# Creating a Theatre Collection in the

# Digital Commons@Otterbein Presentation

## Slide 1 – Title Slide – I will go through some background and then give a demo of the site.

## Slide 2 – Project History

* Alumni Volunteer Mark Peters had been collecting materials and digitizing images for over 8 years.
* I Joined the Theatre Advisory Board and Mark often would prepare a small slide show for the group of historical photos and/or photos from past performances of the shows coming up in the current season.
  + Frequently people would say, “this is so great! I wish more people could see these great pictures and presentations”
  + Being the DI Librarian in charge of our repository – I thought Digital Commons!!
* Spoke with our archivist and he explained that the Theatre Department Chair was uncomfortable with making this history available to all.
* Chair resigns! New Chair on board who is a fan of the idea.
* For the library we saw this as a great way to build awareness of the Digital Commons
* From a system perspective, we were having issues with having enough server space for all of the images that were housed in archives. We saw the opportunity to have them off site in a web based environment where they were accessible to all and we would have the added benefit of reporting stats on usage.

## Slide 3 – Facts and Figures

* Talk about each circle – state the obvious.

## Slide 4 – Collaboration between Departments

* This was a great opportunity to now only set up a great collection and build awareness with those outside the university – but also to build awareness with those with in.
* Note alumni associations’ support of DC and its impact on building engagement with alumni.
* IT – scanner set up – server storage
* Outside Vendors – scanners and flipping book technology

## Slide 5 – Set Up Considerations

* Just read each one – will go into more detail on 1, 2 & 3 in later slides.
* Yes – everything could be open access.

## Slide 6 – Which Items to Include?

* Note – complaint letters – Children of a Lesser God – hearing students portraying deaf.

## Slide 7 – Copyright Concerns

* Release forms signed by students – older images – assume OK
* Photographers contract with theatre dept and sign contract giving permission to use
* Newspaper Ads – ok
* Newspapers out of business except for Dispatch. (Citizens Journal, Columbus Alive)

## Slide 8 – Size of Collection

* 516 Shows total

## Slide 9 – To Flip or nor to Flip?

* This was a set up concern. Looking at a pdf as long as 20 pages vertically – scrolling down the page is not as great of a user experience as reading a book or program much like you would in real life.
* Marketing had an inexpensive contract with ISSUU that creating embed links. Down side is the item was accessible on their site and not downloadable. (More on that later)

## Slide 10 – Scanners - have done 15,000 scans in last year

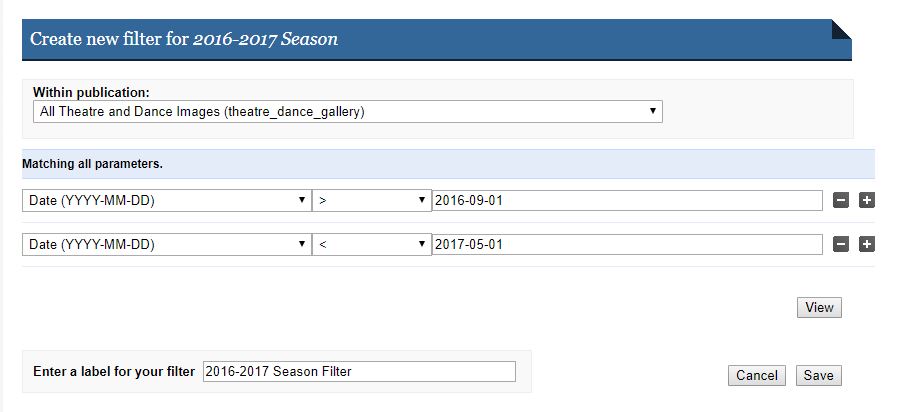
* Review the process we went through to test and then purchase a new scanner.
* Discuss issues with OCR on flatbed scanner and file size.

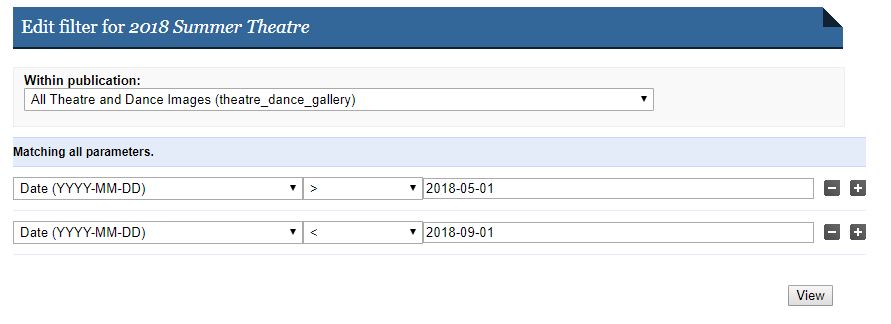
## Slide 11 – Staffing

* Review the staffing used for the past 16 months

## Slide 12 – Demo Actual Site.

* <https://digitalcommons.otterbein.edu/theatre_dance/>
* 6 collections – wanted to use different structures based on each type of collection so we divided them up.
* RSS feed of all images in Image Gallery running at top.
* In addition, the vast quantity of items became too large to put all in one collection.
* With 60 years of content, we decided to divide up the productions by decades and then seasons and Otterbein Summer Theatre (Equity).
* Used Book Gallery to draw people in with the image
* Start with 2017-2018 <https://digitalcommons.otterbein.edu/production_2017-2018/>
* Click on Thoroughly Modern Millie
  + Discuss the download of the program as well as the onscreen flipping version
  + Discuss the additional materials available for download.
  + Look at Metadata
  + Show and click on link to Full Image Gallery on the left
  + Discuss how the Productions are linked to the images for that season in the separate Image Gallery.
  + Show filters and set up below:





* Walk through Image Gallery Collection
* Walk through Annual Brochures Collection