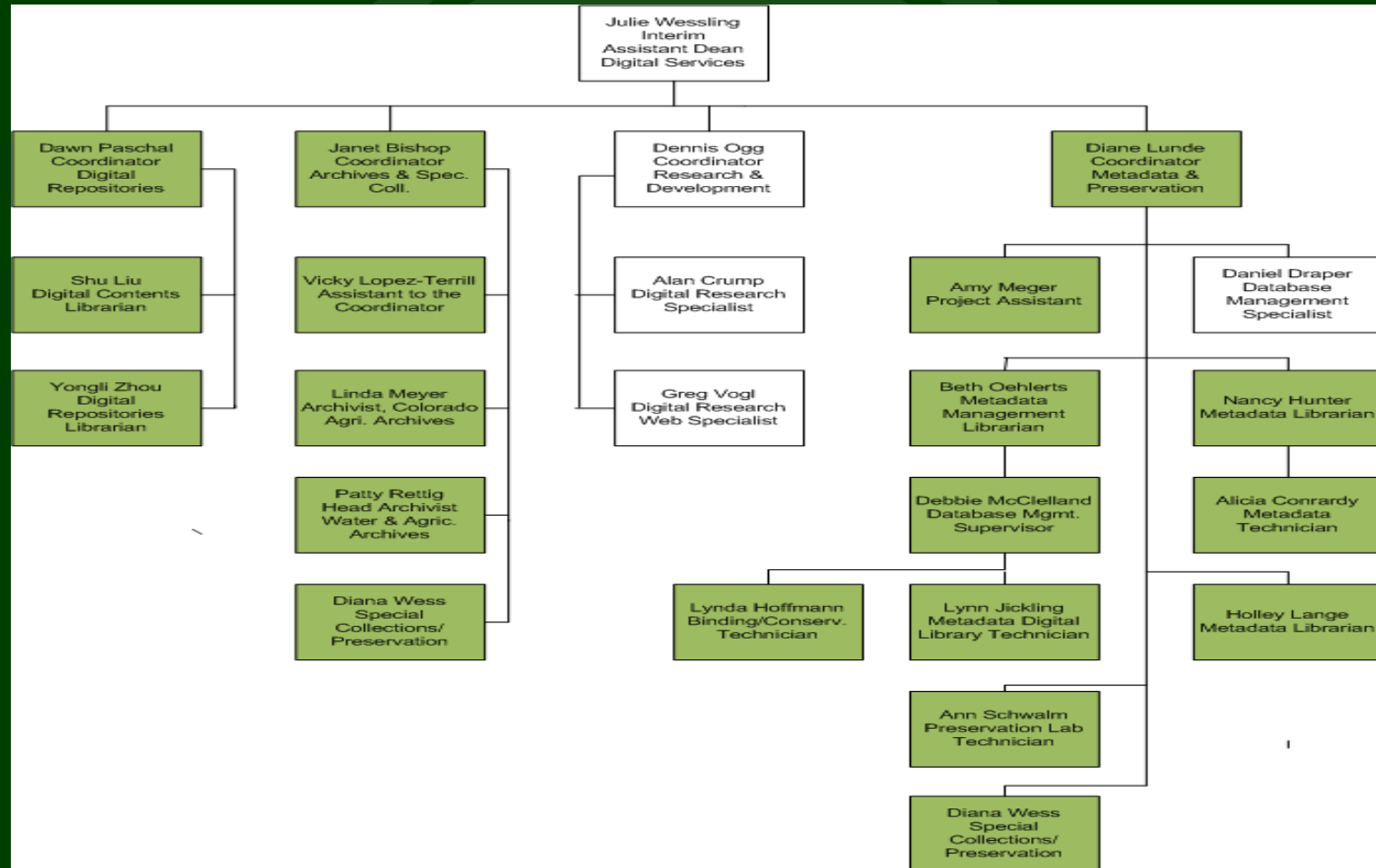for every occasion of love and good cheer.

"Gold Medal" Colorado Carnations
America's only trade-marked flower.
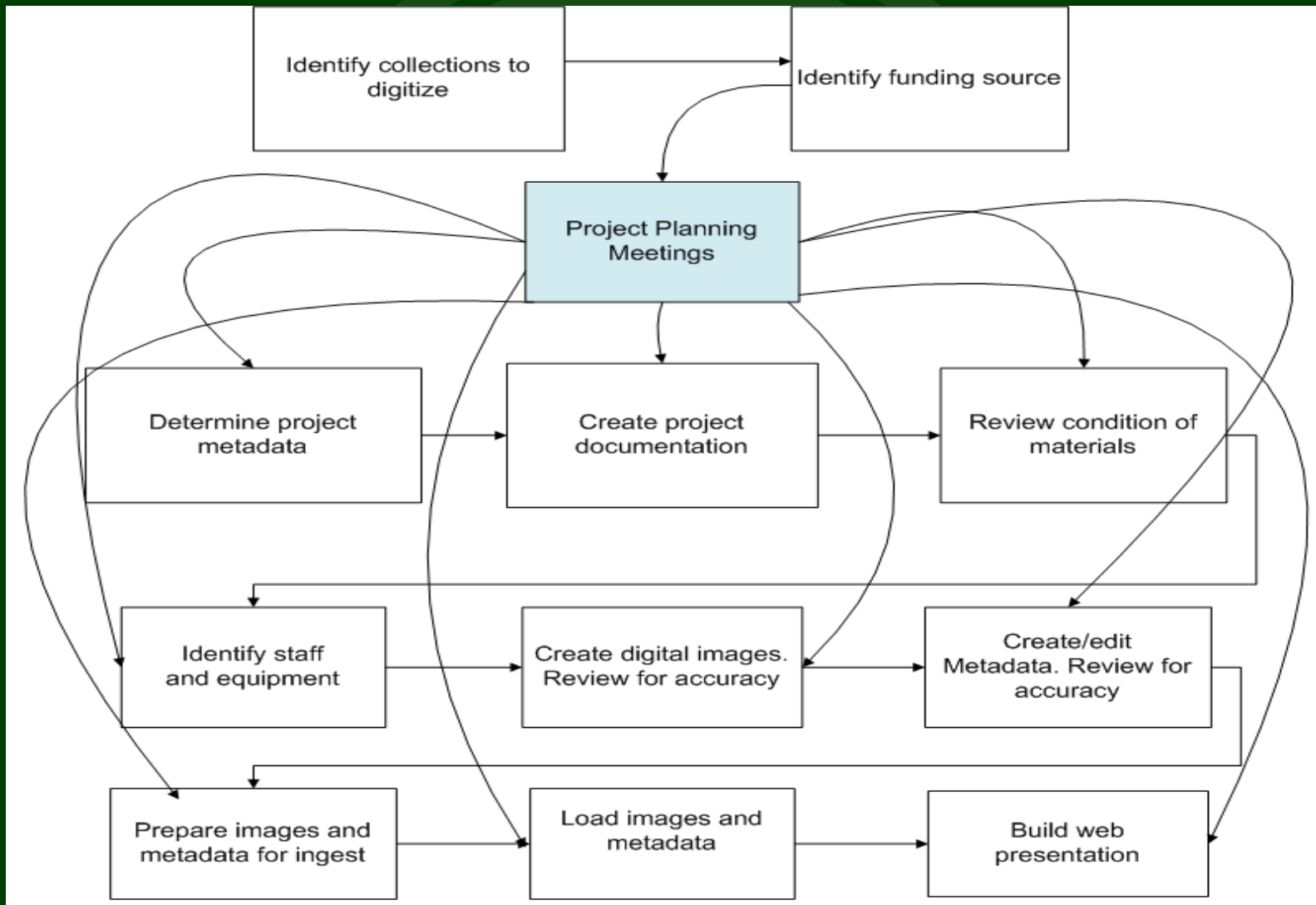This little seal is your
guarantee of finest quality.

COLORADO FLOWER GROWERS ASSOCIATION, INC • COLORADO CARNATIONS • DENVER, COLORADO

Digital Services Division

CSU Digitization Workflow

Project Decisions Include

- **What** will we digitize?
- **What standards** (copyright, metadata, digitization, preservation, etc.)
- **What** equipment will we use?
- **Who** has the skills?
- **Who** is available?
- **When** do we need it – is there a deadline?

Documenting Our Work

- **Record** project decisions

- **Record** project progress

- **Track** expenditures

- **Plan** more efficient projects

Tracking Digitization Projects at CSU

|	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Project Type	Project Name	Email	Requestor	Items	Date Due	Coll. Code	Collection Name	Unique Identifier	Deliverables	Special Handling Required	Treat As	Orientation	Dimensions
2	Ad Hoc	TILT Request	victoria.lopez-terrill@colostate.edu	Vicky Lopez-Terrill	1 item from Squid, Box 15 GPN	7/1/2009	UHPC	University Historic Photograph Collection	UHPC_149	JPEG 600 dpi on cd		artifact	NA	NA
3	Ad Hoc	TILT Request	victoria.lopez-terrill@colostate.edu	Vicky Lopez-Terrill	1 item from Squid, Box 12 GPN	7/1/2009	UHPC	University Historic Photograph Collection	UHPC_5478	JPEG 600 dpi on cd		artifact	NA	NA
4	Ad Hoc	TILT Request	victoria.lopez-terrill@colostate.edu	Vicky Lopez-Terrill	1 item from Squid, Box 26 GPN	7/1/2009	UHPC	University Historic Photograph Collection	UHPC_5375	JPEG 600 dpi on cd		artifact	NA	NA
5	Ad Hoc	TILT Request	victoria.lopez-terrill@colostate.edu	Vicky Lopez-Terrill	1 item from Squid, Box 16 GPN	7/1/2009	UHPC	University Historic Photograph Collection	UHPC_1718	JPEG 600 dpi on cd		artifact	NA	NA
6	Ad Hoc	TILT Request	victoria.lopez-terrill@colostate.edu	Vicky Lopez-Terrill	1 item from Squid, Box 15 GPN	7/1/2009	UHPC	University Historic Photograph Collection	UHPC_916	JPEG 600 dpi on cd		artifact	NA	NA
7	Ad Hoc	TILT Request	victoria.lopez-terrill@colostate.edu	Vicky Lopez-Terrill	1 item from Squid, Box 16 GPN	7/1/2009	UHPC	University Historic Photograph Collection	UHPC_2537A	JPEG 600 dpi on cd		artifact	NA	NA
8	Ad Hoc	TILT Request	victoria.lopez-terrill@colostate.edu	Vicky Lopez-Terrill	1 item from Squid, Box 12 GPN	7/1/2009	UHPC	University Historic Photograph Collection	UHPC_4717	JPEG 600 dpi on cd		artifact	NA	NA
9	Ad Hoc	TILT Request	victoria.lopez-terrill@colostate.edu	Vicky Lopez-Terrill	1 item from Squid, Box 19 GPN	7/1/2009	UHPC	University Historic Photograph Collection	UHPC_5434	JPEG 600 dpi on cd		artifact	NA	NA

Conservation Before Digitization

- **Provide** conservation treatments when appropriate

- **Create** protective book holders for fragile materials

- **Re-house** materials when digitization is complete

Other Conservation Conditions

Adjust for some conditions:

- Wavy pages
- Volume opens less than 90°
- Gutter margin less than ½ inch
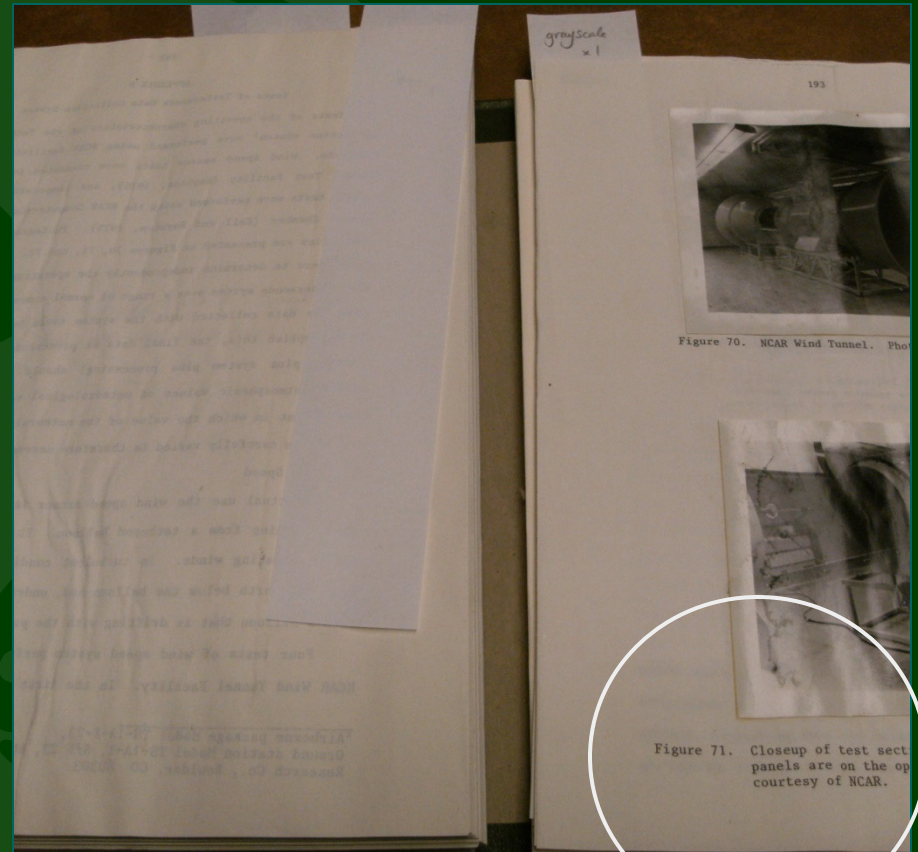
Moisture damaged volume

Digital Scanning

- CSU follows international standards by creating archival TIFF (**T**agged **I**mage **F**ile **F**ormat) images

- Image files are compressed, using LZW compression, to maximize server storage space

Scanning Equipment

One Zeutschell OmniScan 10000TT Overhead scanner

Two Microteck photographic negative scanners

Six Epson flatbed scanners

Quality Control of Images

- 10-30-100% rule

- Time-intensive

Metadata

AACR2
DUBLIN CORE
MARC
VRA CORE
XML
LCSH
W3C
LCAF

What is Metadata?

- Data about data

- Descriptive and technical information about resources

Types of Metadata

А979442-ОХФ-ЧЗ-4

Мищенко, Александр Сергеевич.
Сборник задач по дифференциальной геометрии и топологии [Текст] / А. С. Мищенко, Ю. П. Соловьев, А. Т. Фоменко ; под общ. ред. А. Т. Фоменко ; отв. ред. Ф. Ю. Попеленский. - 2-е изд., доп. и перераб. - М. : Физматлит, 2004. - 411, [1] с. : рис. - Библиогр.: с. 410-411 (24 назв.). - **ISBN** 5-94052-078-2 (в пер.) : 242.00 р.
УДК 514.7(076) + 515.1(076)

Рубрики: математика -- геометрия -- топология
Кл.слова: дифференциальная геометрия -- топология --
Экз-ры: ОХФ-ЧЗ-4(1)
Доп. точки доступа:
Соловьев, Юрий Петрович
Фоменко, Анатолий Тимофеевич

Compound angles, by David W. Moser.

LC Control No.: 72011472
LCCN Permalink: http://lccn.loc.gov/72011472
Type of Material: Book (Print, Microform, Electronic, etc.)
Personal Name: Moser, David W.
Main Title: Compound angles, by David W. Moser.
Edition Information: [Ed. 1]
Published/Created: Scranton, International Correspondence Schools [1969]
Description: 30 p. illus. 23 cm.

Types of Metadata

THE OSOBYI ARCHIVE

GERMAN RECORDS IN MOSCOW

A GUIDE

Almost every German government agency ended up in "East" Berlin. As a result, the Russians had a unique power to collect German government documents. The end of the Cold War finally allowed researchers from the West access to many of of these historical documents held in Russian archives. A key part of these records may be found in the Russian State Military Archive within the collection entitled the "Osobyi Arkhiv" (Special Archive). When consulted in tandem with the holdings of captured German documents in the United States and in Germany proper, the Special Archive can provide a great deal of additional documentation on the history of the Third Reich.

Guide to the Sidney Heitman Germans from Russia in Colorado Study Project Collection

Prepared by Colleen M. McCorkell

Colorado State University Archives and Special Collections

Morgan Library, Fort Collins, Colorado 80523-1019 USA

Finding aid encoded in EAD Version 2002 by Alicia Conrardy, 2004.

TABLE OF CONTENTS

Types of Metadata

Object	– JPEG2000 Image (3 M)
Bookmarkable URL	http://hdl.handle.net/10217/22518
Authors	Colorado State University
Title	A.A. Edwards (State Board of Agriculture) moving books from Old Library
Subjects	Colorado Agricultural College -- Employees
	Colorado Agricultural College -- Faculty
	Edwards, Alfred A.
Description	An older mustached man in a 3-piece suit, white shirt and tie, and hat carries a stack of 8 books from the Old Library.
Publisher	Colorado State University. Libraries
Date	1928-04-05
Series	University Historic Photograph Collection, Archives and Special Collections, Colorado State University; Series I: Glass Plate Negatives; Subseries G: Faculty, Staff, and Others. Finding aid: http://lib.colostate.edu/archives/findingaids/university/uhpc.html
Rights	http://www.acns.colostate.edu/?page=copyright
Related collections	CSU Archives and Special Collections > University Historic Photograph Collection > Faculty, Staff, and Others

Metadata Standards for U.S. Library Catalogs

- Anglo-American Cataloging Rules, 2nd ed. (AACR2)

- Library of Congress Rule Interpretations (LCRIs)

- MAchine-Readable Catalog records (MARC)

- Library of Congress Subject Headings (LCSH)

Metadata Standards for U.S. Digital Collections

- Dublin Core
  - VRA Core
  - ETD-MS
  - PB Core

CSU Core Data Dictionary

- Based on Dublin Core

- Defined Elements
  - Obligation
  - Repeatability
  - Best practices for data entry

- Basis for project-specific data dictionaries to follow

Each Digitization Project Needs

- Consultations among
  - Project Manager
  - Digital Repositories Librarians
  - Metadata Librarian

- Determine
  - Does metadata exist elsewhere?
  - Who will create the metadata?
  - Specific project requirements?

- Document decisions
  - Adhere to CSU Core

Object   Moving cattle quietly out of a gate – WMV file (1 M)

Bookmarkable URL   http://hdl.handle.net/10217/652

Authors   Grandin, Temple

Title   Moving cattle quietly out of a gate

Keywords   cattle ; handling

Description   This video clip demostrates how to move cattle out of a gate at a controlled, steady pace.

25 seconds

Publisher   Colorado St

Department   Animal Scie

Rights   Copyright o

Object   – JPEG2000 Image (3 M)

Bookmarkable URL   http://hdl.handle.net/10217/21841

Authors   Colorado State University

Title   Ton Litter, Mr. Harris of Ft. Collins

Subjects   Colorado Agricultural College. Cooperative Extension Service

Swine -- Weight -- Competitions -- Colorado

Description   Eight of 12 pigs eat from a feeding trough, while 3 men watch from the sidelines.

Publisher   Colorado S

Date   1924-10-17

Series   University I
Collections,
Subseries E
"http://lib.co

Rights   "http://www

Object   Baking angel food cake at any altitude / – PDF Document (1 M)

Bookmarkable URL   http://hdl.handle.net/10217/5385

Authors   Barmore, Mark A. (Mark Alfred), 1905-

Title   Baking angel food cake at any altitude / by Mark A. Barmore.

Subjects   Cake--Colorado.

Description   Cover title.

Publisher   Colorado Agricultural College, Colorado Experiment Station,

Date   1935.

Extent   15 p. : ill., map ; 23 cm.

Series   Technical bul. (Colorado Agricultural Experiment Station) ; 13.

Rights   "http://www.acns.colostate.edu/?page=copyright"

Providing Web Access
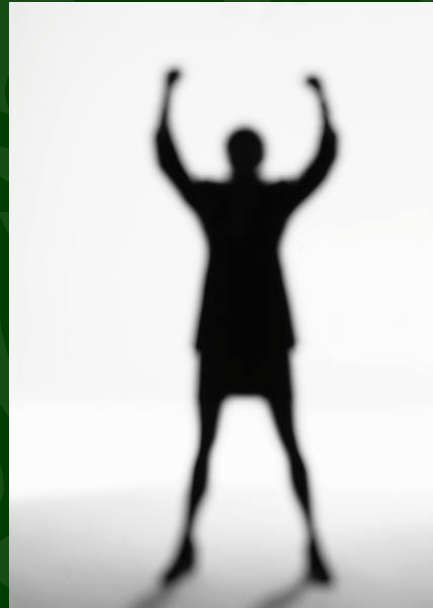
Digital Assets Management System

- DigiTool (provided by Ex Libris)

  - Purchased May 2007
  - Powerful & many functions
  - One year of implementation & testing
  - In production since March 2008
  - Over 8,000 digital objects up to date

Colorado State University LIBRARIES

Colorado State University PUEBLO | Colorado State University

Home | Collections | Find | Services | About Us | Help   A to Z | Site Map | Search

Catalog | Regional Catalog | Databases | Journals | Archives | Digital Collections | Repository   My Accounts | Contact Us

Digital Repository   Research and scholarship of CSU faculty and students

Simple Search   Advanced Search

A word or phrase: [_____]   [Search]

⦿ Contains ◯ Exact ◯ Starts With

Select collection: [General ▾]

Browse Collections

CSU Departments and Schools (655)

Agricultural and Resource Economics , Animal Sciences ,
Anthropology ...

CSU Colleges (2297)

University Libraries , Warner College of Natural Resources

CSU Centers and Research Institutes (339)

Colorado Institute of Public Policy , Colorado Water Institute ,
Cooperative Institute for Research in the Atmosphere ...

CSU Archives (3952)

Board of Governors , Colorado Agricultural Archive , Colorado
Agricultural Experiment Station ...

CSU Conference Proceedings (17)

Forest Biomass Conference

CSU Journal Publications (19)

Journal of Student Affairs , Furthering Perspectives

CSU Theses and Dissertations (128)

1920-1949 , 1980-Current

CSU-Pueblo (18)

University Library

Student Research Projects (39)

Celebrate Undergraduate Research and Creativity (CURC) Showcase

DigiTool Resource Discovery © 2006 Ex Libris

Digital Repository

Research and scholarship of CSU faculty and students

Search 'W–All Metadata= uhpcs01c% or uhpcs02c% or uhpcs03e% or uhpcs05c%' in 'Admin Unit CSU01' Collection [Sorted by: Creator/Title]   Refine

Brief view   Table view   Full view   Sort by: Creator ▾

Records 1- 20 of 324   1 2 3 4 ▶

1 **3 Flags**
Colorado State University
Flagpoles -- Colorado -- Fort Collins
undated

2 **A corner in the old library at Christmas time**
Colorado State University
Colorado Agricultural College -- Buildings
undated

3 **A corner in the old library at Christmas time**
Colorado State University
Colorado Agricultural College -- Buildings
undated

4 **A drive on College Campus**
Colorado State University
Colorado Agricultural College
undated

5 **Advertising Card**
Colorado State University
Colorado Agricultural College
1929

6 **Ag. Hall (Colin)**
Colorado State University
Colorado Agricultural College -- Buildings
undated

7 **[Aggie Station, burned]**
Colorado State University
Colorado Agricultural College -- Buildings
undated

8 **Agricultural Building**
Colorado State University
Colorado Agricultural College -- Buildings
undated

Digital Repository
Research and scholarship of CSU faculty and students

Search 'W–All Metadata= coabagri%' in 'Admin Unit CSU01' Collection [Sorted by: Creator/Title]   Refine

Brief view   Table view   Full view   Sort by: [Creator]

Records 1- 20 of 973   1 2 3 4 ▶

---

1 Panel on fertilizers and soil amendments / Agricultural Chemical Dealers'
Conference, Denver, Dec. 7, 1945 ; panel members R. H. Tucker, Robert
Gardner, D. S. Romine, A. M. Binkley, and T. G. Steward.
Agricultural Chemical Dealers' Conference (1945 Denver, Colo.)
Fertilzers--Colorado.
[1946?]

2 Panel on fertilizers and soil amendments / Agricultural Chemical Dealers'
Conference, Denver, Dec. 7, 1945 ; panel members R. H. Tucker, Robert
Gardner, D. S. Romine, A. M. Binkley, and T. G. Steward.
Agricultural Chemical Dealers' Conference (1945 Denver, Colo.)
Fertilzers--Colorado.
[1946?]

3 Panel on weed control / Agricultural Chemical Dealers' Conference, Denver,
Dec. 7, 1945 ; panel members Bruce Thornton, J. L. Fults, D. W. Robertson, and
R. H. Tucker.
Agricultural Chemical Dealers' Conference (1945 Denver, Colo.)
Dichlorophenoxyacetic acid--Colorado--Testing.
[1946?]

4 Sunflower silage as compared with corn silage for fattening steers and lambs.
Alexander, Martin Adkisson.
Silage.
[1925?]

5 Onion curing and storage investigations.
Allen, Earl James.
Onions.
[1931?]

6 Report of marketing investigations, by W.F. Allewelt ... assisted by E.F. McKune
[and] L.C. Archer.
Allewelt, W. F.
Farm produce--Marketing.
192-?]

7 The preservation of fruits and vegetables by drying / by H. W. Allinger.
Allinger, H. W.
Vegetables--Drying--Colorado.
[1917]

8 A study of some abnormalities occurring in certain potato varieties in Colorado.
Anderson, Rudolph Daniel.
Potatoes--Diseases and pests.
[1935?]

Digital Repository
Research and scholarship of CSU faculty and students

Search 'W–All Metadata= uhpcs01c% or uhpcs02c% or uhpcs03e% or uhpcs05c%' in 'Admin Unit CSU01' Collection [Sorted by: Creator/Title]   Refine

Brief view   **Table view**   **Full view**   Sort by: Creator

Object	JP2	- JPEG2000 Image (6 M)
Bookmarkable URL	http://hdl.handle.net/10217/19776	
Authors	Colorado State University	
Title	Air Photo of Campus	
Subjects	Colorado Agricultural College -- Aerial views	
Description	Aerial photograph of Colorado Agricultural College campus.	
Publisher	Colorado State University. Libraries	
Date	1929 -10-07	
Series	University Historic Photograph Collection, Archives and Special Collections, Colorado State University; Series I: Glass Plate Negatives; Subseries C: Campus Buildings and Scenes. Finding aid: http://lib.colostate.edu/archives/findingaids/university/uhpc.html	
Rights	http://www.acns.colostate.edu/?page=copyright	
Related collections	CSU Archives and Special Collections > University Historic Photograph Collection > Campus Buildings and Scenes	

Metadata options:

View Options

A drive on College Campus

Workflow

- **File Preparation**
  - Image: TIFF → JP2
  - Document: TIFF → PDF
  - Video/Audio: more to ingest
- **Metadata Preparation**
  - Types: Dublin Core, MARC, METS
  - Methods: MS Excel, XML, post-ingest addition
- **Ingest**

Ingest

Different approaches (DC XML, MARC XML, .CSV, METS) depending on

- System (DigiTool)
  - functions/requirements
  - batch ingest
- Staff skills
- Material types
- Available metadata

Efficiency without sacrificing quality

Metadata Encoding and Transmission Standard (METS)

- "… a standard for encoding descriptive, administrative, and structural metadata regarding objects within a digital library, expressed using the XML schema …" – Library of Congress

- Used for creating and delivering complex digital objects represented as a whole (e.g. books, journals, archival folders)

- Used in combination with MARC, Dublin Core for descriptive metadata

```xml
1  ▽  <mets PROFILE="http://www.exlibris.co.il/digitool/xsd/exlibris_mets_profile_v1.0.xml" TYPE="image folder"
2       OBJID="us::csu::WGDC_1814_mets.xml" LABEL="Irrigation methods (sprinkler), 6/19/62" xsi:schemaLocation="http://www.loc.gov/METS/ http://www.loc.gov/standards/mets/mets.xsd  http://www.lo
3  ▽    <metsHdr>
4  ▽     <agent ROLE="CREATOR" TYPE="ORGANIZATION">
5          <name>Colorado State University</name>
6         </agent>
7        </metsHdr>
8  ▽    <dmdSec ID="dmd001">
9  ▽     <mdWrap MDTYPE="DC" MIMETYPE="text/xml" LABEL="Dublin Core Metadata">
10 ▽       <xmlData>
11 ▽        <dc:record xmlns:dc="http://purl.org/dc/elements/1.1/" xmlns:dcterms="http://purl.org/dc/terms/">
12           <dc:title>Irrigation methods (sprinkler), 6/19/62</dc:title>
13
14           <dc:identifier>WGDCS10A101814</dc:identifier>
15
16           <dc:identifier>WWDL</dc:identifier>
17
18           <dc:date>1946 - 1964</dc:date>
19
20           <dc:creator>varies</dc:creator>
21
22           <dc:subject>Irrigation -- Colorado</dc:subject>
23
24           <dc:subject>Irrigation -- Equipment and supplies</dc:subject>
25
26           <dcterms:spatial>Colorado</dcterms:spatial>
27
28           <dcterms:temporal>1946 - 1964</dcterms:temporal>
29
30           <dc:description>Irrigation sprinklers and pipes</dc:description>
31
32           <dcterms:tableOfContents>Sprinkler system of B.R. Rapp near Cope. 1/4 mi. 4 in. steel pipe (Hardesty). 3 in. pump, 1946-08-14 -- Oliver-Wheeler farm at Masters. 6 in. header pipe, 4 in. latera
33
34           <dc:type>Still Image; Image; StillImage</dc:type>
35
36           <dcterms:metadataschema>Water Resources Archive Data Dictionary v. 1.0</dcterms:metadataschema>
37
38           <dcterms:isPartOf>Groundwater Data Collection. Series X: Visual materials; Subseries A: Slides. Finding aid: "http://lib.colostate.edu/archives/findingaids/water/wgdc.html"</dcterms:isPartOf>
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40           <dcterms:isFormatOf>Irrigation methods (sprinkler), 6/19/62. 1946-1952, 1964, undated</dcterms:isFormatOf>
41
42           <dc:source>Original: 47 35 mm slides (10 not scanned)</dc:source>
43
44           <dc:publisher>Colorado State University. Libraries</dc:publisher>
45
46           <dc:rights>"http://www.acns.colostate.edu/?page=copyright"</dc:rights>
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49          </dc:record>
50         </xmlData>
51        </mdWrap>
52       </dmdSec>
53 ▽    <fileSec>
54        <fileGrp USE="reference" VERSDATE="2000-04-30T13:00:00">
```

METS XML

ExLibris DigiTool - Resource Discovery

Close | Help | Save | Send

Current View: (LOGICAL)   Show MetaData for: Board of Governors of the Colorado State Universit...

>> CSU Board of Governors 2008 meeting agendas, minutes, and collateral materials

No metadata

View Options   Official meeting notice

1 / 1   68.3%   Find

BOARD OF GOVERNORS *of the*
COLORADO STATE UNIVERSITY SYSTEM

410 Seventeenth Street, Suite 2440 • Denver, Colorado 80202
Phone (303) 534-6290 • FAX (303) 534-6298 • www.csusystem.edu

January 8, 2007

TO: Members, Board of Governors of the Colorado State University System

FROM: Ed Haselden, Secretary, Board of Governors

SUBJECT: Official Notice – Board of Governors' Executive Committee Meeting

This serves as official notice pursuant to C.R.S § 24-6-402 (2)(c)(2006) of an upcoming meeting of the Board of Governors of the Colorado State University System.

The Executive Committee of the Board of Governors will meet on Wednesday, January 9, 2008, 2007, at 8:00 a.m. at the CSU System office in Denver.

If you have any questions about the meeting, please call Mary Lou Lawrence at (303) 376-2603

ExLibris DigiTool - Resource Discovery

Close | Help | Print | Save | Sen

Current View: (PHYSICAL)   Show MetaData for: Irrigation structures

>> Irrigation structures

No metadata

(i) **Irrigation structures**
- Headgate on Pleasant Valley and Lake...
- Concrete drop in small ditch. Haythorne...
- Drop below New Windsor reservoir, 1941
- Inch concrete Parshall flume with tile...
- Concrete Parshall flume. Water passing...
- Concrete Parshall flume, tile stilling...
- Concrete Parshall flume. Tile stilling...
- Concrete Parshall flume. Tile stilling...
- Concrete Parshall flume, undated
- Parshall flume replacing an old...
- Small concrete Parshall flume equipped...
- Small concrete Parshall flume equipped...
- Small concrete Parshall flume equipped...
- Small concrete Parshall flume equipped...
- Small concrete Parshall flume under...
- Valley and Lake canal , 1941
- Timber Parshall flume, undated
- Outlet tube of vortex tube sand trap...
- Sand bars at outlet of Jackson Ditch...
- Sand bars at outlet of Jackson Ditch...
- Sand bars at outlet of Jackson Ditch...
- Irrig. Field Day, 1965
- Irrig. Field Day, 1965
- Steel Ditch Liner, Irrig. Field Day,...
- Track Remover, Irrig. Field Day ,...
- Irrig. Field Day, 1965-09-10
- Irrig. Field Day, 1965
- Irrig. Field Day, 1965-09-10
- Irrig. Field Day, 1965-09-10

View options:

Headgate on Pleasant Valley and Lake Canal, 1941
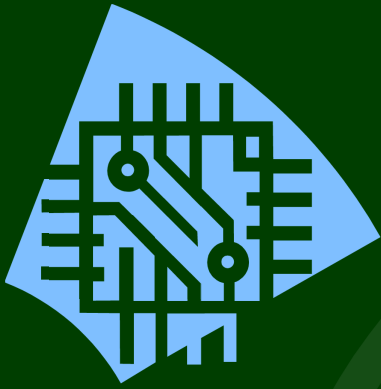
Observations

- **Close collaboration** across digital units
- **Plan & test**: develop workflows
- **Preparation**: files, metadata
- **Lots of details**: file names, special characters, structure, etc.

Building Digital Collections Requires

- Adequate funding
- Comprehensive planning
- Training
- Documentation

- Quality control reviews
- User-friendly metadata
- A well-designed web presentation
- A preservation policy

Thank you!