

California Local History Digital Resources Program, 2009-2010: Scanning and Metadata Overview

Hosted by Calfa, Northern Micrographics, and CDL

Date/Time

Friday 9/11, 9:30am-3:30pm

Location

Sonoma State University

Jean & Charles Schulz Information Center (University Library)

Room 2019 (on 2nd floor, in Library Teaching Center & Digital Lab)

Rohnert Park, CA 94928-3609

Agenda

Time	Speaker	Topics
9:30-9:45	Adrian	Welcomes- schedule, logistics, etc. Project updates
Part I: Scanning Process		
9:45 -10:30	Trudy	Prepare for Shipping <ul style="list-style-type: none"> • Metadata • File name
	Scott	NMT Capabilities <ul style="list-style-type: none"> • Development of DET • The importance of size and material information to workflow and price • Default scan
	Trudy	Workflow in DET
10:30 – 11:00	Group	<i>Exercise #1: Data Entry Tool</i>
11:00 – 11:35	Trudy – 5 min	Packing it up
	Scott – 15 min	NMT Process upon receiving What they return
	Trudy – 15 min	Quality Control
11:35 – 12:00	Group	<i>Exercise #2: Reviewing samples</i>
12:00 – 12:30	Trudy and Scott	Final Cut and Questions
12:30-1:00	Group	Lunch

Part II: Metadata Specifications		
1:00-1:20	Adrian	Metadata terminology and concepts
1:20-1:30	Group	<i>Exercise #1</i>
1:30-2:15	Adrian	Metadata implementation considerations, and LHDRP specifications
2:15-2:45	Group	<i>Exercise #2</i>
2:45-3:15	Group	Wrap-up