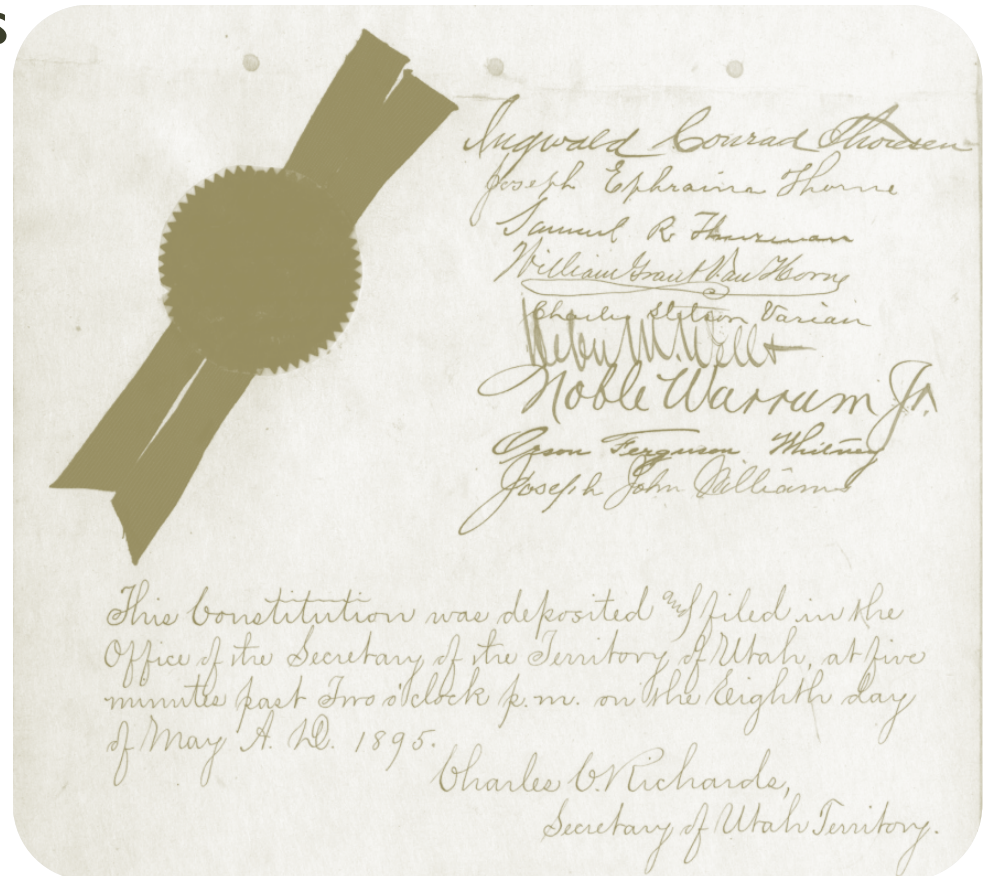


# CONTENTdm Case Study

Utah State Archives

October 2011



# Digitize All The Things?



# PLANNING

4  
1 .....dollars, for the benefit of the University  
2 of Utah Permanent Land Fund, together with interest  
3 from date until paid at five per cent per annum, interest  
4 payable January 1st and July 1st of each year.

5 State of Utah,  
6 By.....,  
7 As Acting Chairman of the Board of Regents of the Uni-  
8 versity of Utah.

9 By.....,  
10 As Acting Secretary of the Board of Regents of the Uni-  
11 versity of Utah.

12 Sec. 5 In executing such obligations the sums first  
13 aggregating twelve thousand five hundred dollars shall  
14 be made payable on or before January 1st, 1902. The  
15 sum aggregating twelve thousand five hundred  
16 dollars shall be made payable on or before January 1st,  
17 1903, and so on, making each payment for twelve thou-  
18 sand five hundred dollars payable one year later than  
19 the preceding payment; and the State Treasurer and  
20 State Auditor are hereby authorized and directed to pay  
21 the principal and interest of such obligations as they  
22 mature, and money is hereby appropriated for that pur-  
23 pose.

24 Sec. 6 As soon as the University of Utah is perma-  
25 nently located on the site granted by Congress, then the  
26 lands and buildings now owned and occupied by the Uni-  
27 versity of Utah for educational purposes shall be duly  
28 conveyed to the State of Utah; and thereupon the State  
29 Board of Land Commissioners <sup>or its successors</sup> shall take charge and po-  
30 session thereof and manage the same to the best advan-  
31 tage until such premises can be advantageously sold or  
32 otherwise disposed of; if such premises can be advan-  
33 tageously sold, then the State Board of Land Commis-  
34 sioners <sup>or its successors</sup> is hereby authorized and directed to sell the same

*Print this section  
as it is.*

*Print this section  
just as it is.*

# Planning

- Opportunity to make a decision before an issue arises
  - ...before reactions that could include “scrambling”

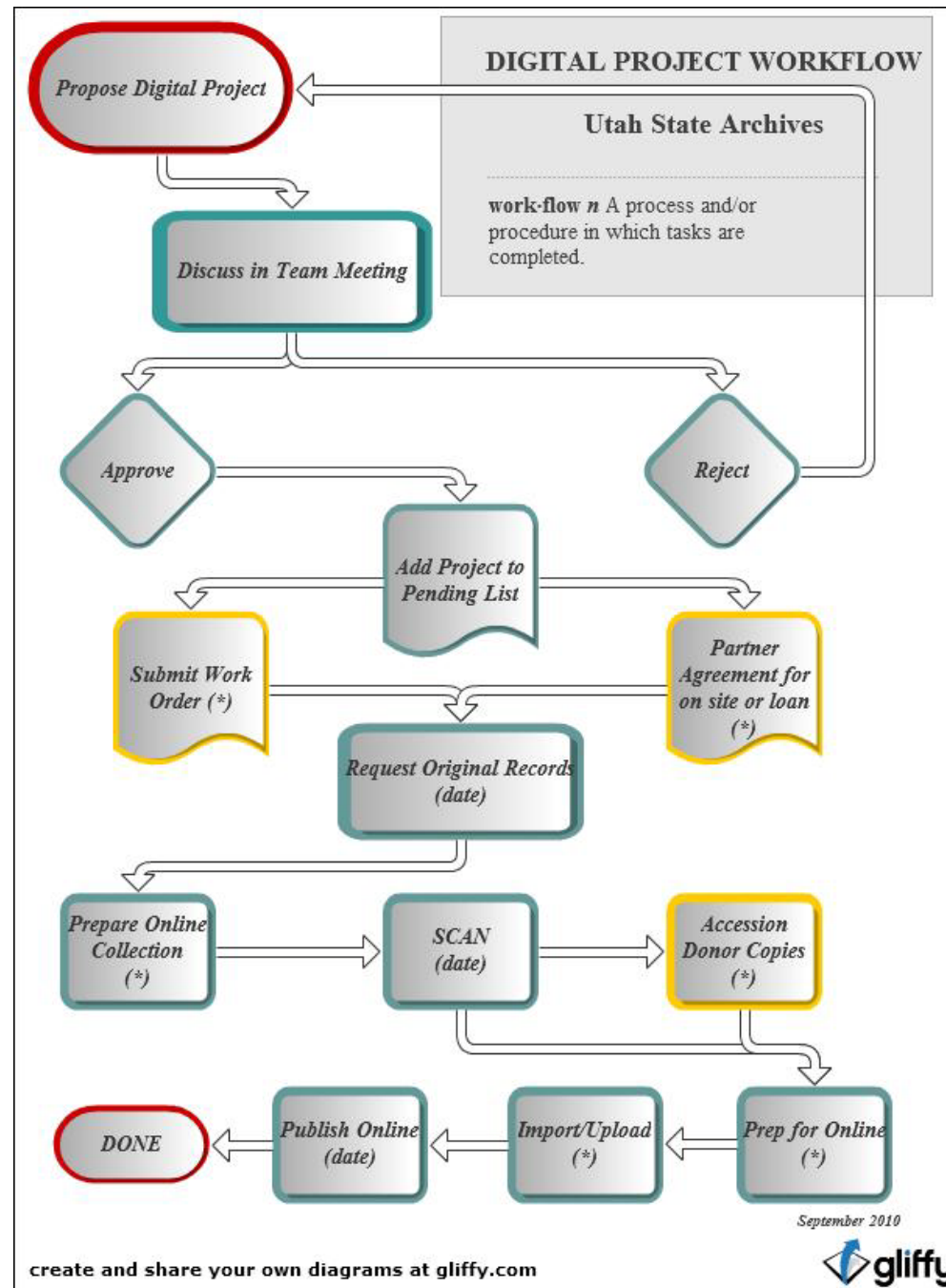


# Project Proposal

- Name and contact information
- List records series that will be part of the project
- List any partnerships or outside vendors
- Describe the condition and format of the original materials
- Indicate any existing metadata such as series inventories or indexes
- List who will be involved such as technicians and metadata entry

# Digital Team

- Project selection and review
- Issues with resources: personnel, equipment, funds
- Partnerships
- Software
- Publicity
- ...and more





# Pending List

Small State Records Project															
Primary Contact: Glen Fairclough or Alan Barnett or Ken Williams															
Series #	Agency	Series Title	Volume of Original Materials	Dates	Workorder	Prepare Collection	Imaging Begin	Quality Control	Imaging Finish	Donor Images	Prep for Online	Upload	Website	Status Summary	
<a href="#">17170</a>	Division Archives and Records Service	Oaths of Office	5 docs	2005		<input checked="" type="checkbox"/>	3/27/2006	<input checked="" type="checkbox"/>	3/27/2006		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/5/2006	DONE	
<a href="#">17170</a>	Division Archives and Records Service	Oaths of Office	5 docs	2009		<input checked="" type="checkbox"/>	5/12/2009	<input checked="" type="checkbox"/>	5/12/2009		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/12/2009	DONE	
<a href="#">17170</a>	Division Archives and Records Service	Oaths of Office	2 docs	2009		<input checked="" type="checkbox"/>	9/12/2009	<input checked="" type="checkbox"/>	9/12/2009		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3/8/2010	DONE	
<a href="#">3214</a>	Statehood Constitutional Convention	State constitution	1 cu. ft.	1895		<input checked="" type="checkbox"/>	2010	<input checked="" type="checkbox"/>	2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/4/2011	DONE	
<a href="#">14107</a>	Semi-Centennial Commission	Book of the Pioneers	1 book	1897		<input checked="" type="checkbox"/>	2010	<input checked="" type="checkbox"/>	2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<a href="#">17170</a>	Division Archives and Records Service	Oaths of Office	2 docs	2011		<input checked="" type="checkbox"/>	1/24/2010	<input checked="" type="checkbox"/>	1/24/2011		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/24/2011	DONE	
<a href="#">81448</a>	Office of Vital Records and Statistics	Death certificates	23 reels	1959-60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3/9/2011	<input checked="" type="checkbox"/>	4/6/2011		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<a href="#">3179</a>	Reorganization of Executive Branch	Report†	2 folders	1966		<input checked="" type="checkbox"/>	5/31/2011	<input checked="" type="checkbox"/>	6/1/2011		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6/1/2011	DONE	
<a href="#">3298</a>	Legislature	Little Hoover Commission	.35 cu. ft.	1965-66		<input checked="" type="checkbox"/>	6/6/2011	<input checked="" type="checkbox"/>	6/6/2011		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6/19/2011	DONE	
<a href="#">4532</a>	Governor Matheson	State agency correspondence	0.35 cu. Ft.	1977-1983	363	<input checked="" type="checkbox"/>	6/7/2011	<input checked="" type="checkbox"/>	6/16/2011		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6/22/2011	DONE	
<a href="#">15274</a>	State Records Committee	Minutes	0.35	1992-2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/11/2011	<input type="checkbox"/>	7/12/2011		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/13/2011	DONE	





# SCALE IT UP



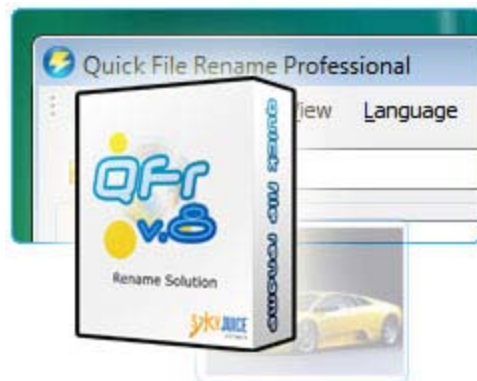
# Mass Digitization

- Use what you have already
- No fussing with details



# Save Time, and Sanity

- Folder Creator
- Quick File Rename
- Folder Sizes
- Photoshop Scripts and Automation
- Excel





DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS

STATE OF UTAH  
CERTIFICATE OF DEATH

State File No. ....  
Registrar's No. 653-J

MARGIN RESERVED FOR RECORDING  
N.B.—WRITE PLAINLY WITH UNFADING INK. THIS IS A PERMANENT RECORD.  
Every item of information should be carefully supplied. AGE should be stated EXACTLY. PHYSICIANS should state CAUSE OF DEATH in plain terms, so that it may be properly classified. Exact statement of OCCUPATION is very important. See instructions on back of certificate.

<b>1. PLACE OF DEATH:</b> (a) County <u>Wasatch</u> (b) City or town <u>Camp O'Donnell</u> (If outside city or town limits name Precinct) (c) Name of hospital or institution: <u>Camp O'Donnell, Philippine Islands</u> (If not in hospital or institution give street number or location) (d) Length of stay: In hospital or institution <u>xxx</u> (Specify whether In this community <u>42 days</u> years, months or days)				<b>2. USUAL RESIDENCE OF DECEASED:</b> (a) State <u>Utah</u> (b) County <u>Wasatch</u> (c) City or town <u>2224 Adams Avenue</u> (If outside city or town limits write RURAL) (d) Street No. <u>2224 Adams Avenue</u> (If rural give location) (e) If foreign born, how long in U.S.A. <u>xxxx</u> years											
<b>3. (a) FULL NAME</b> <u>Capt. ROBERT SPENCER WALKER</u> <u>0-283 699</u> <b>3 (b) If veteran,</b> name war <u>World War II</u> <b>3 (c) Social Security</b> No. <u>None</u>				<b>MEDICAL CERTIFICATION</b> 20. DATE OF DEATH (Month, day, and year) <u>May 20</u> , 19 <u>42</u> I HEREBY CERTIFY, That I attended deceased from _____, 19____, to _____, 19____; last seen <u>in</u> alive on _____, 19____; death occurred on the date stated above, at _____ Immediate cause of death: <u>Effect suffered in the Bataan death march to Camp O'Donnell</u> Due to <u>in World War II</u>											
<b>4. Sex</b> <u>Male</u> <b>5. Color or</b> _____ <b>6. (a) Single, widowed,</b> _____ (b) <u>Married</u> <b>7. Birth date of deceased</b> <u>December 13, 1909</u> (Month) (Day) (Year) <b>8. AGE</b> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>Years</td> <td>Months</td> <td>Days</td> <td>If less than one day</td> </tr> <tr> <td><u>-32-</u></td> <td><u>-5-</u></td> <td><u>-7-</u></td> <td>hr. min.</td> </tr> </table>				Years	Months	Days	If less than one day	<u>-32-</u>	<u>-5-</u>	<u>-7-</u>	hr. min.	<b>9. Birthplace</b> <u>Ogden</u> <u>Utah</u> (City, town, or county) (State or foreign country) <b>10. Usual occupation</b> <u>School Teacher &amp; Educational Advisor</u> <b>11. Industry or business</b> <u>Sociology</u> <b>12. Name</b> <u>Alexander (Sandy) W. Walker</u> <b>13. Birthplace</b> <u>Coeville, Utah</u> (City, town or county) (State or foreign country) <b>14. Maiden name</b> <u>Dessie Spencer</u> <b>15. Birthplace</b> <u>Ogden, Utah</u> (City, town or county) (State or foreign country)			
Years	Months	Days	If less than one day												
<u>-32-</u>	<u>-5-</u>	<u>-7-</u>	hr. min.												
<b>16 (a) Informant's own signature</b> <u>Alexander M. Walker</u> <b>(b) Address</b> <u>2224 Adams Avenue, Ogden, Utah</u> <b>17 (a)</b> <u>Burial</u> <b>(b) Date thereof</b> <u>10/19/48</u> (Burial, cremation, or removal) (Month) (Day) (Year) <b>(c) Place:</b> burial or cremation <u>Ogden City Cemetery</u> <b>18 (a) Mortuary</b> <u>Kirkendall-Darling Mortuary Assn.</u> <b>(b) Signature of funeral director</b> <u>R. S. Darling</u> <b>(c) Address</b> <u>529 25th St.</u> <b>(d) License No.</b> <u>977</u> <b>(e) Was body embalmed?</b> <u>No.</u> <b>(f) Embalmer's License No.</b> <u>xx</u> <b>19 (a)</b> <u>Oct 18, 1948</u> <b>(b)</b> <u>T. W. Bird</u> (Date received local registrar) (Registrar's signature)				<b>Other conditions</b> _____ (Include pregnancy within 3 months of death) <b>Major findings:</b> Of operations _____ Of autopsy _____ <b>22. If death was due to external causes, fill in the following:</b> (a) Accident, suicide, or homicide (specify) _____ (b) Date of occurrence _____ (c) Where did injury occur? _____ (d) Did injury occur in or about home, on farm, in industrial place, in public place? _____ (Specify type of place) <b>(e) While at Work?</b> _____ <b>(f) Means of injury</b> _____ <b>23. Signature</b> _____ (M.D. or other) _____ 19____ Address _____											

Next of kin: Alexander W. Walker (father)  
2224 Adams Ave.  
Ogden, Utah

# Mountain West Digital Library

- Share with a larger audience
- Be discovered
- Support from partners

[www.mwdl.org](http://www.mwdl.org)





# FamilySearch

- Death certificates (not in CONTENTdm)
- Birth & Death Registers
- Brand Books
- Birth certificates
- Anything with genealogical value



[www.familysearch.org](http://www.familysearch.org)



# Find a Community

- CONTENTdm Us Support Center
  - Documentation
  - Tutorials
  - Forums
    - Ask and answer questions
    - Get tips, how others are doing things
    - Connect with OCLC



[www.contentdm.org](http://www.contentdm.org)



# Questions?

## REGISTER OF BIRTHS.

Serial	Report No.	Sex	Color	Race or Nativity	DATE OF BIRTH			PLACE OF BIRTH	FATHER'S NAME
					Month	Day	Year		
1		Male	White	Caucasian	Jan	20	1898	Mayfield	Samuel C.
2		Female	White	Caucasian	Jan	25	1898	Mayfield	George A. Whitlock
3		Male	White	Caucasian	Jan	24	1898	Mayfield	Samuel H. Hansen
4		Female	White	Caucasian	Mar	10	1898	Mayfield	Samuel H. Hansen
5		Male	White	Caucasian	Jan	12	1898	Spring City	Joseph W. Albrecht
6		Male	Dark	Indian & Caucasian	Jan	27	1898	Lama Jan Spring City	David M.
7		Female	White	Caucasian	Mar	6	1898	Spring City	Henry Hill
8		Female	White	Caucasian	Mar	14	1898	Spring City	Lamont Jensen
9		Male	White	Caucasian	Mar	27	1898	Spring City	Olson Justesen
10		Female	White	Caucasian	Feb	13	1898	Spring City	Mr. L. Nielsen
11		Male	White	"	Mar	28	1898	"	John Robinson
12		Male	White	"	Feb	23	1898	"	David Sorenson
13		Female	White	"	Feb	4	1898	"	L. C. Larsen
14		Female	White	"	Jan	4	1898	Hammison	Nephi Anderson
15		Male	"	"	Jan	8	1898	Willow Creek	Isaac Isaacson
16		"	"	"	"	"	"	"	"
17		"	"	"	Jan	23	1898	"	"
18		"	"	"	Jan	"	1898	"	"
19		"	"	"	Jan	"	1898	"	"
20		"	"	"	Jan	23	1898	"	"

Gina Strack

[gmstrack@utah.gov](mailto:gmstrack@utah.gov)

(801) 531-3843