



Digitizing Hidden Collections
Applicant Support Series–Session 2:
Assessing Collections for Digitization
March 13, 2024

Welcome! We're glad you're here.
There is no audio at the moment. Feel free to
introduce yourself in the chat box. 🙋

We'll begin at 2pm ET | 11am PT.



Council on Library and
Information Resources



Digitizing Hidden Collections

Amplifying Unheard Voices

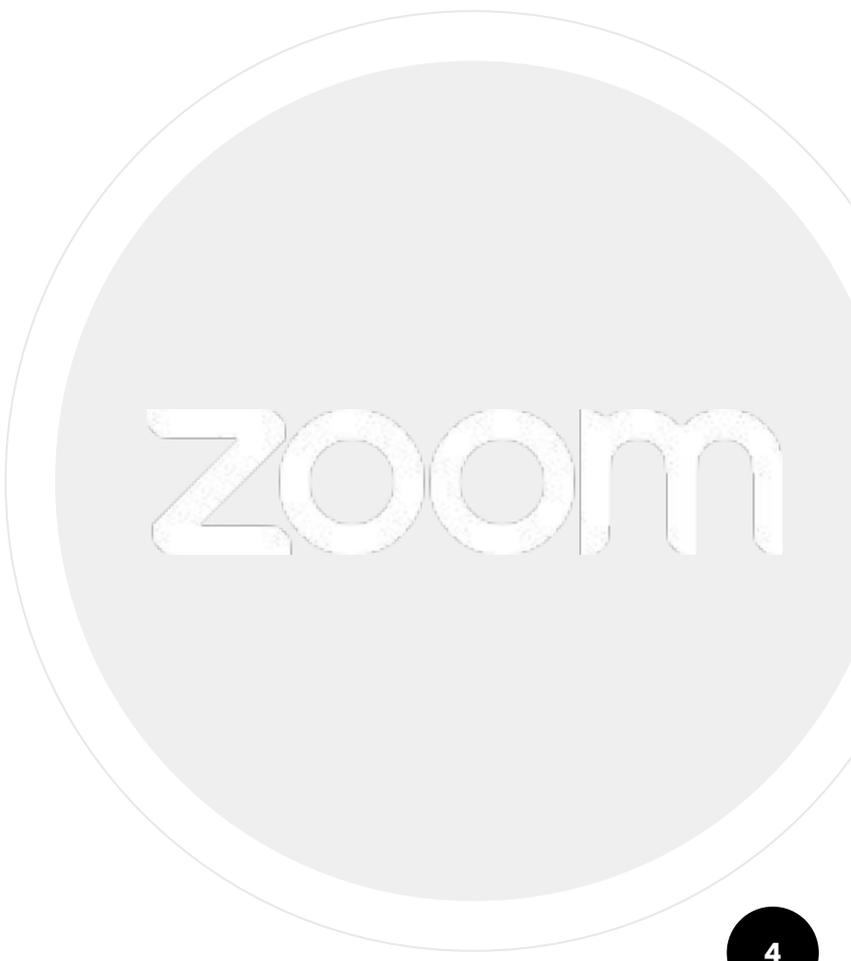
A program of  Council on
Library and
Information
Resources

Introductions



Our Webinar Platform

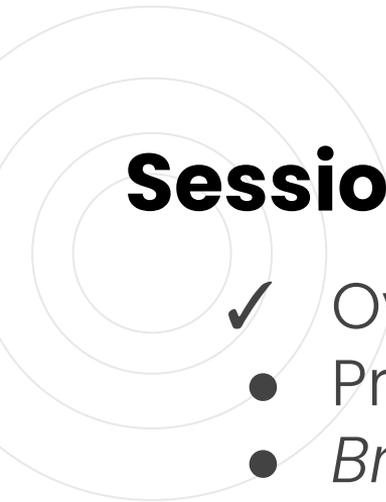
- Click 'CC Live Transcript ' to turn on captions
- All attendees are muted
- Set chat to "All panelists and attendees"
- Submit questions in Q&A box
- Recording in progress



zoom

Kaskaskia
Kickapoo
Mascogo
Miccosukee
Myaamia
ᑦᐱᑦᐱᑦ ᑲᑦᑲᑦ ᑕᑦᑕᑦ ᑭᑦᐱᑦ (Osage)
Peoria
Potawatomi
Seminole
Shawandasse-Tula
Timucula

Visit Native-Land.ca to learn about Indigenous Lands where you live.

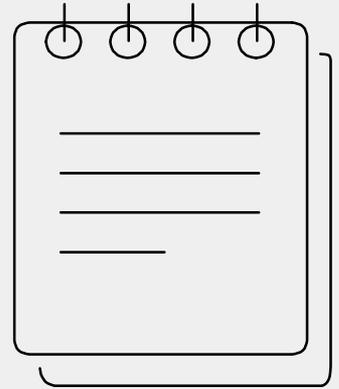


Session outline:

- ✓ Overview + introductions
 - Presentation
 - *Break* (5 minutes)
 - Presentation
 - Q/A
 - Wrap up

Final Application Tasks + Uploads

- Task: Project Details--Materials
 - Upload: List of Collections to be Digitized
 - Upload: Representative Samples
- Task: Project Details--Tell the Story





Introduction

Dr. Mitch Fraas

Director of Special Collections &
Research Services

University of Pennsylvania Libraries



Welcome!

Mitch Fraas

Senior Curator, Kislak Center for Special
Collections, Rare Books, and Manuscripts

University of Pennsylvania

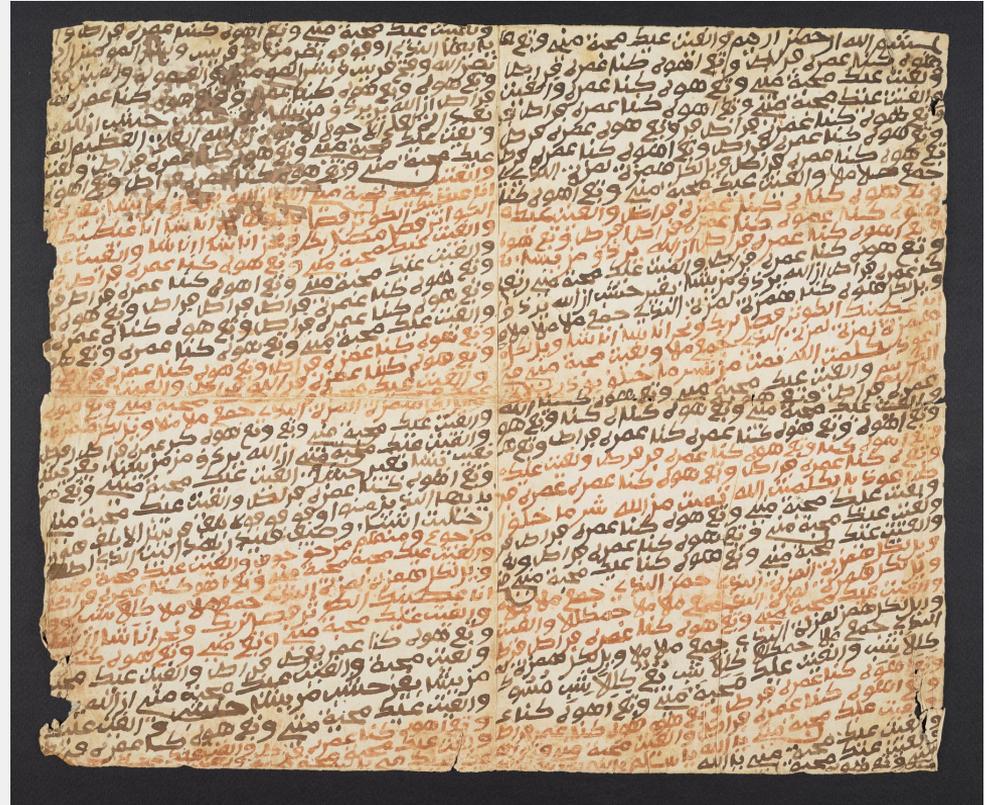
You can find me at fraas@upenn.edu

Manuscripts of the Muslim World:

<https://archive.org/details/mss-muslim-world>

For the Health of the New Nation:

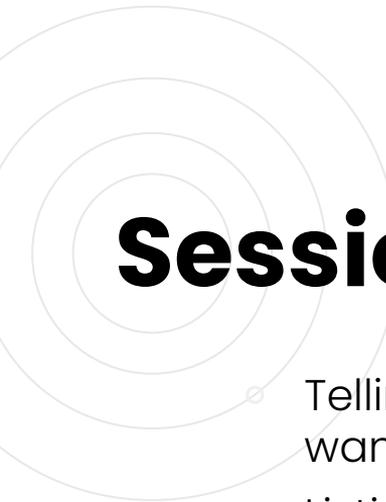
<https://archive.org/details/fhnn>





1

Assessing collections for digitization



Session Outline

- Telling the story of the materials you want to digitize
- Listing materials to be digitized
- Formats and amounts to be digitized
- Representative samples





Telling the story of the materials you want to digitize





Launched in 2021, the program is designed to support efforts to digitize materials that deepen public understanding of the histories of people of color and other communities and populations whose work, experiences, and perspectives have been insufficiently recognized or unattended.

- **Public Knowledge**
- **Community-Centered Access**
- **Broad Representation**
- **Authentic Partnerships**
- **Sustainable Infrastructures**



For the purpose of grant application submitted to the CLIR Hidden Collections grant, the Kislak Center staff proposed to digitize five series from her extensive collection of surviving archives.

These series include her private sound recordings; audio interviews (and transcripts); recital programs; diaries and notebooks; and scrapbooks.

Now digitized, **these materials will enable researchers to** explore the geographical extent of her musical career; study her repertoire; gain a deeper understanding of the prejudice she endured; and, despite her trials, marvel at her courage, reception and fame as she emerged as the Artist on the world stage during the Twentieth century.



Selectivity vs. Comprehensiveness

Series Description

Anderson was the recipient of hundreds of awards and honors. These are arranged alphabetically which range in size from commemorative coins to very large objects, awards are boxed accordingly.

✓ A. Awards and certificates in file folders, A-Y.

| | | | |
|------------------------------------|---|---------|--------------|
| <input type="button" value="ADD"/> | ACT COLUMBUS. Dedication Memorial Hall Plaque, 1976 January 19. | | |
| <input type="button" value="ADD"/> | Albany (N.Y.). Mayor. Proclamation, Marian Anderson Day, 1957 July 19. | | |
| <input type="button" value="ADD"/> | Albert Einstein College of Medicine. Commemorative Dinner and Reception, 1957 October 10. | | |
| <input type="button" value="ADD"/> | Alpha Kappa Alpha, Philadelphia, Pa. Banquet, Marian Anderson, guest of honor and gift recipient, 1941 December 30. | Box 234 | Folder 10140 |
| <input type="button" value="ADD"/> | Alpha Kappa Alpha Sorority, Chicago. Distinguished Service Award, 1961 August 4. | Box 254 | Folder 10141 |
| <input type="button" value="ADD"/> | Alpha Kappa Alpha. Alpha Mu Omega Chapter, Indianapolis. Certificate of Appreciation, 1975 February 9. | Box 254 | Folder 10141 |
| <input type="button" value="ADD"/> | Alpha Phi Alpha Fraternity. University of Pennsylvania. Alpha Medal of Honor, 1958 December 28. | Box 254 | Folder 10142 |
| <input type="button" value="ADD"/> | American Association of University Women, New York City Branch. Woman of the Year, 1958 October 7. | Box 254 | Folder 10143 |

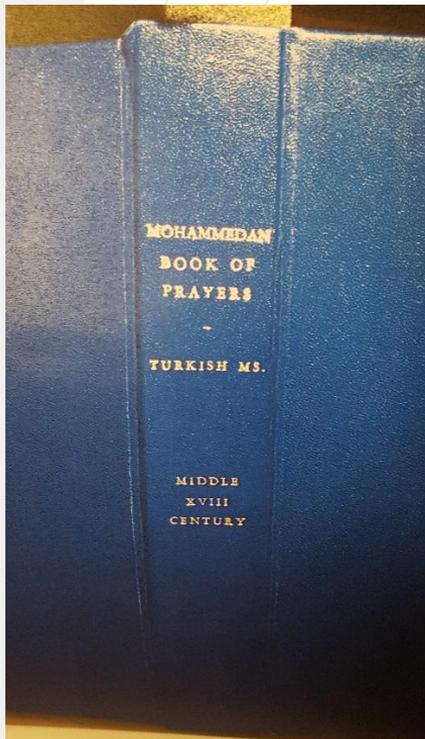
| | |
|------------------------------------|---|
| <input type="button" value="ADD"/> | Notebook. Music, circa 1953. |
| <input type="button" value="ADD"/> | Notebook. Music and recordings, circa 1954. |
| <input type="button" value="ADD"/> | Notebook. Coaching for Ulrica in <i>Un Ballo in Maschera</i> , circa 1954-1955. |
| <input type="button" value="ADD"/> | Journals, notebooks, 1954-1956. |
| <input type="button" value="ADD"/> | Loose leaf notebook, Scandinavian-European tour, 1956. |

Description

Includes a number of loose leaves with programs and notes about music in Franz Rupp's hand.

| | |
|------------------------------------|------------------------------------|
| <input type="button" value="ADD"/> | Diary, 1957. |
| <input type="button" value="ADD"/> | Notebook (Korea), 1957. |
| <input type="button" value="ADD"/> | Notebook (United Nations), 1958. |
| <input type="button" value="ADD"/> | Journals, notebooks, 1960. |
| <input type="button" value="ADD"/> | Notebook, Soviet conference, 1961. |
| <input type="button" value="ADD"/> | Notebooks, journals, 1962-1969. |
| <input type="button" value="ADD"/> | Journals, notebooks, 1969-1983. |

Access and Engagement



[Tahfīr al-qawā'id al-manṭiqīyah fī sharḥ al-Risālah al-Shamsīyah] = [تحرير القواعد المنطقية في شرح الرسالة الشمسية]

| | |
|--------------------|--|
| Author/Creator | Uthmān b. 'Aṭmān, Muḥammad ibn Muḥammad, 1294 or 1295-1364 or 1365-1365 / 1364-1295, 13254 / كتب العطار, محمد بن محمد |
| Publication | A.H. 936 (1578) |
| Format/Description | Manuscript 125 leaves : paper, illustrations ; 206 x 148 (140 x 65) mm bound to 226 x 172 mm. |
| Subjects | Qasabī, Afīṭn 'Umān, 1203 or 1204-1276 or 1277, Shamsīyah. Logic -- Early works to 1800. Shamsīyah (Qasabī, Afīṭn 'Umān). Logic. |
| Form/Genre | Manuscripts, Arabic -- 10th century. Codices (bound manuscripts) Commentaries. Tables (documents) Criticism, Interpretation, etc. Early works. |
| Language | Arabic, some notes in Persian. |
| Summary | Commentary on the Shamsīyah of Nāṣir al-Dīn 'Umān ibn 'Alī Qasabī with numerous marginal glosses taken from other commentaries on the Shamsīyah. Text begins beginning 1 leaves 5-7 have been rebound into the text upside down and out of order. Three inserts have been taped to leaves (pages f. 105a, 107r, 110r). |
| Notes | Ms. codex. Title supplied by cataloger. Foliation: Modern foliation added in pencil; upper left; red; catchwords on most verso, last word on the page, repeated at top of following page. Layout: 17 long lines with extensive marginalia on all sides; ramic ruled. Script: Written in naskh with some marginali in boldface in most of it. Decorations: Rubrications in red, some now faded to brown; tables in red and black (f. 85r, 106r, 107r, 110r, 113-114); simple geometrical diagrams in black (129-127r). Binding: Bound in brown leather over paste-board with flap (Type I). Covers have been reinforced with burlap sackcloth over the spine and around the fore-edge hinge. Back of frame. Front cover stamped section seems to have been cut out; the leather that is left is cracked and worn. Origin: Copied/completed on 4 Rabi' Sūb A. I. (September 16, 1578) by Ibrāhīm ibn Qasīm ibn 'Alī Ḥusayn. A card laid into the manuscript contains notes made in March 1932 by Rev. Peter Baraducum, pastor of the Acopian Apostolic Church in Worcester, Mass. He notes that an on was donated by Hadī Ab. Baḥrām to the school (possibly the school of Bakīkman in the city of Jaḥr). This leaf of notes is on file in the Library. Former part of the Edge |
| Perm Provenance | Formerly owned by Hājī Formerly owned by Edg |
| Cited as | UPenn Ms. Codex 41. |
| Contributor | Ibrāhīm ibn Qasīm ibn 'Alī 'Abbāsī, Hājī 'izz al-Dīn Uthmān Lūḡarī (Lūḡarī) 1277 / 1276; 1204 / 1203 هو المحدث في شرح شرح القواعد المنطقية في شرح الرسالة الشمسية |
| Contains | Qasabī, Afīṭn 'Umān, 1277 / 1276-1204 |
| OCLC | 122564655 |

Beige Shoe Box, Manuscript C

- 3.
4. Arabic; naskh. No *tarwīs*
5. Qur'ān

Consultation and Selection

Paul Cobb
University of Pennsylvania

Jamal Elias
University of Pennsylvania

Oscar Aguirre-Mandujano
University of Pennsylvania

Harun Küçük
University of Pennsylvania

Manan Ahmed
Columbia

Tunc Sen
Columbia

Sarah R. bin Tyeer
Columbia

Avinoam Shalem
Columbia

Shreve Simpson
Independent Scholar

Yael Rice
Amherst College

Evyn Kropf
University of Michigan

Syriac: Josh Mugler (and Grigory Kessel)

Tashelhit (Shilha): Mike Turner (and Aicha Azzaoui)

Hindustani: Murtaza Shakir and Alifiya Diwan

Turkish: Neslihan Mervenur Vural

General help w/difficult handwriting:
Hiva Kadivar, Denise Soufi



Formats and amounts to be digitized

Instructions: Describe, to the best of your ability, the collection(s) being nominated for digitization. This response should clearly communicate to the reviewers:

- The range of material formats included in the project
- Their provenance and other information to explain the materials' journey to your organization, if known,
- The general geographic scope and date range
- Their current condition and storage environment(s);
- The age of the materials; and,
- The size of the collection(s).



Boxes and surprises



Newspapers, Magazines, and Printed Books



Manuscript and Typescript

Notes 80 ->

Gentlemen

My business in this
teach the Institutes & School of Med
The Institutes are divided into four parts
Hygiene, Pathology & Therapeutics

Physiology includes the history of the human
they state - It should be studied in combination

Hygiene includes the art of preserving
Pathology includes the history of the various
diseases

Therapeutics teaches the remedies for
cases -

Medicine may be compared to a tree
its roots, Observation, Experience & Theory
common to every theory, but the mind of
active and consequently, must think, the
Darwin says "to think is to theorize"

There are some erroneous theories in the
science which should be guarded against
debility in the course of fever. Dr. Huxley
too of the blood is what we now call size
Dr. Cullen says it depends on a spasm of the extreme vessels
also, these opinions are all false, a morbid & profuse
rich

Discretion
be proved

Sister Carrie.
C H A S E B R I

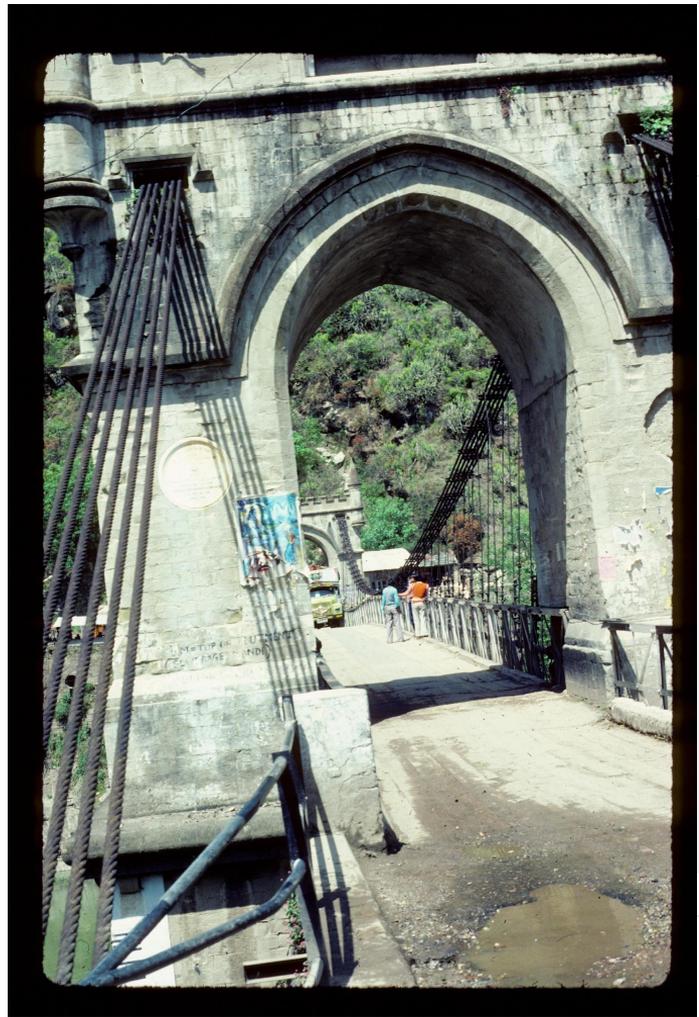
22
Length 100
about 150,000 words

The request attracting I was Amid Forces.

When Caroline Moser boarded the afternoon train for Chicago, her total outfit consisted of a small trunk, which was attached to the baggage car, a cheap imitation alligator skin satchel, holding some minor details of the toilet, a small lunch in a paper box and a yellow leather snap purse, containing her ticket, a scrap of paper with her sister's address in Van Buren Street, and four dollars in money. It was in August, 1889. She was eighteen years of age, slight, thin, and full of illusions, ignorance and youth. Whatever touch of regret at parting characterized her thoughts, it was certainly not for advantages now being given up. A dash of tears at her mother's farewell kiss, a touch in the throat when the cars clacked by the flour mill where her father worked by the day, a pathetic sigh as the familiar green environs of the village passed in review, and the threads which bound her so lightly to girlhood and home were irrevocably broken.

To be sure, she was not conscious of any of this. Any change, however great, might be remedied. There was always the next station where one might descend and return. There was the great city bound more closely by these very trains which came up daily. Columbia City was not so very far away, even once she was in Chicago. What, pray, is a few hours - a hundred miles? Another acquaintance was there. She looked at the little slip bearing her sister's address and wondered. She gazed at the green landscape, now passing in swift review, until her swifter thoughts replaced its impression with vague conjectures of what Chicago might be like. Her insanity had been full of its part - she the scribbled thought of

Photographs, slides, negatives



Tapes, Cassettes, Reels, Discs



Granularity



Authorship and Origin

Select
23rd
11.20411

Arrived in Seoul. Warm welcome at airport with many acquaintances from before and the new Mayor. Long Korean girls trot bouquets. The American Embassy was also represented and wished us through customs and on to the Bando Hotel which was not in operation four years ago on our first visit here. It had at one time been occupied by the Army and was renovated to the tune of two million dollars.

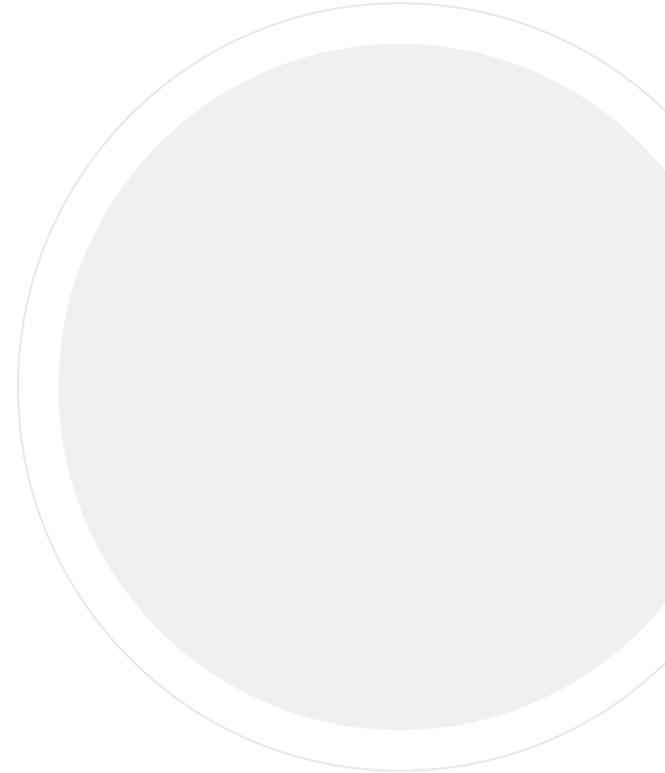
In my quarters, I had an opportunity to read the typed sheet re activities for the afternoon and next day.

It speaks for itself. However the invitation of President and Mrs Syngman Rhee to have tea with them at their palace was one of the highlights of the stay in Seoul, the other being the bestowing of an honorary degree of Dr of Music from Ewha University, Dr Helen Kim president





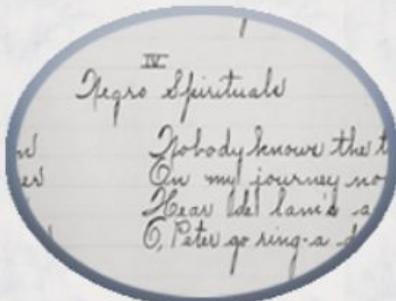
Listing materials to be digitized



Explore the Collection at Penn



scrapbooks



notebooks & diaries



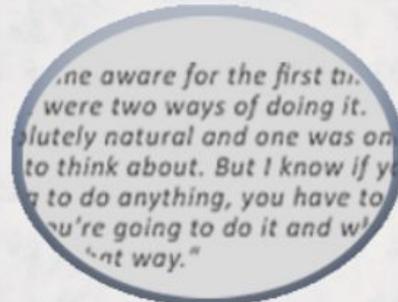
programs



photographs



recordings



interview transcripts

Template for listing materials

| A | B | C | D | E |
|----------------------|------------------|---|-------------------------|---|
| Holding Organization | Collection Title | Links to existing description or metadata, if available | Overall Collection Size | Current level of arrangement/processing |

| F | G | H | I | J | K |
|----------------------------|----------------------------|--|--|---|---------------------------------------|
| Current physical condition | Current storage conditions | Material type(s) to be digitized (e.g. manuscripts, photographs, etc.) | Estimated percentage of collection to be digitized | Rights holder(s) for the materials to be digitized, if applicable | Will any re-usage restrictions apply? |

Description

| Holding Organization | Collection Title | Links to existing description or metadata, if available | Overall Collection Size | Current level of arrangement/processing | Current physical condition | Current storage conditions | be digitized (e.g. manuscripts, photographs, etc.) | Estimated percentage of collection to be digitized | holder(s) for the materials to be digitized, if applicable | Will any re-use restrictions apply? |
|--------------------------------------|--|---|-------------------------|---|----------------------------|----------------------------|--|--|--|-------------------------------------|
| University of Pennsylvania Libraries | Nathaniel Chapman lecture notes, | http://franklin.library.upenn.edu/record.html?id=FRANKLIN_2703983 | 4500 | arranged and described at box level | good | excellent | Manuscripts | 100% | Public Domain | No |
| University of Pennsylvania Libraries | John Briscoe Medical lecture notes | https://franklin.library.upenn.edu/catalog/FRANKLIN_9934319693503681 | 200 | arranged and described at item level | good | excellent | Manuscripts | 100% | Public Domain | No |
| University of Pennsylvania Libraries | Joseph Trevor medical lecture notes | http://franklin.library.upenn.edu/record.html?id=FRANKLIN_3559144 | 200 | arranged and described at item level | good | excellent | Manuscripts | 100% | Public Domain | No |
| University of Pennsylvania Libraries | Lecture notes and addresses of Philip Syng Physick | https://franklin.library.upenn.edu/catalog/FRANKLIN_9927047843503681 | 2500 | arranged and described at box level | good | excellent | Manuscripts | 100% | Public Domain | No |
| University of Pennsylvania Libraries | Materia Medica notes | https://franklin.library.upenn.edu/catalog/FRANKLIN_9977203451203681 | 75 | arranged and described at item level | good | excellent | Manuscripts | 100% | Public Domain | No |
| University of Pennsylvania Libraries | Lecture notes on Materia Medica - Adam Kuhn | https://franklin.library.upenn.edu/catalog/FRANKLIN_9977203451503681 | 200 | arranged and described at item level | good | excellent | Manuscripts | 100% | Public Domain | No |
| University of Pennsylvania Libraries | Lecture notes on Barton | https://franklin.library.upenn.edu/catalog/FRANKLIN_9977203438303681 | 200 | arranged and described at item level | good | excellent | Manuscripts | 100% | Public Domain | No |
| University of Pennsylvania Libraries | Denn Medical school theses 1805-1828 | https://franklin.library.upenn.edu/catalog?utf8=✓&FRANKLIN_9927047843503681 | 22,300 | arranged but not yet described | excellent | excellent | Manuscripts | 100% | Public Domain | No |

Break

Estimating material volume



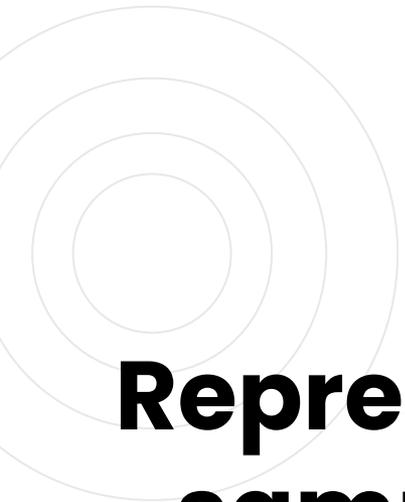
(photo by Eric Sucar)

Margins of Error

- 100 Ten minute audiocassettes: ~33 GB preservation files*
- 100 Hour-long audiocassettes: ~200 GB preservation files*
- 40 volumes at 500 pages each: 22,000 images
- 40 volumes at 800 pages each: 32,000 images



Andrea Nuñez in SCETI (photo by Eric Sucar)



Representative samples



Free Library of Philadelphia – Manuscripts of the Muslim World
Representative Samples

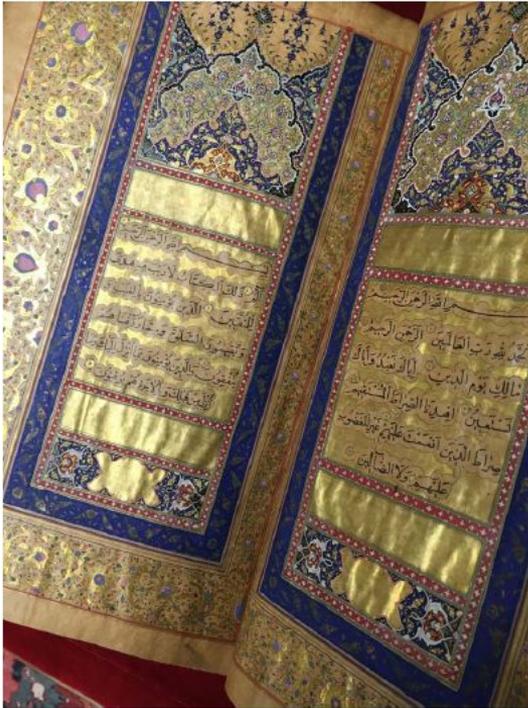
Free Library of Philadelphia

John Frederick Lewis Collection of Oriental Manuscripts

Lewis O 3

Public Domain

This circa 16th-century Qur'an from Iran is one of more than two dozen in the Free Library's collection. The opening pages are heavily illuminated, and the entire manuscript is in skillful Naskh script. The Qur'an is a complete copy and is decorated throughout, with the headings of the surahs written in white in illuminated borders.



University of Pennsylvania

Gift of Clarence S. Bement, 1900

UPenn Dewey Ms. 91 P434

Public Domain

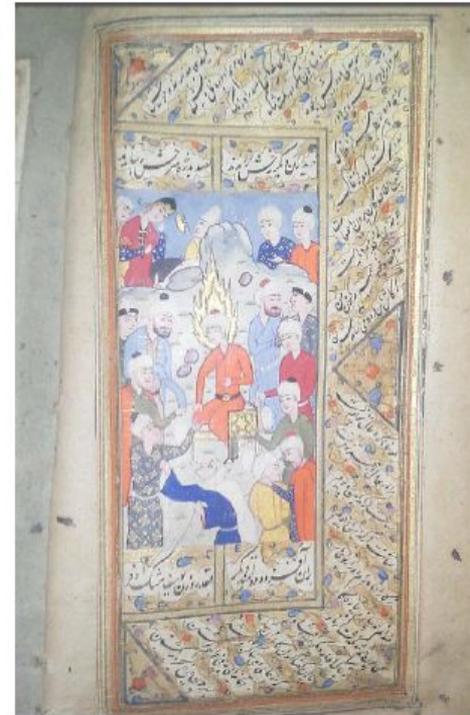
Nur ad-Dīn Abd ar-Rahmān Jāmī

Yusuf-o Zulaikhā (Haft Awrang)

Completed March 1, 1474

A dated and heavily illuminated Persian manuscript containing a text from the famous poet Jāmī.

Produced by an identified scribe during Jāmī's lifetime, possibly in Herat in today's Afghanistan. The miniature above depicts Joseph being sold into slavery by his brothers, part of the familiar biblical and Quranic story rendered into verse by Jāmī.





P.J. Smalley in SCETI (photo by Eric Sucar)

Question + Answer

Submit questions using Q&A box

Wrap up:

Session 3

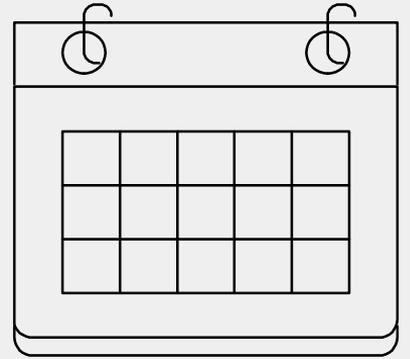
Designing an Achievable, Sustainable Digitization Plan

March 20

2:00–3:30 PM ET

Register for all upcoming sessions:

clir.org/hiddencollections/apply-for-an-award/





Thank you!

Please take a moment to complete a survey about this session.

Questions? hidencollections@clir.org