Running a Digital Collection Day in 4 steps

ww1collections@it.ox.ac.uk

What this talk covers

- Introduction to a Digital Collection Day
- 1) The 'Welcome' Stage
- 2) The 'Interview' Stage
- 3) 'Digitisation'
- 4) Uploading material
- What level of staffing you might need

Welcome

1. Welcome people
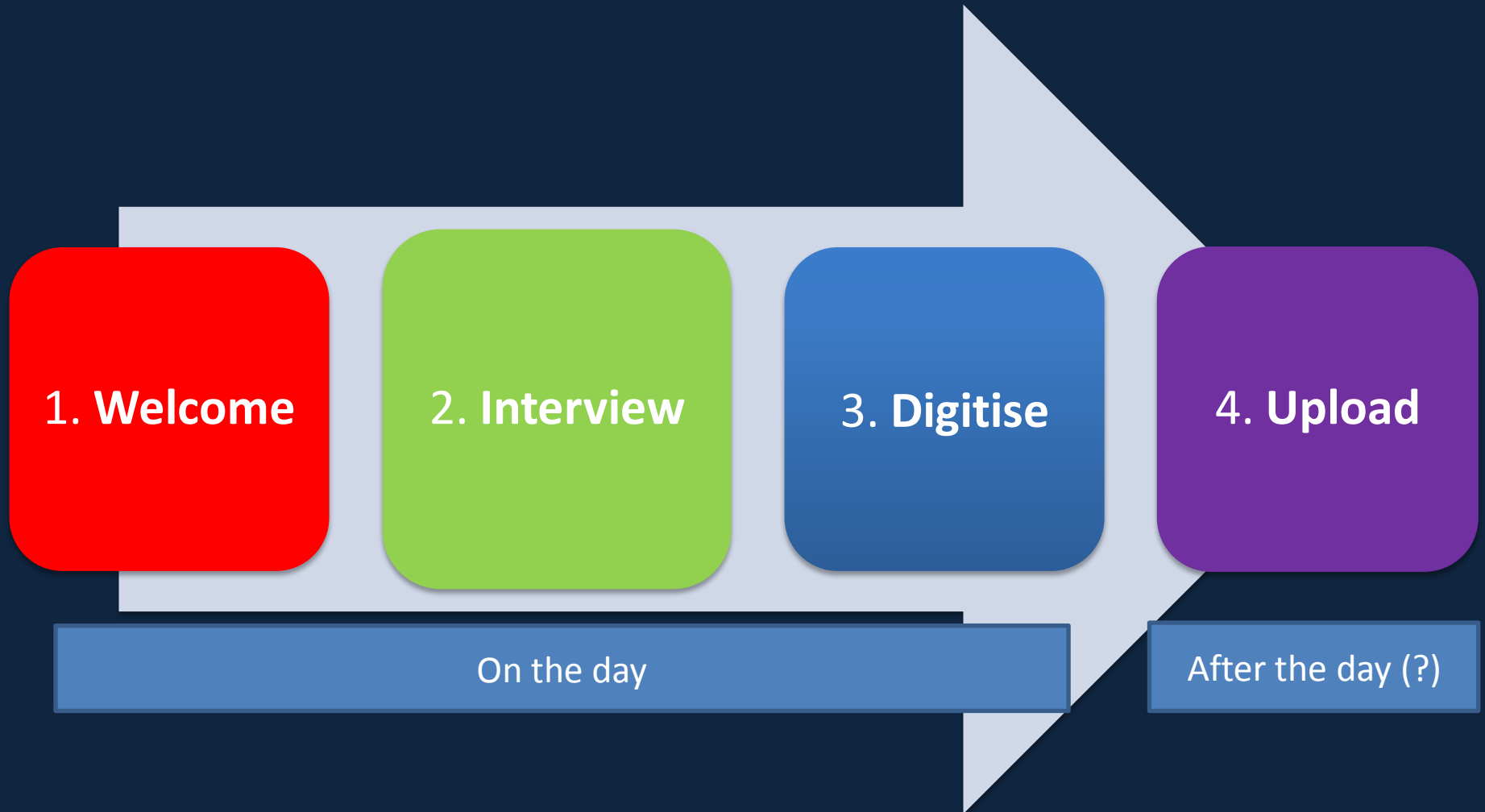
Interview

2. Interview & Record 'story'
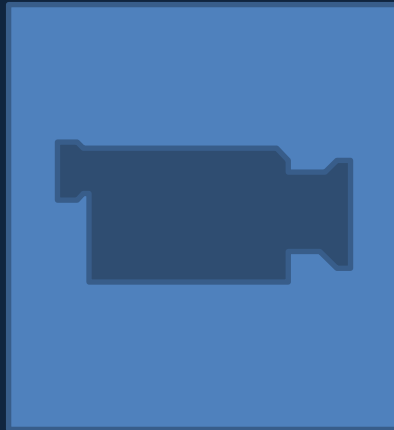
Upload

4. Upload to website

Digitisation

3. Digitise objects

Or …

1. **Welcome**

2. **Interview**

3. **Digitise**

4. **Upload**
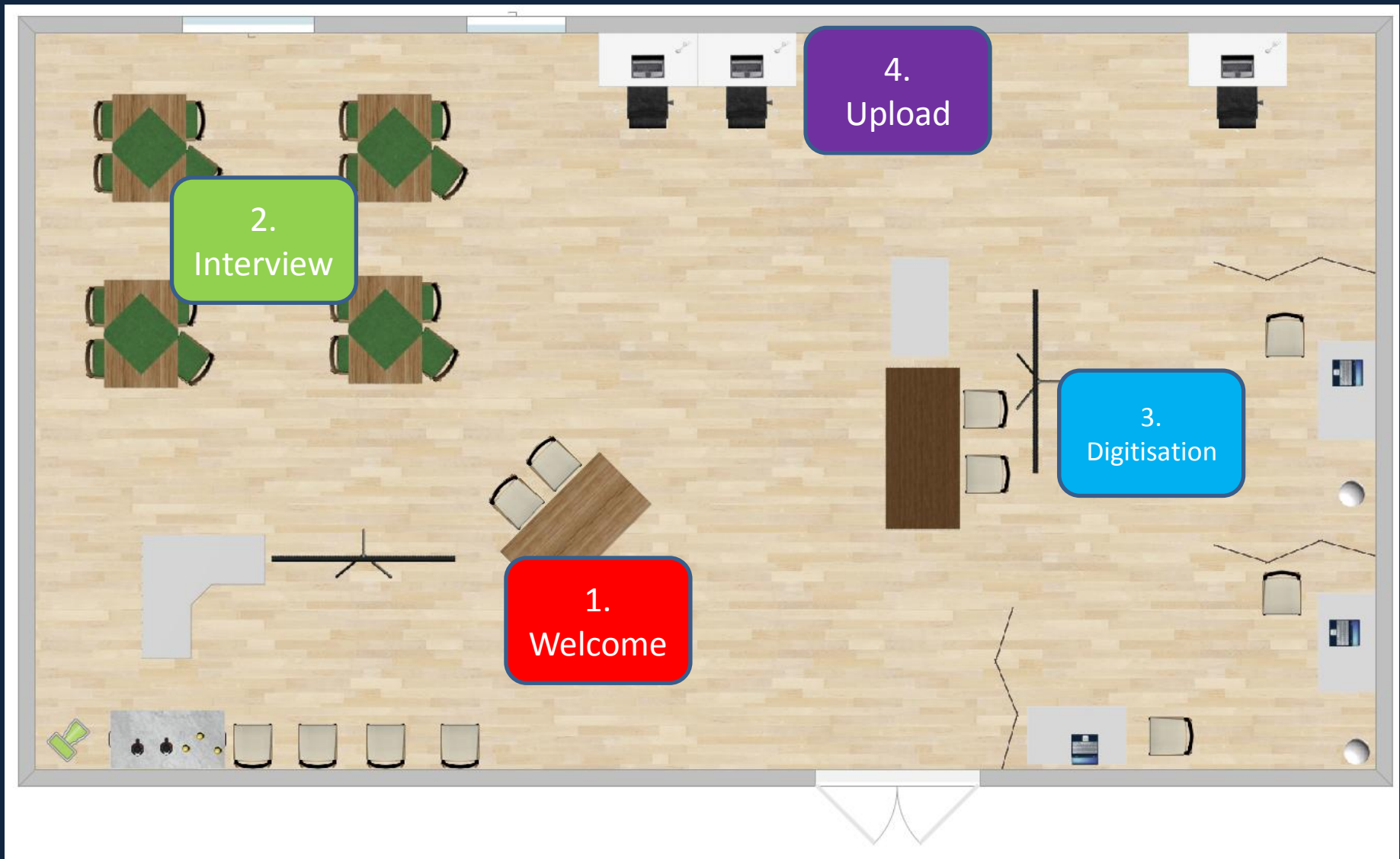
On the day

After the day (?)

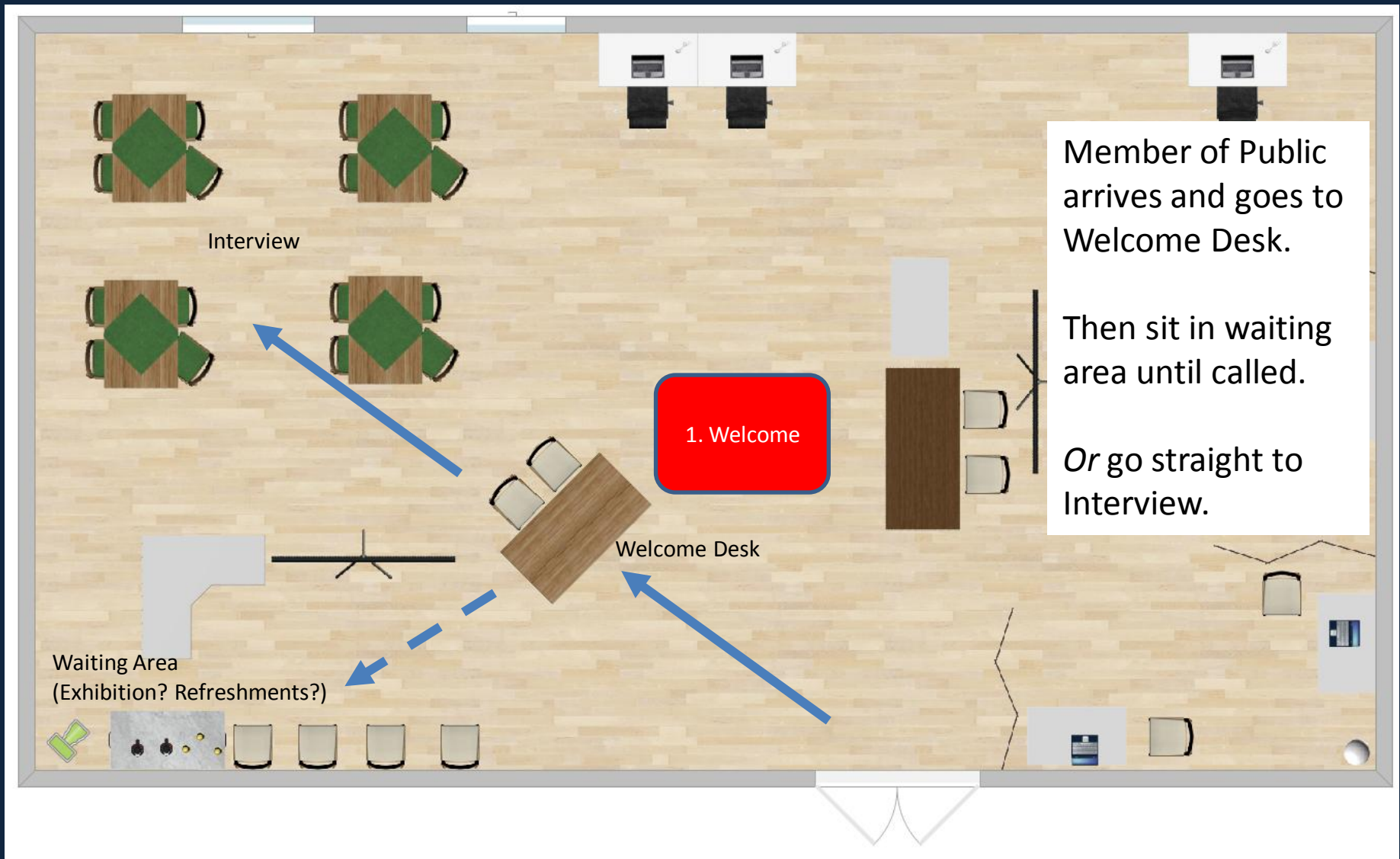# Video: What is a Digital Collection Day (aka 'roadshow')?

Hyperlink to 'What is a 'Roadshow' Video' (2mins 18s)
[Needs internet connection]

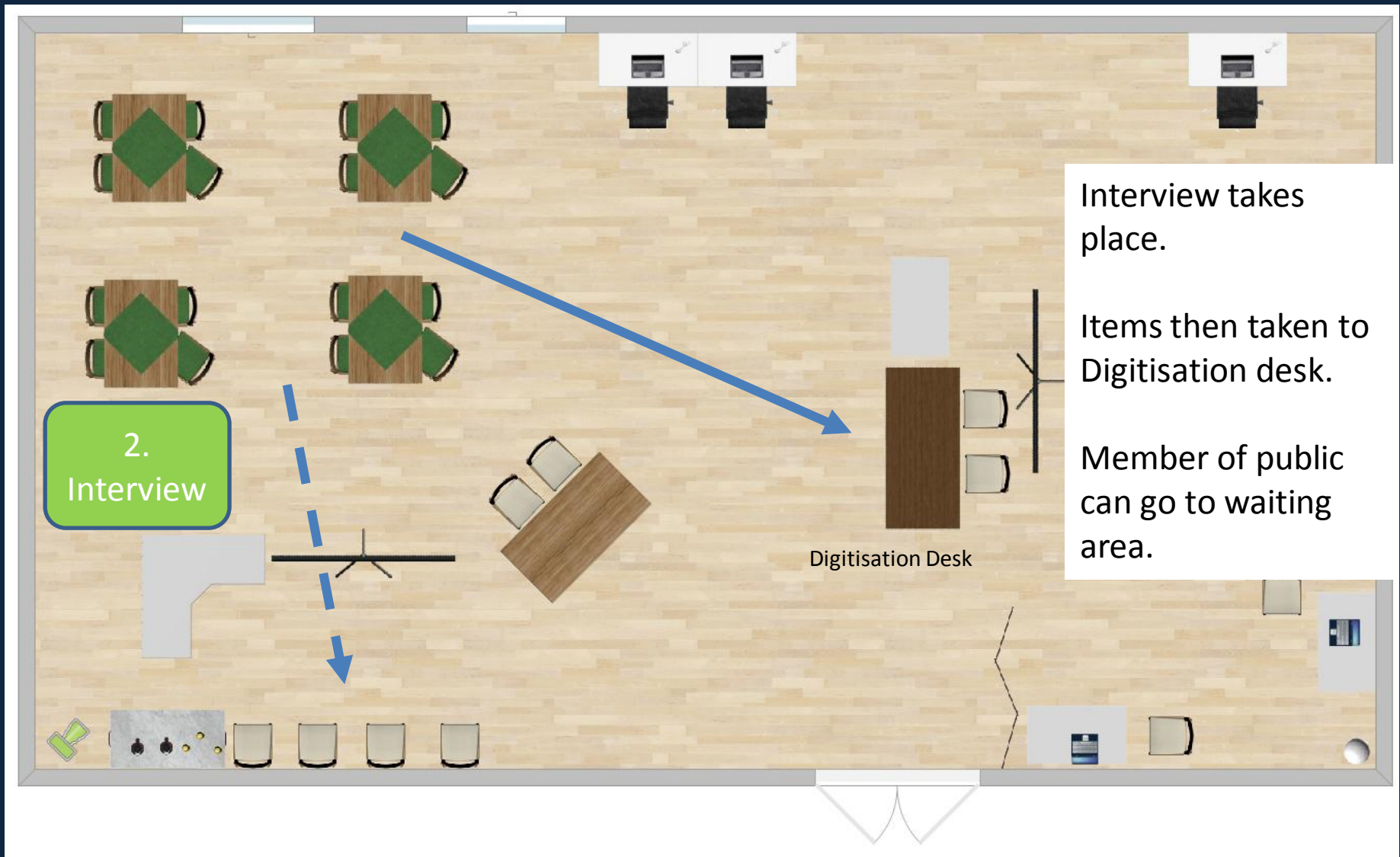# THINK: BBC's Antiques Roadshow with digital cameras!

An Example Lay-out for a Digital Collection Day

4.
Upload

2.
Interview

3.
Digitisation

1.
Welcome

An Example Lay-out for a Digital Collection Day

Interview

Member of Public arrives and goes to Welcome Desk.

Then sit in waiting area until called.

Or go straight to Interview.

1. Welcome

Welcome Desk

Waiting Area
(Exhibition? Refreshments?)

An Example Lay-out for a Digital Collection Day

2.
Interview

Interview takes place.

Items then taken to Digitisation desk.

Member of public can go to waiting area.

Digitisation Desk

An Example Lay-out for a Digital Collection Day

3.
Digitisation

Check Out Desk

Digitisation Station: Scanner

Digitisation Station: Camera

Digitisation Desk

Digitisation Station: Camera

Digitisation Station: Camera

Items checked in by Digitisation Desk.
Items taken to Digitisation Station(s).

Once Digitised returned to Digitisation Desk.

An Example Lay-out for a Digital Collection Day

Check Out Desk

Member of public notified digitisation has taken place.

Collects items and leaves.

Cataloguers

4.
Upload

Digitisation operators take memory cards to Digitisation desk for copying.

If you want to do this on the day:

Optional – copied digital images and forms taken to Cataloguers for uploading.

Digitisation Desk

EACH STAGE IN MORE DETAIL (SEE SEPARATE GUIDES ALSO)

1. WELCOME DESK
First stop for visitor

Welcome

Lest We Forget, University of Oxford

Welcome Desk: What does it do?

- Collects basic information
- Signs 'Permissions Form'
- Organise and manage queue, waiting area, tea, etc
- Can keep record of who arrived and when to stop people waiting too long (use 'Welcome Desk Form')

Who do you need?

- Desk staff
- 'Meet and greet' staff
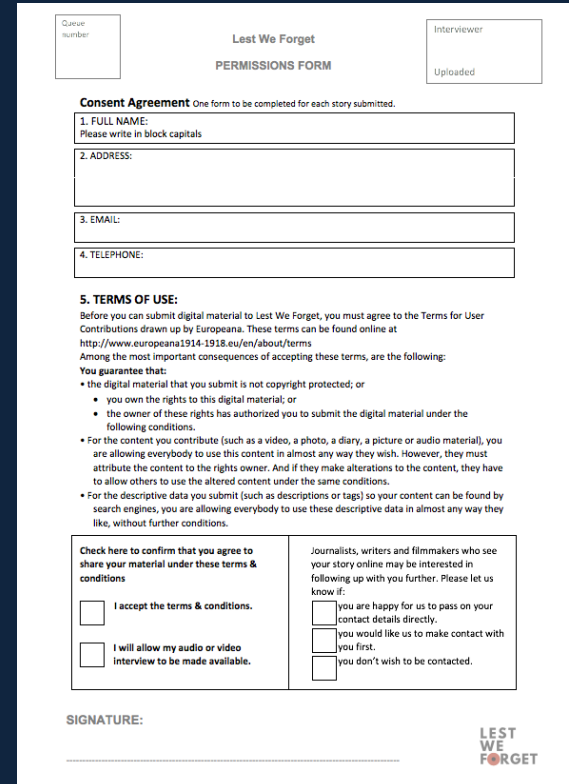- A queue manager/MC

Welcome

What is the Permissions Form?

A form the contributor needs to sign agreeing they:

- (personally) have the right to share the material they have brought in

- are happy for others to see and re-use the digital version online

Welcome

1) Give them a 'queue' number in sequence (e.g. 1, 2, 3, …)
2) Take their name and contact details
3) Get their consent through the tick boxes
4) Get them to sign

"MEET AND GREETERS"
- help with the form
- answer questions
- keep people happy
- if busy get people to start completing form details
- deal with the Press?

Welcome

Lest We Forget, University of Oxford

Example Waiting Areas – note chairs, exhibitions, refreshments?

Welcome desk *then* takes visitor to
2. INTERVIEW

Interview

Lest We Forget, University of Oxford

Interview: What happens?

- Check 'Permission Form'
- Record story and details on the 'Story Form'
- Selects key items
- Record objects on 'Story Form' and 'Object List'

Who do you need?
- Interviewer & Scribe for each station
- Subject expert(s) on hand to advise

Interview

The 'Story Form'

Interviewer talks to contributor and scribe records details (write down or type in)
1) Write down story
2) Names of people in story and connection (if any) to contributor
3) Dates of key event(s) and places
4) Describe the objects brought in
5) Indicate if you have more pages

Interview

Lest We Forget
STORY FORM
(To be completed during the interview)

STORY

NAME OF PERSON/PEOPLE who the story is about (Include nicknames if used).

THEIR CONNECTION TO YOU

DATES of events or people

PLACES related to events or people

OBJECTS and relation to story/person

Additional pages used

LEST WE FORGET

What are you trying to record?

- Anything relevant to WW1

- <u>Who</u> is it about, <u>when</u> did it happen, <u>where</u> did it happen, <u>what</u> happened

- Story can cover several years (e.g. 1914-1917) and places (e.g. Jutland, Ypres, Somme, Jerusalem)

- Try to get to the 'story'

- When describing objects try to get as much information – <u>what</u> is it, <u>where</u> is it from, <u>who</u> is it about (e.g. photos, letters), did anything special <u>happen</u> to it …

Interview

THE OBJECTS

Interviewer gives each object/set of objects one number.

Use raffle tickets and then give other half to member of public.

e.g.
351 : A Medal
353 : A Diary
354 : 10 postcards

Interview

Record Objects on 'Story Form' but also on the 'Object List' (one list per contributor)

Object number

Queue no.	Contributor name and mobile number		Interviewer	Collection time (if agreed)	
28	John Smith	0791 1234 5678	ABC		
Object Number	Object description			Digitizer	From digitisation	Edited
186	Group photo					
187	Dog tag					
188	Letters (5)					
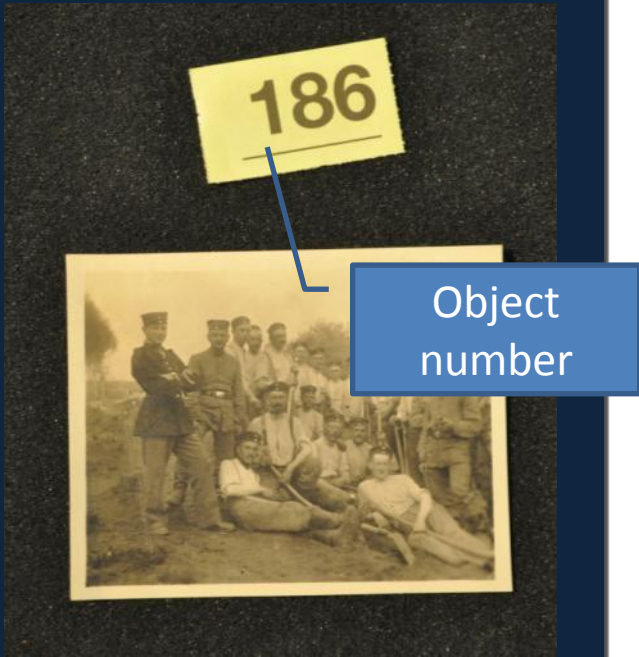
Interview

Each object is placed with its number in folder, or similar, and put in box/tray with the 'Object List', 'Story Form', and 'Permissions Form'.

Keep objects and list together (one box and list per owner).

Interview

Interviewer *then* takes objects and paperwork for

Digitisation

3. DIGITISATION
(Digitisation Desk and Digitisation Stations)

Lest We Forget, University of Oxford

Digitisation Desk: What happens?
1. Check in objects and record on 'Check in/Check out' List
2. Hand to digitisers or leave on a table for them to pick up
3. When digitized check out items by giving back to contributors

Digitisation

Who do you need?
- Check-in/out people
- Co-ordinator
- (Back-up)

ford

'Check In/Check Out' List

Acts as a master sheet for Digitisation Desk to keep track of items

1) Note details of contributor
2) Note raffle ticket numbers
3) Note here if contributor needs to pick it up by a certain time
4) Note time to and from digitisation stations
5) Note here that contributor has signed for items and returned

Queue no.	Contributor name and mobile number		Interviewer	Collection time (if agreed)	
28	John Smith 0791 1234 5678		ABC		
Object Number	**Object description**		**Digitizer**	**From digitisation**	**Edited**
186	Group photo		Scan 1		
187	Dog tag		Cam 1		
188	Letters (5)		Cam 2		

When items go to Digitisation Station the digitisers can also note who has received the item (e.g. cam1 – Camera Digitisation 1, or JB = Joe Bloggs)

Digitisation

Digitisation Station(s): What do they do?

- Take digital image of objects
- Back up memory cards at digitisation desk

Digitisation

Scanning or Digital Cameras?

Good for papers, faint print, flat objects.
BUT SLOW…

Digitisation

Can be used for all kinds of objects
Fast, flexible

Take first picture with ticket

108
AH1W   MH4F

Digitisation

- Take several pictures of each object
- Capture front/back
- Be flexible

Digitisation

Queue no.	Contributor name and mobile number		Interviewer	Collection time (if agreed)	
28	John Smith 0791 1234 5678		ABC		
Object Number	Object description		Digitizer	From digitisation	Edited
186	Group photo		Scan 1	10.12	
187	Dog tag		Cam 1	10.05	
188	Letters (5)		Cam 2	10.12	

Note when objects have been digitised
Then take objects to the 'Digitisation Desk'

Digitisation

Checking out items

- Can either have a separate 'Check out desk' or do this by the Digitisation Desk
- Check that all objects are done.
- Notify owner (and/or write raffle ticket number up on a visible board).
- Owner presents matching raffle ticket and signs 'Object List' to say all items received
- Record all this on the 'Check In/Check Out' List

Finally

- Digitisation Desk is also a good place to do the following:
  * receive memory cards from digitisers to back them up to a laptop and USB sticks
  * sort images into folders on laptop (using raffle ticket number and/or surname for names)
  * recharge camera batteries
  * keep all paperwork and USB sticks together

4. UPLOAD (Recommend do this after the event!)

- Using the forms, lists, and images …
- Edit images and stories
- Link images to right story
- Upload story and image(s) to online platform
- Archive originals and final versions

Who do you need?
- Cataloguers
- Image editors?

Upload

Lest We Forget, University of Oxford
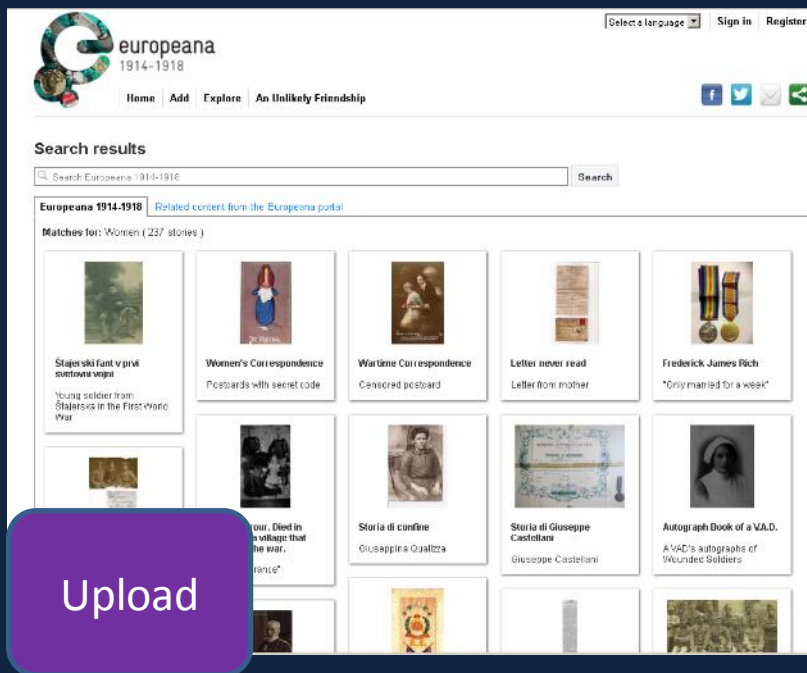
Putting it all together: who and what do I need?

1. Welcome Desk

Welcome

- 2+ people (1 Welcome Desk, 1+ Meet and Greet)
- 1 Queue Manager
- *1 MC*
- 'Permissions Forms'
- 'Welcome Desk Form' (Optional)
- Pens & Paper

2. Interview Desk

Interview

- Recommend 3 interview desks (2 people on each, 'interviewer' and 'scribe')
- 1+ subject experts
- 'Story' forms (on paper or computer)
- 'Object Lists'
- Raffle Tickets
- Folders and trays
- Paper clips/stapler/pens

Putting it all together?

Digitisation

Upload

3. Digitisation

Digitisation Desk
- 2+ people
- Check In/Check Out List
- Pens/Paper
- Spare camera batteries, flash cards (Optional)
- Computer and drive to back up cards and move images into folders (Optional)
- In/Out tables (Optional)
- Board to notify contributors of completed items (Optional

Digitisation Station(s)
- Recommend 3+ digitisation stations : 2 cameras, 1 scanner (2 people on each, 'photographer' and 'helper')
- Tripods or stands, lights, laptops, etc
- Flash cards for camera, spare batteries

4. Upload

- 1+ cataloguer

- Computer with internet connection

- All stories, images and paper forms

Summary

Noted here is general staffing level but also student/staff breakdown for schools:

- Welcome: 2- 3 people (*Schools*: 2+ students, 1 Staff)

- MC: 1 Person (*Schools*: 1 Staff)

- Interview: 3 Interviewers and 3 scribes (*Schools*: 6+ students, 1 Staff), 1+ subject expert

- Digitisation Desk: 3 people (*Schools*: 2+ students, 1 Staff)

- Digitisation Stations: each camera or scanner has 2 people (Schools: 2 students per station plus 1 staff)

- Returns desk*: 2* people (*Schools:* 1 student, 1 Staff)

- BUT this is your event, you can have more less people depending on the size.

HOW TO MAKE IT A SUCCESS

A Successful Digital Collection Day

- *Visitors are happy with the experience* – exhibitions, refreshments, meet subject experts

- *You had enough contributions* – publicity leading up to event is key

- *Nothing got lost or broken* – make sure you have trustworthy people handling items, have MCs to oversee proceedings so nothing gets lost

What to do if…

- … you think too many people may come? Consider pre-booking, tell people to bring items back at a later date, or direct them to online submission
- … you think too few people may come? Pre-book some known people or have some items collected in advance