Digitizing Yearbooks at Anatolia College:

Research, Strategy, and Implementation

ANATOLIAN

The 1930 Anatolian

ANATOLIAN 1932

ANATOLIA 1948

ANATOLIAN '56

Anatolian 1958

anatolian 1960

ANATOLIAN 1961

ANATOLIAN 1932

ANATOLIAN '69

ANATOLIAN

anatolian 1973

ANATOLIAN '74

Why digitizing the Anatolia College Yearbooks Collection?

- Yearbooks are some of the most popular items in Anatolia College Archives & Special Collections, especially among alumni.

- It will allow access to researchers so as to be able to discuss not only the school but also the cultural life of the community of Thessaloniki.

- Yearbooks are important in that they provide a perspective of Anatolia College from the students' point of view, in that sense they almost serve as students' annual report of the College.

- **Each yearbook provides a unique glimpse into the academic and social life of Anatolia College students through the decades.**

- An alumna of the College (1969) donated a significant sum of money for digitizing our Yearbooks Collection.

SWOT Analysis

S (Strengths)
- Allow increased access & better search functionality
- Preservation and archiving
- Research impact and accessibility
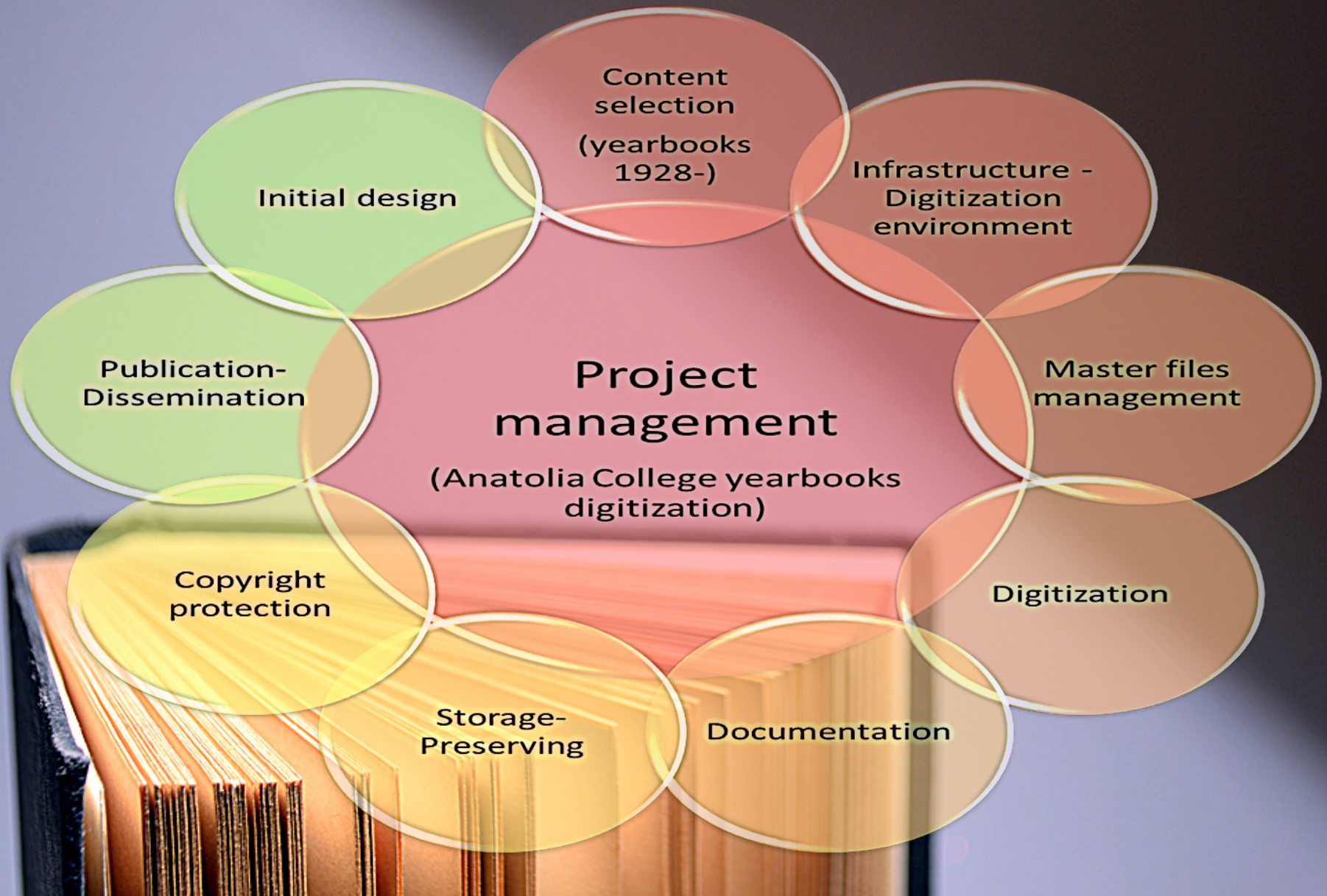- Raise Anatolia College Archives & Special Collections profile, increase visibility and public value.

W (Weaknesses)
- Evolving technologies
- Maintenance and duplication
- Organizational support

O (Opportunities)
- Marketing and publicity
- Rebranding archival services
- Ensuring sustainability

T (Threats)
- Integration with existing systems
- Technical challenges (security, flexibility...)
- Need of technical expertise

Planning

Content selection (yearbooks 1928-)

Infrastructure - Digitization environment

Initial design

Master files management

Publication-Dissemination

Project management

(Anatolia College yearbooks digitization)

Digitization

Copyright protection

Storage-Preserving

Documentation

Resources Needed

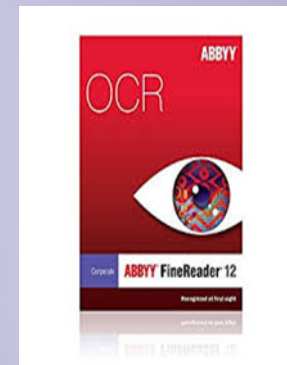## Scanner:
- ❑ Bookeye 4 V3 Professional

Software:
- ❑ ABBYY Corporate Edition

Content Management System:
- ❑ DSpace

Proposed Workflow/Process

Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
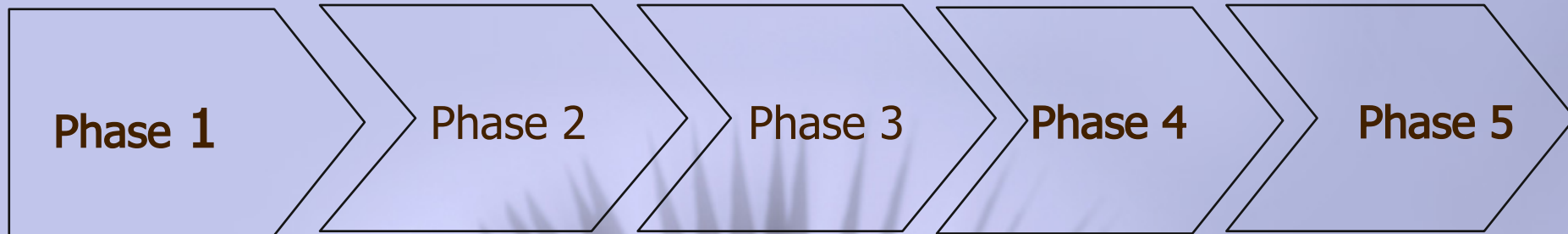
- ❖ **Project Plan**
- ❖ **Pre Digitization**
- ❖ Digital Conversion
- ❖ Post Digitization
- ❖ Access

Digitization Workflow Documentation

- There are over 70 volumes in the Anatolia College Yearbooks Collection ; that means around 10,000 pages.

- Developing a document to track the digitization of objects is vital to understanding method, where folders are in the digitization process, recording decisions, tracking problems, and helping to maintain consistency and quality control.

- The workflow document will communicate the current status of the digitization of folders as well as the details about the stages a folder took to reach any point in the process, providing a detailed breakdown of its history. This is particularly important when tracking any issues with individual files or issues across the project. A template should be used to track the stages in Microsoft Excel.

Phase	Activity/ Task	Yearbook	Start Date	Accomplishment Date(s)	Tiff size range (MB)	PDF size (MB)	DSpace record #
Planning Implementation	Scanning Yearbook	ANATOLIAN 1970 (141 pages)	11/02/2017	11/02/2017	374		
	ABBYY Finereader (OCR)					30,4	
	Quality Control						
Access and Preservation	Metadata Creation (Dublin Core Metadata Set)						
	Publishing on institutional platform DSpace						1886/715
Assessment and Evaluation	Testing Functionality						

Project Management Workflow

Access

- Upload PDFs to Dspace

- Create Metadata (Dublin Core Set)

- **Approach to scanning selection**

- **Document workflow chart**

Project Planning

Pre-digitization

Chronological sort

- **Scan**

- **Save documents as TIFFs in one archival folder**

- **Automatically create duplicate JPGs**
- **Save JPGs In another folder**

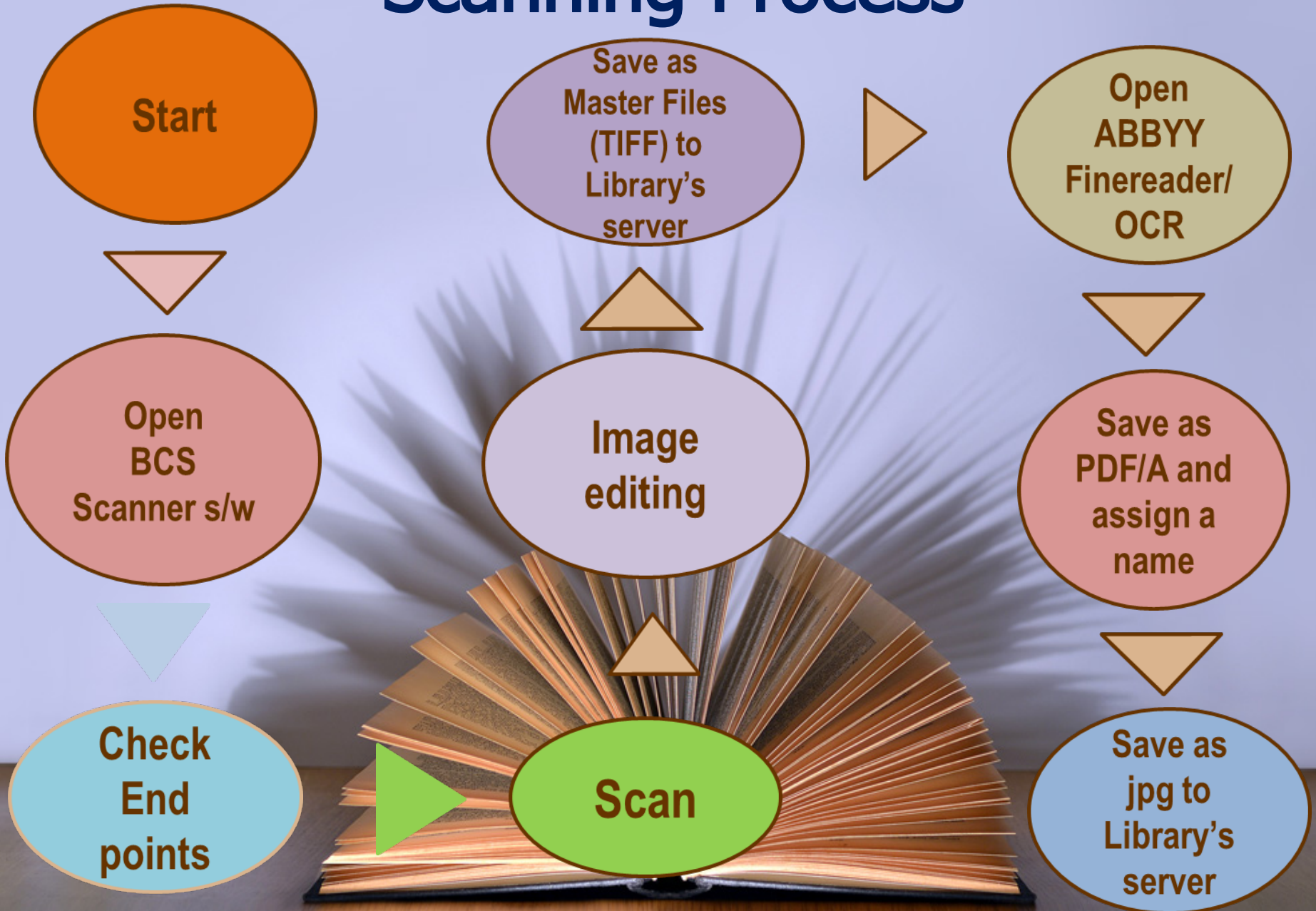**Digital Conversion**

Post-Digitization

- OCR PDF
- **Save PDF in separate folder**

Approach to File Creation

➢ This involves the creation of Preservation Master files (TIFFs), surrogates (JPGs), and PDF/As. This approach will ensure archival versions of items in the files for future use.

Scanning Process

Start

Open BCS Scanner s/w

Check End points

Scan

Image editing

Save as Master Files (TIFF) to Library's server

Open ABBYY Finereader/ OCR

Save as PDF/A and assign a name

Save as jpg to Library's server

Standards and Technical Specifications:

- Image Capture:
- All images are scanned at 600 ppi
- Color images are scanned at 24-bit.
- The archival master and service are saved in uncompressed TIFF format to the library's existing server.

- file naming is as follows:
- ANATOLIAN_ <year of publication>_<three digit number>
- example for digital archival master:
- ANATOLIAN_1969_002-003.tiff

- Image Processing:

  - All service files are processed, including cropping, rotating, level and color enhancements, and sharpening.

  - Derivatives are created off of these service files.
    The web derivatives for online viewing are saved at 150 ppi

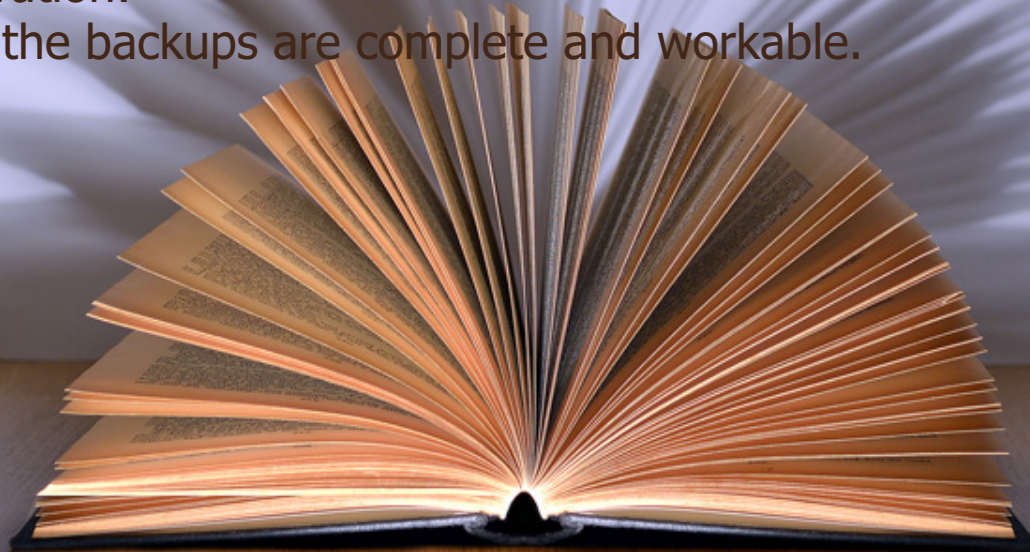 - They are saved as compressed JPEGs.

- **Metadata Standards:**

  - We used the Dublin Core metadata schema, which is supported by DSpace as well as many other programs. This will allow interoperability between our content management system and other library systems.
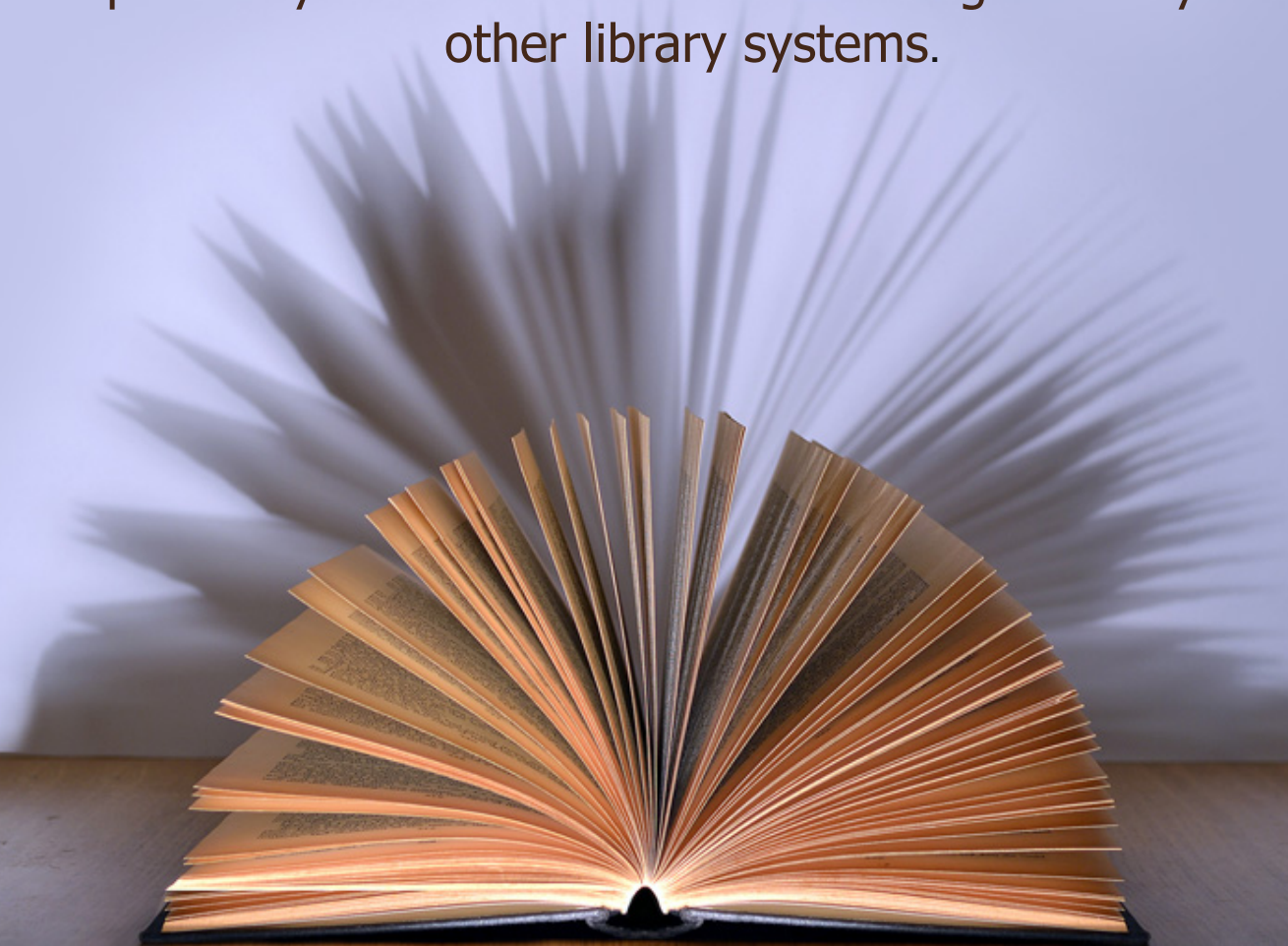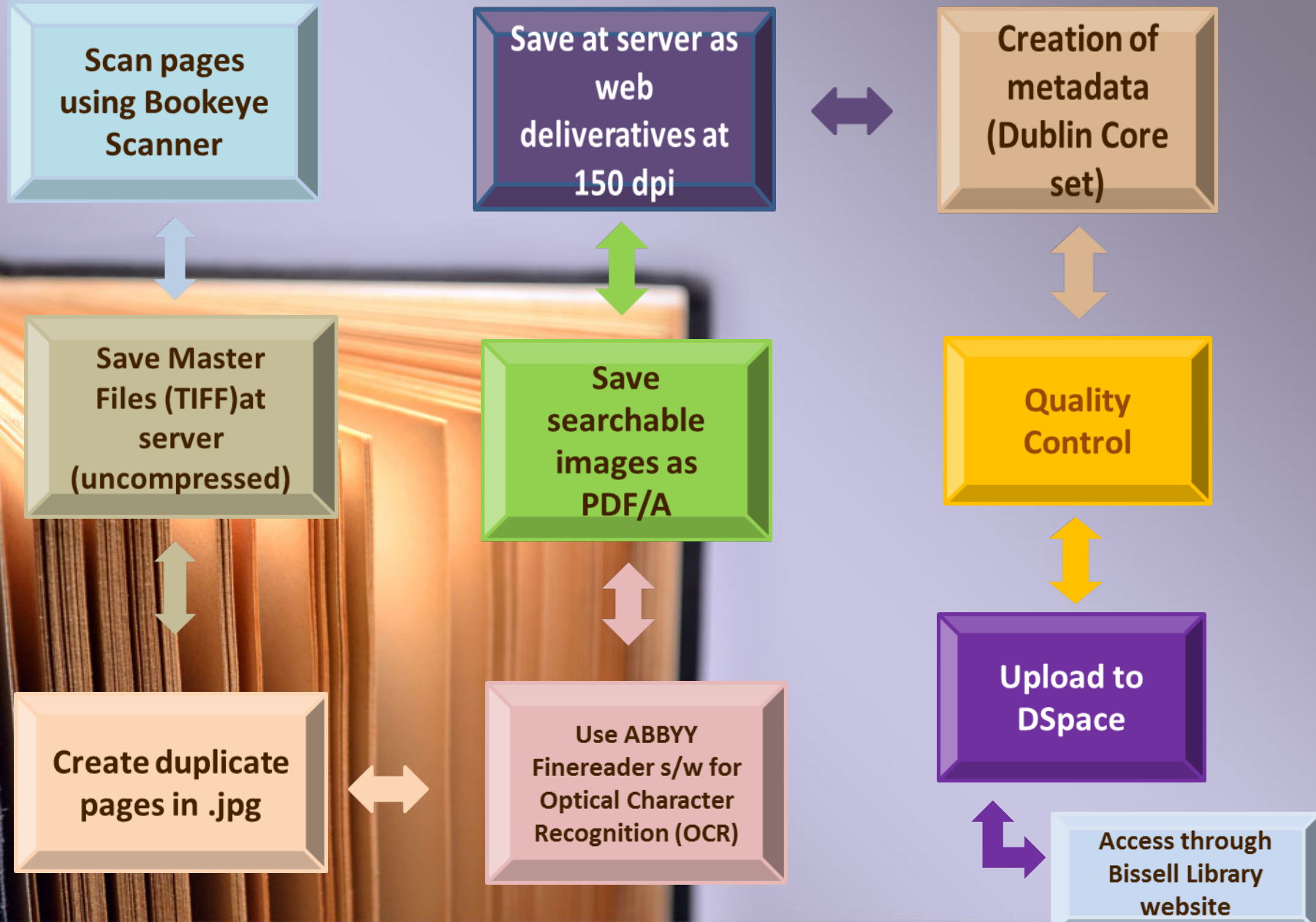
Quality control

- For image capture and processing:
- check for correct size, resolution, and file names   on archival files.
- check the quality of the image processing by looking for loss of detail in the highlighted and shadow areas of images, overall hues of images, uneven tonal values, and sharpness of the images.

- For Ingesting:
- review the records making sure all records are correct and complete.

- For Preservation:
- verify that the backups are complete and workable.

Workflow

Scan pages using Bookeye Scanner

Save at server as web deliveratives at 150 dpi

Creation of metadata (Dublin Core set)

Save Master Files (TIFF) at server (uncompressed)

Save searchable images as PDF/A

Quality Control

Create duplicate pages in .jpg

Use ABBYY Finereader s/w for Optical Character Recognition (OCR)

Upload to DSpace

Access through Bissell Library website

dspace.act.edu/jspui/handle/1886/717

Εφαρμογές   LibApps Login @ Am   Bissell Library   Anatolia High School   Koha › Log in to Koha   Rania's Bookmarks   Άλλοι σελιδοδείκτες

Title: The 1928 Anatolian

Keywords: Anatolia College--School Yearbooks
Anatolia College--Students--Periodicals
Anatolia College--Thessaloniki--History
White,George E.--Anatolia College President (1913-1933)
Compton, Carl C.--Anatolia College Administration-- Dean--1928
Getchell, Dana C.--Anatolia College Administration--Treasurer--1928
Brewster-Riggs, J.--Anatolia College Faculty--Bible--1928
Hawkes,William E.--Anatolia College Faculty--Librarian,History--1928
Alodjian,Hagop A.--Anatolia College Faculty--Armenian--1928
Anthony,Gertrude--Anatolia College Faculty--Science--1928
Drossos,Ioannis--Anatolia College Faculty--Greek--1928
Bigelow,Maurice H.--Anatolia College Faculty--Mathematics--1928
Bigelow, M.H.--Anatolia College Faculty--English--1928
Lamb,Curtis--Anatolia College Faculty--English--1928
Swartz,Philip K.--Anatolia College Faculty--Mathematics,English--1928
Bugbee,Catherine F.--Anatolia College Faculty--Stenography,Secretary--1928
Hadjikyriakos,K.C.--Anatolia College Faculty--Greek,Arithmetic--1928
Deliyannides,Savas I.--Anatolia College Faculty--Greek--1928
Medonca,Uriel--Anatolia College Faculty--French--1928
Iatrides,Orestes J.--Anatolia College Faculty--Book-keeping, Sociology--1928
Arukian,Samuel G.--Anatolia College Faculty--Armenian,Mathematics--1928
Krikis,Michael--Anatolia College Faculty--Greek--1928

Issue Date: 1928-06-10

Publisher: Students of Anatolia College under the Supervision of the Anatolia Club with the assistance of the Greek Junior Red Cross

Citation: THE 1928 ANATOLIAN (1928),Vol. I, Salonika, Anatolia College. Anatolia College Archives & Special Collections, online in Digital Archives & Special Collections DSpace Item http://dspace.act.edu/jspui/handle/1886/717

Description: Contents Dedication Editorial Campus Administration Classes Publications Dramatics Music Organizations Athletics Literature Comics

URI: http://dspace.act.edu/jspui/handle/1886/717

Appears in Collections: ANATOLIAN 1928

Files in This Item:

File	Description	Size	Format
The 1928 Anatolia_Cover.JPG		30,19 kB	JPEG

Dspace Anatolia College Yearbooks Collection

- **Please visit Anatolia College Yearbooks Collection**

- **http://dspace.act.edu/jspui/handle/1886/672**

Thank you!!