Put it out there! Digitization Projects for Small Academic Institutions

Beverly Lane, Pontifical College Josephinum
Carrie Phillips, Bluffton University
Katie Hutchison, Walsh University
Objectives & Audience

Through a discussion of successful CONTENTdm project case studies from three small academic institutions, participants will see a brief overview of the OPAL Digital Library CONTENTdm instance and can discern tips on implementing digitization projects at their institutions.

Recommended audience

1. Those new to digitization looking to implement a digitization workflow.
2. Those with some digitization experience looking to grow knowledge.
Outline

1. Using CONTENTdm
2. Exploring three institutions digital collections
3. Takeaways and next steps
4. Q & A
Getting started

Using CONTENTdm
Getting Started with CONTENTdm

• Any OPAL Library or Archive can use a portion of CONTENTdm through OPAL’s partnership with OhioNET.

• Amazing level of service from Matt Polcyn at OhioNet.

• The Project Client (screenshot below) makes it very easy to upload items to a collection.
PUT IT OUT THERE!
DIGITIZATION PROJECTS
FOR SMALL ACADEMIC INSTITUTIONS

Pontifical College Josephinum
The Josephinum Archives

- This collection includes material about the founder of the Josephinum, Msgr. Joseph Jessing and historical material related to the institution and its founding.

- For many years collection was located in the basement of the Administration building.

- In 2014 these historical records were incorporated into the library’s Special Collections.
Timeline for Josephinum Digitization Project

2014
- Historical records of the Josephinum were incorporated into the library’s Special Collections
- Library staff began to explore digitization
- Attended NEDCC Digital Directions Conference

2015
- Purchased Zeutschel OS15000 Comfort Book/Large Format Scanner
- Activated CONTENTdm which was free as part of our OCLC subscription

2015
- Created a working document for digitization including project background, goals and project management

2015
- Learning phase... lots of experimenting using CONTENTdm, scanning and developing metadata based on LCSH
Timeline for Josephinum Digitization Project

2016 & 2017
Administration funded the creation of a space in the library to house archival material.

Library staff began to move, sort and organize material for storage in the library.

2016 & 2017
Scanned and added material to CONTENTdm as time permitted.

2018
End of free access to CONTENTdm.

2018
PCJ decided to continue with CONTENTdm.

2018
Notified of OPAL CONTENTdm project and decided to join with our OPAL colleagues.

Took advantage of opportunity to contribute our collection to Ohio Digital Network and DPLA.
Zeutschel Scanner / Library space with archival material
Goal: ...The goal of the digitization project is to preserve these historical documents, to present a biographical portrait of Joseph Jessing, to produce a history of the Josephinum for the seminary community, alumni, and friends that documents and promotes the unique story of the Pontifical College Josephinum.
Project Management will take place in phases beginning with material by and about Monsignor Jessing including historical documents, papers, correspondence, photographs and related material pertaining to:

- life and military career in Germany;
- immigration to the United States;
- seminary studies and ordination to the priesthood;
- priestly ministry in Pomeroy, Ohio;
- work as the editor of the Ohio and Ohio Waisenfreund;
- establishment of Saint Joseph’s Orphanage and its relocation to Columbus;
- the founding of the Josephinum in 1888 and its growth
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SOLDIER AND IMMIGRANT (1836-1870)
By Leo F. Miller

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By Joseph C. Plumpe

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Worthington, Ohio

George J. Undreiner.

August, 1936.
Joseph Jessing, Soldier and Immigrant (1836-1870)

About this collection
Born in Munster Germany in 1836, Jessing worked at a variety of trades and served in the Westphalian artillery before immigrating to the United States in 1857. The following year he entered Mount St. Mary’s Seminary of the West in Cincinnati, Ohio and upon completion of his studies was ordained a priest on July 17, 1860 by Bishop Sylvester Rosecrans in St. Patrick’s Church in Columbus.

This collection includes material documenting Joseph Jessing’s early years including his life in Germany and military career. Part 1 (Soldier and Immigrant 1836-1870) of the 1906 Jessing biography, Monsignor Joseph Jessing (1836-1889): Founder of the Pontifical College Josephinum is also included in this collection.
St. Joseph’s Orphanage and Trade School, Columbus (1877-1888)

About this collection

In August 1877, the growing orphanage was moved to Columbus, a location closer to the railroad, in order to increase circulation of the Ohio Wooster-based. A trade school was set up for the older orphans boys, providing training in printing, church furniture construction, shoe repair, baking, and farming.

This collection includes documents and photographs relating to the transfer of St. Joseph's Orphanage and the Ohio Wooster-based editorial offices and printing operation to Columbus and the founding of the trade school. Piehl III (St. Joseph's Orphanage and Trade School 1877-1888) of the 1936 Jesuit biography, Monsignor Joseph Jessey (1806-1900), Founder of the Pontifical College Josephinum is also included in this collection.
St. Joseph’s Orphanage and Trade School, Columbus (1877-1888)

Fr. Joseph Jessing
Jessing, Joseph, 1836-1899.
Photograph of Fr. Jessing circa 1878
PCI St. Joseph’s Orphanage and Trade School, Columbus, Ohio (1877-1888)

Fr. Joseph Jessing and orphans
Father Jessing with two orphans circa 1878.
PCI St. Joseph’s Orphanage and Trade School, Columbus, Ohio (1877-1888)

Fr. Joseph Jessing with orphans and tradesmen
Jessing, Joseph, 1836-1899. Trades schools; Orphans; Old Josephinis.
Father Joseph Jessing with orphans and tradesmen in front of the Trade School building at the Old Josephinis circa 1885.
PCI St. Joseph’s Orphanage and Trade School, Columbus, Ohio (1877-1888)

Jessing, Joseph, 1836-1899.
Part three of the biography of Monsignor Joseph Jessing, founder of the Pontifical College, Josephinum continues with the years 1877-1888. Written by faculty member, Maurice A. Hofle, these chapters recall the relocation of St. Joseph’s Orphanage and Father Jessing’s newspaper operations to Columbus at the request of Bishop Rosecrans. Father Jessing selected a site on Field Street that possessed initial ties to the University of St. Joseph.
PCCI St. Joseph’s Orphanage and Trade School, Columbus, Ohio (1877-1888)

Monsignor Joseph Jessing dressed in black and monsignor’s cassock displaying the 5 medals he received as a soldier in the Westphalian Artillery in the 1860’s. On photograph Horace Ullin & Pleiler, Past Columbus.
PCI St. Joseph’s Orphanage and Trade School, Columbus, Ohio (1877-1888)
A Vision for the New Josephinum (1924-1931)

About this collection:
A vision for the future of the Josephinum began to take shape in the early 1900s. The growth of the community and physical limitations of the property at 15th and Main Streets in downtown Columbus made relocation a desirable option. A rebuilding fund was established in 1919, but it would not be until 1924 when the 100-acre "Quarry Farm" located on North High Street was purchased for the site of the New Josephinum. June 5, 1929 saw the Ceremonial Groundbreaking and the Blessing of the Cornerstone took place on October 20 of that same year. The construction continued until the Day of Dedication for the new facilities on November 25, 1931. This collection includes documents and photographs related to the vision, planning and construction of the New Josephinum.
Blessing of the Cornerstone, October 20, 1929 Photographs
This collection includes 13 photographs taken during the Blessing of the Cornerstone ceremony, October 20, 1929.
PCJ A Vision for the New Josephinum (1924-1931)

Construction photographs of the New Josephinum
New Josephinum: Construction projects; Building sites—Ohio; Pontifical College Josephinum; This collection includes a series of 39 photographs documenting the construction of the new home of the Pontifical College Josephinum. The photographs were taken approximately 5 months before Dedication Day in November of 1931 and show the progress of the magnificent structure as it rises from the landscape on Route 23.
PCJ A Vision for the New Josephinum (1924-1931)

Cornerstone Program
Cornerstone laying, Construction projects; New Josephinum, Pontifical College Josephinum; Program from the Cornerstone Blessing for the new buildings of the Pontifical College Josephinum.
PCJ A Vision for the New Josephinum (1924-1931)

Groundbreaking Ceremony, June 5, 1929 Photographs
Pontifical College Josephinum, New Josephinum, Construction projects; Groundbreaking; This collection includes 5 photographs taken during the Groundbreaking ceremony for the New Josephinum, June 5, 1929.
PCJ A Vision for the New Josephinum (1924-1931)

Josephinum Alumni Journal, March 1924, Plans for the New Josephinum
Pontifical College Josephinum, New Josephinum; Building—Planning; Architectural plans; In January 1921, an article in the Ohio Wanderer addressed the topic of rebuilding the Josephinum. On February 1st of that year it was announced that a sizable $25,000 was set aside as the beginning of a building fund. Yet, as early as 1908, Father Edward Dahms was making plans for the New Josephinum. In this article a
PCJ A Vision for the New Josephinum (1924-1931)

Josephinum Weekly, July 12, 1924, The Need of a New Building and Site
Pontifical College Josephinum, New Josephinum; Building—Planning; Architectural plans; In January 1921, an article in the Ohio Wanderer addressed the topic of rebuilding the Josephinum. On February 1st of that year it was announced that a sizable $25,000 was set aside as the beginning of a building fund. Yet, as early as 1908, Father Edward Dahms was making plans for the New Josephinum. In this article a
THE STONE IS SET

The cornerstone for the new building is set. The construction may now proceed. In the course of several months or a year, the New Josephinum, God willing, will be ready. The general design, the dimensions and the setting of the completed building will favorably impress future visitors and passers-by.

Yet the simple beauty and majesty of its outward material appearance is merely an indication of, and merely provided in virtue of the purpose it is to serve and the treasure it is to contain. God Himself will reside there. All in all, it will serve His august purposes. Additional facilities and equipment will make possible better qualified ministers in His service. Material beauty, when properly viewed, tends to raise the spirit to the Maker of all beauty.

It is the spirit that will prevail in the building now under construction, and the results that it will achieve in the form of able and zealous priests, that constitutes the true nobility of its character and its real grandeur. And this grandeur of its purpose and of its achievements will remain even after the beauty of its material appearance will begin to fade and after other stones will be set for us—upon our graves.
Construction photographs of the New Josephinum

Title: Construction photographs of the New Josephinum

Description: This collection includes a series of 33 photographs documenting the construction of the new home of the Pontifical College Josephinum. The photographs were taken beginning September 30, 1939 through June 11, 1931, approximately 5 months before Dedication Day in November of 1931 and show the progress of the magnificent structure as it rises from the landscape on Route 23 north of Worthington.
Have you ever wondered why there is a small lake on the northwest edge of campus behind the power house and why is it called Lake George? Today it may look like a muddy pond on a remote corner of campus but the story of its purpose and construction is a saga that involved the entire seminary community for many years and is worth sharing with today's students, staff and faculty.

"The Lake" on the grounds of the Josephinum had its beginnings in the early 1850's when the community had recently moved to the "New Josephinum." In 1853, the decision was made to secure water from ground wells drilled on the property rather than incur the expense of laying pipe in tap into the nearest city of Columbus water supply.

The Memorial Adjoining referred to the dedication of the New Pontifical College Josephinum instead a cession on the water supply:

"There are on the grounds five drilled wells of good, really soft water. Three of these wells are connected to the large water tank located in the tower at a height of over one hundred feet. The tank itself has a height of 26 feet, a twelve feet in diameter and has a capacity of 25,000 gallons. One of the three wells are connected has a special level of two line going to the kitchen and supplying the kitchen and all serving头脑 in all the buildings with water exclusively, making the tap water available for all other domestic purposes except that the tap water is served from a cistern nearly of a capacity of 40,000 gallons of tap water, available for just pour for the laundry, a reservoir collecting the tap water from a colander of 50,000 square feet on the main building. The reservoir having a capacity of about 35,000 gallons. The raw water pump is connected to the large tank in the tower. Then, a drain, clear, and hard water well of 596 feet with sulphur water excellent for drinking purposes, but not advisable to be used for some domestic purposes, (watering laundry, toiletries, cooking and bathing) after pouring and exposure to sun in the great reservoir in which it may be pumped at any time. ... Over and above there is another drilled well 50 feet in depth,..." - "Historical Alumni of the New Pontifical College Josephinum, November 19, 1851," p. 9-10.
Walsh University
Walsh University Br. Edmond Drouin
Library Archives

- Archives maintained by one person. Hint: it’s me.
- New for this year - I have a volunteer intern!
- Started with DRC and then moved to CONTENTdm
- Began by digitizing what I thought would be most useful to both myself and campus - yearbooks, catalogs, press releases, photos from Nobel Laureate visits, etc.
Traveling Scholar: The Brother Francis Blouin Travel Photography Collection

• Ten photo albums belonging to Walsh’s third president, Br. Francis Blouin, were donated to the archives.

• The photos were taken by Br. Francis and of Br. Francis abroad and included trips to Haiti, Canada, Italy, sub-Saharan Africa, and Israel.

• I removed the photos from the albums and kept them in original order by labeling the back with a small number in pencil.
• Some photos were labeled by Br. Francis. It depended on the album.

• Each album was placed in original order in its own acid-free folder within the Br. Francis Blouin Collection.
I wanted to make this a digital collection because they were cool photos, but also because we have study abroad programs in a lot of the locations Br. Francis traveled to.

Rather than scanning the entire collection, I selected all the photos that Br. Francis was in, and some other key photos.

If there was a label, we included that on CONTENTdm.
Haiti - Cathedral at Port-au-Prince

Blouin, Francis; Travel photography; Haiti--Pictorial works
Photograph from unlabeled photo album containing Br. Francis Blouin's photos from trips to Niagara Falls, Haiti, and Sea World. Labeled "Cathedral at Port-au-Prince."
Walsh University Traveling Scholar, The Br. Francis Blouin Travel Collection

Haiti - The governor's palace

Blouin, Francis; Travel photography; Haiti--Pictorial works
Photograph from unlabeled photo album containing Br. Francis Blouin's photos from trips to Niagara Falls, Haiti, and Sea World. Labeled "Contrast: The Governor's palace, the docks of Sabine."
Walsh University Traveling Scholar, The Br. Francis Blouin Travel Collection

Israel - "Before Tomb of Theodor Herzl"

Blouin, Francis; Travel photography; Jerusalem--Pictorial works
Photograph from unlabeled photo album containing Br. Francis Blouin's photos from a trip to Israel. Labeled "Before Tomb of Theodor Herzl."
Theodor Herzl was an Austro-Hungarian journalist, playwright, political activist, and writer who is considered the father of modern political...
Electrifying: The Sister Thea Bowman Collection

• **Who is Sister Thea Bowman?** Thea Bowman (1937–1990) was a Roman Catholic religious sister, teacher, and scholar who made a major contribution to the ministry of the Catholic Church toward her fellow African Americans. She was a popular speaker on faith and spirituality in her final years and helped found the National Black Sisters Conference to provide support for African-American women in Catholic religious institutes.

• She came on campus in 1989.

• Last year, Walsh announced the Thea Bowman Scholars Program, which was designed “to help African-American students achieve success and mature as leaders throughout their lifecycle at Walsh University.”
• Step one for me was converting Sister Thea’s talk from cassette tape to a digital medium.

• Our university president helped pay for the cassette converter. (Yay!)

• If you plan on doing a similar project, budget time because I had to listen to the full two hours and make sure I was ready to flip the tape.
Next, I scanned any photographs and documents associated with Sister Thea’s Walsh visit and everything went up on CONTENTdm.

We were able to get the collection up within a month or so of the Sister Thea Bowman Scholars program being announced.
Getting Students Involved: Image to Image Project

- Image to Image is a collaborative project featuring the work of students in Professor Lee Horrisberger's digital photography class.
- Librarians join the class for instruction sessions on researching the photojournalists and citing images.
- The students’ works are displayed in the library and at an exhibition in the Massillon Museum’s StudioM.
- Images are then archived in the library’s CONTENTdm.

Image to Image Project
Impact on Campus

• Students have voiced excitement in being a part of the online aspect of their projects as well as the global reach of these projects.

• Coming soon: The Image to Image 2019 collection took place in Rome!
Put it out there! Digitization Projects for Small Academic Institutions:

An update from

Carrie Phillips
Archives & Special Collections Librarian
Bluffton University
Bluffton University Memory Timeline

- Launched in 2014...ish
- Migration to OPAL Digital Library in late spring 2018 with five collections
- Three new projects in 2018-2019
Project 1: Lincoln Hall Retrospective

- Catalyst: 1920s-era residence hall demolition in December 2018 to make space for future construction
- Two-part project:
  - Added more historic photos of hall to our Pop Pix collection
  - Built interactive timeline with TimelineJS tool from Knight Lab @ Northwestern University
- libguides.bluffton.edu/lincolnhall
Lincoln Hall Retrospective: Home

Commemorating Lincoln Hall, one of Bluffton University’s earliest residence halls.

A LINCOLN HALL RETROSPECTIVE

Lincoln Hall, a presence near the center of campus for nearly a century, will endure in the memories of many Bluffton alumni and friends. Enjoy this timeline retrospective of Bluffton’s first residence hall for men, which opened to residents in early 1924.
Lincoln Hall Retrospective: Home

Commemorating Lincoln Hall, one of Bluffton University's earliest residence halls.

1923

UNDER CONSTRUCTION

Perry Bush, author of "Dancing With the Kobzar," Bluffton's centennial history, notes in chapter two that "local workmen, students, and faculty labored at [Lincoln's] construction site." Here, the second floor of the structure takes shape.
Project 2: Wartime Correspondence collection

- Catalysts
  - Hosted “Voices of Conscience” exhibit in February/March 2019
  - Companion exhibit showcasing Bluffton College experience during WWI
- Project: enhance existing letters collection to include correspondence from WWI
- Letter scanning and transcription by student workers in 2015 and 2018
Letter, H.W. Berky to Dr. Mosiman. Undated but likely early 1919.
Berky, H.W.
1919-01
MS 109

Kohler, Harry L.
1918-10-22
MS 109

Beidler, Harvey E.
1917-10-29
MS 109

Moser, Homer O.
1918-07-28
MS 109

Letter, Homer O. Moser to Dr. Mosiman. September 17, 1918.
Moser, Homer O.
1918-09-17
MS 109
Dear Dr. Mosiman,

Received a letter from father today telling that he had talked to you about our situation here and tells me to explain matter to you. He says and I am together and have had the
Project 3: Bluffton University Herbarium

- Catalyst: Senior biology major’s departmental honors project
- Could BUM work to display specimens as complement to project narrative?
- Patterned after several other CDM-based herbarium collections
- New collection with new image capture techniques
<table>
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<th>Item Description</th>
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<td><strong>Name on specimen</strong></td>
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<td><strong>Rights</strong></td>
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<td><strong>Image file name</strong></td>
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</tbody>
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Considerations...

- Selection
- Preservation
- Camera-tion? [Image capture/equipment]
- Application
Thank you!

Carrie Phillips
Archives & Special Collections Librarian
Bluffton University
phillipsc@bluffton.edu
Takeaways and Next Steps
Best Practices

• Long-term and sustainable
• Faculty and administration buy-in
• Take time – don’t rush
• Be selective
• Create workflows and monitor time
• Create policies
• Support scholarship
Questions?

Contact us!

**Beverly Lane** - 614-985-2291; bslane@pcj.edu

**Carrie Phillips** - 419-358-3275; phillipsc@bluffton.edu

**Katie Hutchison** - 330-244-4968; khutchison@walsh.edu