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**2019**

OCTOBER 21-23  
ARLINGTON, VA



# Becoming a Digital Content Contributor



# Speakers

- David Walls, Preservation Librarian, Library Services & Content Management (LSCM), U.S. Government Publishing Office (GPO)
- Jessica Tieman, Digital Preservation Librarian, LSCM, GPO
- Carmen Tinker, Government Documents Librarian, Washington State Library



## Digital Content Contributors:

Libraries choose to digitize Government publications for their own digital collection development to meet the needs of their own local user community.

“Provide digital content to GPO for ingest into FDsys/**govinfo**. The Contributors provide content that meets GPO specifications for ingest into the repository. GPO provides ongoing access and preservation of the digital content.”



## Digital Imaging

### *Access and Preservation*

- Increases discovery and access of document content through digital online search and discovery methods.
- Creates digital surrogates that provide security for fragile originals and special collection items preserving their historic and potential monetary value from degradation through use.



## govinfo

- Contribute to the National Collection of Digital Government Publications.
- Local access and preservation efforts of libraries now have a national context.
- Content has a higher level of preservation in GPO's ISO 16363 certified digital repository.



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# Digital Content Contributor Process Overview

Jessica Tieman



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### Content Details

**Summer in the Life of Wild Mallards**



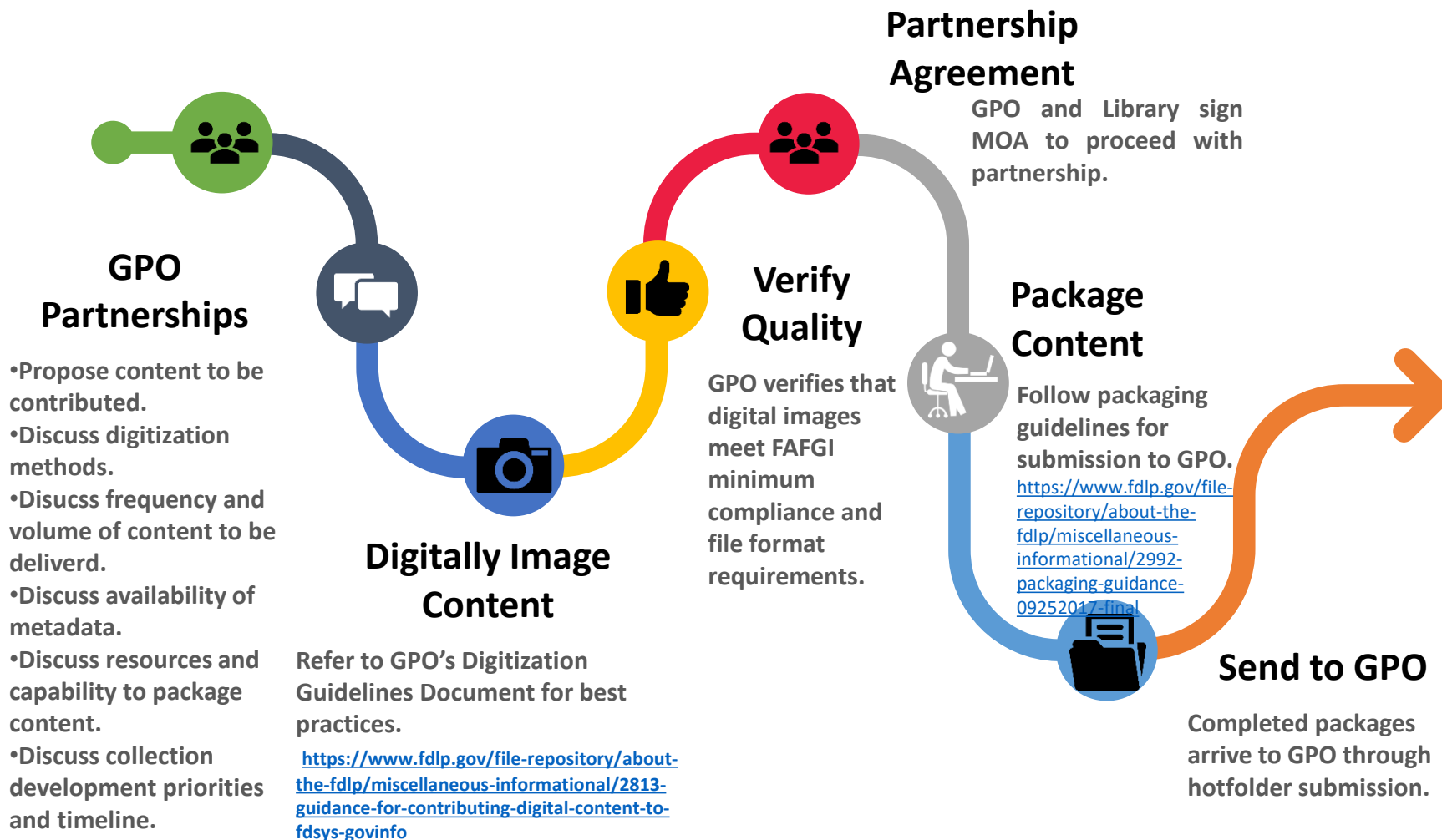
**Summary** | **Document in Context**

<b>Branch</b>	Executive
<b>Category</b>	Executive Agency Publications
<b>SuDoc Class Number</b>	I 49.2 M 29/2
<b>Government Author</b>	Interior Department, Fish and Wildlife Service.
<b>Publication Title</b>	Summer in the Life of Wild Mallards
<b>Date Issued</b>	January 1, 1989
<b>Rights Statement</b>	This document is a work of the United States Government and is not subject to copyright pursuant to 17 USC 105.
<b>GPO Partnership</b>	This content was digitized and made publicly available through a partnership between the U.S. Government Publishing Office and Washington State Library.





# Content Contributor Process







# Where to Find Guidelines

Go to [FDLP.gov](http://FDLP.gov)

Go to “Preservation”

Go to “Guidelines & Best Practices” >

<https://www.fdlp.gov/file-repository/about-the-fdlp/miscellaneous-informational/2992-packaging-guidance-09252017-final>

## Guidance for Packaging Digital Content for Submission to FDsys/govinfo

The following guidance is for Digital Content Contributor Partners to utilize when packaging or preparing digital content for transfer of the digital content to the U.S. Government Publishing Office (GPO) for inclusion in govinfo. In order for GPO to submit content to the preservation repository, packages must be properly formed, and files must be named appropriately. Following the packaging guidance will assist GPO to submit content into govinfo efficiently.

### govinfo Packaging Structure

Content in govinfo must be packaged in a specific structure. A package must include:

- tiff-submitted or jpeg2000-submitted folder: for the master preservation files (TIFF or JPEG2000) if master files are being ingested
- pdf-submitted folder: access derivative files (PDF or PDF/A)
- metadata-submitted folder: contains the marc.xml metadata and template.xml (XML) files (if provided)
- thumbnails-submitted (80x129 pixels jpeg) (if provided)

Other renditions can also be included in a package but are less common; additional file formats may be approved or requested by GPO.

### govinfo File Naming Conventions

All files within the same package should be named with the same “stem” name. For example, if a given package represents a bill called “HR 1,” all files within that package should be named similarly:

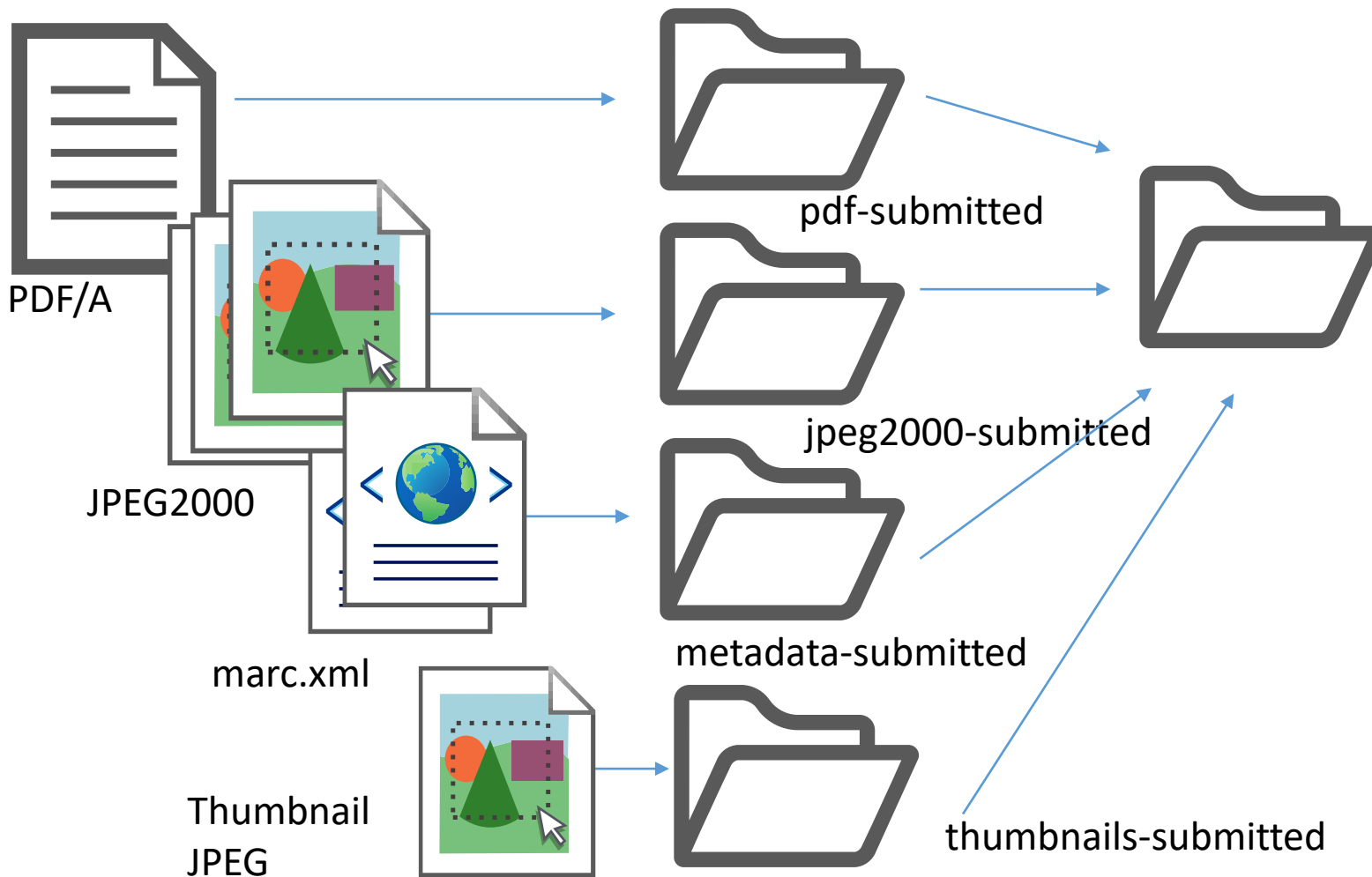
hr1.pdf  
hr1.txt  
hr1.html

Using these naming conventions will ensure that each package makes its way into the proper rendition and that the system can recognize that all files belong to the same package.

All packages and files within packages should be named with the following convention:



# Packaging Basics





# Common Questions and Answers

- **What Master File Format should I use?**
  - JPEG2000 is the preferred file format, file extension .jp2 (ISO/IEC 15444)
  - This file format can be produced from TIFF in Adobe Photoshop but the default settings must be changed to produce .JP2, not .JPF (an extension of JPEG2000 which is not used for preservation master images).
- **What if my library does not provide cataloging for these materials?**
  - When partners provide content that has not been cataloged, the timeline from the point at which content is delivered to GPO and it is ingested into **govinfo** is significantly increased.



## Common Questions and Answers

- **What if I only have a few publications or a single publication to contribute?**
  - GPO is happy to receive as few as one publication from any library partner.
- **When will my content appear on govinfo?**
  - The timeline for public availability on **govinfo** will be addressed prior to signing the MOA. Many factors impact how quickly content can be made available, including collection development priorities and metadata availability. The more complete a library can provide content to GPO (including packaging and metadata), the more expedient ingest to **govinfo** will be.



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## Example > File Naming of Packages





Name	Date modified	Type	Size
ArmyCorpsofEngineers-NorthwestsectorNo.10-22	5/23/2019 7:48 AM	File folder	
DepartmentOfEducation-ForeignlanguageeducationinAmericanhighschools	3/5/2019 8:12 AM	File folder	
FishAndWildlife-ASummerInTheLifeOfWildMallards	4/23/2019 8:40 AM	File folder	
FishAndWildlife-PacificSalmonManagement	4/30/2019 2:30 PM	File folder	
NationalParkService-MotoristsguideMountRainierNationalParkWashington	2/6/2019 7:51 AM	File folder	



























## Example > Content Subfolders within Package

Name	Date modified	Type
 jpeg2000-submitted	4/23/2019 8:40 AM	File folder
 metadata-submitted	4/23/2019 8:40 AM	File folder
 pdf-submitted	4/23/2019 8:40 AM	File folder
 thumbnails-submitted	4/23/2019 8:40 AM	File folder



## Example > Content Files within Subfolder

 FishAndWildlife-ASummerInTheLifeOfWildMallards001	4/15/2019 1:45 PM	JPG File	2,583 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards002	4/15/2019 1:45 PM	JPG File	74 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards003	4/15/2019 1:45 PM	JPG File	202 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards004	4/15/2019 1:45 PM	JPG File	1,560 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards005	4/15/2019 1:45 PM	JPG File	1,142 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards006	4/15/2019 1:45 PM	JPG File	1,121 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards007	4/15/2019 1:45 PM	JPG File	1,154 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards008	4/15/2019 1:45 PM	JPG File	1,461 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards009	4/15/2019 1:45 PM	JPG File	1,060 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards010	4/15/2019 1:45 PM	JPG File	1,378 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards011	4/15/2019 1:45 PM	JPG File	893 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards012	4/15/2019 1:45 PM	JPG File	1,807 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards013	4/15/2019 1:45 PM	JPG File	1,245 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards014	4/15/2019 1:45 PM	JPG File	640 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards015	4/15/2019 1:45 PM	JPG File	1,203 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards016	4/15/2019 1:45 PM	JPG File	1,345 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards017	4/15/2019 1:45 PM	JPG File	771 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards018	4/15/2019 1:45 PM	JPG File	71 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards019	4/15/2019 1:45 PM	JPG File	85 KB
 FishAndWildlife-ASummerInTheLifeOfWildMallards020	4/15/2019 1:45 PM	JPG File	445 KB



# Example > MARC XML

Outline

Element name filter

- marc:collection "http://www.loc.gov/MARC21/slim"
- ▲ ● marc:record 01074cam a2200325Ia 4500
  - marc:leader 01074cam a2200325Ia 4500
  - marc:controlfield "001" 22094577
  - marc:controlfield "003" OCoLC
  - marc:controlfield "005" 20091211141937.0
  - marc:controlfield "008" 900718s1989 dcua j f000 0 eng d
  - ▷ ● marc:datafield "035" (OCoLC)22094577
  - ▷ ● marc:datafield "040" IDU
  - ▷ ● marc:datafield "043" n-us---
  - ▷ ● marc:datafield "049" WRJA
  - ▷ ● marc:datafield "050" QL696.A52
  - ▷ ● marc:datafield "074" 0612
  - ▷ ● marc:datafield "086" I 49.2:M 29/2
  - ▷ ● marc:datafield "100" Olson, Kent.
  - ▷ ● marc:datafield "245" A summer in the life of wild mallards.
  - ▷ ● marc:datafield "260" [Washington, D.C.?:
  - ▷ ● marc:datafield "300" 14 p. :
  - ▷ ● marc:datafield "500" Cover title.
  - ▷ ● marc:datafield "500" "Art and text by Kent Olson"--P. []
  - ▷ ● marc:datafield "500" "Published in cooperation with the Grand Teton
  - ▷ ● marc:datafield "500" Shipping list no.: 90-0319-P.
  - ▷ ● marc:datafield "650" Mallard
  - ▷ ● marc:datafield "650" Wildlife refuges
  - ▷ ● marc:datafield "710" U.S. Fish and Wildlife Service.
  - ▷ ● marc:datafield "740" Wild mallards.
  - ▷ ● marc:datafield "907" .b31081885
  - ▷ ● marc:datafield "945" I 49.2:M 29/2



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## More Questions and Answers!

- File naming seems complex; the character limit is being reached!
  - The guidelines are just a suggestion; it is most important that each package be named 1) in “human-readable” way that allows for differentiation from other packages 2) consistently.
- What happens if I need help?
  - GPO is happy to troubleshoot and help with packaging difficulties.
- What if my metadata is not in marc.xml format?
  - GPO can accept metadata in a variety of methods; marc files, spreadsheets, etc.
- Other questions?



# Digital Content Contribution

Carmen Tinker, Washington State Library





## Why Digital Content Contribution?

- Generally interested in partnering with GPO, but have very limited staff time and resources
- We were already digitizing microfiche and fragile print publications when requested through interlibrary loan
  - We were storing files on a local server and linking to them from our catalog
- If we're already digitizing documents, why not share that?



## Benefits of Partnership

- Allows for much wider access to publications
- Good fit with both our library's strategic goals and our role as Regional
- Feasible way to contribute to the FDLP community given our limited resources
- Pass on file storage and maintenance responsibilities
- Positive press/recognition



## Initiating the Partnership

- Consulted with appropriate staff within our library
- Reached out to [PreserveFedInfo@gpo.gov](mailto:PreserveFedInfo@gpo.gov)
- Had a few conference calls with staff from GPO about our proposal, their requirements, and the process
- Sent a sample of digitized files to GPO for review
- Approval of proposal by GPO



## Formalizing the Partnership

- Received a draft Memorandum of Agreement from GPO
- Memorandum of Agreement approved and signed
- Received credentials for SFTP from GPO
- Learned to properly package the files for submission
- Wrote internal procedures and communicated new process to all staff involved
- Submitted first publication!



## An Overview of the Contribution Process

- Important first step: make sure the document is not already available online
- Scan the document to the appropriate standards
- Package the files appropriately
- Send via SFTP to GPO
- Receive a link to the publication on govinfo



## Key Scanning Standards

- Digitize print over microfiche if both are available
- 400 dpi
- In color
- Jpeg2000 file format





## Packaging Files

- Our scanner is older, so we scan as tiff files
  - Convert tiff to jpeg2000
  - Convert tiff to pdf
- Get a marc.xml file from the catalog record
- Name files following convention
- Set up proper folder structure



## Submitting Files

- Send an email heads-up to GPO contacts
- Submit files via SFTP
- Receive an email with a link to the new publication in govinfo
- Update internal statistics



## Guidance from GPO

- Documentation available from FDLP Partnerships page
  - [Guidance for Contributing Digital Content](#)
  - [Guidance for Packaging Digital Content for Submission](#)
  - [Digital Content Contributor MOA template](#)
- Ask questions : [PreserveFedInfo@gpo.gov](mailto:PreserveFedInfo@gpo.gov)



## Maximizing Impact with Limited Resources

- Publications are being digitized anyway; packaging and submitting files takes ~15 minutes
- We average one publication a month, so the workload can fit into even the busiest months
- If every library in the FDLP contributed one digitized publication a month...



Questions?

Carmen Tinker

[carmen.tinker@sos.wa.gov](mailto:carmen.tinker@sos.wa.gov)

360-570-5561



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