

2018 Florida Public  
Library Directors Meeting

October 23-24, 2018

Presented by Claire Dygert,  
CDygert Solutions, LLC

The logo for the Florida Statewide Digital Initiative is displayed on a white rectangular background. The text is arranged in four lines: "Florida" in orange, "Statewide" in orange, "Digital" in blue, and "Initiative" in brown. The background of the white box is filled with a pattern of binary code (0s and 1s) in a light gray color.

# Florida Statewide Digital Initiative

# Presentation Overview

- Project Background
- Brief update to the Digital Action Plan 2015-2018
- Recommendation for a Statewide Digital Platform
- Discussion of the Statewide Digital Initiative Implementation Plan
- Questions and Comments

# Project Background

- In September 2017, the Division released an RFP for a Consultant to update and revise the plan for the Statewide Digital Initiative.
- CDygert Solutions, LLC awarded contract.
- Project ran January – July, 2018.
- CDygert Solutions worked closely with Division staff, and met individually with the Multi-type Library Cooperatives (MLC), and the Florida Academic Library Services Cooperative (FALSC).
- Joint meeting with the Deputy Secretary of State, Director of the Division of Cultural Affairs, Director of the Division of Historical Resources and the Director of the Division of Library & Information Services.

# Project Outcomes

## Florida Statewide Digital Initiative Reports:

- *A Status Report on the Digital Action Plan 2015 – 2018*
- *Recommendation for a Statewide Digital Platform*
- *Florida Statewide Digital Initiative Implementation Plan 2018-2020*
- *DLIS Digitization Review*

# A Status Report

## Highlights of Progress



### Florida Statewide Digital Initiative: Digital Action Plan 2015-18

By Liz Bishoff, Tom Claeson  
and the Florida Statewide  
Digital Initiative Steering  
Committee, May 2014

May 15, 2018

### FLORIDA STATEWIDE DIGITAL INITIATIVE A STATUS REPORT ON THE *DIGITAL ACTION PLAN 2015-2018*

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# Metadata Aggregation & SSDN/DPLA

- Noted in the *Digital Action Plan* and accompanying *Technology Work Group Report* as an important activity in achieving the goals of the Statewide Digital Initiative.
- Significant progress made with the establishment of the Sunshine State Digital Network (SSDN) and participation in the Digital Public Library of America (DPLA).
- Partnership of DLIS and SSDN:
  - DLIS supports SSDN's membership in DPLA
  - DLIS staff attended DPLA's inaugural Hub Network Members Meeting 3/18
  - DLIS & SSDN staff meet monthly
  - *Florida Memory* a major contributor to SSDN/DPLA

# Funding of Local Digital Initiatives

- DLIS Grants have funded several projects that advanced digital initiatives across the state:
  - An assessment of the Polk County Historical and Genealogical Library's collection and subsequent digitization project.
  - Boynton Beach City Library's project to digitize the Lake Worth Herald Newspaper.
  - Miami-Dade Public Library System's project, Providing Access: Archiving and Digitizing the Miami-Dade Public Library. Funding for this project supported the development of a digitization lab.
  - SEFLIN has developed a suite of digital services that includes digitization funding awards, Digitization Kits that includes hardware and software for digitization projects that can be borrowed by member libraries, and a Digitization Resource Guide.
  - PLAN hosts several digitized local newspaper collections that were previously digitized with funding administered by the DLIS.

# Training and Support

- The DLIS makes a variety of online digitization classes available through LYRASIS to staff at Florida libraries, archives, museums and cultural heritage organizations.
- DLIS staff are participating on the SSDN Training Working Group which is charged with developing training materials for the SSDN.
- The MLCs offer extensive training opportunities, many of which are related to digitization efforts.



# Support for Educational Programs

- Florida Memory's Online Classroom has 15 educational units that include 34 lesson plans, all of which are approved by CPALMS.
- Florida Memory partners with the Department of Education, Florida Humanities Council, Florida Council for Social Studies, and Florida Council for History Education to work directly with educators and students.

# Statewide Digital Platform

May 21, 2018

## FLORIDA STATEWIDE DIGITAL INITIATIVE RECOMMENDATION FOR A STATEWIDE DIGITAL PLATFORM

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# The Role of the Statewide Digital Platform

- The need for a statewide digital platform emerged as a key component for the long-term success of the Statewide Digital Initiative.
- Digitization projects are only successful to the extent that they are discoverable and have a stable home.
- The statewide digital platform is “a software solution supported by the DLIS to house digitized archival and historical materials held by Florida libraries, archives, museums and other cultural heritage organizations who have insufficient resources to explore, evaluate, download, configure and manage digital repository software.”
- The purpose of the statewide digital platform is to “expose the wealth of digitized historical and archival materials around the state, and to provide broad discoverability of those resources through the Sunshine State Digital Network (SSDN) and Digital Public Library of America (DPLA).”

# Factors for Consideration

- The need for a “turnkey” solution with low barrier to access.
- Issues of readiness and sustainability.
- The pros and cons of locally hosted vs. commercially hosted solutions.
- Desired features and requirements.

# The need for a “turnkey” solution

- The target audience is libraries, archives, museums and other cultural heritage organizations who have insufficient resources to locally manage digital repository software.
- Low barrier to use
  - Support pre-defined workflows
  - Batch loading of files and metadata
  - Allow individual branding without requiring web design skills or programming
  - Metadata templates that de-mystify working with metadata

# Issues of Readiness and Sustainability

- The launch of SSDN as a pipeline of DPLA, in conjunction with a refresh of the Statewide Digital Initiative, is likely to re-energize digitization efforts on a statewide basis.
- A solution that required a lengthy implementation and training program for start-up could hamper efforts and dampen enthusiasm.
- Management and financial support of the platform needs to be sustainable over time. A solution dependent on grant funding or fluctuating budgets is at risk.

# Locally vs. Commercially- Hosted Solutions

- Consideration of commercially-hosted solutions
  - Likely provide lowest barrier to uptake
  - Extensive training and user support already in place

However...

- Likely to be the most expensive solution
- Selecting a commercial solution may undermine the intention to centralize statewide efforts and lessen the sense of collaboration across the state

# Locally vs. Commercially- Hosted Solutions

- DLIS hosted solution appears, on the surface, a logical solution:
  - Robust digital program, Florida Memory, already in place.
  - Extensive staff expertise in digitization, metadata, long-term preservation.
  - In-house expertise in creating secondary content from digital collections.

However...

- Current digital platform, Omeka, is not configured to readily add collections other than Florida Memory.
- DLIS does not house or control the server.
- Restrictions on use of state-owned servers could be problematic.



# Locally vs. Commercially- Hosted Solutions

- MLCs as the statewide platform host
  - All provide training in digitization
  - Several have experience partnering with members to digitize collections
  - Experience in serving a broad spectrum of users

However...

- Capacity to implement and manage a statewide digital platform would have to be built-up over time
- Level of interest in hosting a statewide digital platform also varies among the MLCs
- Difficult for an MLC hosted platform to be perceived as a truly statewide solution and not proprietary to the hosting organization

# Locally vs. Commercially- Hosted Solutions

- FALSC as a local host option
  - FALSC already manages, develops, and maintains the digital repository platform, Islandora (FL-Islandora) on behalf of the SUS and FCS
  - Like DLIS, FALSC's extensive staff has expertise in digitization, metadata, long-term preservation
  - In-house expertise to handle system administration & technical development
  - Some FALSC institutions are already using FL-Islandora to store collections from community partners that fit the Statewide Digital Initiative's target audience

However...

- FALSC's Digital Services have been in a state of transition for some time. FL-Islandora as a solution would have to have minimal impact on FALSC staff
- FALSC may be migrating to a new digital platform in the next year or so

## Statewide Digital Platform Recommendation

- DLIS partner with FALSC to make their digital platform available as the statewide digital platform.
  - FALSC's digital platform (currently FL-Islandora) is already being employed on a statewide basis in the public higher education system, and its multi-tenant architecture makes it easy to add new institutional sites.
  - Services for FL-Islandora have been developed to facilitate use by those with basic skill levels, including Excel metadata templates, automated metadata creation tools and training materials.
  - With additional development by DLIS staff, these services could be enhanced so that use of FL-Islandora is as "turnkey" as possible.
  - FL-Islandora provides the features and requirements desired by DLIS.

# Implementation Plan 2018-2020

July 17, 2018

## FLORIDA STATEWIDE DIGITAL INITIATIVE Implementation Plan 2018 - 2020

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# Implementation Plan 2018-2020: An Overview

- Defines and articulates the goals of the Statewide Digital Initiative.
- Makes 12 recommendations for an implementation of the Statewide Digital Initiative, each with specific activities designed to achieve the recommended outcome.
- Primary goal in creating the implementation plan was to identify actionable and practical actions to help ensure project success and sustainability.

# The Statewide Digital Initiative Defined

“The Statewide Digital Initiative is a collaborative effort led by the Florida Department of State’s Division of Library and Information Services (DLIS) to provide an infrastructure for digitizing and promoting the use of historical and archival materials held by Florida libraries, archives, museums, historical societies and other cultural heritage organizations.”

# The Goals of the Statewide Digital Initiative

- The goals of the Statewide Digital Initiative are to:
  - Facilitate the ability of Florida's libraries, archives, museums and cultural heritage organizations to digitize and make their historical materials available to people throughout the world.
  - Highlight Florida's rich cultural heritage and the wide range of local and state institutions dedicated to preserving it.
  - Contribute to the Sunshine State Digital Network and the Digital Public Library of America.

# Implementation Plan

- Recommendation 1: Establish an Organizational Infrastructure for the Statewide Digital Initiative
  - Activity 1: Establish a Steering Committee
  - Activity 2: Establish a Project Manager and Project Working Group
- Recommendation 2: Define A Successful Implementation of the Statewide Digital Initiative
  - Activity 1: Develop a set of assessment markers
- Recommendation 3: Revise the DLIS Florida Statewide Digital Initiative Webpage



# Implementation Plan

- Recommendation 4: Implement FL-Islandora as the Statewide Digital Platform
  - Action 4.1: Establish a contract with FALSC for use of FL-Islandora
    - Identify and designate responsibilities for FALSC, DLIS, MLCs
    - Develop an appropriate cost-share model
    - Define eligible users
  - Action 4.2: DLIS staff develop the templates identified to facilitate the use of FL-Islandora
  - Action 4.3: Develop FL-Islandora-specific training materials for the Statewide Digital Initiative Toolkit (See Recommendation 7)

# Implementation Plan

- Recommendation 5: Continue to Build Collaboration With the Sunshine State Digital Network
  - Activity 5.1: Work with the SSDN to develop DPLA Local for Florida
  - Activity 5.2: Develop guidelines for getting metadata into SSDN from digitization projects which result from the Statewide Digital Initiative
  - Activity 5.3: Continue to work with SSDN to load Florida Memory metadata into DPLA
- Recommendation 6: Encourage Grant Funding for Digitization Projects

# Implementation Plan

- Recommendation 7: Develop a Comprehensive Training Toolkit for the Statewide Digital Initiative
  - Activity 7.1: Establish a Training Task force to develop the Statewide Digital Initiative Training Toolkit
    - The recommended composition of the task force is as follows:
      - Florida Electronic Library Administrator, Project Manager, Statewide Digital Initiative.
      - Chair of the SSDN Training Workgroup.
      - Representatives from each of the MLCs.
  - Activity 7.2: Draft a comprehensive Table of Contents (TOC) for the Training Toolkit
  - Activity 7.3: Conduct an environmental scan to identify current best practices and extant training materials

# Implementation Plan

- Recommendation 8: Make Recommendations for Creating Traveling Digitization Kits
  - Activity 8.1: Determine the most appropriate equipment for the Traveling Digitization Kits
    - Examples include SEFLIN's Digitization Kit, Culture in Transit Toolkit and the Digitization in a Box project
  - Activity 8.2: Develop support materials for the Traveling Digitization Kits

# Implementation Plan

- Recommendation 9: Conduct a Soft Launch of the Statewide Digital Initiative
  - In conjunction with the MLCs, identify 2-3 relatively small digitization projects for the soft launch
  - Coordinate project planning and training using the Toolkit
  - Assess how the projects went and make adjustments
- Recommendation 10: Conduct a Public Launch of the Statewide Digital Initiative
  - Identify two themes to focus on. These could be tied to existing programs within the FDOS, such as the Florida Main Street Program
  - Develop publicity materials that can be used statewide

# Implementation Plan

- Recommendation 11: Build Collaboration Between Florida's Libraries, Archives, Museums, and Other Cultural Heritage Organizations
  - Activity 11.1: Hold a Symposium on the Statewide Digital Initiative. Outcomes might include:
    - Identification of new funding strategies for digital projects
    - Ideas for collaborative digitization projects
    - Innovative ideas for moving the Statewide Digital Initiative forward
- Recommendation 12: Assess the Status of the Statewide Digital Initiative
  - Activity 12.1: Survey Organizations and Partners that Actively Participated in the Statewide Digital Platform
  - Activity 12.2: Draft a report assessing the status of the Statewide Digital Initiative and making recommendations for the next phase of implementation

# Learn More

- Visit the [Florida Statewide Digital Initiative](#) website
- Contact Dorothy Frank at [dorothy.frank@dos.myflorida.com](mailto:dorothy.frank@dos.myflorida.com)

Statewide  
Digital  
Initiative

Questions?  
Comments?  
Discussion?



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