Creating a Digital Local History Collection
INTRODUCTION

Picture a room with infinite capacity. It is absent of cabinets and shelves, yet it holds tens of thousands of objects and records – socially, politically and economically invaluable documents, artefacts and images that connect us to our heritage and research from local historians and donors.

Delving into its contents, a schoolgirl sitting in a North Queensland classroom can hear the voice of Dick Kelso, a pioneer of the Townsville area. A research historian in Canberra can access the letters sent from the State Government outlining the protocol for the first Anzac Day commemoration in 1916. A costume maker in Sydney can access images of a North Queensland wedding dress from the early 1900s. A researcher from AIATSIS in Canberra can access an image of a stone axe made by a traditional owner of the Bindal tribe in the image of the tool he saw his forbears use. An author in Perth can access every primary item the library holds about the First World War. With all the room holds, it can accommodate infinitely more.

The 50 thousand objects, documents, maps, books and images in the CityLibraries Townsville Local History Collection represents 150 years of the city’s history and hundreds of thousands of people’s endeavours over that time. As a collection, it is one of the most beloved and valuable collections assembled in Townsville.

Creating a Digital Local History collection, is the concrete creation of a plan for a service that has grown to become the leading process employed in delivering access and in the preservation of our collections.

We have taken the opportunities of technology and the requirements of our users to deliver a service that is innovative and delivers a unique service not only to the Local History Collection at the library, but also allows the individual and community groups to benefit from the technology.

Creating a Digital Local History collection is an ambitious plan that lays out how we will accomplish digitisation – the activity that will help us realise these benefits. It outlines strategies to digitise our collections along with the descriptive, interpretative information that accompanies them. Digitisation is one of the best investments we can make in our future.

**TOWNVILLE MUSIC SCORES** 1920’s Townsville Waltz, Cameron, Charlotte [Townsville] : Troedle & Cooper, [192-] 1 score (5 p.); 37 cm. Original copy in very fragile condition. For piano.
EXTENDING REACH/ENHANCING MEANING

As a leader in the preservation, conservation and access SLQ through Queensland Memory gives a rationale for digitisation that also applies to Townsville Memory.

» Queensland memory is owned by all Queenslanders and is made up of cultural heritage materials found throughout the State in many different communities and organisations.

» Each community can build Queensland memory by creating, sharing and preserving collection contents through digitisation of analogue materials.

» Digitised formats enable access through many online places, websites and archives.

Thus Townsville Memory is owned by our community and consists of material pertinent to Townsville that has been preserved through digitisation and conservation, and made widely accessible through the internet.

The library plays an active part in collecting local history and in assisting the community to digitise their items through the provision of the “The Townsville Regional Digitisation Centre”.

WHAT IS DIGITISATION?

The State Library of Queensland defines digitisation: To digitise is to convert an object, data or an image into electronic format. The term digitisation is often used when diverse forms of information such as objects, text, sound, images or audio are converted into an electronic digital code that can be read by computers or other electronic devices.

Turning from analogue (original representation) to digital ensures that the format can be opened by using computer software and then made available to others throughout the world via the internet. Our digitisation of items in the collection provides access to Townsville’s past and protects and preserves heritage materials. The end product is referred to as turned digital. Born digital is material that originates in digital form and requires a digital device to be utilised. We encourage the Townsville community to consider digitisation of material that increases our understanding of Townsville’s past.
WHAT ARE WE DIGITISING?

Currently CityLibraries holds approximately 40,000 images of which over 6,000 have been digitised and published on the online. Other resources available in digital formats include books, oral histories, and videos. *Townsville History online* and the library catalogue itself hosts high quality images of objects, digitised documents, plans, council records, videos, sound files and books which have been published on the web through the library management system and are also shared utilising social media applications.

*Townsville History online* provides high quality images of objects, documents, plans, council records and books which have been published on the web through the library management system.

A priority list of images and objects to be digitised has been in use since 2003. (See Appendix B) This initial list will be evaluated and items will be repositioned to include items from across the collection. Specific items and groups of items will be considered and listed according to priority.

In addition to the CityLibraries collection, local community groups and individuals are being invited to attend digitisation workshops to learn the skills and gain access to valuable information and equipment.

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**Townsville Remembers WORLD WAR 1**

**Memories for a NEW GENERATION**

*Memories for a New Generation* is a five-year program of legacy initiatives that will commemorate 100 years of World War One and Anzac history. CityLibraries Townsville has commissioned 11 interviews with Townsville residents whose stories, insights and memorabilia honour and embrace the Anzac spirit. Their stories have been recorded on video and are now available online for people of all ages to access.

Search ‘Memories for a New Generation’ on council’s website.

The Truscott Watermelon Costume and portrait
LAUNCHING A NEW ERA

While some may suggest that the ‘new era’ is already here, that all cultural and archival organisations provide open online access to vast collections, in reality this is rarely the case, and unfortunately, disappointment often accompanies an online search.

The Townsville Regional Digitisation Centre signals the beginning of a new era in the library. The lounge has been established and is accessible to organisations and individuals. They are encouraged to access the centre which is supervised by skilled staff who can support use of the space and equipment. Group workshops are also available that provide training in preservation and best practice standards and in the use of the equipment.

The digitisation lounge is also being used by the staff to digitise the Local History Collection. CityLibraries holds a rich collection of photographs, monographs and archival material on Townsville. This collection will be gradually digitised over a number of years. However many local collecting institutions and organisations have not begun the digitisation process and CityLibraries has a role in providing support and encouragement to these bodies.

PRESEERVE COLLECTIONS AND BROADEN ACCESS

Imagine finding an image, sending it to a biologist and asking him, “Is this a Spotted Quoll”, “Are they still found at Paluma?” Twenty years ago this may have started a trail of paper letters from the biologist to people in his network.

This digital query serves to illustrate the change in pace of historical research due to the digitisation of collections. The image was forwarded to a ‘Quoll preservation’ network and published in an online journal. From there it caught the attention of a documentary producer. Most importantly, this process occurred relatively quickly with no damage to the original image. The digital image has been sent from Townsville to Brisbane and on to Cairns. The paper original is safe from damage in archival storage.

SUPPORTING EDUCATION

The demand for quality, local historical information for schools, home school families, Open learning, TAFE and University and lifelong learning students is growing. CityLibraries is currently completing education kits that utilise material in the collection that has been digitised.

CityLibraries Local History Collection is a broad collection of predominantly paper-based resources including letters, artwork and a large image collection is supplemented with a collection of objects.

Imagine students with access to their own local history resources from their desk or from their homes, encompassing not only images but oral histories, video footage, maps, books, transcripts, letters and objects. In the future the options for providing a quality permanent collection online are unlimited.

ENRICHING CONTENT AND ADDING DEPTH TO THE CONVERSATION

Sharing a digital copy and the provenance of the resource gives the discoverer of the resource a depth of understanding not possible when a catalogued record is shared. Enabling the researcher to add to the conversation and share his /her knowledge of the item will enrich the collection and capture important conversations that our collection pieces become part of.
Family History research is one area that is increasing online. Many requests come with heartfelt stories and staff are humbled when they receive information about the results of searches and the meaning of those ‘finds’ to individuals and families. Here are two examples.

The image to the left was discovered in an online search by a young woman researching her family history. Her Great Grandfather appears in this photograph, and it is the only image of him that she has ever seen.

EXCERPT FROM AN EMAIL RECEIVED FROM A RESEARCHER

“The car pictured in Townsville is the Rolls-Royce Phantom V State car of HM Queen Elizabeth II she brought along for the Australian tour.

The car is pictured in the brochure you enclosed. Her Majesty had two such examples delivered in 1960 and 1961. They differ from the examples purchased by the Australian Government not just by the single front beams (used at the older Phantom V models) but also by an elevated roof.

I always wondered why so many cars were necessary for a trip of just a couple or four of the Royal Family. Your brochure gives the answer as well stating that at every place an open and a closed car had to be around to allow Her Majesty the choice... greetings to generous Australia from Austria! C"
A STRAIGHTFORWARD APPROACH

Creating a Digital Local History Collection, the plan to develop and implement a new approach to digitisation, involves three main steps:

» Create, manage, and promote the digitised assets themselves.

» Shape a formal, ongoing digitisation program.

» Secure resources to provide adequate funding over time and build staff capacity.

Digitisation is more than simply the taking and posting of a single digital image. Just one record might involve numerous images of parts of an object, a file or a collection. These may involve video, sound, images and documents.

CityLibraries has been innovative in implementing an early digitisation plan for the Local History Collection. Although a basic document, it was understood that digitisation required a direction in order to proceed successfully.

As with most libraries, early digitisation occurred mainly when grants or projects occurred. Townsville History Online is one such project which was recommended in a review of the collection. Another was the digitisation of the Alex Trotter collection, which serves to illustrate the limitations of grant monies, 400 of a possible 3000 plus negatives were able to be digitised.

No overall planned approach for the entire collection has ever been investigated. And understandably, ‘random acts of digitisation’, occurred. Photolmage was one of these. This database with ongoing licence fees was subscribed to by more than one Queensland library. When the software became obsolete and library needs evolved, it was no easy task to migrate the now undersized images and irreplaceable data to a library management system.

Licencing in the early days of databases was poorly understood and data was not designed for eventual migration.

With learnings from organisations that have achieved high quality digitisation programs, “we will create a unified program driven by a comprehensive strategy that offers guidelines for what we do and do not digitise; clear policies and processes; and uniform standards”.

TOWNSVILLE HISTORY ONLINE Theatre Royal, Townsville / S. Harvey, Architect. Harvey, S. [s.l.]: S. Harvey, [192-?] 10 sheets: plans; 56 x 81 cm.
ASSESSING COST AND TIMELINES

HOW LONG WILL DIGITISATION TAKE? HOW MUCH WILL IT COST?

Right now, we are not sure, and the plan’s number-one task is to determine timelines and guidelines for setting priorities about what will be digitised when. While we will not digitise all of our collections, the price tag still exists. Added to the direct cost of digitisation is the staff hours needed to find and research objects and data and the rights associated with them.

As noted, digitisation is an ongoing process that will require ongoing resources. We have been digitising, and will continue to do so, but from now on we will work from a single plan that outlines a comprehensive and systemic approach.

Any consideration of cost is balanced by what we stand to gain by making our collections available online. Digitisation will also result in considerable savings relating to the preservation of our collections and reduced travel costs for customers. And staff will be able to access documents and collections much more quickly.

CREATING A DIGITAL LOCAL HISTORY COLLECTION

GOALS, OBJECTIVES, ACTION STEPS

Strategic Alignment

The digitisation plan is aligned to the CityLibraries Strategic Plan 2014–2016. A high emphasis is placed on the ‘no longer emerging but pedestrian’ e-resources and services provided by the library. A digitised collection falls under this category. See CityLibraries Strategic Plan for further details.
CITYLIBRARIES DIGITISATION STRATEGY

Vision
Digitise, Preserve, Share

Mission
To digitise the resources of the collection for the widest possible use by current and future generations

Goals
Three goals address content, infrastructure, and resources. While listed in priority order, the goals address issues that are interdependent, so they will be implemented concurrently.

GOAL 1: DIGITAL ASSETS

Provide unparalleled access to Townsville Local History collections, by creating, managing and promoting the services digital assets.

This goal seeks to increase the amount and availability of our digital assets, and to introduce comprehensive and systematic digital assets management planning. To accomplish it we must first assess existing digitised assets and the technologies with which they were created. We then have to implement the criteria for selecting and prioritising assets to digitise. We must ensure that there is safe storage for the items once digitised, and then ensure that we can integrate them into the broader online area. Finally, we have to develop strategies for promoting greater use of our assets within the council and throughout the online community.

Objective 1
Protect and enhance the value of CityLibraries Local History digital assets through coordinated digital assets management.

» Apply established prioritisation and selection criteria to determine assets to be digitised (See Appendices A and D).

» Develop procedures for processing original material to digital asset that ensures immediate access and long-term preservation.

» Build strategic partnerships for content development and management that protect public interest and access.

» Document rights, restrictions, and security requirements for digital assets, in order to clarify access and use issues, identify what assets can be made readily available, and support our responsibilities as stewards of the collections.

Objective 2
Ensure that CityLibraries Local History digital assets, regardless of the systems in which these assets reside, are regularly and systematically updated to ensure the records are not lost due to technological advances.

» Gain an accurate picture of the technological landscape by surveying existing and planned systems that provide access to, or manage digital assets and their metadata.

» Implement technical best practices and standards for capturing, creating, and using digital resources, and incorporate them into processes and systems.

» Maintain a digitisation facility within the library for digitisation of assets.

» Plan for future needs in digital asset storage and backup requirements, that is optimal and sustainable.

» Ensure that trusted digital repositories are available for digital assets requiring long-term preservation and access.

Objective 3
Raise awareness and increase usage of CityLibraries digital assets both within and outside the council.

» Market Townsville Digitisation centre widely in the community.

» Use the internet, including social media, to increase awareness of the value of the CityLibraries digital assets.

» Form strategic partnerships and relationships to promote, leverage, and develop Local History digital assets.

» Increase the whole of council’s awareness of the availability of digital assets, through the use of multiple internal communication venues.

THE THURINGOWA ORAL HISTORY COLLECTION: These oral histories provide links to the pioneering history of Townsville and were recorded on magnetic tape. Now too fragile to handle, the technology to safely play them is scarce. Digitisation preserves both the items and the information in them for future generations.
GOAL 2: DIGITISATION PROGRAM

To pursue its mission: “To digitise the resources of the collection for the widest possible use by current and future generations.”

We will move digitisation to a program that meets both internal needs and external expectations. This requires us to plan strategically to guide digitisation activities, meet expectations, and provide a basis for consistent decision-making across CityLibraries. These and other efforts will create a library-wide culture that embraces digitisation and the sharing of collections, research and expertise.

Objective 1

Implement an annual program to digitise the collection that considers ongoing council and CityLibraries priorities and planning.

- Monitor and review priorities for digitisation program annually see Appendix E.
- Empower staff and our community to use the Local History Collection’s digital resources through the provision of workshops and by developing user-friendly tools.
- Provide equitable access to digitisation equipment to staff and the community.
- Develop a link on the Local History webpage for the exchange of information and knowledge about digitisation at CityLibraries.

letter from Alfred Dean, A Townsville soldier written from a French hospital in 1917.

Digitisation not only broadens access, but sometimes it ensures it, allowing fragile items to be viewed by all. CityLibraries local history’s collection of letters includes: A letter from Mark Watt Reid, one of the men in the first party to identify Townsville as a probably port, Sadly Mark Watt Reid died at the early age of 29 years.
GOAL 3: ORGANISATIONAL CAPACITY

Through novel, innovative approaches, secure sufficient resources and build capacity to create and sustain a digitisation program.

**Objective 1**

Sustain an ongoing Local History Digitisation program that continues to achieve best practice and standards.

» Ensure staff maintain and develop appropriate skills, tools; and understanding of their roles to meet program goals.

» Identify and develop ways to supplement the employee workforce with other sources of paid or unpaid assistance, such as students and volunteers.

» Investigate opportunities for funding innovations in the Local History Digitisation program.

TOWNSVILLE’S LUNATIC RECEPTION HOUSE

The buildings in the foreground of the photo are the hospital buildings. The building on the other side of the street surrounded by the high curved wall is the original gaol while the smaller fenced building behind the gaol is the Lunatic Reception House. The photograph is dated ca. 1885. A number of these reception houses were built in Queensland regional centres following the passing of the Lunacy Act of 1869.
**Appendix A**

**PRINCIPLES FOR SELECTION AND PRIORITISATION OF MATERIAL FOR DIGITISATION**

**Priority areas**

Is the material relevant to Townsville?

Will it support the Education Queensland curriculum and lifelong learning activities?

Will it support any current campaigns or programmes of CityLibraries?

**Selection**

When selecting for digitisation, CityLibraries will consider the following:

- **Demand.** Has there been demand for this material or for similar items, or do we anticipate demand? Customer demand across the library will be measured using engagement with customers, feedback and usage of online digitised resources. Eg material related to the history of Townsville that will support demand for material for projects to celebrate T150 in 2016.

- **At Risk.** Is the original material at risk? Is it deteriorating quickly, or is it in a poor but stable condition? Will it be more difficult and expensive to digitise later? Eg. TCC Minute Books.

- **Rarity.** Is the material unique? Eg. Letter from Mark Watt Reid or pieces of the Australian flag first raised in Townsville.

- **Representation.** Is the digitised form a good enough representation of the material to be accessed as an alternative to the original?

- **Transcends.** Does the digitised form support re-use and re-purposing in new and novel ways?

- **Cleared.** Is the material out-of copyright or material with open licensing?

- **Evidence.** Does the digitised form have integrity as a substitute for the original in scholarly resource and citation?

- **Resource.** Is the material likely to be useful to audiences with different motivations at different times?

**Appendix B**

**DIGITISATION PRIORITY LIST**

**Significant items in the Local Collection:**

- Objects and documents in the Artefacts collection ie: The flag, letters, scrapbooks
- The pamphlet files
- The Matthew Index
- Framed prints, maps, certificates
- Heritage Maps
- Original Artworks
- Books / publications – local publications
- Books / publications – with Townsville as the subject matter
- Community Newspapers – The Sun, The Advertiser, Magnetic Times etc
- Other Community Newsletters / serials
- Video, DVDs, CDs and Audio cassettes
- Archive collections
- Ephemera

- Digitisation order for Photoimage photographs (to be re-scanned to current State Library standards)
  1. Flinders St. Central
  2. Flinders St. East
  3. Flinders St. Post Office corner
  4. Business & commerce
  5. Public buildings
  6. Public facilities
  7. Railways
  8. Hospitals
  9. Historic houses
  10. Hotels
  11. World War II
  12. The Strand
  13. Cyclone Althea
  14. Cyclone Leonta
  15. Cyclone Sigma
  16. North Ward
  17. Post office
  18. Openings
  19. Magnetic Island
  20. Banking
21. Baths
22. Airports
23. Festivals
24. Fires
25. Heritage buildings
26. Public utilities
27. Processions
29. Official visits
30. Performing arts
31. Roads & bridges
32. Ross Creek
33. Royal visits
34. Schools
35. Townsville City Council
36. War memorials
37. Floods
38. Harbours
39. Townsville show
40. Industry
41. Libraries
42. Motor cars
43. Parks
44. People
45. Scenes
46. Shipping
47. Sports
48. Sugar
49. Views
50. Water supply
51. Anzac Day
52. Armed forces
53. Sewerage & drainage
54. Churches
55. Parks

Other image collections:

WJ Laurie
Donated born digital

Alex Trotter (420 of 3000 have been digitised.)

Arch Fraley

Peter Bell

Thuringowa Photo Albums

Non accessioned photographs: These are held in several file cabinets.

Appendix C

CityLibraries Collection Development Statement, Local History Collection

General guidelines

The geographic area for collecting material is defined as the area currently covered by Townsville City and the boundaries of Thuringowa depending on the publication year of the document.

Materials collected will deal in whole or in part with an aspect of Townsville. The proportion of the content will usually be at least one third but this can be varied at the discretion of the local history collection’s librarian.

Heritage materials donated to the library must be received using an appropriate donations form which clearly states the basis on which they are being donated. Items that are offered that place undue restrictions on the library will normally not be accepted. Formed collections which are offered and which may contain some materials not collected by the Townsville Library Service will be considered on a case-by-case basis.

Books and serials

Literary works (poetry, drama, fiction) and autobiography by residents of Townsville as defined above will be included. Books which do not have content about Townsville but which were written by authors who were resident in Townsville at the time of writing the work will also be included.

Works by authors not resident in Townsville but about Townsville (at least one third of content) will be included.

Nonfiction works by residents of Townsville as defined above will be included. This will include books about Townsville (at least one third of content). Books which do not have content about Townsville but which were written by authors who were resident in Townsville at the time of writing the work will not be included. Nonfiction works about Townsville written by persons not resident in Townsville at the time of writing will be included.

Serials published in Townsville in the following categories will be collected:

> annual reports of major companies and organisations, Chamber of Commerce, and welfare organisations;
> a representative selection of local community organisations;
> a representative collection of sporting and recreational organisations; and
> Townsville school magazines
Ephemeral and grey literature
The following items will be collected:

» posters and catalogues associated with art galleries within the city;
» brochures associated with festivals held in the city;
» performing arts programs of professional and amateur groups from within Townsville;
» representative collections of local government election material; and
» Commercial reports and consultants’ reports not intended for wide distribution (in collaboration with the Corporate Library).

Newspapers

» Bound copies of the Townsville Bulletin will not be kept.
» Loose copies of the Townsville Bulletin and Sun will be kept until the microfilm of the past year has been produced and acquired.

Photographs

» Photographs will be collected under the guidelines stated above.
» Photographs selected for scanning will be of adequate quality and not duplicate existing photographs.

Oral histories

» Oral histories will be collected under the general guidelines above.
» Oral histories will generally be from prominent citizens and will complement such programs as the Looking back... memories of Townsville program.

Addendum
Special collection
The following guidelines are intended to be used for deciding when items should be included in the Special Collection:

» limited and numbered editions, including private press books;
» books dealing with Aboriginal culture which can be made available only to a limited audience; and
» editions of high monetary value and which are old and fragile.

ABORIGINAL AND TORRES STRAIT ISLANDER COLLECTION
Townsville Library Service maintains a separate Aboriginal and Torres Strait Islander Collection which takes into account the specialised needs of Indigenous peoples. The aims of this collection are to record, copy and acquire a wide range of culturally appropriate and relevant resources of interest to the Indigenous community of Townsville. Through community consultation, the library has identified material of interest to the Indigenous community of Townsville.

Material in all formats is collected on issues relating to the Indigenous peoples of Australia, with a particular focus on topics of interest to the Townsville community as a means of facilitating the Indigenous Library Service’s information services. These include:

» Art
» Music and dance
» Anthropological and sociological issues
» Genealogy and kinship
» Land rights and native title issues
» Indigenous political movements
» Indigenous history
» language and linguistics
» Indigenous health
» Indigenous education
» Literature by or about Indigenous persons
» Children’s books and resources
The service provides access to reference tools, guides to sources for genealogical research, research manuals, published source documents, public records source kits, indexes and selected supporting material. The history and culture of Indigenous Queenslanders and their communities will be given particular attention.

It is expected that the users of these resources will be Indigenous community members, Indigenous and non-indigenous tertiary students, Indigenous educators, staff of government departments and agencies and readers with enquiries on specific Indigenous issues. These resources will also be openly available to the wider community.

Items are to be selected by the Indigenous Library Resources Officer in consultation with the local Aboriginal and Islander community. Access and matters of interpretation of policies, protocols, copyright and consent will be the responsibility of the Indigenous Library Resources Officer. Procedures applied in relation to these matters will be developed in consultation with the Indigenous Library Resources Officer and will:

» Complement Townsville Library Service’s strategic and operational plans.
» Be consistent with Queensland State Library’s protocols and policies.
Sacred Materials
Townsville Library Services will protect culturally sensitive materials and information. These may include artefacts, materials and/or information learned or acquired during normal course of work that are deemed to be culturally sensitive or sacred, oral histories and photographs or donations.

It is essential that sensitive information disclosed in the course of identification, or any other information, or materials identified as culturally sensitive are protected and that access is restricted according to the owners of such information or materials. The majority of material is openly accessible; however, some material may be restricted due to issues of cultural sensitivity.

Appendix D

POTENTIAL ITEMS AND COLLECTIONS OF ITEMS FOR DIGITISATION

» Items not in copyright
» Items for which Townsville City Council and City Libraries holds copyright
» Items for which Townsville City Council and City Libraries has permission from copyright owner to copy

FORMATS
» Photographs
» Postcards
» Glass slides / glass negatives
» Photographic negatives and microfiche
» Maps
» Artworks
» Large and / or fragile photographs
» Albums of photographs
» Manuscripts, scrapbooks, ephemera
» Books published and unpublished ie minute books, letter books
» Letters and other personal paperwork / archives
» Digital resources to be updated for schools

Appendix E

CURRENT DIGITISATION PLAN FOR CITY LIBRARIES, LOCAL HISTORY COLLECTION

The City Libraries Local History collection has collected material relating to the history of Townsville and its surrounds since the inception of the library in 1938, resulting in a rich and diverse collection covering social, economic, political, legal and cultural aspects of Townsville’s history. The collection, consisting primarily of printed material, images and maps is used by the public, researchers, post-graduate students, authors, council departments, the media and commercial enterprises.

DIGITISATION GOALS

By digitising collections the library will:

» Improve access to the Local History Collection by enabling researchers, regardless of location, to access digitised materials.
» Promote an understanding of the history of Townsville through provision of digitised items.
» Increase access to and help preserve fragile items in the collection by provision of digital copies.
» Promote standards and guidelines to affiliated Local History and other groups undertaking local history digitisation projects.
» Provide digital copies of items to users in a variety of formats.

Reasons for digitising collections

Access—Improve access to collection items by making digital copies available to a wide range of users.

» Via computer catalogue for researchers at the library.
» Via the Internet – providing access to anyone in the world at a time convenient to them.
» Make images in fragile items such as glass slides and glass negatives available to researchers through creation of digital images.

Preservation/Conservation

» Preserve rare and fragile items by providing digital copies.
» Protect the collection from potential damage due to over-handling of items.
» Protect the collection from potential damage from humidity.
» Protect the collection from potential damage from light exposure.
Promotion of the City Libraries Local History Collection

» Extent of the collection.
» Treasures of the collection.
» Encourage use of the collection by a wider range of users.

Publication of digital materials of items from the collection

» Inclusion of digital images of items in in-house publications.
» Inclusion of digital images of items/digital materials in online resources such as:
  » Facebook;
  » History Pin;
  » Flickr;
  » Trove;
  » Instagram; and
  » Online Exhibitions.

Provision of digital images as required for users in a range of formats

Potential users of digitised items

» Researchers using the catalogue / databases at the library.
» Researchers accessing Local History online via the Internet.
» School students and school teachers.
» Council staff requiring digital images for publications, displays etc.
» Commercial users requiring images for publication and other uses.
» Viewers of online resources.

Digitised materials will be used as

» Images attached to records in the library catalogue.
» Images stored on USB, DVD, hard drive or server to be accessed if digital copies of images are required.
» Specific images made available on:
  » Email.
  » Other formats as they emerge.
» Images or documents in websites, online exhibitions and other forms of online publication.
» Printed on paper (surrogate copies).

Issues to be considered concerning digitisation of collection materials:

» Developing copyright / access right and moral rights policy / procedure.
» Determining potential items or categories of items for digitisation.
» Checking copyright status of potential items for digitisation.
» Ensuring that copyright status of new material is determined when brought into the collection.
» Ensuring whether or not permission for possible reformatting of the item is granted is noted and signed by donor on the donation form.
» Revising information in database entries in line with metadata standards for publishing digital images online.
» Determining specifications for digitising images to current NLA and SLQ standards.
» Developing retrospective digitisation process to bring all previously digitised images to current standards.
» Determining specifications for publishing digital images on the Internet.
» Determining conditions under which digital material will be made available to the public for private and corporate use.
» Formulating charging structure for provision of digital material for purchase by users.
» Updating agreement on use of Townsville City Libraries Local History materials purchased by users to include the use of all digital material.
Appendix F

DRAFT ANNUAL DIGITISATION PLAN FOR CITY LIBRARIES, LOCAL HISTORY COLLECTION 2015/2016
ANNETTE BURNS, LOCAL HISTORY LIBRARIAN, 20 MARCH 2015

City libraries Local History Collection – Annual digitisation plan 1 July 2015–2030 June 2016

Introduction: The digitisation plan is aligned to the City Libraries Strategic Plan 2014–2016. A high emphasis is placed on the 'no longer emerging but pedestrian', e-resources and services provided by the library. A digitised collection falls under this category. See City Libraries Strategic Plan for further details.

Scope
The 2015/16 annual plan will cover Themes that are relevant to the community, Digitisation requirements for grant projects, preservation of significant materials and ongoing photo image collection.

Reporting includes the requirement that 1000 images are to be digitised annually.

Grant requirements
T150 – Prepare a project plan for The Lost Townsville project – Digitisation of plans, photographs, oral histories for the grant provided by the Townsville city council, for the Lost Townsville trail.

T150 – Complete Memories for a new generation project. This project will require the digitisation of items, provided by the public to assemble records for Local History collection content.

From Selection to Discovery – T150: Minutes through the years, Townsville City Council minutes online. The test case of one minute book will inform the timeframes for up to 200 record books to be received from council. This digitisation grant is to be acquitted by 30 August 2015.
» Heritage Festival – (National Trust Theme).
  Digitisation to support: 2 x photograph exhibitions for example 2015:
  » The Townsville Patriotic carnival souvenir, (images of Townsville region WW1 soldiers)
  » Townsville’s medical services during WW2.

» Local History content digital collection and Maintenance
  Expand the volunteer program to recruit and train skilled volunteers. Scanning, digitisation of oral interviews, new resources for Education Kits:
  » City Libraries is currently completing education kits that utilise material in the collection that has been digitised (WW1 (complete), T150 (underway) and will be posted live in the catalogue.
  Oral history – continue to produce, digitise and add to the online Oral history collection.
  2014/15 – 2 have been recorded and will be uploaded to catalogue in order to be discoverable.
  » Photo image and the Thuringowa collection.
  » Ongoing scanning of images to SLQ standards for inclusion on library maintenance system and TROVE.

On demand – This area covers a substantial amount of time. Single items, groups, collections and albums are digitised for members of the community, council departments, newspapers and commercial organisations.

» Key Themes for 2015/16

World War One
  » Townsville and Townsville region soldiers in WW1 (collect and digitise their records, photos, objects)
    » The home front
    » Soldier Settlement
    » Dissenters

Exhibition – Remembrance day, Our Indigenous Diggers, Where are their families, where are their photos?

Townsville 150 years projects
  » including council
  » community organisations
  » public requirements.

How

The Townsville regional digitisation centre is equipped with adequate equipment to undertake all aspects of the 2015/2016 plan, however items such as a macro lens, a screen calibrator will be required to be purchased to ensure digitisation is completed to the highest quality.

A subscription to Adobe photo shop with bridge and light room software will be acquired for 2015/2016 for capture of large items such as the Council minute books.

The Local History Digitisation officer and the Local History Librarian are equipped with the necessary Digital curator skills, to ensure the best quality capture and use of the digitised resources. At present, one trainee is available one day a week to assist with lower level tasks.

All digitisation undertaken will be created in line with current SLQ digitisation standards and preserved on the secure Townsville City Council network.

Budget : TBC

Wages
  » Permanent staff
  » Permanent Part time
  » Trainees
  » Equipment – Macro lens, Photoshop with bridge and Light room
  » Display requirements
  » Archival Packaging
  » Suppliers
  » Grant monies

Evaluation

An evaluation of this plan will be carried out based on the components of this plan. We will show proof of completion of projects.
Bibliography

Creating a Digital Smithsonian, Smithsonian Institution, fiscal Years 2010–2014, www.smithsonian.org

City Libraries Strategic Plan, Connections for Life

Information Technology and Local History. *Digitisation Plan for Local History Collections.*


State Library of Queensland, *Digitisation Standards*