## RUTGERS Center of Alcohol Studies

#### **Project goals**

The Rutgers Center of Alcohol Studies (CAS) Library's goal is to create a digital library



platform for digitizing, preserving, and making accessible a unique and rare collection of materials representing over 80 years of history in the field of alcohol studies in the United States.

#### **Project scope**

The collection will include:

#### 1. CAS publications:

- Quarterly Journal of Studies on Alcohol (1940-1974) articles
- Journal of Studies on Alcohol and Drugs (JSAD) articles
- The Classics of Alcohol Literature
- Scholarly and popular monographs
- Classified Abstract Archive of the Alcohol Literature (CAAL)
- Reprints of historical alcohol- and temperance-related literature
- 2. CAS prominent scholar profiles
- 3. CAS Summer School documentation
  - Program brochures, newsletters
  - Registration cards

#### Why use a document management system?

The CAS Library was contacted by a local company to evaluate a document management (DM) system for business use. Recognizing the potential of the system to manage digital resources, the librarians partnered with software engineers to customize the system for use as a digital asset management (DAM) system.

#### But, can it support:

#### DEBORAH FANSLOW, MLIS

# WHEN OPPORTUNITY KNOCKS **Engineering a DAM System for Digital Collections**

#### Document **Management (DM) Systems**

**Optical Character Recognition** (full/zonal)

**Text-specific search features** (boolean, proximity, natural language)

**Text processing integration** (direct text ingest from MS Word, Adobe Acrobat)

> **Document manipulation** (rearrangement, text redaction)

#### **Rich media**

DM system can store, index, and manage:

• **Documents** (journal articles, pamphlets, newsletters, books, correspondence)

• Images (photographs, prints, posters)

• Media? (tapes, slides, cassettes, film reels, VHS, microforms)

• 3-D Objects? (sculptures, 3-D realia)

## The good, the bad, and the...challenges!

#### Workflow

**Successfully created** workflow to support:

- Multiple approvals
- Access control (in-house vs. public)
- Indexing in multiple stages (librarians vs. student workers)

#### Needed to customize scanning equipment:

- Purchased specific scanner for DM system
- Tweaked scanner image input controls

 Customizing metadata fields can require help of software engineers

Linking images & data

• Non-intuitive metadata mapping process

CENTER OF ALCOHOL STUDIES

### **Core elements**

#### Repository

(relational database/file system with version control, categorization, upload/download)

#### Metadata index

(descriptors, administrative data, relationships, and versions)

#### Search engine

(searches metadata index and repository)

#### Access/rights system (security) (privileges and permissions)

#### Workflow engine

(task scheduling)

#### Metadata

Support for modified **Dublin Core schema**, however...

 No automatic ingest of embedded metadata

#### Data migration issues from legacy systems:

Flat file conversion

#### Vocabularies

We are using a custom thesaurus to index our documents. However, the DM system does not support direct thesaurus integration.

#### **Possible solution:**

- Use a coding scheme to assign numerical codes to documents when scanned
- Codes will will be "translated" into assigned descriptors upon system ingest

### **Digital Asset Management (DAM) Systems**

**Rich media management** (image linking, audio/video support)

Advanced metadata indexing (support for embedded metadata parsing and custom metadata schemas)

### **Asset transformation**

(image resizing, file conversion/encoding)

#### Asset assembly (collections, image sets, etc.)

#### Interface

The DM system user interface is inadequate to support end-users' access, browsing, and searching needs:

- UI is feature heavy, but non-intuitive
- No support for creating galleries/collections
- No faceted search
- No "related" display

#### **Possible solution:**

 Create our own custom integrated interface

#### Training

Working with a vendor to customize proprietary software requires clear communication of your requirements and needs. In our case, we also utilized:

- System documentation
- System administrator training
- In-person meetings with system engineer for on-site customizations and technical troubleshooting