

Margarita Mendez Diaz Scrapbook and Photographs (DIA)

Compiled by: Yoko Okunishi

Starting Date: May 16, 2023

Completed Date:

Checklist

Accession

- ☒ Completed
- ☐ In-process
- ☐ Unknown

Processing

- ☒ Completed
- ☐ In-process
- ☐ Unknown

Digitization

Collection Code: DIA

File Naming Convention

Collection Code_Box #_Folder #_Item #
DIA_001_01_001

Scope and Selection Criteria

Comprehensive. The entire collection was digitized.

Grant/Funding Information

Funded by CARES Act Fund. No deliverables required.

Timeline

Internship: January - May 2023

- Complete file processing
- Start cataloging

Digital File Processing

Raw Files

Production:

- Vendor (GWAC); External Drive ID: 014
- Prepared by Gregory Williams

Date: Digitized in 2021?; Received on July 26, 2022

Description: The entire collection was digitized.

Status: Completed.

Specifications and Locations

	Color B&W	Bit Depth	Resolution	Format	Location
Photograph	color	24	600	TIFF	Dropbox
Text	color	24	600	TIFF	Dropbox

Issue: Textual materials were scanned at 600 ppi which do not follow our regular standards. Greg did not remember how the instructions were provided or if the vendor did not follow the instructions—May 19, 2023.

Decision: All textual materials are small items and the file sizes of the digital files do not require large memory to store. It won't affect library user experience or our server space (Dropbox). Decision was made that it is not necessary to reduce the resolutions during the digital file processing.

Preservation Master Files

Processed by:

- Montserrat Romero <mrromero206@toromail.csudh.edu>, undergraduate internship (volunteer).
- Overseen by Yoko Okunishi.

Date: Spring semester in 2023; once or twice a week 2-6 hours/week

Description:

- Reviewed all the scans produced by the vendor, checking against the physical materials.
- Rescanned missing items.
- Renamed all the files.

DIA_001_01_0001-0016 → DIA_001_01_001-011

DIA_001_02_0017-0039 → DIA_001_02_001-014

DIA_001_03_0001-0005 → DIA_001_03_001-004

DIA_001_04_0001-0095 → DIA_001_04_001_001-083 (Scrapbook DIA_001_04_001)
DIA_001_04_002-004 (3 additional items)

DIA_002_0001-0462 → DIA_002_001-463 (individual photographs)

Status: Completed.

Specifications and Locations

	Color B&W	Bit Depth	Resolution	Format	Location
Photograph	color	24	600	TIFF	Dropbox
Text	color	24	600	TIFF	Dropbox

Production Files (Edited TIFF and PDF/A Files)

Produced by:

- Montserrat Romero <mromero206@toromail.csudh.edu>, undergraduate internship (volunteer).
- Overseen by Yoko Okunishi.

Date: Spring semester in 2023; once or twice a week 2-6 hours/week

Description:

- Cropped/Rotated TIFF files.
- Generated PDF/A files for documents.

Status: Completed.

Specifications and Locations

	Color B&W	Bit Depth	Resolution	Format	Location
Photograph	color	24	600	TIFF	Dropbox
Text	color	24	600	TIFF; PDF/A	Dropbox

Access Derivatives (Files for CONTENTdm Uploading)

Produced by:

- Montserrat Romero <mromero206@toromail.csudh.edu>, undergraduate internship (volunteer).
- Overseen by Yoko Okunishi.

Date: Spring semester in 2023; once or twice a week 2-6 hours/week

Description:

- Prepared files for exporting to CONTENTdm Project Client.
- Redacted PII.
- No optimization or image enhancement was applied.

Status: Completed.

Specifications and Locations

	Color B&W	Bit Depth	Resolution	Format	Location
Photograph	color	24	600	TIFF	External Drive I

Text	color	24	600	PDF/A; PDF	External Drive I
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Public Use Files

N/A—Uncataloged items can be available in a physical format at the Reading Room.

Cataloging

Cataloger/Reviewer

Cataloged by: Montserrat Romero <mrromero206@toromail.csudh.edu>, undergraduate internship (volunteer).

Trained and reviewed by: Yoko Okunishi

Metadata Application Profile

Basic elements were set by Yoko Okunishi.

Controlled Vocabularies

Genre: Local list.

Location (Creation): Local list.

Location (Subject): Local list.

Creator: Local list.

Contributor: Local list.

Subject: Not determined yet.

Deselected Items

DIA_001_02_001: Includes PII which was not able to be redacted.

Description:

The student was trained to catalog the digital objects, adding the selected elements, and uploading them to CONTENTdm. Controlled vocabularies need to be added later.

Status

In process. The student is willing to continue her internship (volunteer) during the Fall Semester.

Log

Metadata Master File: Template.xlsx (scrapbook); Template_2.xlsx; Template_3.xlsx

Date	Description
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2023-03-21	Template.xlsx (scrapbook) completed
2023-04-20	Template_001-021_singleitem.xlsx: completed
	Compound objects DIA_002_003-021.xlsx: completed
2023-04-25	Template_023-046_singleitem.xlsx completed
	Compound objects DIA_002_024-049.xlsx completed
2023-05-09	Template_053-072_singleite.xlsxm completed
	Compound objects DIA_002_053-071.xlsx completed
2023-05-11	Compound objects DIA_002_053-071.xlsx completed
	Template_3 metadata DIA_002_073-079.xlsx created.
Next	Template_3 metadata from DIA_002_080-

Follow-Up Items

- Contact the student in August 2023.
- Add controlled vocabularies: Apply existing thesaurus: (Getty's Art & Architecture Thesaurus; Getty Thesaurus of Geographic Names; VIAF; LCSH; etc.) to Genre, Location (Creation), Location (Subject), Creator, Contributor, and Subject.