

*The Formulation of a Digital Plan through Practical Application of Two Historic  
Oklahoma Documents*

Amigos Fellowship Final Report

Submitted by  
Kitty Pittman, Oklahoma Department of Libraries, Oklahoma Collection  
May 2005

## **Overview**

In May 2003, the Oklahoma Department of Libraries, Oklahoma Collection librarian received \$1,100 to develop a digital plan for the Oklahoma Collection based on the digitizing of two historic books. The project would also recognize participation in statewide collaborative efforts and in the celebration of our state's Centennial. The two sources of Oklahoma history selected were the booklet from the Red Bird Investment Company promoting the all-Black town of Red Bird, Creek Nation, Indian Territory. This document also included photographs from the early city of Red Bird, as well as Muskogee, and photographs of black business leaders in the community. The other book selected, *Oklahoma Libraries, 1900-1937*, authored by the Oklahoma Library Commission, in observance of the 30<sup>th</sup> Anniversary of the Oklahoma Library Association is a history of early Oklahoma libraries, the library associations, agencies, schools, and library laws and legislation.

In addition, as part of the proposal, computer courses and software necessary for digitizing these resources would be acquired and a plan to implement further digital projects and establish workflow guidelines would be developed.

## **Getting Started**

As with any project, all did not go as expected or begin as expected, first, it took six months before procurement of software for Jasc Paint Shop Pro 8.0, OmniPage Pro Version 14.0 upgrade and Corel XMetal 4 could take place. This was due to changes taking place in internal purchasing policies and required institutional review of software by our MIS Division. The up side to this snag in timely buying was the purchases came in well under budget and allowed for images to be acquired after CONTENTdm was purchased. In December of 2003, I took a course in XML from Amigos Library Services taught by Bill Walker. This course was paid with money from the grant. I continued to participate in OKDigital, a statewide effort to explore collaboration among different libraries. This group was led by Cokie Anderson, Oklahoma State University Electronic Publications Librarian and Gina Minks, University of Tulsa, Web & Digitization Services Librarian. I also began participation in the Oklahoma Department of Libraries in-house digital committee, which began extensive review of possible digital content management systems for the entire Department of Libraries. The in-house committee was led by our web manager, Michael O'Hasson. His desire was to find a software product everyone could use for our many and varied projects at the State Library, allow us to work independently but achieve an integrated web presence. We evaluated and discussed many options including, PastPerfect, Xerox DocuShare, Aurora, Greenstone, DC Builder through the Colorado

Digitization Program, Endeavor's ENCompass for Digital Collections and OCLC's CONTENTdm. The Oklahoma Department of Libraries decided to select CONTENTdm as our digital content management system in July 2004. Leftover monies from the grant not used for classes or software were used to buy "images" when we purchased CONTENTdm in order to include these holdings in the initial acquisition.

My project took on a new life and direction.

## **Copyright**

The first step in my digital process was identifying copyright, and I have already ascertained there is no copyright on the Red Bird booklet and the Oklahoma Department of Libraries holds the copyright on the Oklahoma Libraries book.

## **Metadata**

A sub-set of the in-house digital committee consisting of Tally Fugate, Archivist; Jan Davis, Archivist, and I worked on establishing guidelines and a data dictionary mapping the Dublin Core elements to field names for each project. CONTENTdm uses the Dublin Core element data set to define field properties. <http://dublincore.org/documents/dces/> We based our decisions on "best practices" of the University of Washington Libraries, <http://www.lib.washington.edu/msd/mig/advice/default.html#fieldprop>, the Western

States Dublin Core Metadata Best Practices,

<http://www.cdpheritage.org/resource/metadata/wsdcmbp> , as well as examples from the

ALA Archives Digital Collections metadata description pages from the University of Illinois at Urbana-Champaign,

<http://web.library.uiuc.edu/ahx/ead/ala/digital/metadata.html>.

Metadata structure within CONTENTdm uses underlying mapping to simple Dublin Core Elements to create a crosswalk between similar fields with different field names in different collections. Fields can be added, deleted, and reordered in any way, without affecting searching within the collection or across multiple collections. The DC mapping controls searching across multiple collections, not the order of the fields. Using the Collection Administration function within the CONTENTdm Acquisition Station, collection field property values for Field Name, Dublin Core Mapping, Data Type, Large Field, Searchable, Hidden and Controlled Vocabulary are set.

Here is the table of the field properties as established by the Digital Committee in November, 2004.

### **CONTENTdm Field Properties**

<b>Field Name</b>	<b>Dublin Core Mapping</b>	<b>Data Type</b>	<b>Large field</b>	<b>Searchable</b>	<b>Hidden</b>	<b>Controlled Vocabulary</b>
<u>Title</u>	Title	Text	No	Yes	No	No
<u>Author</u>	Creator	Text	No	Yes	No	Yes

<u>Subject</u>	Subject	Text	Yes	Yes	No	Yes
<u>Transcript</u>	Description	Full Text Search	Yes	Yes	No	No
<u>Description</u>	Description	Full Text Search	Yes	Yes	No	No
<u>Physical Description</u>	Description	Text	No	Yes	No	No
<u>Contributors</u>	Contributors	Text	No	Yes	No	No
<u>Original Publisher</u>	Publisher	Text	No	Yes	No	No
<u>Electronic Publisher</u>	Publisher	Text	No	Yes	No	No
<u>Original Publication Date</u>	Date	Date	No	Yes	No	No
<u>Electronic Publication Date</u>	Date	Date	No	Yes	No	No
<u>Type</u>	Type	Text	No	Yes	No	No
<u>File Format</u>	Format	Text	No	No	No	No
<u>Identifier</u>	Identifier	Text	No	Yes	No	No
<u>Source</u>	Source	Text	No	Yes	No	No
<u>Language</u>	Language	Text	No	Yes	No	No
<u>Relation</u>	Relation	Text	No	Yes	No	No
<u>Coverage</u>	Coverage	Text	No	Yes	No	No
<u>Rights and Permissions</u>	Rights	Text	Yes	No	No	No
<u>Audience</u>	Audience	Text	No	No	No	No
<u>Photographer</u>	Creator	Text	No	Yes	No	Yes
<u>Editor</u>	Contributors	Text	No	Yes	No	Yes
<u>Illustrator</u>	Contributors	Text	No	Yes	No	Yes
<u>ISBN</u>	Identifier	Text	No	Yes	No	No
<u>URL</u>	Identifier	Text	No	Yes	No	No

<u>Collection</u>	Source	Text	No	Yes	No	No
<u>Record Group</u>	Source	Text	No	Yes	No	No
<u>Historical Period</u>	Coverage	Text	No	Yes	No	Yes
<u>Citation</u>	Rights	Text	No	No	No	No
<u>Holding Institution</u>	Rights	Text	No	No	No	No
<u>Acknowledgements</u>	Rights	Text	No	No	No	No

I attended a CONTENTdm training session December 2, 2004, provided by Amigos Library Services and taught by Chris Peterson, which helped answer many questions regarding document and page metadata. I created the following metadata based on our field properties settings and descriptive of this particular document.

#### Document metadata for Red Bird, Creek Nation, I. T.

**Title:** Red Bird, Creek Nation, I. T.

**Author:** Red Bird Investment Company

**Subject:** African-Americans -- Oklahoma -- Muskogee  
African-Americans -- Oklahoma -- Red Bird  
Red Bird (Okla.) -- Description and travel  
Red Bird (Okla.) -- History

**Description:** Pamphlet authored by the Red Bird Investment Company to promote stock purchases in the company and land development opportunities in the settlement of Red Bird, Creek Nation, I. T., an all-Black town. It contains letters from African-American businessmen in Muskogee and Fort Smith supporting this venture. It also includes photographs from Red Bird as well as businesses in Muskogee.

**Physical Description:** book, 40 p., 13 cm x 18 cm.

**Original Publisher:** [Red Bird Investment Company]

**Electronic Publisher:** Oklahoma Department of Libraries

**Original Publication Date:** 1905

**Electronic Publication Date:** 03/17/2005

**Type:** text

**File Format:** image/jpeg; scanned from original using an HP Precision Scan Pro 3.02 at 600 dpi, jpeg created from full resolution tiff in CONTENTdm.

**Source:** Oklahoma Department of Libraries, Oklahoma Collection. Call number: O 976.682 Red

**Coverage:** 1902; 1903; 1904; 1905; 1906; 1907

**Rights and Permissions:** Copyright of this digital resource, Oklahoma Department of Libraries, 2005. For further information regarding use please consult the Rights and Permissions page or contact the holding institution of the digital resource.

**Holding Institution:** Oklahoma Department of Libraries, 200 N.E. 18th, Oklahoma City, OK 73105

**Acknowledgements:** Black Towns of Oklahoma Project acknowledges Amigos Library Services, Amigos Fellowship Program for partial funding and support of this digital resource.

## Page metadata for page 4 of Red Bird, Creek Nation, I. T.

**Title:** Red Bird, Creek Nation, I. T.; Page 4

**Author:** Red Bird Investment Company

**Transcript:**

THE following photo-engravings are of some of the leading colored business men of Muskogee, who acquired their wealth by starting with the town, and who endorse our plan of opening the town of Red Bird for colored people.

A. G. W. SANGO

Born February 3, 1868, about three miles from Muskogee, I. T. Is now president of the Creek Citizen's Realty, Bank and Trust Co.; treasurer Freedman's Land and Trust Co.; delegate to the Constitutional Convention. Has held the following responsible positions District Inspector, District Attorney Superintendent of Schools, Creek Nation. Mr. Sango advises all colored people who would improve their condition to come to Indian Territory.

W. H. TWINE

Attorney at law and editor of "The Cimeter." Born in Kentucky, educated in Ohio. Came to Muskogee in 1897, without a dollar, but now he has a paying law practice, a splendid newspaper and money to loan.

W. A. RENTIE

Born near Muskogee February 1863. Educated in Roger William's University. For several years a teacher in the public schools. Practiced law for eight years, during which time he served as Member of the house of Representatives of the Creek Legislature. He is now Secretary of the Freedman's Land and Trust Company.

**Identifier:** RB004\_page4

**Source:** Oklahoma Department of Libraries, Oklahoma Collection.

**Rights and Permissions:** Copyright of this digital resource, Oklahoma Department of Libraries, 2005. For further information regarding use please check the Rights and Permissions page or contact the holding institution of the digital resource.

**Holding Institution:** Oklahoma Department of Libraries, 200 N. E. 18th, Oklahoma City, OK 73105

## Procedures

File names for Red Bird are very straightforward, RB000\_page#. All pages are listed on the display page, and are not in a particular hierarchical order, except numerically. File



naming for Oklahoma Libraries, 1900-1937, is similar but file structure is more complex in order for the preliminary materials, chapters, bibliography, and appendices to follow in the correct sequential order.

Here is an example of this structure so that the material will display correctly within

CONTENTdm.

(folder) Oklahoma Libraries 1900-1937

OL0001\_Cover

OL0002\_Inside Cover

OL0003\_Blank Page

OL0004\_Blank Page

OL0005\_Title Page

OL0006\_Verso

(folder) OL01\_Preface

OL0003\_Page 3

OL0004\_Page 4

(folder) OL02\_Acknowledgement

OL0005\_Page 5

OL0006\_Page 6

(folder) OL03\_Contents

OL0007\_Page 7

(folder) OL04\_Library Progress in Oklahoma

OL0008\_Page 8

(folder) OL05\_Library Buildings in Oklahoma

OL0009\_Page 9

OL0010\_Page 10

(folder) OL06\_Part I OKLAHOMA LIBRARIES

OL0011\_Page 11

(folder) Public Libraries

OL0012\_Page 12 through OL0105\_Page 105.....

After the decisions on file naming, structure and metadata are decided, issues relating to scanning need to be addressed. I attempted to get the best images without compromising

the original look of the document. Here are the scanner settings I used for Red Bird on an

HP Precision Scan Pro 3.02.

Output Type: True Color

Output Dimensions: W: 8.51 H: 14.00 in.

Output Scale: 100%

Output Resolution: 600 dpi

Sharpen Level: Medium

Scan from: Scanner glass

Highlights: 204 White: 224

Shadows: 15 Black: 14

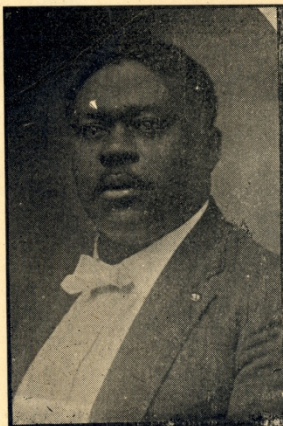
Midtones: 1.5

Saturation: 100 X: 0 Y: 0

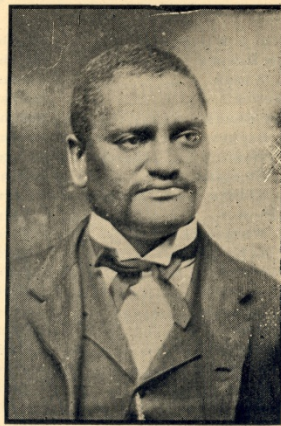
Threshold: 110

Invert Colors: No

**T**HE following photo-engravings are of some of the leading colored business men of Muskogee, who acquired their wealth by starting with the town, and who endorse our plan of opening the town of Red Bird for colored people.



**A. G. W. SANGO**  
Born February 3, 1868, about three miles from Muskogee, I. T. Is now president of the Creek Citizen's Realty, Bank and Trust Co.; treasurer Freedman's Land and Trust Co.; delegate to the Constitutional Convention. Has held the following responsible positions District Inspector, District Attorney, Superintendent of Schools, Creek Nation. Mr. Sango advises all colored people who would improve their condition to come to Indian Territory.



**W. H. TWINE**  
Attorney at law and editor of "The Climacter." Born in Kentucky, educated in Ohio. Came to Muskogee in 1867, without a dollar, but now he has a paying law practice, a splendid newspaper and money to loan.



**W. A. RENTIE**  
Born near Muskogee February 1863. Educated in Roger William's University. For several years a teacher in the public schools. Practiced law for eight years, during which time he served as Member of the house of Representatives of the Creek Legislature. He is now Secretary of the Freedman's Land and Trust Company.

I used Jasc Paint Shop Pro 8.0 to rotate and add a border around the edge of each image. The borders were 75 pixels (symmetric). I also added a band in CONTENTdm to identify the document as Oklahoma Department of Libraries, Oklahoma Collection material.

One important feature of CONTENTdm is the ability for full text searching, accomplished by entering a text transcript of the document. This transcript is displayed next to the document image and can be searched. With Red Bird I typed each page for my transcription since the book was small and this was easily done. But with the Oklahoma Libraries book I scan the page and then OCR it using OmniPage Pro. I create two files, one text and the other a tif image file. With CONTENTdm a jpeg image is automatically generated but the tif can be stored as an archival copy.

The procedures I used for proofing and correcting transcription texts for Red Bird include first, creating a text file using break tags to replicate the look of the text document.

<br>THE following photo-engravings are of some of the leading colored business men of  
<br>Muskogee, who acquired their wealth by starting with the town, and who endorse  
<br>our plan of opening the town of Red Bird for colored people.

<br><br>A. G. W. SANGO

<br>Born February 3, 1868, about three miles  
<br>from Muskogee, I. T. Is now president of  
<br>the Creek Citizen's Realty, Bank and Trust  
<br>Co.; treasurer Freedman's Land and Trust  
<br>Co.; delegate to the Constitutional Con-

<br>vention. Has held the following responsi-  
<br>ble positions District Inspector, District  
<br>Attorney Superintendent of Schools, Creek  
<br>Nation. Mr. Sango advises all colored peo-  
<br>ple who would improve their condition to  
<br>come to Indian Territory.

<br><br>W. H. TWINE

<br>Attorney at law and editor of "The Cim-  
<br>eter." Born in Kentucky, educated in  
<br>Ohio. Came to Muskogee in 1897, without  
<br>a dollar, but now he has a paying law  
<br>practice, a splendid newspaper and money  
<br>to loan.

<br><br>W. A. RENTIE

<br>Born near Muskogee February 1863. Ed-  
<br>ucated in Roger William's University. For  
<br>several years a teacher in the public  
<br>schools. Practiced law for eight years,  
<br>during which time he served as Member of  
<br>the house of Representatives of the Creek  
<br>Legislature. He is now Secretary of the  
<br>Freedman's Land and Trust Company.

At this time the break tag is the only html tag that can be used in the transcription text within CONTENTdm. I copied the text file and saved it as an html document. Then I opened it in my internet browser and printed a copy. This copy I used to compare to the original; checking spelling, spacing, and placement to match text exactly to the monograph. I then dated and initialed my corrections.

THE following photo-engravings are of some of the leading colored business men of Muskogee, who acquired their wealth by starting with the town, and who endorse our plan of opening the town of Red Bird for colored people.

A. G. W. SANGO

Born February 3, 1868, about three miles from Muskogee, I. T. Is now president of the Creek Citizen's Realty, Bank and Trust Co.; treasurer Freedman's Land and Trust Co.; delegate to the Constitutional Convention. Has held the following responsible positions District Inspector, District Attorney Superintendent of Schools, Creek Nation. Mr. Sango advises all colored people who would improve their condition to come to Indian Territory.

W. H. TWINE

Attorney at law and editor of "The Cimeter." Born in Kentucky, educated in Ohio. Came to Muskogee in 1897, without a dollar, but now he has a paying law practice, a splendid newspaper and money to loan.

W. A. RENTIE

Born near Muskogee February 1863. Educated in Roger William's University. For several years a teacher in the public schools. Practiced law for eight years, during which time he served as Member of the house of Representatives of the Creek Legislature. He is now Secretary of the Freedman's Land and Trust Company.

### **To XML or not to XML**

While I learned much from taking the XML course and various attempts at self study. I

admit with the advent of CONTENTdm the issue of marking up my documents in XML

has taken a back seat to other issues. CONTENTdm allows the export to standard Dublin

Core XML or to a custom XML export. With this option now available I have decided to postpone working on XML markup until later in recognition of my own time limitations. Also CONTENTdm is scheduled to address issues of importing XML or METS data in the new release in June, 2005.

### **Statewide collaborative efforts**

As part of my proposal to participate in statewide digital efforts I have contacted Cokie Anderson and Gina Minks, organizers of OkDigital, and requested links to our digital website once it is available for public view. I worked on the Oklahoma Library Association's Ad Hoc Centennial Committee from 2002 until 2005 and have requested a link to the Oklahoma Libraries, 1900-1937 book when it is completed and on our website.

### **Summary**

This project has evolved from a single collection, two book project to become part of the Oklahoma Department of Libraries digital initiative, reflective of the institution's goals. With the purchase of CONTENTdm, by the Library, the project took on a new direction, one that has streamlined procedures and created a unified departure for future projects. Within this larger framework, scanning and metadata standards have been determined, to be both reflective of individual projects and as well as conform to institution parameters.

The Amigos Fellowship Program grant has created an opportunity for me to explore, experiment and learn in the digital environment. I wish to thank Amigos Library Services for their support, encouragement and funding through this program.