



Purpose of Recollections:Kansas

Recollections: Kansas is the platform for Kansas libraries to share unique historical materials and heighten awareness of the richness and diversity found in local collections.

Developed by the Northeast Kansas Library System, in conjunction with other state-wide library systems and the state library, Recollections:Kansas is a community based digital archive designed to capture and preserve the stories, images and memories of our Kansas community. Recollections:Kansas is the story of Kansas, told by its people.

Roles in Recollections:Kansas

Roles in the project are dictated by the software used by the project – the Omeka open source digital asset management system. Each of the participants in the project can get a user name and password at the appropriate role in order to work with the Omeka software.

NEKLS Staff - responsibilities include hosting and designing/developing the Omeka platform used in the development of the project. NEKLS staff act as “super admin” on the site, with access to all functions and features of R:K. NEKLS staff, with the assistance of the advisory committee present policies and procedures for the project. NEKLS staff will provide training to libraries in the NE Kansas area and to system consultants and staff in other Kansas regions.

Other Kansas Regional Systems - responsibilities include providing staff for the advisory committee (if the system is participating in the project) and assisting with the creation of procedures for libraries to follow while participating in the project. Some help with metadata creation and standards will also be requested. System staff are responsible for training their system's librarians. System staff will be given admin roles in the Omeka software which gives them access to most of the functions of the site.

Library Staff – responsibilities include curating and uploading items to be added to the project. In conjunction with their system's staff, they will be responsible for the organization of collections, exhibits and items for their library. Librarians will be given the Contributor role in Omeka which gives them access to all uploading, organizing and editing functions of the software.

Volunteers and Community Partners – volunteers and community partners will assist the local librarian in collecting and producing metadata for items. Some may be given Contributor roles, once trained on the policies and procedures of the project as well as copyright issues with digital items. Volunteers and community partners can help scan and, with the appropriate

permissions, upload items to the software in conjunction with the librarian.

Participation

Any library in Kansas is welcome to participate in the project. All libraries that participate will be given access to the central Omeka software installation and can add their collections to the R:K repository. If a system chooses to participate in the project, they should expect to spend some time training and working with their libraries to get content into the Omeka site. NEKLS also asks that each participating system contribute at least one staff member or librarian to the advisory committee for the project.

Training

As indicated in the roles, NEKLS staff will train system staff, system staff will be responsible for training their own librarians. Robin Hastings, of the NEKLS system, is available to come to the system's headquarters to provide face-to-face training to that system's staff upon request. That process has already begun and can be scheduled immediately with Robin.

NEKLS has put up a libguide at <http://nekls.libguides.com> that will serve as a clearing house for informational, marketing and training materials. NEKLS will provide some of that material, the system consultants, as a group, will provide some of it (including copyright training that will be recorded and made available to libraries as they come onto the project) and some will be provided by other system's staff as they create it. All of it will be stored on the libguide for all participants to use and remix for their use. Some information is there now, more will be added as more training is done in the next months. The copyright information will be added as soon as a workshop can be arranged and recorded. The current plan is to have something formal in place by fall. Until then, copyright handouts have been provided by the NEKLS and CKLS staff and are downloadable at the libguide.

Cost

At this time, there is no cost for systems to participate. The State Library has provided a grant for the first two years of operation. After that time, there will be a fee, based on hosting and storage costs, for the participating systems. The only other cost for the project is for extra storage if needed and for scanning equipment (simple, \$100 flatbed scanners are perfectly acceptable) if not already owned by the system or library participating in the project. All images and data from the site are backed up nightly by the R:K host, but if a system or library would like to have local backups, the cost of an external hard drive may be required as well. All other equipment is standard (computers, flash drives, internet connections) and libraries and systems can use equipment they already own for the storage and uploading of their

images and items.

Procedures

There is a participation agreement that each library needs to read and sign before they can be issued a user name and password for the system. Regional Systems will need to visit with Robin before they are able to start adding libraries so that Robin can provide them with the training materials and information (including the Participation Agreement each library will need to sign and item metadata sheets). Once that visit is complete, systems can start adding libraries at any time. Systems can keep the hard copy of their libraries' Participation Agreement, but an electronic copy of the agreement must be sent to Robin to get the username/password assignment process started.

As stated above, equipment for the project is basic, consumer-grade scanners and a way to hold the images and items (computer hard drive, external hard drives, flash drives, etc.) until the digital files are uploaded. Item information sheets (created by Chris Rippel of CKLS) or a template including the required Dublin Core metadata information is available at the libguide and will be provided to each participating library. Libraries can start adding content as soon as they have the item metadata sheet(s) in hand.

Promotion

State-wide promotion will be coordinated by the NEKLS staff in conjunction with the State Library. Each regional system that participates will be asked to do some local promotion of the project with their libraries. All marketing materials created by NEKLS or the systems will be stored on the libguide for use by all. Systems are asked, when they create their own materials, to send them to Robin for inclusion in the guide.