



PA PHOTOS AND DOCUMENTS:

Islandora Reference Guide

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PA Photos and Documents Contact and Support Information

PA Photos and Documents Coordinator:

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Digitization Specialist
Hosting Solutions & Library Consulting (HSLC)
3600 Market Street, Suite 550
Philadelphia, PA 19104
215-222-1532
njoniec@hslc.org

PaPD Support:

Support options:

1. Submit a ticket via our website support page (fastest method):
<https://powerlibrary.org/librarians/librarian-support/>
2. Email Nicole Joniec at njoniec@hslc.org

PaPD Staff Web Page:

For PaPD information, please visit:

<https://powerlibrary.org/librarians/pa-photos-and-documents/>

Left-hand column will expand under PaPD with various options for assistance

This project is made possible in part by Library Services and Technology Act (LSTA) funds from the U.S. Institute of Museum and Library Services and through the Commonwealth of Pennsylvania's Library Access funds administered by the Pennsylvania Department of Education, Office of Commonwealth Libraries.

Getting to Know PA Photos and Documents: A Quick FAQ

What is PA Photos and Documents (PaPD)?

- In cooperation with other Pennsylvania agencies, the Office of Commonwealth Libraries is working toward universal access to digitized Pennsylvania historical materials.
- PaPD enables the storage and retrieval of digitized collections created by libraries and other organizations throughout Pennsylvania. The primary focus is historic, cultural, and other collections of interest to the citizens of Pennsylvania.
- PaPD utilizes the Islandora open source platform to provide access to its collections.
- Learn more about PA Photos and Documents via the recording of our 2020 Fall Training Webinar. Please review the handouts and recording for more information:
<https://powerlibrary.org/librarians/get-training/2020-fall-training-webinar-handouts/>

Who can participate as a contributor?

- Participation in this program is open to institutions that participate in POWER Library/Access Pennsylvania or partners with an institution that participates in POWER Library/Access Pennsylvania.
- If you have questions about participation, feel free to contact Support ([instructions on p. 4](#)).
- Are you interested in participating in PA Photos and Documents (PaPD)? Submit an application here: <https://powerlibrary.org/librarians/pa-photos-and-documents/participation/>

Your First Digital Collection

Creating Your First Digital Collection:

Submit a collection application for each digital collection that your library requests:

<https://powerlibrary.org/pa-photos-and-documents-application>

Please reference the [Content Types](#) section to determine the content types within your collection as the collection application will request this information.

We strongly recommend that you group similar items into one collection for each content type, such as historic photographs, postcards, yearbooks, archival film footage, oral histories, etc.

Populating Your First Digital Collection:

1. Your credentials for accessing your collection will be sent to you once your collection is ready.
2. Information on digitization can be found in the [Digitization](#) section. Supported digital file types can be found in the [Content Types](#) section.
3. Follow the [Step-by-Step Guide for Record Creation](#) for guidance on how to begin adding records to your collection. After creating 2-3 records, contact HSLC Support ([instructions on p. 4](#)) so we can check those items for accuracy.
4. After this review, HSLC can publish your collection and add a link to your collection via the PA Photos and Documents collections portal page located here: <https://powerlibrary.org/collections/>
5. Submit additional collection applications at any time.
6. Contact HSLC Support when needed.

Digitization

Recommended Digitization Standards:

Material Type	Pixels Per Inch (PPI)
Graphic materials including prints and photographs	600
Textual materials including books, newspapers and pamphlets	400
35mm film and transparencies including negatives and slides	4000

- Supported digital file types can be found on the [Content Types](#) page.
- Retain natural borders of the original material; do not crop into material unless to draw attention to particular content (e.g., a particular newspaper article on a newspaper page).
- Perform any needed rotations within the scanning software. Rotating files using your computer's native image viewer will not rotate the file, rather it will write the rotation information into the EXIF metadata which Islandora does not read.
- Do not color correct or adjust the contrast of the digitized file; the resulting digitized file should replicate original material in color and tone (e.g., faded photographs should be true to the original and not enhanced in any way). If you do choose to enhance the image in any way, please place a note in the Notes field.
- When digitizing paged material, digitize each page individually since the book and newspaper content model viewers default to two pages viewed side by side. The PDF content model viewer defaults to a single page view. Please reference the [Content Types](#) section for more information on content model types.

Additional Digitization Resources:

- Digital Public Library of America's Self-Guided Curriculum for Digitization: <https://dp.la/news/new-self-guided-curriculum-for-digitization/>
- PA Digital's Digitization Projects Resources: <https://padigital.org/more-resources-for-digitization-projects/>
- Federal Agencies Digitization Guidelines Initiative's *Technical Guidelines for the Still Image Digitization of Cultural Heritage Materials*: <http://www.digitizationguidelines.gov/guidelines/digitize-technical.html>

Optimizing PDFs During Creation

PDFs larger than 40 MB can take significant time to load when using the Islandora PDF content model (cModel). Below are a few tips for optimizing the size of the PDFs you contribute in order to decrease the load time.

For the best user experience, with PDFs larger than 40 MB, use the Islandora Book cModel rather than the PDF cModel.

See the [Content Types](#) section of this guide for more information.

Digitization for PDFs:

- When creating a PDF, scan the files at a maximum 400 PPI
- With typewritten text, upload digital files in grayscale rather than color *unless there is any color found within the document deemed important for the researcher* such as highlighting, editing marks, etc.

File compression:

When creating the PDF, take note of any compression features found in the PDF generator software you are using. Below are a few tools that can be used to compress PDFs:

- [Adobe Acrobat Online Services](#) (free)
 - Select the file you plan on compressing
 - Select between high, medium or low compression to see which option provides the best results
- [Adobe Acrobat Pro DC](#) (there is a monthly licensing fee)
 - File | Save As... | click “Reduce File Size” box and save

Quality Assurance:

Be sure to review compressed files to see if the smallest text and/or detail is legible. If not, try a lesser-grade compression to see if you can still compress the content with legible results.

Step-by-Step Guide for Creating New Records for Your Collection

Once materials have been digitized and your new collection is created, you are ready to get started with creating new records.

[How to Log onto the Ingest Server of PA Photos and Documents](#)

[How to Create a New Record](#)

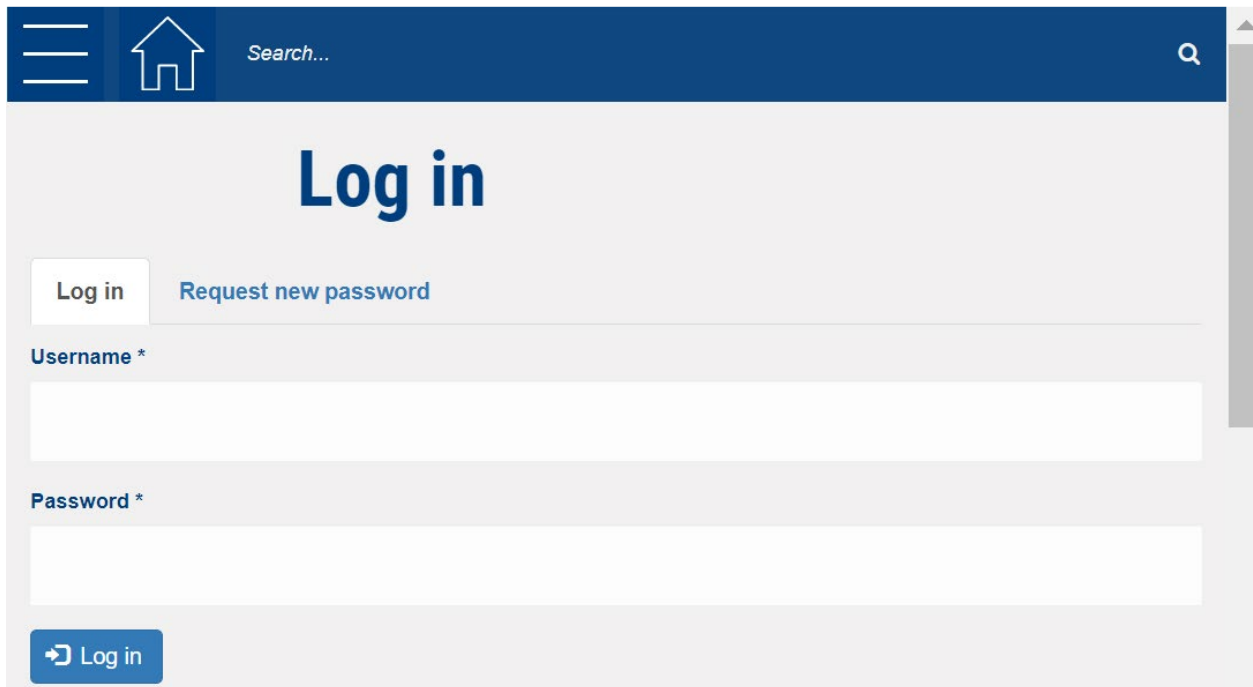
How to Log onto the Ingest Server of PA Photos and Documents

1. Log onto PA Photos and Documents by clicking on the **Collection Managers** button found along the bottom of the PA Photos and Documents homepage:
<https://digitalarchives.powerlibrary.org/papd/islandora/>:



2. This brings you to the Ingest Server, which looks identical to the Public Production Server with the exception that the URL contains “ingest-“ before the Public Production Server’s URL (e.g., <https://ingest-digitalarchives.powerlibrary.org/papd/> versus <https://digitalarchives.powerlibrary.org/papd/>).

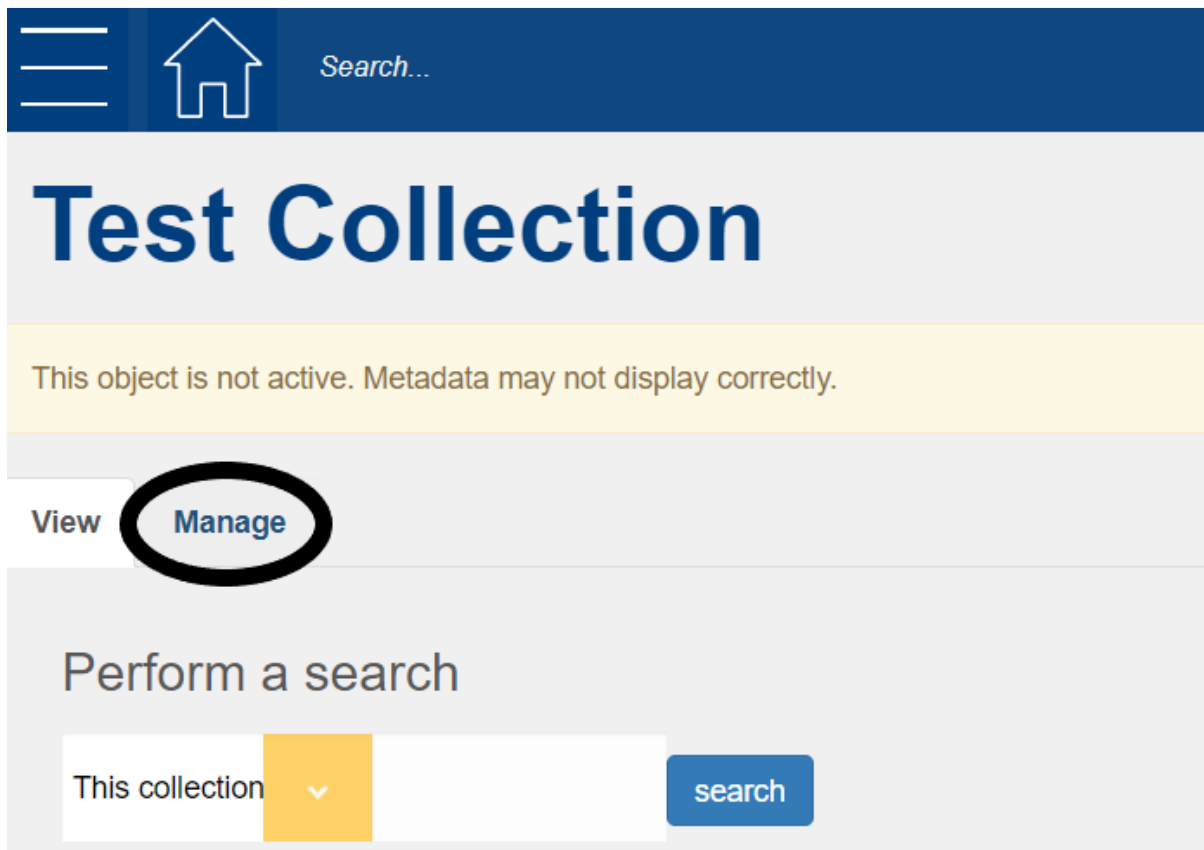
3. Reference the login information supplied to you after receiving information for accessing your new collection:



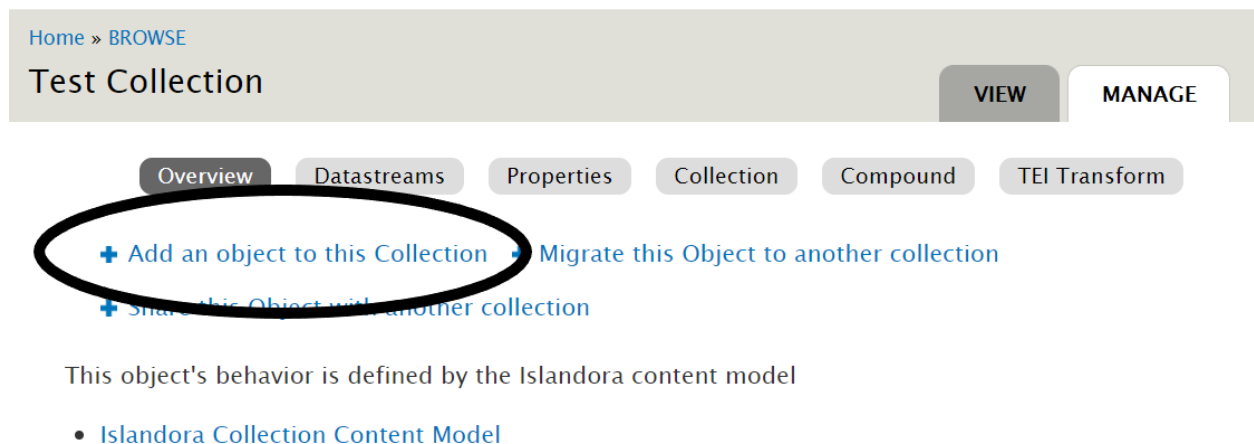
The screenshot shows a web application interface with a dark blue header. On the left of the header is a hamburger menu icon. Next to it is a white house icon representing the home page. To the right of the house icon is a search bar with the placeholder text "Search...". Further right is a magnifying glass icon. Below the header, the main content area has a light gray background. At the top of this area is the text "Log in" in a large, bold, dark blue font. Below this text are two buttons: a white button with the text "Log in" and a blue button with the text "Request new password". Below these buttons are two input fields. The first is labeled "Username *" and the second is labeled "Password *". Both labels are in a dark blue font. Below the input fields is a blue button with a white right-pointing arrow and the text "Log in".

How to Create a New Record

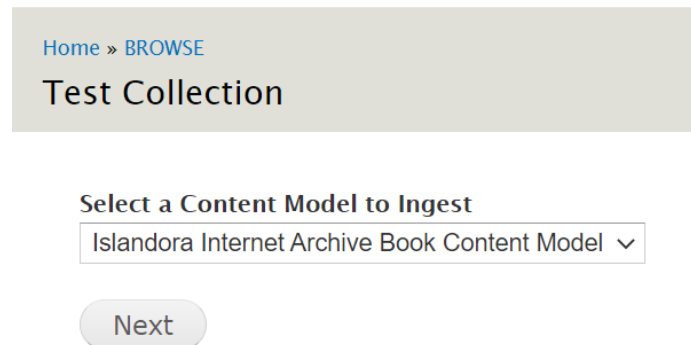
1. Make sure you are logged into the ingest server by following the [How to Log onto the Ingest Server of PA Photos and Documents](#) instructions.
2. Use the link to the collection supplied to you when the collection was created.
3. Click on the **Manage** button found underneath the collection title:



4. Click on **Add an object to this Collection:**



5. There is a dropdown after **Select a Content Model to Ingest**. Please reference the [Content Types](#) page to determine the content model of the item you wish to upload. Select the particular content type (if you select the Newspaper Content Model, proceed to [Using the Newspaper Content Model](#)) and click **Next**:



Home » BROWSE

Test Collection

Select a Content Model to Ingest

Islandora Internet Archive Book Content Model ▾

Next

6. If you selected the “Islandora Internet Archive Book Content Model” or the “Islandora PDF Content Model,” the next screen will prompt you to select either the **Book Template Form** or the **Serial Template Form**. The Book Template Form is for single books whereas the Serial Template Form is for anything that is a recurring publication like a newspaper, newsletter or magazine.
7. If you selected the “Islandora Basic Image Content Model,” the next screen will prompt you to select either the **PaPD General Template Form** or the **PaPD Video Link Form**. The PaPD General Template Form is for Basic Images whereas the PaPD Video Link Form is to be used to link out to video files found on an external web source such as a local website, YouTube or Vimeo, etc. You can add a JPEG file to serve as a thumbnail image for the video.
8. You are now brought to the metadata entry form. Proceed to the [Metadata](#) section of this guide.
9. After metadata has been inputted, click **Next** found at the bottom of the metadata entry form:

Required: This is a required funding attribution statement for POWER Library.

Notes

Enter any explanatory notes for this object.

Internal Notes

Enter any private notes for the object (Hidden).

[Previous](#) [Next](#)

Proceed to instructions for [Uploading Digital Files to the Basic Image \(JPEG and video link\), Large Image, Book \(PDF\), Newspaper Issue \(PDF\), PDF, and Audio Content Models](#)

Proceed to instructions for [Uploading Digital Files to the Book \(multiple images\) and Newspaper Issue \(multiple images\) Content Models](#)


Uploading Digital Files to the Basic Image (JPEG and video link), Large Image, Book (PDF), Newspaper Issue (PDF), PDF, and Audio Content Models

1. Choose the digital file you want to upload then click **Upload** (N.B. digital file size should be less than 2 GB; if your digital file is over 2 GB, consider splitting it into parts, or contact HSLC Support for assistance; textual content models (Book, Newspaper Issue and PDF) will ask additional questions about the page image settings and OCR/text settings, which can be left at their default settings)
2. A blue spinning circle will rotate to the right of the Upload button as illustrated below. Please note that the Audio Content Model will give you the option to upload a thumbnail. Click **Upload**:

Home » BROWSE

Test Collection

Image *

Choose File jpeg.jpg Upload 

Select image to upload.
Files must be less than 2048 MB.
Allowed file types: gif png jpg jpeg.


Previous Ingest

3. Once the image is attached, click **Ingest** at the bottom of the page (textual content models will include additional questions about the page image settings and OCR/text settings, which you can leave at the default settings). A black spinning circle will rotate until the record is created.

Home » BROWSE

Test Collection

Image *

 jpeg.jpg Remove

Select image to upload.
Files must be less than 2048 MB.
Allowed file types: gif png jpg jpeg.

Previous Ingest

4. You will then be led to the record. You may need to refresh the page several times before an image appears in the viewer.
5. Follow the [How to Edit Records](#) workflow to make any needed updates to the metadata.
6. After confirming that all looks good, feel free to share a few sample records with HSLC so they can look them over before the collection is published. You can also alert HSLC when the collection is ready to be published and added to the PA Photos and Documents collections portal page: <https://powerlibrary.org/collections/>

Uploading Digital Files to the Book (multiple images) and Newspaper Issue (multiple images) Content Models

For these Content Models, you'll want to prepare your multiple digital files as zipped folders no larger than 2 GB each. More information on how to create zipped folders can be found on [the How to Create a Zipped Folder](#) page.

1. Skip uploading digital files at this step and click **Ingest** at the bottom of the page (the additional questions about the page image settings and OCR/text settings can be left at their default settings):

Resolution (DPI)
☐ 72
☐ 96
☐ 150
☒ 300
☐ 600

The higher the resolution selected, the more legible the text will be, but be aware it takes longer to process higher resolution images, and they will consume more space.

PAGE OCR / TEXT SETTINGS
Extract Text
☐ Do not extract text.
☐ Perform OCR on the PDF.
☒ Extract text from the PDF.

Extracted text is used to aid in the discovery of this object when searching. If the uploaded PDF contains text and not just images of text, we recommend you try to extract it from the PDF. On the other hand if the uploaded PDF is composed of Images of text we and doesn't contain text we recommend you perform OCR.

Language

English ▼

Please select the language the page is written in.


Previous

Ingest

2. After clicking the **Ingest** button, you will see a message at the bottom of the page that states “Please be patient while the page loads” with a spinning black circle:

☒ 300

☐ 600



The higher the resolution selected, the more legible the text will be, but be aware it takes longer to process higher resolution images, and they will consume more space.

PAGE OCR / TEXT SETTINGS

Extract Text

☐ Do not extract text.

☐ Perform OCR on the PDF.

☒ Extract text from the PDF.

Extracted text is used to aid in the discovery of this object when searching. If the uploaded PDF contains text and not just images of text, we recommend you try to extract it from the PDF. On the other hand if the uploaded PDF is composed of Images of text we and doesn't contain text we recommend you perform OCR.

Language


English 


Please select the language the page is written in.

Please be patient while the page loads.

3. You will then be led to the record's landing page with a green bar above the title stating that the record has been ingested:

1 of 0



"test item level record" (ID: papd:109022) has been ingested. 

View

IP Embargo

Manage

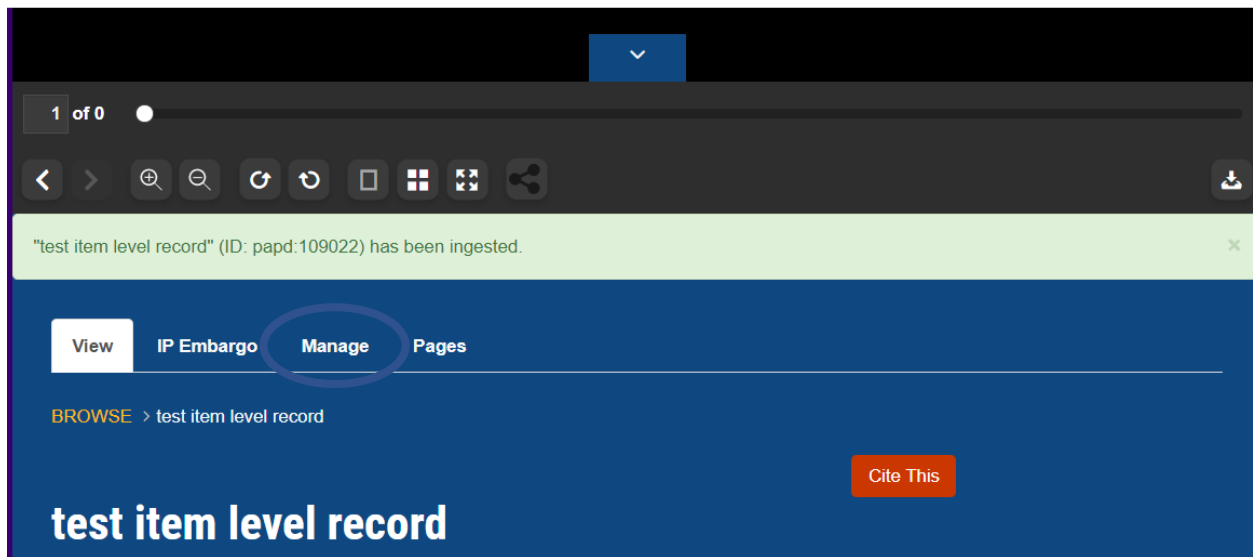
Pages

BROWSE > test item level record

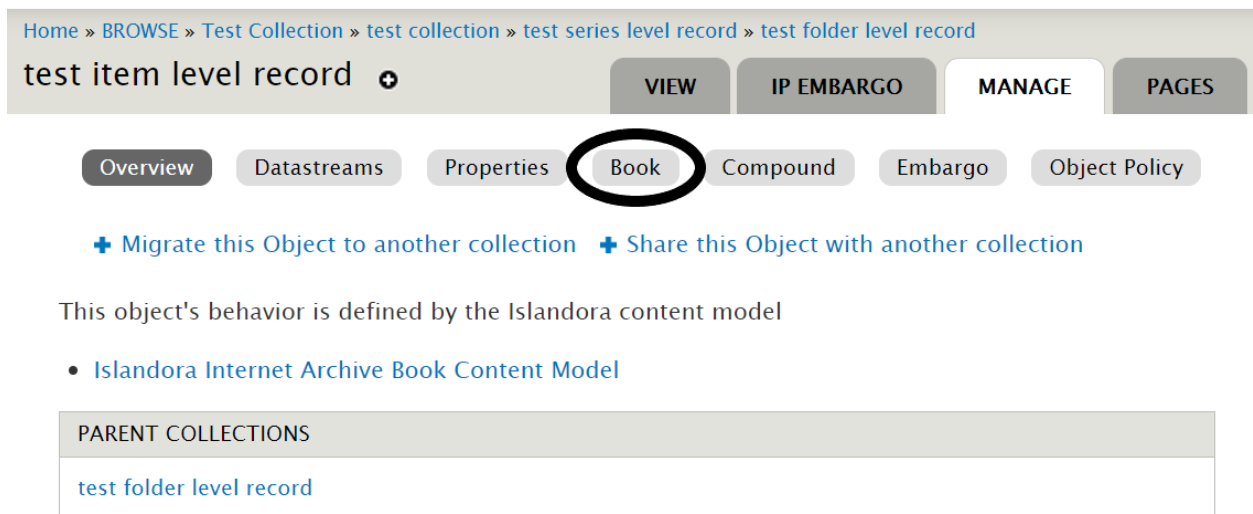
Cite This

test item level record

4. Click on the **Manage** tab:



5. Click on the **Book** tab (book cModel record) or **Issue** tab (newspaper issue cModel record) found along the top of the page:



6. Click **Add Zipped Pages** found underneath the top bar (information on how to create zipped folders can be found on the [How to Create a Zipped Folder](#) page):

Home » BROWSE » Test Collection » test collection » test series level record » test folder level record

test item level record +

VIEW IP EMBARGO MANAGE PAGES

Overview Datastreams Properties Book Compound Embargo Object Policy

+ Add Page + Add Zipped Pages

Create PDF

Perform OCR

You must have both **ImageMagick** and **GhostScript** installed to create/combine PDF files. This will also update the PDF datastreams for each Page object.

7. Skip the “Ignored OCR Derivatives” section. Click **Choose File** and select the zipped folder. Then click **Upload** to upload the zipped folder:

Home » BROWSE » Test Collection » test collection » test series level record » test folder level record

test item level record +

Language

English

Please select the language the page is written in.

IGNORED OCR DERIVATIVES

Individual OCR/HOCR derivatives can be ignored on new pages in cases where OCR/HOCR generation is known to be undesired (e.g., illustrations, handwritten text)

☐ Ignore OCR Generation

☐ Ignore HOCR Generation

Compressed images file. *

Choose File zipped_folder.zip Upload

Select file to upload.
Files must be less than **2048 MB**.
Allowed file types: zip.

Add files

8. A blue spinning circle will appear to the right of the **Upload** button:

Home » BROWSE » Test Collection » test collection » test series level record » test folder level record
test item level record

Language
English

Please select the language the page is written in.

IGNORED OCR DERIVATIVES
Individual OCR/HOCR derivatives can be ignored on new pages in cases where OCR/HOCR generation is known to be undesired (e.g., illustrations, handwritten text)
☐ Ignore OCR Generation
☐ Ignore HOCR Generation

Compressed images file. *
Choose File zipped_folder.zip Upload

Select file to upload.
Files must be less than 2048 MB.
Allowed file types: zip.

Add files

9. When the page transitions to the below view showing that the folder has uploaded, click the **Add files** button at the bottom of the page:

Home » BROWSE » Test Collection » test collection » test series level record » test folder level record
test item level record

Language
English

Please select the language the page is written in.

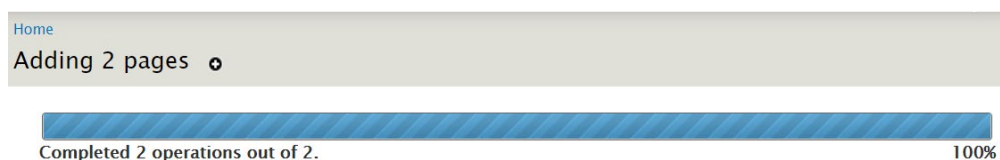
IGNORED OCR DERIVATIVES
Individual OCR/HOCR derivatives can be ignored on new pages in cases where OCR/HOCR generation is known to be undesired (e.g., illustrations, handwritten text)
☐ Ignore OCR Generation
☐ Ignore HOCR Generation

Compressed images file. *
zipped_folder.zip Remove

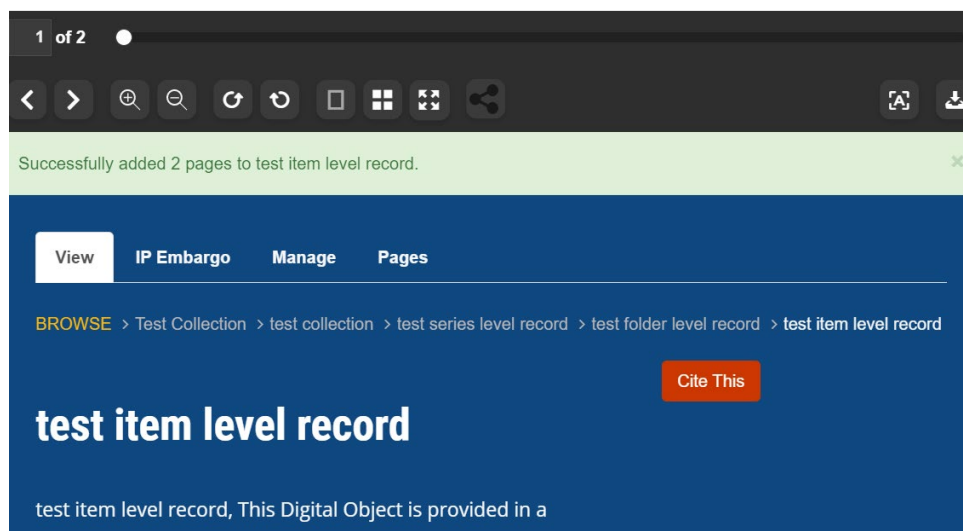
Select file to upload.
Files must be less than 2048 MB.
Allowed file types: zip.

Add files

10. A blue progress bar will appear until the files are processed:



11. You will be brought to the record's landing page once the processing is complete. A green bar will appear below the page viewer indicating that the upload was a success:



12. You may need to refresh the page several times before the images appear in the viewer. Give the system ample time to index multiple files.

13. Adding additional pages can be done by following the same process. You will now have the opportunity to determine the sequence number accordingly:

IGNORED OCR DERIVATIVES

Individual OCR/HOCR derivatives can be ignored on new pages in cases where OCR/HOCR generation is known to be undesired (e.g., illustrations, handwritten text)

☐ Ignore OCR Generation

☐ Ignore HOCR Generation

Last sequence number

4

This sequence currently has 4 pages. Additional pages will be appended to the end of the sequence by default. Choose a number lower than 4 to insert page(s) at a specific location in the sequence.

Compressed images file. *

No file chosen

Select file to upload.
Files must be less than 2048 MB.
Allowed file types: zip.

14. Follow the [How to Edit Records](#) workflow to make any needed updates to the metadata.
15. After confirming that all looks good, feel free to share a few sample records with HSLC so they can look them over before the collection is published. You can also alert HSLC that the collection is ready to be published.

How to Create a Zipped Folder

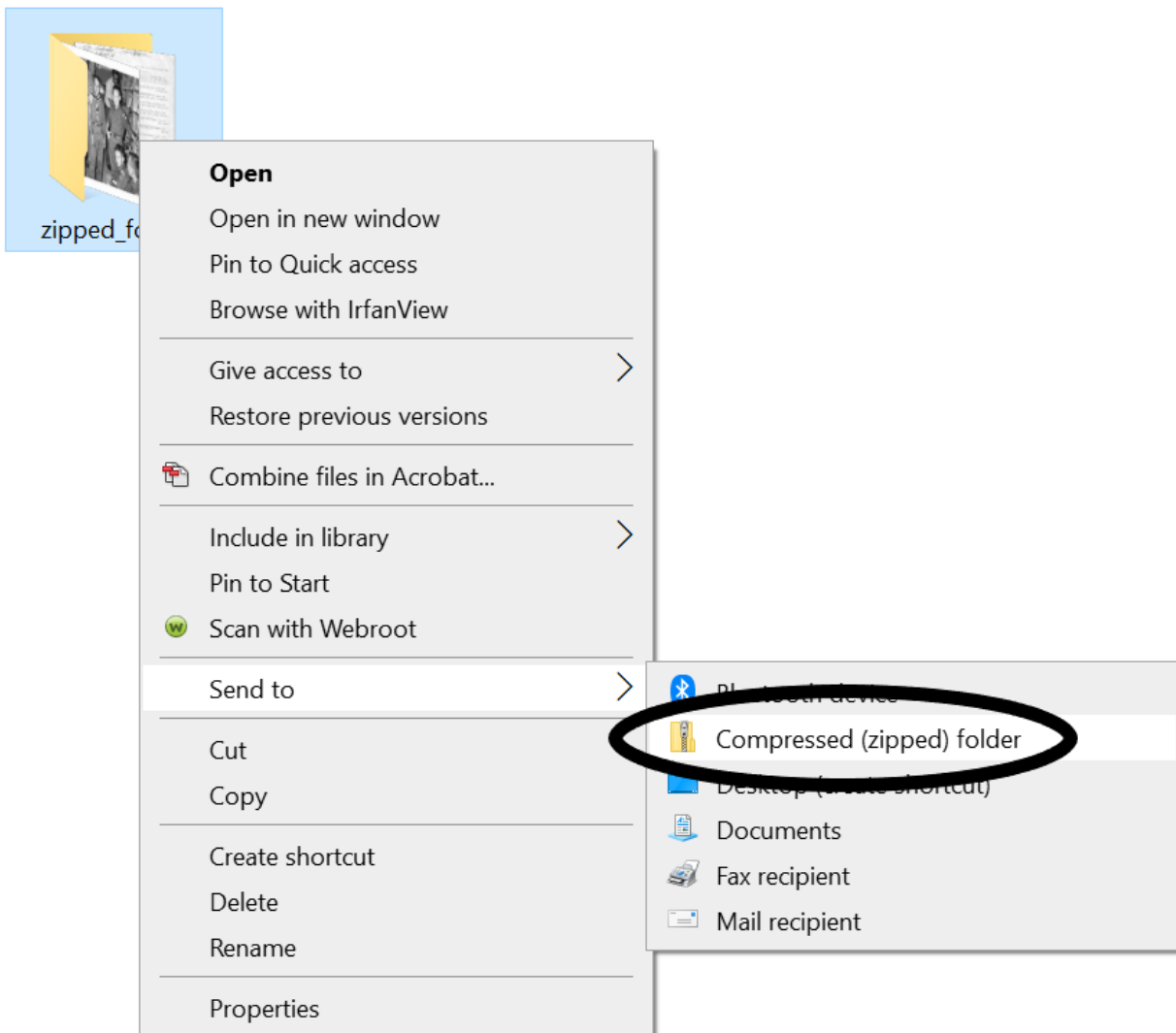
You will need to create zipped folder(s) when using the Book (multiple images) or Newspaper (multiple images) Content Models.

Start off with a folder of the digital files you plan on zipping, numbered in sequential order with leading zeros as needed (e.g., if you have a folder of 10 images, the first 9 digital files should have leading zeros in front of the number like 01, 02 and so on).

Make sure that the folder is less than 2 GB. If it's larger, consider splitting the content into multiple folders, or contact HSLC Support for assistance.

How to Create a Zipped Folder Using a PC:

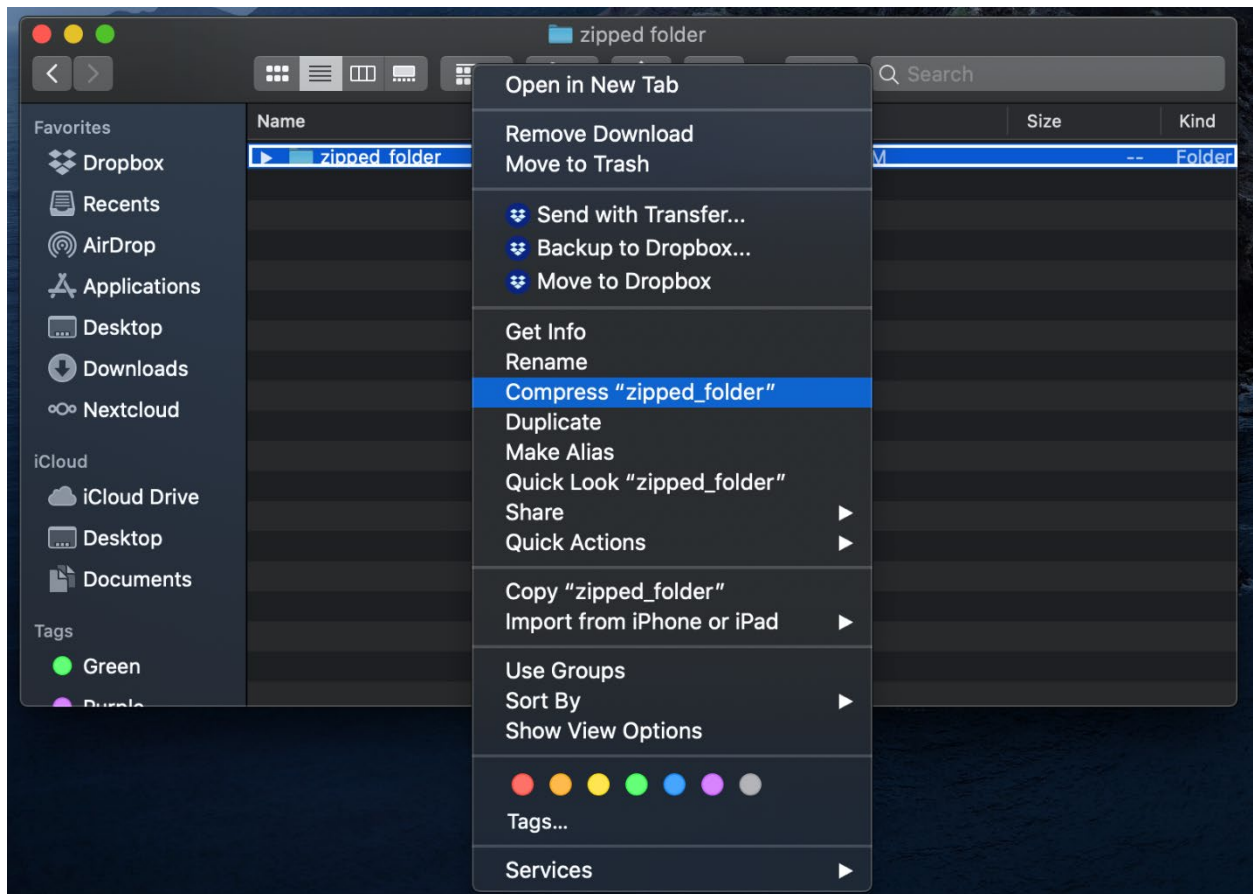
1. Navigate to the folder of digital files that you plan on zipping. Right click on the folder and select **Send to Compressed (zipped) Folder**:



2. The zipped folder will appear in the same window.

How to Create a Zipped Folder Using a Mac:

1. Navigate to the folder of images that you plan on zipping. Right click on the folder and select **Compress [name of folder]**.



2. The zipped folder will appear in the same finder window.

Using the Newspaper Content Model

The Newspaper Content Model type allows one to create a parent record containing metadata specific to the newspaper run with the Newspaper Issue Content Model representing individual issues. It is advantageous to use the Newspaper Content Model when you have a run of newspaper issues from the same newspaper. If you only have a single issue of a newspaper and if you don't anticipate adding additional issues, consider using the Book or PDF Content Model instead.

Newspapers in Islandora consist of two content model types:

Newspaper Content Model:

This record serves as the parent record representing the newspaper title and publication information. It also contains an index of the available issues displayed by date published as seen in the screenshot below. [\(example\)](#)

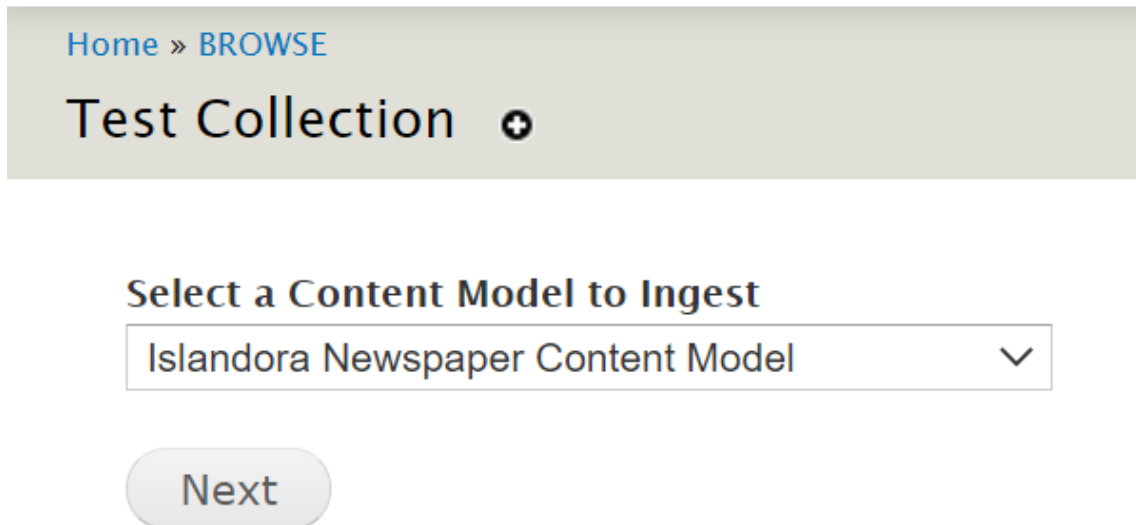


Newspaper Issue Content Model:

This record represents the particular issue digitized. You can add as many issues as needed using the Newspaper Issue Content Model for each issue. [\(example\)](#)

Creating the Newspaper Content Model Record:

1. Follow the steps on [How to Create a New Record](#) and select “Islandora Newspaper Content Model” as the content model type to ingest:



Home » BROWSE

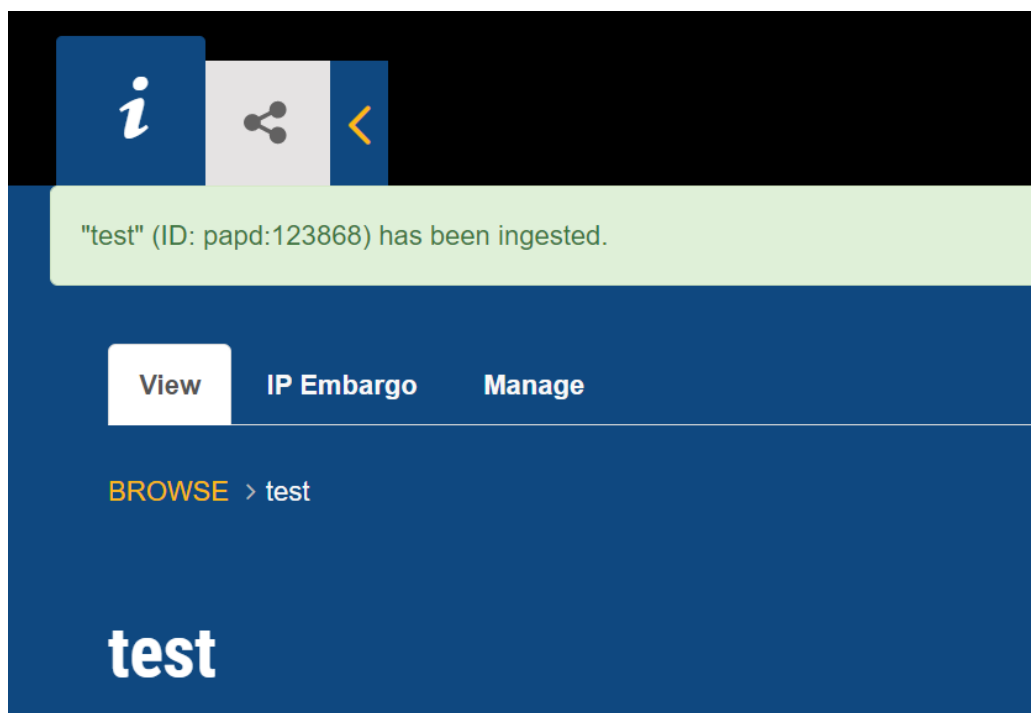
Test Collection

Select a Content Model to Ingest

Islandora Newspaper Content Model

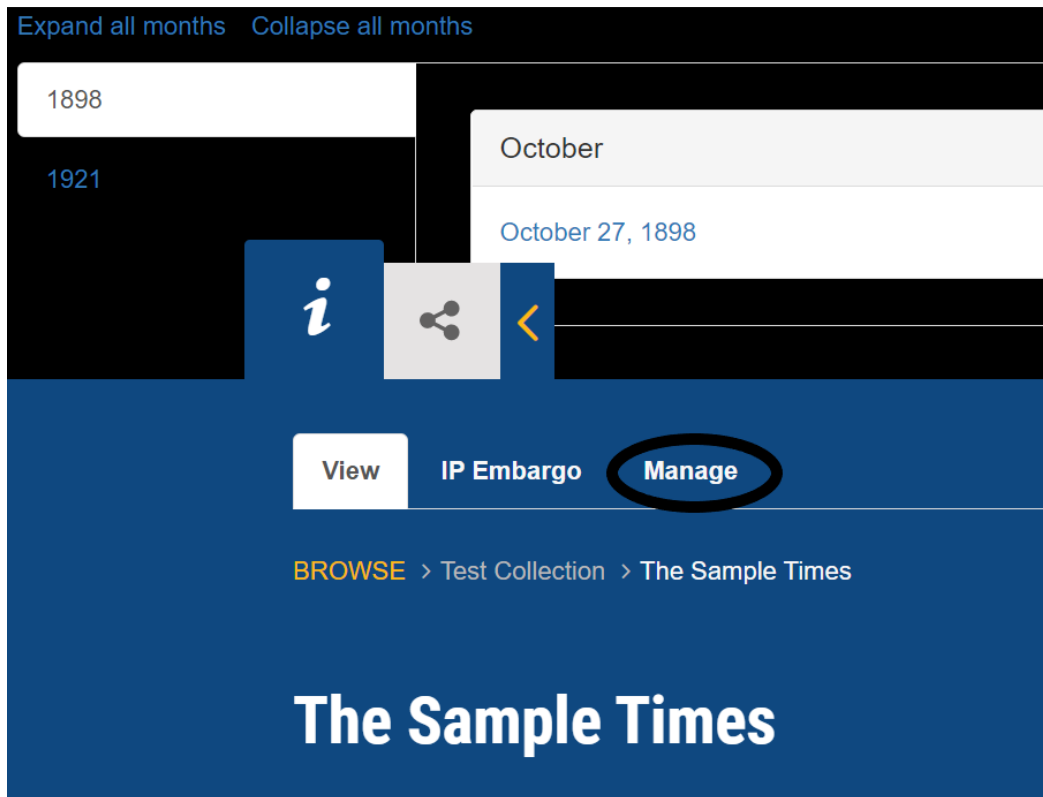
Next

2. Input the metadata and then click **Ingest**.
3. If all goes well, you'll receive a message against a green backdrop indicating that the record has been ingested:

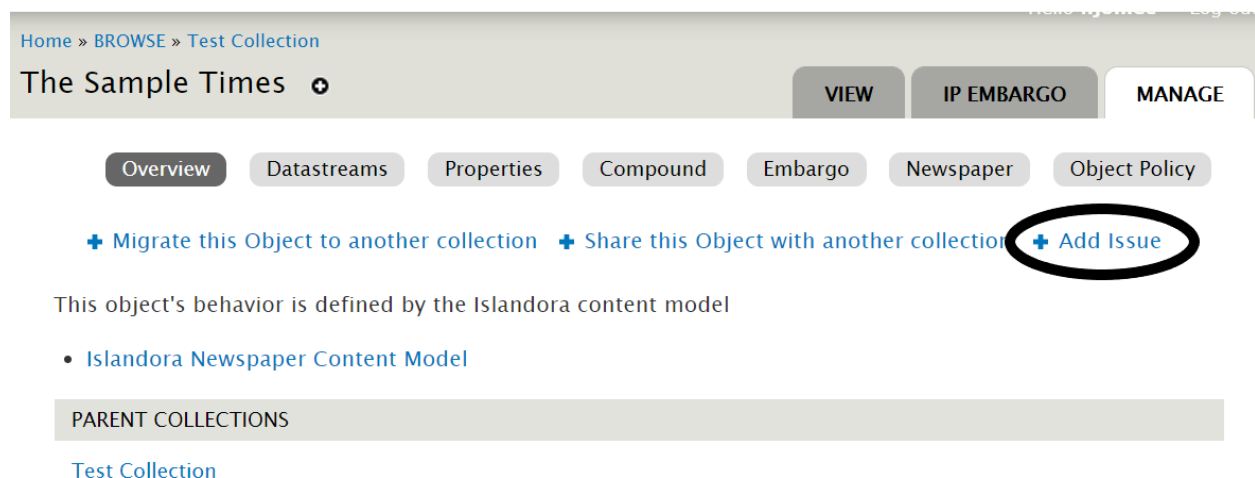


Creating the Newspaper Issue Content Model Record:

1. Click **Manage**:



2. Click **Add Issue**:



3. Fill out metadata form (use yyyy-mm-dd as the date format; if you do not include the day of the publication, Islandora will arbitrarily assign the first of the month. If you end up using an arbitrary date for the purposes of making the date index operational, you can always include an explanatory note in the notes field) and click **Next**:

Notes

Enter any explanatory notes for this object.

Internal Notes

Enter any private notes for the object (Hidden).

Next

Proceed to instructions for [Uploading Digital Files to the Basic Image \(JPEG and video link\), Large Image, Book \(PDF\), Newspaper Issue \(PDF\), PDF, and Audio Content Models](#)

Proceed to instructions for [Uploading Digital Files to the Book \(multiple images\) and Newspaper Issue \(multiple images\) Content Models](#)

How to Create a Compound Object

It is helpful to think of a Compound Object record as the parent record which contains child records that represent the actual material, as explained below:

Example #1:

Parent record:

Front and backside of a postcard added as a compound object content model type [\(example\)](#)

Child records:

1. Front of postcard added as the basic image content model type (serves as the thumbnail for parent record) [\(example\)](#)
2. Backside of postcard added as the basic image content model type [\(example\)](#)

Example #2:

Parent record:

Oral history of an individual added as a compound object content model type [\(example\)](#)

Child records:

1. Photograph of individual added as the basic image content model type (serves as the thumbnail for parent record) [\(example\)](#)
2. Audio recording added as an audio content model type [\(example\)](#)
3. Transcript of audio recording added as the PDF content model type [\(example\)](#)

Therefore, each image or asset (e.g., PDF, image, video link or audio files) requires its own child record containing metadata specific to the asset. The parent record includes the metadata for the entire "Family," being all of the child records. The first child record is used as the thumbnail image for the parent record with the parent record using the first child's title as the search results title (the title of the compound record is visible in the metadata below the image).

Any materials containing more than 4 images should be added as a PDF, book or newspaper content model. Please contact support if you have specific questions.

Steps for Creating a Compound Object Record:


1. [Create individual records](#) for all digital files to be grouped within the compound object record.

2. Follow the steps on creating a new record but select the **Compound Object Content Model** and click **Next**.

Home » BROWSE




Test Collection

Select a Content Model to Ingest

Islandora Compound Object Content Model 

Next

3. Input the metadata for the parent object and click **Ingest**.
4. If all goes well, you'll receive a message against a green backdrop indicating that the record has been ingested:



"test compound record" (ID: papd:120917) has been ingested.

View

IP Embargo

Manage

BROWSE > test compound record

test compound record

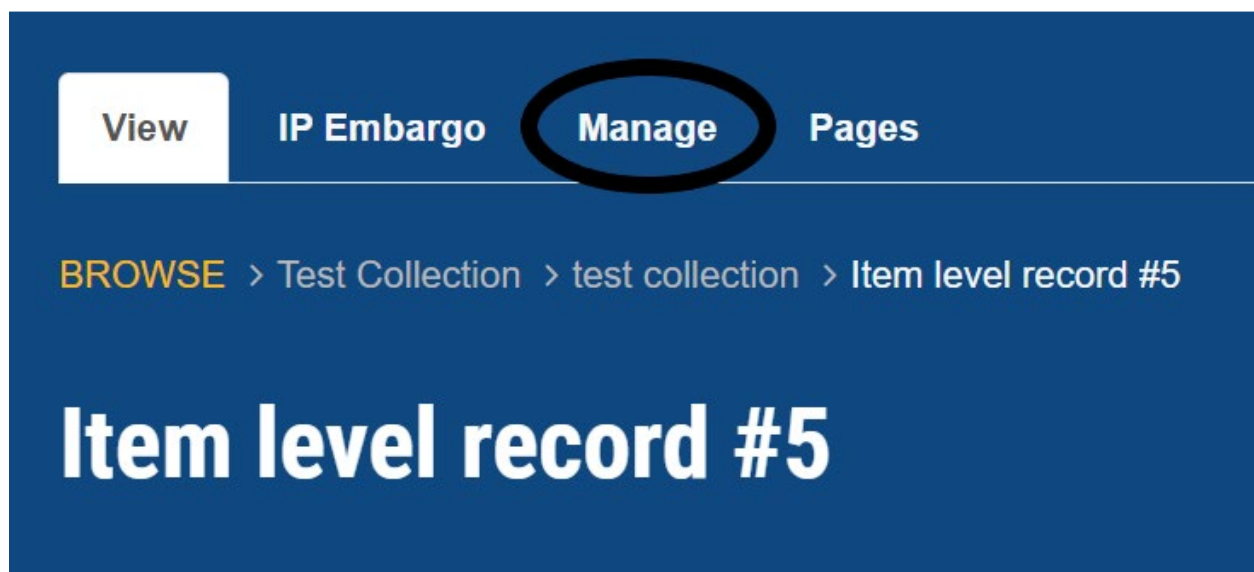
Cite This

5. Make note of the compound record's numeric PID (Islandora Identifier) in the URL bar after papd%3A
Example: <https://ingest-digitalarchives.powerlibrary.org/papd/islandora/object/papd%3A120917>

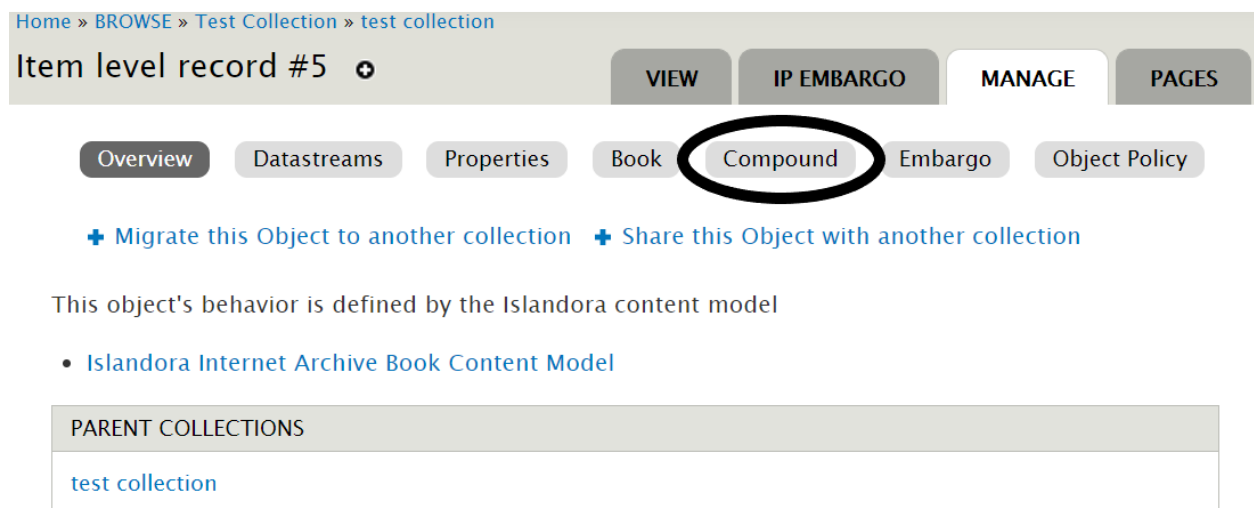
Associate the Children (single objects) with the Parent (Compound Object) for a “Family”:

You may need to wait a few minutes for your records to be indexed before proceeding to this step.

1. Start with the item level record you'd like to use for the main image of the compound object. Click Manage:



2. Click on the **Compound** button:



3. Enter the PID you notated in step #1 underneath **Parent Object Pid/Label**. The blue spinning circle will rotate until a match is made (if you receive an error stating “Invalid object supplied,” wait a few minutes for the records to be indexed). Select the correct record to associate as the parent object:

Home » BROWSE » Test Collection » test collection

Item level record #5

VIEW IP EMBARGO **MANAGE** PAGES

Overview Datastreams Properties Book **Compound** Embargo Object Policy

ASSOCIATE WITH PARENT OBJECT

Add this object to a parent object

Parent Object Pid/Label

120917

test compound record (papd:120917)

Save

4. Click **Save**. You should see a success message.
5. Continue with steps 1-4 for each additional digital file you’d like to attach to the compound object record.

Content Types

Content Model (cModel)	cModel Name in Islandora*	Supported File Type	Example Content	Notes
Basic Image	Islandora Basic Image Content Model	JPEG	Photograph	Use for images not requiring high quality zooming in for detail
Large Image	Islandora Large Image Content Model	TIFF	Map, aerial view	Allows for better zooming than the basic image cModel
Compound Object	Islandora Compound Object Content Model	N/A	Multipage document like a letter or postcard (front and back)	Please limit to no more than 4 child records
Book (multiple images)	Islandora Internet Archive Book Content Model	Zipped folder of JPEGs	Book, pamphlet, yearbook, diary	Includes page turner viewer, Optical Character Recognition (OCR) and highlighted search results
Book (PDF)	Islandora Internet Archive Book Content Model	PDFs over 40 MB	Book, pamphlet, yearbook, diary	Includes page turner viewer, Optical Character Recognition (OCR) and highlighted search results
Newspaper (multiple images)	Islandora Newspaper Content Model	Zipped folder of JPEGs	Newspapers and/or serials with multiple issues	Includes page turner viewer and Optical Character Recognition (OCR); can structure record to consist of serial title with available issues via a date index
Newspaper (PDF)	Islandora Newspaper Content Model	PDF	Newspapers and/or serials with multiple issues	Includes page turner viewer and Optical Character Recognition (OCR); can structure record to consist of serial title with available issues via a date index
PDF	Islandora PDF Content Model	PDFs 40 MB and under	PDF	Includes page turner viewer, Optical Character Recognition (OCR) and highlighted search results; enables the download of an entire PDF rather than downloads at the page level as present in the Book and Newspaper cModels

Content Model (cModel)	cModel Name in Islandora*	Supported File Type	Example Content	Notes
Audio	Islandora Audio Content Model	MP3	Interview, oral history	Audio file only
Audio Compound	Islandora Compound Object Content Model	N/A	Interview, oral history with photograph of interviewee and transcript	Ability to include additional content
Video	Islandora Basic Image Content Model	URL to video file stored on external site; JPEG thumbnail	Interview, oral history	URL to video file with JPEG thumbnail accompanying PaPD record
Video Compound	Islandora Compound Object Content Model	N/A	Interview, oral history with photograph of interviewee and transcript	Ability to include additional content

*Islandora is the system that PA Photos and Documents utilizes.

Metadata

Resources for Preparing Your Metadata:

- PA Digital Metadata Guidelines v.2.1 [[PDF](#)] for further information on each metadata field

Metadata Tips:

- Click on the plus sign (+) to add repeating fields like Subject, Geographic Location, etc.

Metadata Fields:

*Required fields are marked with an asterisk, being the Title, Subject, Description, Rights Statement, Contributing Institution and Sponsorship fields.

- Title*
- Alternative Title
- Subject*
- Location Covered
- Time Period Covered
- Description*
- Creator
- Contributor
- Date
- Date Digitized
- Type
- Original Format
- Digital Format
- Identifier
- Digital Specifications
- Source
- Language
- Relation
- Provenance
- Target Audience
- Rights* – reference the [Copyright](#) page for more information
- Contact

- Contributing Institution* – your library
- Sponsorship* [boilerplate statement is auto-filled; no need to update]
- Notes
- Internal Notes

For Published Material Only

- Publisher
- Embargo Note

Publication Information

- Place
- Physical Description
- Table of Contents

Books and Serials

- Volume
- Issue
- Number

Serials only

- Masthead
- Replaces
- Replaced By

For Audio/Video Only

- Run Time
- Interviewer
- Interviewee
- Location Recorded
- Streaming Identifier

*Required fields are marked with an asterisk, being the Title, Subject, Description, Rights Statement, Contributing Institution and Sponsorship fields.

Copyright and Fair Use

Each collection PA Digital harvests must include a valid rights statement. We recommend selecting from <https://rightsstatements.org/en/> or <https://creativecommons.org/licenses/>

The [PA Digital Rights Resources page](#) offers a selection tool, modules and webinars

Copyright and Fair Use Resources:

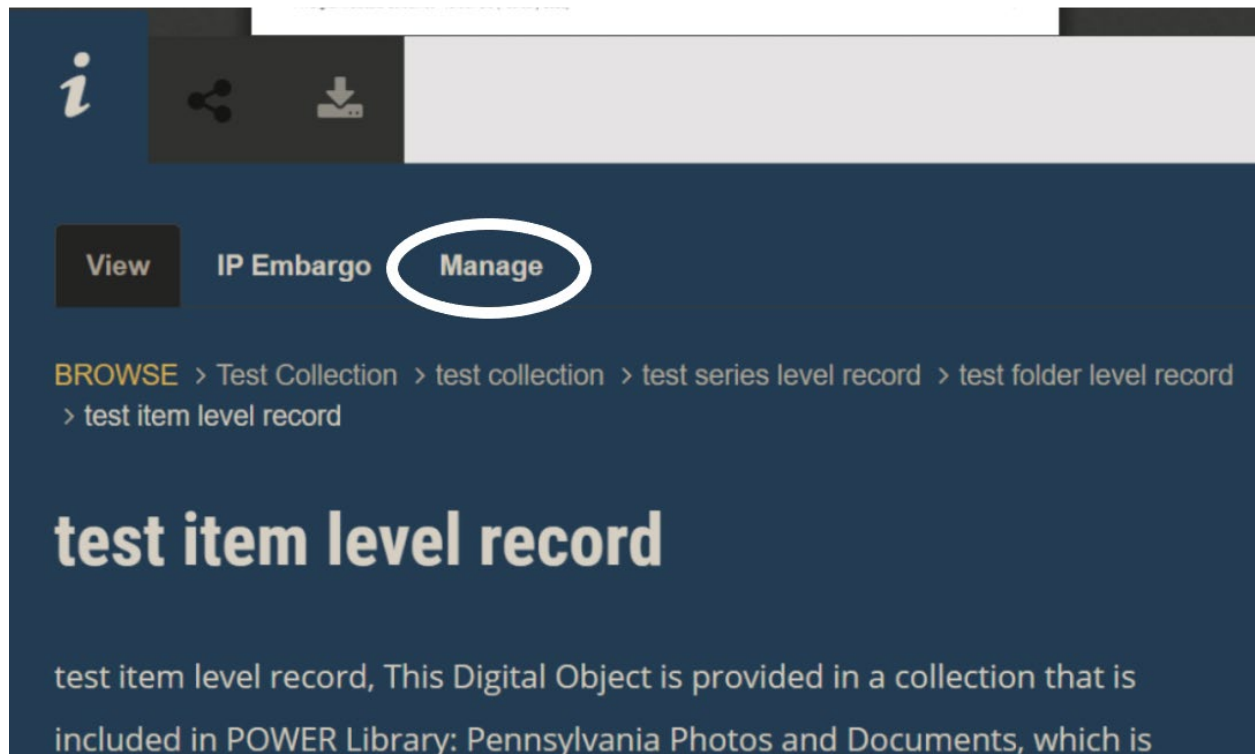
- Rightsstatements.org Rights Statement Selection Tool: https://padigital.org/wp-content/uploads/2018/10/Rights-Statement-Selection-Tool_Galson.pdf
- PA Digital Rights Resources: <https://padigital.org/rights-resources/>
- Copyright and Fair Use Bibliography [PDF]: https://powerlibrary.org/wp-content/uploads/2016/04/Copyright-FairUseBibli_20160411.pdf

Privacy Considerations Regarding Yearbooks:

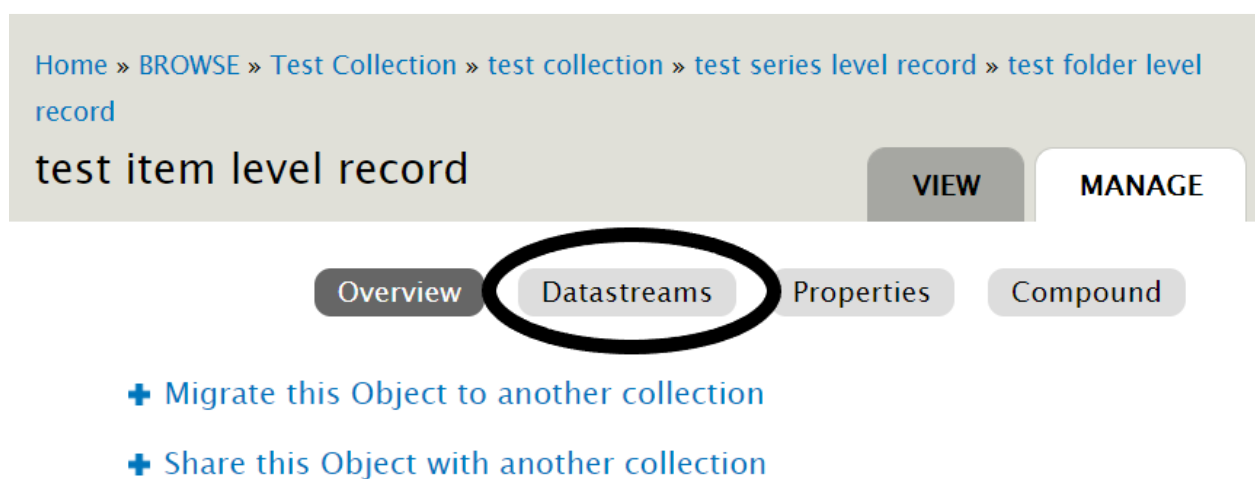
High school yearbooks are embargoed for four years after the date of publication in order to protect the privacy of minors. Descriptive information is still available for yearbooks within this time frame. The following note is present in each relevant yearbook record: “Online viewing of images in this yearbook is restricted until June [year] due to privacy concerns around the depiction of minors. For more information, or to view the original yearbook, please contact the contributing institution directly.” Annually (during the first week of June) HSLC staff will release any yearbook for which an embargo is expiring and send a confirmation email to the collection manager for that yearbook’s collection.

How to Edit Records

1. Make sure you are logged into the ingest server by following the [How to Log onto the Ingest Server of PA Photos and Documents](#) instructions.
2. Locate the record and click on the **Manage** button found above the title of the record:



3. To edit the metadata, click on the **Datastreams** tab:



4. Look for the MODS Record. Click on the **Edit** button to edit the description:

Home » BROWSE » Test Collection » test collection » test series level record » test folder level record

test item level record

VIEW MANAGE

Overview Datastreams Properties Compound

test item level record – papd:106928

ID	LABEL	TYPE	MIME TYPE	SIZE	VERSIONS	OPERATIONS
RELS-EXT	Fedora Object to Object Relationship Metadata.	Inline XML	application/rdf+xml	1.38 KiB	6	download
MODS	MODS Record	Managed	application/xml	2.03 KiB	1	replace download edit delete
DC	DC Record	Inline XML	text/xml	914 B	1	replace download

5. This will bring you to the metadata entry form where you can make any necessary edits to the metadata. Scroll to the bottom of the metadata entry form and click **Update** when completed.
6. If you need to add or edit digital files, please contact HSLC Support.

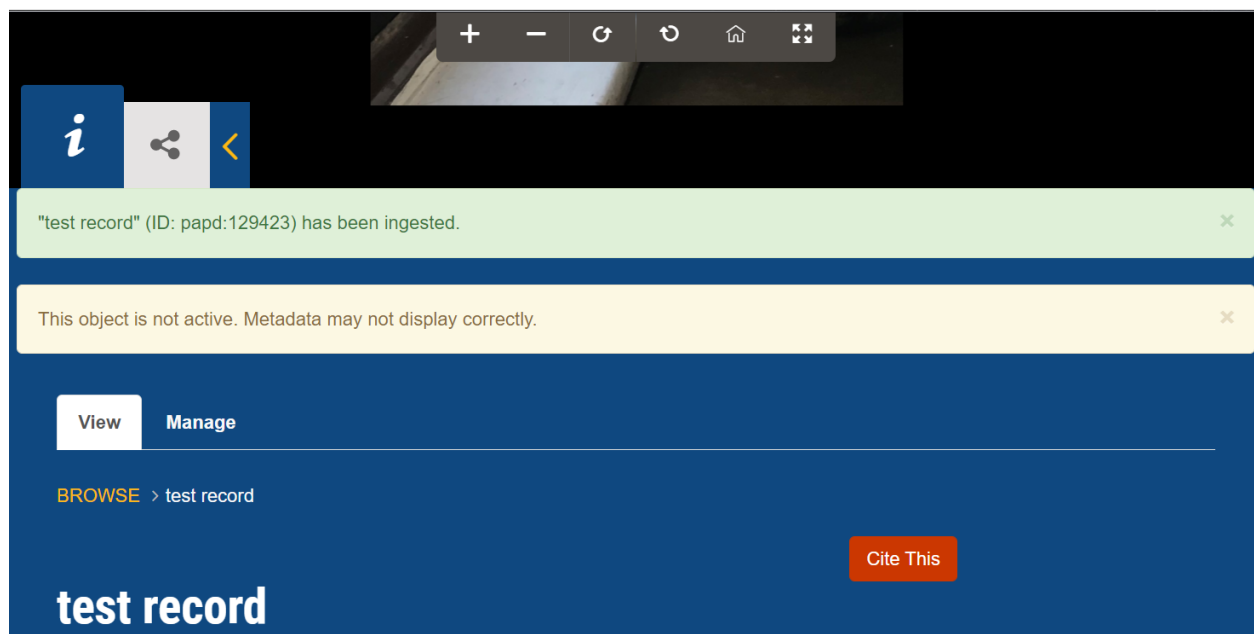
Please do not edit or delete any other items on the Datastreams page.

Using a Two-Step Quality Assurance Workflow to Upload Records

Basic User = xxxxxuser:

This login username has the lowest level of permissions with the ability to create records that are not published (marked as inactive in Islandora) until reviewed and published by the institution's manager username. Ideal for interns, volunteers or other contributors where a review process prior to publishing is ideal.

1. Password: provided by HSLC
2. Basic User logs into Islandora and creates record.
3. Basic User will receive a message that their created object is not active meaning that it has not been published and is only viewable when logged in as the institution's user or manager username.

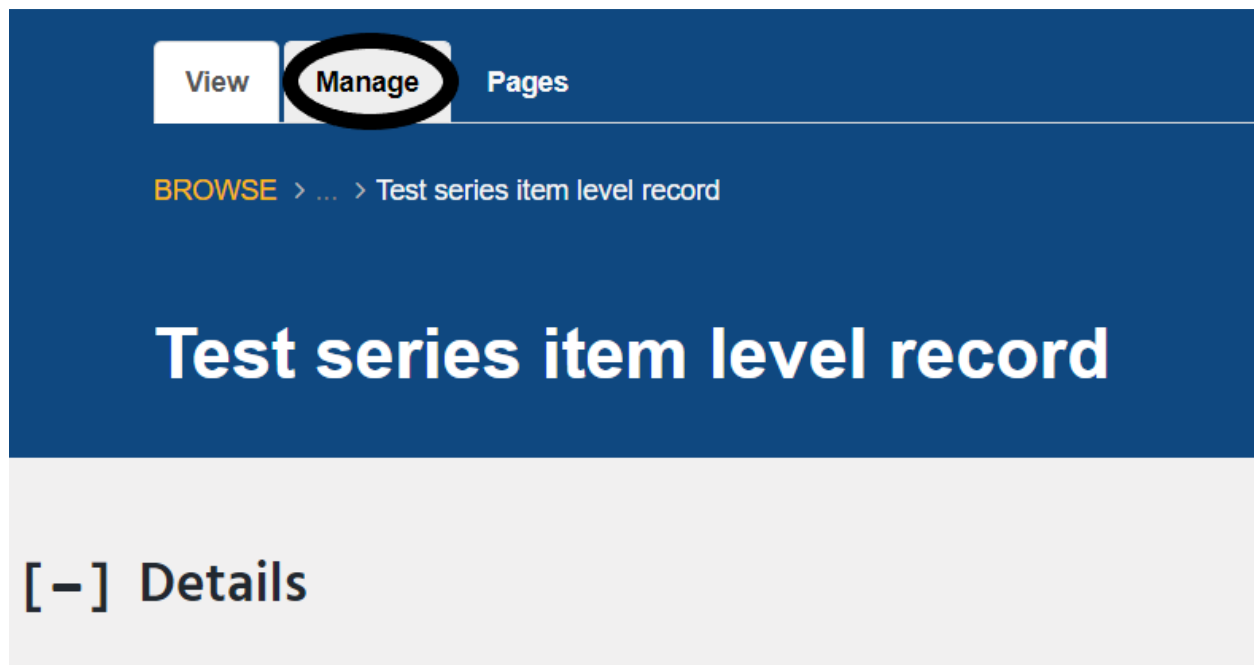


Collection Manager = xxxxxmanager:

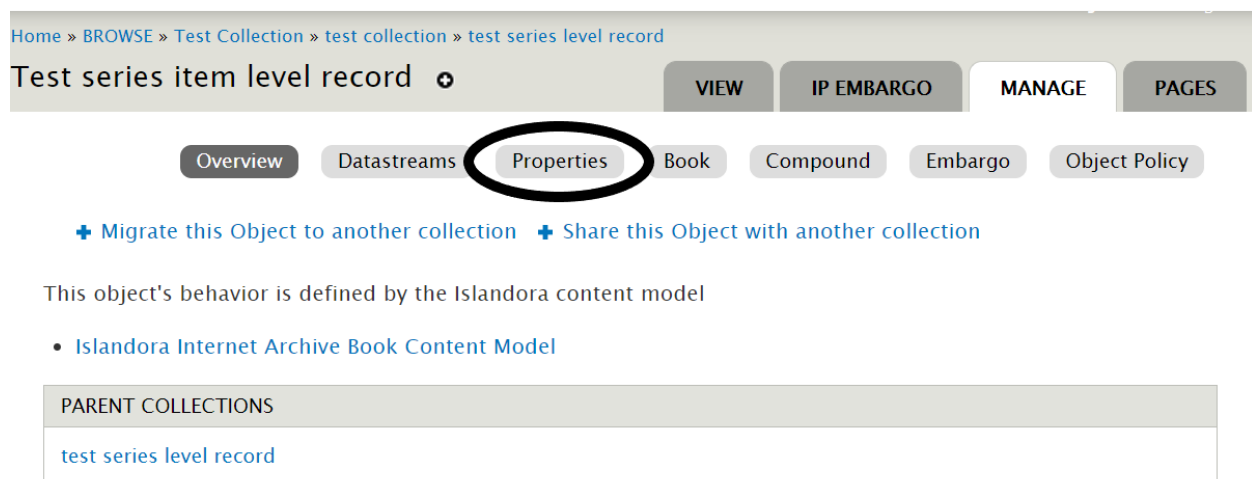
The Collection Manager username has permissions to make objects active, meaning that the record will be published in PA Photos and Documents.

1. Log in as the Collection Manager to review record for quality
2. Follow [How to Edit Records](#) section of this document to make any needed updates

3. Click on the **Manage** tab found above the record's details:



4. Click on **Properties**:



5. Change state to **Active**:

Home » BROWSE » Test Collection » test collection » test series level record

Test series item level record

[VIEW](#) [IP EMBARGO](#) [MANAGE](#) [PAGES](#)

[Overview](#) [Datastreams](#) [Properties](#) [Book](#) [Compound](#) [Embargo](#) [Object Policy](#)

Item Label *

Test series item level record

A human-readable label

Owner

njoniec

The owner's account name

State *

Active ▼

The object's state (active, inactive or deleted)

☒ Apply changes to related objects?

Changes to owner and state will applied to associated objects. ie page objects associated with a book object.

[Update Properties](#) [Delete Book](#) [Regenerate all derivatives](#)

6. Click **Update Properties** to save record. Record will now be published.

Archival Collections and Islandora

When adding archival collections to the PaPD system, there are a number of ways that collection materials can be arranged. Perfectly replicating physical collections in a digital format is difficult, and each of the primary options comes with a range of tradeoffs between maintaining archival ordering and maximizing the use of digital tools like browsing and searching. PaPD displays collections and records inside a collection alphabetically by default. This means that records inside a collection do not maintain any archival ordering they may have had. There are a few choices if you wish to maintain archival ordering for digital copies.

Option 1: Unique Items with Metadata:

Under this choice, records are uploaded as individual records with their own metadata. Archival ordering can be entered into the Notes field like so: Series 2, Box 3, Folder 1. In this case users can see the archival data but it does not impact the order of items. The downside is a loss of the archival order for browsing, but it makes the objects more discoverable to searches at the item level. Users can still view the ordering data through the metadata to understand where it exists inside the physical collection.

This option does not allow a user to limit items by a specific box or series. While they can view where an item exists in the physical collection, searching or filtering along that value is not supported.

Option 2: Box/Folder-Level Items:

In this case you can create a folder within a box (Box 1, Folder 1) as a book content model (cModel) object. From there you can add pages to the book with each item digitized being content from a particular folder within a box. This allows you to enforce ordering of items inside the folder, but it makes it harder for users to find specific records inside of a folder.

This method does not allow for box or folder-level ordering unless you name the items in such a way that alphabetic ordering would sort them. Calling all items Box 1, Box 2, can be confusing if you have many such collections when users encounter them via searching, though that labeling is clearer when they access it via a collection link. Consider using a title such as the collection name, box number and folder number (Test Collection – Box 1, Folder 1).

Outside PaPD:

Institutions may also keep archival data outside Islandora. Tools like ArchivesSpace allow for the creation of finding aids which can include links to outside sources. Organizations may prefer to use one of the above options and then create finding aids with links to the PaPD site embedded in the finding aid. With online systems like ArchivesSpace a digital object can be created that has a link to PaPD for the digitized item. Generating those objects means you can use ArchivesSpace's finding aid display to show links to your digitized items inside of a finding aid.

HSLC Recommendation:

HSLC recommends using Option 1 (Unique Items with Metadata) along with external finding aids when it is vital to maintain archival structure. This allows the items to be ingested into PaPD in a way that maximizes their visibility for searches. The ordering in the external finding aid enables researchers to reference the finding aid with the benefit of easily accessing digitized materials.

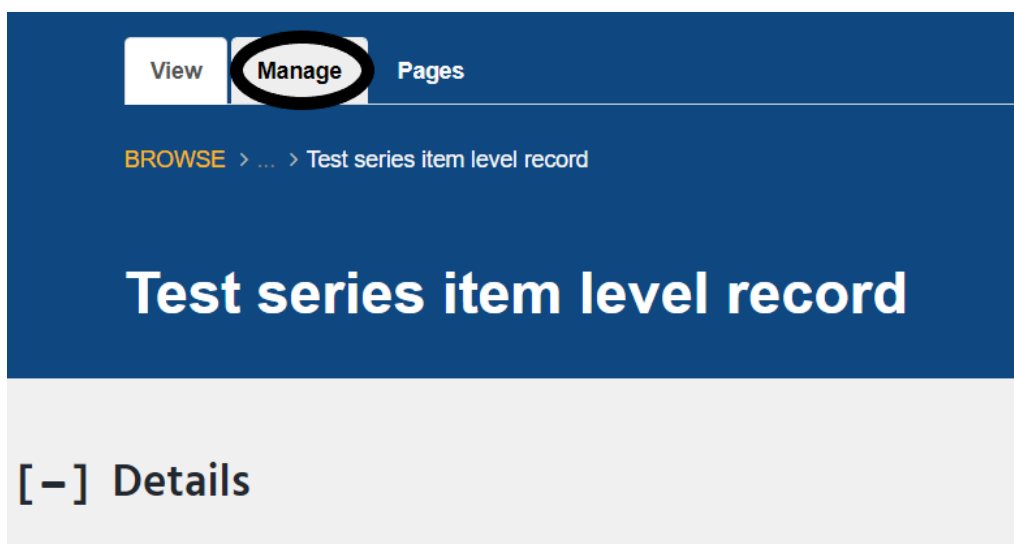
Unpublishing or Deleting Records

There are two options to suppress published records:

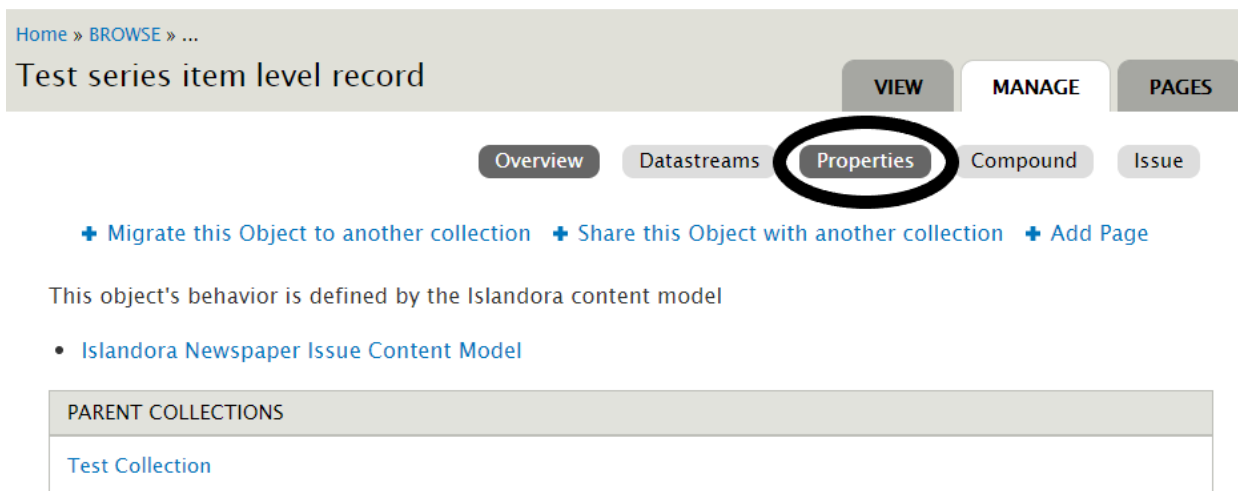
1. **Unpublish:** Unpublishes record so it is no longer available to the public and is only accessible via the static URL. Record will not appear when browsing or searching.
2. **Delete:** Only use this option if you are certain that you do not need access to this record moving forward. This option deletes the record from the system entirely. The record cannot be recovered so it is recommended to save the image(s) and metadata before deleting in case you need to access it in the future.

How to Unpublish records:

1. Click on the **Manage** tab found above the record's details:



2. Click on **Properties:**



3. Select **Inactive** from dropdown underneath State:

Home » BROWSE » ...

Test series item level record

VIEW **MANAGE** **PAGES**

Overview Datastreams **Properties** Compound Issue

Item Label *

Test series item level record

A human-readable label

Owner

njoniec

The owner's account name

State *

Active ▼

Active state (active, inactive or deleted)

Inactive

Deleted

Update Properties Delete Issue

4. Click on the **Update Properties** button:

Home » BROWSE » ...

Test series item level record

VIEW **MANAGE** **PAGES**

Overview Datastreams **Properties** Compound Issue

Item Label *

Test series item level record

A human-readable label

Owner

njoniec

The owner's account name

State *

Inactive ▼

The object's state (active, inactive or deleted)

Update Properties Delete Issue


5. A green bar will appear with the message “**Successfully updated state**”:

Home » BROWSE » ...

Test series item level record

VIEW **MANAGE** **PAGES**

Overview Datastreams **Properties** Compound Issue

 Successfully updated state /

Item Label *

Test series item level record

A human-readable label

Owner

njoniec

The owner's account name

State *

Inactive ▾

The object's state (active, inactive or deleted)

Update Properties Delete Issue

6. Viewing the record via direct URL will result in a message stating “**This object is not active. Metadata may not display correctly**”:

This object is not active. Metadata may not display correctly.

View **Manage** **Pages**

BROWSE > Test series item level record

Test series item level

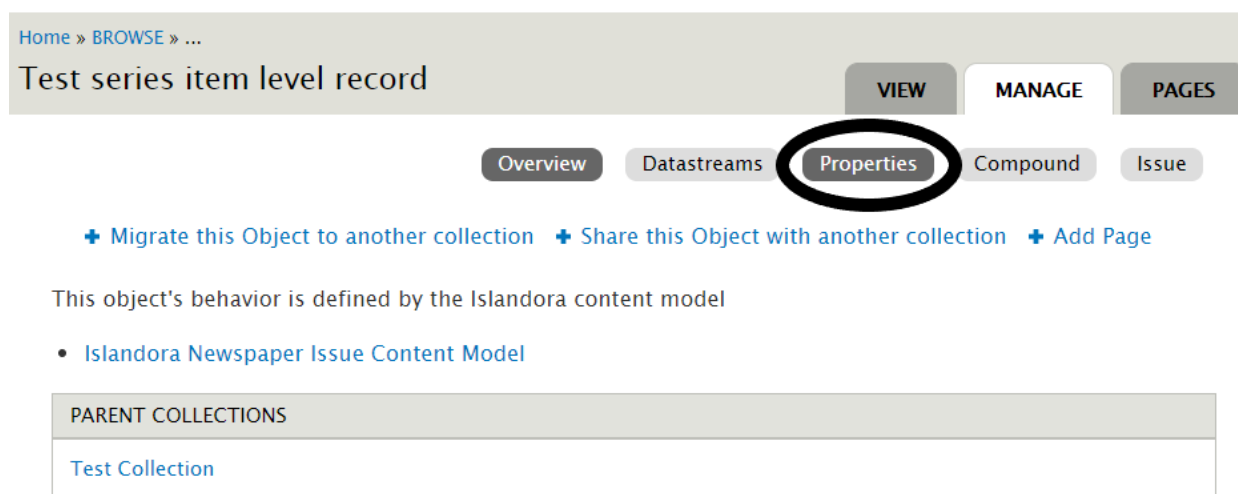
How to Delete records:

Only use this option if you are certain that you do not need access to this record moving forward. This option deletes the record from the system entirely. The record cannot be recovered so it is recommended to save the image(s) and metadata before deleting in case you need to access it in the future.

1. Click on the **Manage** tab found above the record's details:



2. Click on **Properties**:



3. Select **Deleted** from the dropdown underneath State:

Home » BROWSE

Test series item level record

VIEW **MANAGE** **PAGES**

Overview Datastreams **Properties** Compound Issue

Item Label *

Test series item level record

A human-readable label

Owner

njoniec

The owner's account name

State *

Deleted ▼

Active state (active, inactive or deleted)

Deleted

Update Properties Delete Issue

4. Click on the **Delete Issue** (newspaper issue content model record) or **Permanently remove '[title of record]' from repository** button:

Home » BROWSE

Test series item level record

VIEW **MANAGE** **PAGES**

Overview Datastreams **Properties** Compound Issue

Item Label *

Test series item level record

A human-readable label

Owner

njoniec

The owner's account name

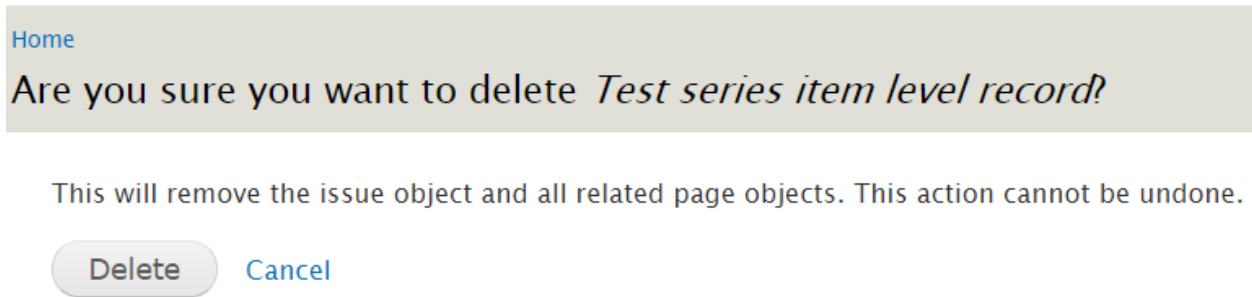
State *

Deleted ▼

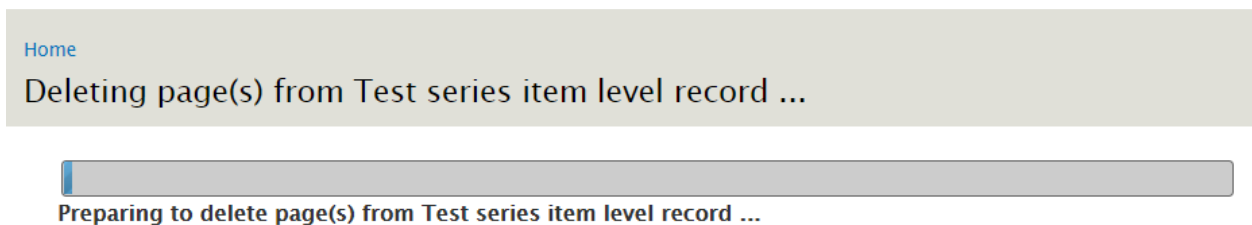
The object's state (active, inactive or deleted)

Update Properties **Delete Issue**

5. The next screen confirms your intention to delete the record by asking “Are you sure you want to delete [title of record]?” Click the **Delete** button to permanently remove the record from PaPD:



6. A status bar will appear showing the status of the deletion process. Records containing paged content will state the progress of deleting pages from the record in advance of deleting the entire record:



7. A green bar will appear if the deletion is successful:

