Minitex

A Publication of the Minitex Digitization, Cataloging & Metadata Education Unit

DIGITIZATION, CATALOGING & METADATA MAILING

October

Announcements

Farewell to Mark Ehlert
Jolie Graybill and Carla Urban, DCME

It is with mixed feelings that we announce that Mark Ehlert will be leaving Minitex to serve as Cataloging and Metadata Librarian at the University of St. Thomas.

Mark has worked as a Coordinator in the DCME unit for almost five years. He has also been closely involved with our Contract Cataloging Program and plans to continue as a Contract Cataloger for DCME. Mark first joined Minitex in 2007 as a Cataloger and served as the ConCats Manager from 2010 to 2013.

Mark has become known both within and beyond the Minitex region for his efforts to help others learn and understand RDA, the new cataloging rules. His training sessions attracted attendees from all over and regularly garnered comments like, "Wonderful workshop. Excellent presenter. He makes RDA seem not so scary, and with a great sense of humor and integrity." Requests from the Library of Congress to use his training materials in their own training, and from a librarian in Romania who wanted to translate one of his RDA articles were evidence of the unique contributions he made.

Mark's last day at Minitex was Oct. 28. His departure will be felt keenly in the DCME unit, but we are pleased that he will still be part of the Minitex community. ■

General

Reminder: DCME Instruction Survey
DCME staff

A few weeks ago the DCME Unit posted a survey online asking for your ideas on interesting training topics in the areas of cataloging, metadata, and digitization. Our thanks to those who have already passed along their feedback.

The survey is still open! If you haven't had a chance to add your voice, please share your thoughts. It's three questions long and should only take a few minutes to complete. We'll tabulate and share the results soon.

www.surveymonkey.com/s/dcmetraining2014 ■

Fall Conference Notes

Minitex/DCME Staff

North Dakota Library Association Annual Conference

Sept. 17-20, 2014, Bismarck

I attended and presented at the conference, and staffed our Minitex booth during the exhibitor opening reception

and scheduled breaks. First Lady Betsy Dalrymple, a former elementary school teacher, spoke about promoting Dolly Parton's Imagination Library (imaginationlibrary.com) throughout North Dakota. This program mails a free book to an enrolled child every month (from the ages of 0-5). In North Dakota, there are 18 counties, 11 cities, and 19 school districts participating.

Anne Hatinen, Carol Nelson, and Sara Ring at the Minitex booth

At the banquet, Senator Byron Dorgan, who served as a Congressman and Senator for over 30 years before retiring in 2011, spoke about his post-Congress life as an author. To date he has written two non-fiction books and two novels (an eco-thriller series).

-Sara Ring

South Dakota Library Association Annual Conference

Oct. 1-3, 2014, Pierre

I presented two sessions: *Tools To Protect Your Digital Content* and the *Minitex Cataloging & Metadata Update*. The opening keynote at SDLA was Richard Van Camp, an author from the Dogrib (Ticho) Nation from Fort Smith, Northwest Territories, Canada. He told us stories about growing up as a youth in Fort Smith, and about his novel, *The Lesser Blessed*. A film version of his novel was released in 2012. Later that evening, we were invited to a screening of the film, with Q&A hosted by Richard Van Camp.

Minitex staff also visited the Rawlins

municipal library open house. They renovated recently and now have wonderful natural lighting in the whole library.

-Sara Ring

Minnesota Library Association Annual Conference

Oct. 8-9, 2014, Mankato

Tech Services Time Travel

I attended the Wednesday afternoon session *Tech Services Time Travel* led by Lori Veldhuis (Dakota County Library) and Rebecca Ganzel (Augsburg College). The themes for the session centered on timeliness and efficiency.

Rebecca outlined how she arrived at her new position to find a significant backlog of materials waiting for her—some 2800 items. Using a combination of workflow checklists, stats-crunching spreadsheets, and logistical reorganization (e.g., naming carts), she and her students cut that backlog in half over the course of a single year while steadily managing the flow of new acquisitions.

Lori recounted Dakota County's 2006 process improvement initiative. Officials visited the county's nine branch libraries to calculate the time staff spent performing various tasks (even going so far as to use stopwatches!). By 2012 most library branches had met their improvement goals, but one part of the initiative remained unfinished: a measurement process to monitor compliance. This led to a time study. Yellow paper flags, serving as log sheets for statistics, were inserted in various materials to track their way through the technical services pipeline—from receipt to cataloging to processing. Staff engaged in the process by drawing up step-by-step documentation and entering data into spreadsheets. In the end, the time study turned into a successful assessment tool to measure average workflow timings for incoming library materials.

-Mark Ehlert

MDL at MLA

The Minnesota Digital Library staff attended this year's MLA Annual Conference as part of the larger Minitex contingent. As the new Outreach Coordinator, this was my first chance to represent the Minnesota Digital Library and Minnesota Reflections to such a large group. The MDL had a dedicated table at the conference, in addition to the general Minitex booth, with various MDL-specific materials and handouts to catch eyes

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and interest. For example, there was a large informational display highlighting our participation in the DPLA's PLPP project, which is the subject of a separate article, a fact sheet with an overview of the Minnesota Reflections project for those who were less familiar with it, and the first details about our next submission phase, Phase 11, in which we are seeking new items for digitization from both old and new participants. It was a particular pleasure to be able to talk to so many people in person in Mankato and to be able to directly share my enthusiasm for this great resource. Over the course of the conference, I met a number of past and present contributors, long-time users, and people who had never heard of the Minnesota Digital Library, but were curious to learn more.

Molly Huber (MDL Outreach Coordinator) and Greta Bahnemann (MDL Metadata Coordinator)

The personal connections are a big part of what makes MDL and Minnesota Reflections so successful, and it is great to have so many groups coming together for a common purpose in this resource. Building off of the momentum and success of the conference, we have a number of new initiatives in the works for the upcoming months, including updating our web interface at both MDL and the Reflections site, so there will be more developments to report in future *Mailings*.

-Molly Huber ■

Digitization & Preservation

New Collections Added to Minnesota Reflections

Greta Bahnemann, DCME/MDL

This summer we saw an influx of new materials to Minnesota Reflections, including the addition of seven exciting new contributing organizations. Visit any of these new collections at Minnesota Reflections:

reflections.mndigital.org

Jones-Harrison Residence

Located on the shores of Minneapolis's Cedar Lake, the Jones-Harrison Residence was established in 1888. It is believed to be the longest continuously operating home for senior citizens in Minnesota. The Residence contributed 56 images and text-based materials that document life at Jones-Harrison.
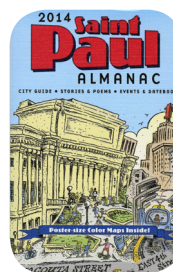

Minneapolis Institute of Arts

The MIA shared 130 museum exhibit catalogs in Minnesota Reflections. This collection documents the museum's rich history of interpreting and sharing art with Minnesota.

Quatrefoil Library

The Quatrefoil Library is a Minneapolis-based lending library that collects, documents and circulates, gay, lesbian, bisexual, transgender and queer materials in a safe and accessible environment. They contributed issues of their newsletter, *Focus Point,* as well as the run of the newspaper *The GLC Voice.*
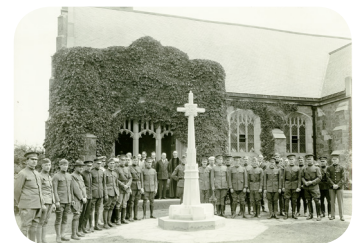

Saint Paul Almanac

The Almanac is a Saint Paul-based literary organization that creates opportunities for relationship-building through the sharing and dissemination of people's stories. Every year they publish the Saint Paul Almanac, and all issues up to 2014 are now available in Minnesota Reflections.

Plymouth Congregational Church

The Archives of the Plymouth Congregational Church collects, preserves, organizes and shares the church's history. Documents submitted to Minnesota Reflections include church records 1858–1882 and newsletters that report the involvement of church members in World War I.

Northern Lights: A Look at Minnesota Books and Writers

Perhaps you remember this television program which was sponsored by the Hennepin County Library and Metronet? It originally aired on Metro Cable Channel 6 from 1988-2002 and featured interviews with numerous Minnesota authors, illustrators, artists and members of the literary arts community. The video interviews have been digitized from the original media held in the collections of the Minnesota Historical Society. To date we have added 119 interviews, with more coming in the next few months!

The College of Saint Benedict and Saint John's University

Minnesota Reflections now contains materials from the library of these two Catholic and Benedictine residential liberal arts colleges located four miles apart in Central Minnesota. The college library contributed 117 text-based materials that document early Minnesota history, missionary work, and the history of the Diocese of St. Cloud. ■

We'll soon be accepting Phase 11 applications! If you are interested in contributing your organization's materials, please contact Molly Huber, MDL Outreach Coordinator at mollyh@umn.edu or give her a call at 612-301-1329.
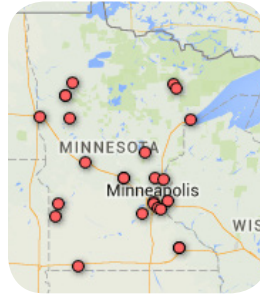

Digitization & Preservation

MDL/DPLA Public Library Partnership Project Update

Carla Urban

Between May and September, 31 individuals from 22 different public libraries and collaborating historical societies throughout Minnesota (see map) participated in four Digital Skills Training workshops. The training sessions, held in Detroit Lakes, Mankato, Duluth and Minneapolis, were co-led by Carla Urban, of Minitex, and Franky Abbott, from the Digital Public Library of America (DPLA).

The training was the first stage of the Minnesota Digital Library's collaboration with the DPLA on the Public Library Partnership Project (PLPP). The PLPP, funded through a grant from the Gates Foundation, aims to provide digital skills training for public libraries and to facilitate their participation in regional digital libraries (like MDL) and DPLA. MDL was one of four service hubs chosen by the DPLA to participate in the grant along with the Digital Library of Georgia, Mountain West Digital Library and the Digital Commonwealth (Massachusetts).

PLPP participants learned about MDL and DPLA, criteria to use when selecting material to be digitized, issues of copyright and access, and our digitization and metadata processes and standards. In the next stages participants will identify materials from their collections, or those of collaborating partners, to be digitized and included in MDL's Minnesota Reflections and DPLA, and we will collaboratively build some online exhibitions highlighting their materials which will be included with other DPLA exhibitions on DPLA's site (dp.la).

Digitization projects already underway via the PLPP include Duluth's mayoral portraits and a 1930 plat book of Polk County, from the Fosston Public Library, the first material from that county to be added to Minnesota Reflections! We are excited to see increased public library awareness of and participation in MDL and DPLA. ■
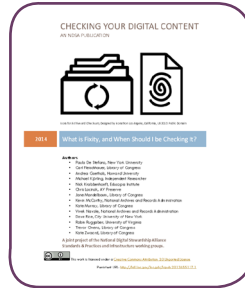
Participants at a MDL/PLPP workshop, Detroit Lakes Public Library, Sept. 16, 2014

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Checking Your Digital Content

Sara Ring, Minitex/DCME

Checking Your Digital Content: What is Fixity and When Should I Be Checking It, the final version, was released in October by the National Digital Stewardship Alliance (NDSA) Standards and Practices and Infrastructure working groups. You may be familiar with the draft version, which has been out for roughly a year. If you have digital content that you want to preserve for the long term, checking fixity (or stability of digital content) should be a common practice. Fixity information can include file count, file size, and checksums (a checksum is like a digital fingerprint). This is all data you can use to determine whether a digital file has been altered or become corrupt.

You can access the full document here:

z.umn.edu/q8k ■

Minitex Digitization, Cataloging & Metadata Mailing Contact Information

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DEDICATION. EXPLORATION. INNOVATION.

OCTOBER 2014

Farewell to Mark Ehlert

Fall Conference Notes

Checking Your Digital Content

DIGITIZATION, CATALOGING & METADATA MAILING

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This calendar primarily lists events scheduled by Minitex, although other events are included. This is an informational posting only, registration materials are sent separately. If you would like your event included in the calendar, please call Kay Kirscht at 612-624-3532.

NOVEMBER

7

LearningExpress Job & Career Accelerator
11:00 a.m. – 12:00 p.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=549

12

ELM Office Hours
11:00 a.m. – 12:00 p.m., CST
Online Reference training session
https://www.minitex.umn.edu/Training/Details.aspx?SessionID=544

12

NISO Webinar: "Improve Discovery Systems"
12:00 p.m. – 1:30 p.m., CST
University of Minnesota - Twin Cities
http://minitex.umn.edu/Events/Niso/#keyword

12

Google, Library Resources, & Your Students
3:00 p.m. – 4:00 p.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=553

13

ELM Advanced
1:00 p.m. – 2:00 p.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=557

14

Hangout On Air - ELM Information & Learning Commons: A Brief Overview
12:00 p.m. – 12:20 p.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=547

17

GLBT Resources in Government Information
2:00 p.m. – 3:00 p.m., CST
Online Reference training session
http://www.minitex.umn.edu/Training/Details.aspx?SessionID=560

18

LearningExpress Library K12 Resources
8:00 a.m. – 8:45 a.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=555

19

NISO Virtual Conference: "Can't We All Work Together?: Interoperability & Systems Integration"
10:00 a.m. – 4:00 p.m., CST
University of Minnesota - Twin Cities
http://minitex.umn.edu/Events/Niso/#integration

19

ELM Office Hours
11:00 a.m. – 12:00 p.m., CST
Online Reference training session
https://www.minitex.umn.edu/Training/Details.aspx?SessionID=544

20

History Day Resources in ELM
12:00 p.m. – 1:00 p.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=147

25

Google, Library Resources, & Your Students
12:00 p.m. – 1:00 p.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=553

DECEMBER

2

AskMN Administrator Refresher
1:00 p.m. – 2:00 p.m., CST
Online Reference training session
http://www.minitex.umn.edu/Training/Details.aspx?SessionID=489

3

NISO Virtual Conference: "Connecting the Library to the Wider World: Successful Applications of Linked Data"
10:00 a.m. – 4:00 p.m., CST
University of Minnesota - Twin Cities
http://www.minitex.umn.edu/Events/Niso/#connecting

3

ELM Office Hours
11:00 a.m. – 12:00 Noon, CST
Online Reference training session
https://www.minitex.umn.edu/Training/Details.aspx?SessionID=544

4

LearningExpress Library
11:30 a.m. – 12:30 p.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=548

9

AskMN Reports & Statistics
11:30 a.m. – 12:30 p.m., CST
Online Reference training session
http://www.minitex.umn.edu/Training/Details.aspx?SessionID=487

10

LearningExpress Job & Career Accelerator
9:30 a.m. – 10:30 a.m., CST
Online Reference training session
http://minitex.umn.edu/Training/Details.aspx?SessionID=549

10

ELM Office Hours
11:00 a.m. – 12:00 Noon, CST
Online Reference training session
https://www.minitex.umn.edu/Training/Details.aspx?SessionID=544

10

NISO, 2-part Webinar: "Part 1: Sustainable Information: Digital Preservation for Text"
12:00 p.m. – 1:30 p.m., CST
University of Minnesota - Twin Cities
http://minitex.umn.edu/Events/Niso/#sustainable1

17

ELM Office Hours
11:00 a.m. – 12:00 Noon, CST
Online Reference training session
https://www.minitex.umn.edu/Training/Details.aspx?SessionID=544

17

NISO, 2-part Webinar: "Part 2: Sustainable Information: Digital Preservation of Audio-Visual Content"
12:00 p.m. – 1:30 p.m., CST
University of Minnesota - Twin Cities
http://minitex.umn.edu/Events/Niso/#sustainable2