

## SMU Engaged Learning Project:

Digital Collections Development Internship

[Norwick Center for Digital Services](#)

Central University Libraries , Southern Methodist University

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The Norwick Center for Digital Services (nCDS), a unit of SMU's Central University Libraries (CUL), is working to digitize the extensive special collections holdings of our libraries and make them freely available over the web. We currently have some 30,000 image, text, video, and audio files in 38 digital collections on the [CUL Digital Collections](#) web site. Our digital collections have received nearly 4 million page views from around the world, since their inception in 2008.

CUL Digital Collections reflect the holdings of special collections, and include strong concentrations of items relating to Texas history and art, the U.S. Southwest and West, Mexico, railroads, Civil War, World War II, SMU history, African American and early nickelodeon films, performing arts, SMU-in-Taos history and research, and more. People from around the globe are accessing and using these items, which often lead to changes in fields of study and/or have a documented, positive impact on people's lives.

nCDS has an engaged learning practicum, which will provide hands-on experience and training in digital collections development of unique and rare cultural heritage items. Work during the practicum will be focused on digital collections development, with special emphasis on



[\[Staircase and elevator\]](#) from the DeGolyer Library's Photographs of Q.S.T.S. "Lusitania", ca. 1905-1907, is one of dozens of views by Bedford Lemere & Co. of the interior and exterior of the well-known passenger ship. These rare photographs, most of which are unavailable anywhere else on the Internet, have led to a large increase in page views in the [Europe, India, and Asia: Photographs, Manuscripts, and Imprints](#) digital collection.



[Kaw-u-tz \(Cado\)](#), 1906, by George Bancroft Cornish, is one of our most popular items in our [Flickr: The Commons](#) account. Flickr: The Commons is a reserved space in Flickr for [56 leading cultural heritage organizations, libraries, and museums from around the world](#). CUL is one of the two organizations from Texas.

the areas of digitization and metadata creation. Research is often required to annotate special sets of items that cover a wide array of historical topics. Examples include (but are in no way limited to) the Mexican Revolution, the development of tourism in New Mexico and its impact on the local Indian community, World War I, the history of railroads, the development of torpedo boats, Texas oil, early landscape photography of the West, and much, much more.

We have a premier digitization center that includes small and large format scanners, a specialized book scanner, a digital photography studio, and video/audio transfer capability. We will train the selected practicum student to digitize items for a new or existing collection. S/he will scan or digitally

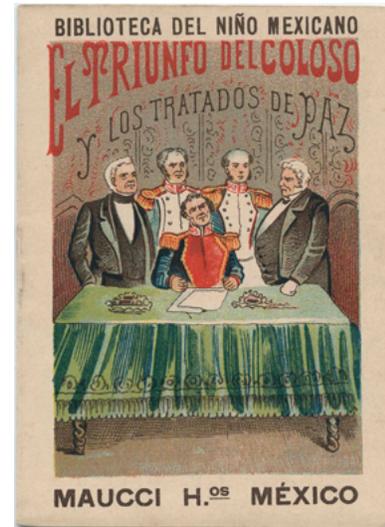
photograph the items using our [digitization guidelines](#).

We will train him/her to create metadata for each item using our [cataloging guidelines](#). All items are all presented as primary resources with a corresponding metadata record about each item that captures a wide range of descriptive, technical and administrative details, such as the size and format of the original object, who created it, when it was created, other notes about the object, how it was digitized, which library holds the item, and rights information.

We will show him/her how to upload items using the CONTENTdm collections management software platform.

S/he may also elect to focus on other areas of digital collections development, such as marketing, social media, documentation, specialized training in CONTENTdm, web usage analysis, and/or digital archiving.

When the practicum is completed, s/he should have concrete experience in digitization, Photoshop, metadata creation, and digital collections development of museum-quality cultural heritage resources.



*[El triunfo del coloso y los tratados de paz](#), 1900, was viewed 3,376 times, making it one of the most popular items in CUL Digital Collections. The pamphlet, illustrated by Jose Guadalupe Posada, is being used as part of an assignment in the Mexican 5th grade school curriculum and was accessed by thousands of Mexican school children for educational use.*