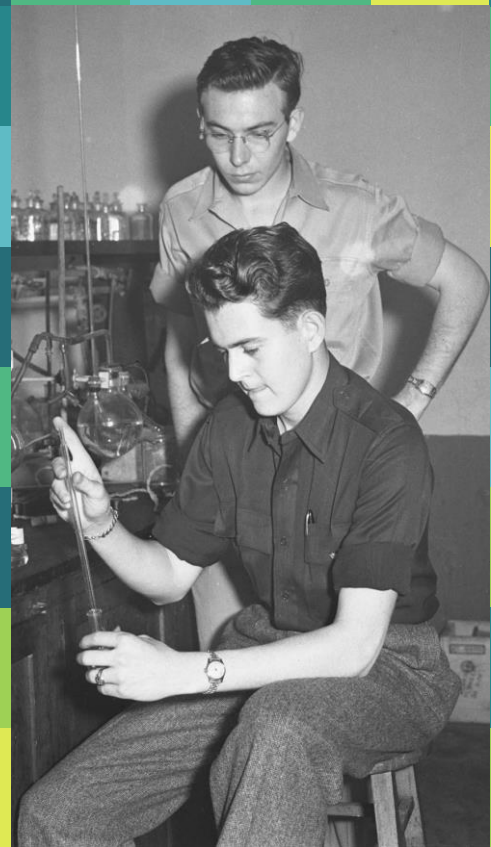# Adventures in determining a digitization lab's capacity

Shannon Willis

Digital Projects Lab Manager

Marcia McIntosh

Digital Production Librarian

https://texashistory.unt.edu/ark:/67531/metadc227034/

The Portal to Texas History

Search 1,347,331 items from 412 partners across Texas.

Any Type ▾ | 🔍 Search

Sample Searches: "Galveston Daily News" | "B-24 Liberator" | "Albany News" | "Cuero Record" | "Texas Register"

Statistics: The Portal to Texas History

Overview

1,528,587 Total Items

13,179,541 Total Files

65,949,622 Total Uses

1,586,310 Uses Last 35 Days

UNIVERSITY OF NORTH TEXAS®

Home   Tour   About ▾   Explore ▾

UNT Digital Library

🔍 🏠

Search 729,536 items from 33 partners at UNT.

Any Type ▾ | 🔍 Search

Our creativity. Our scholarship. Our world.

About the Digital Library | Search ▾ | Explore by ▾ | Take a Tour

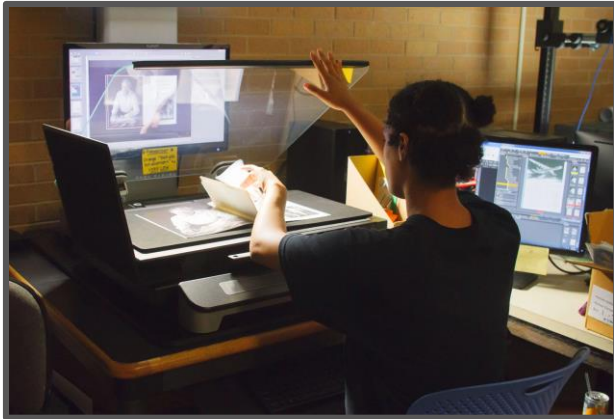## Statistics: Digital Library

Overview

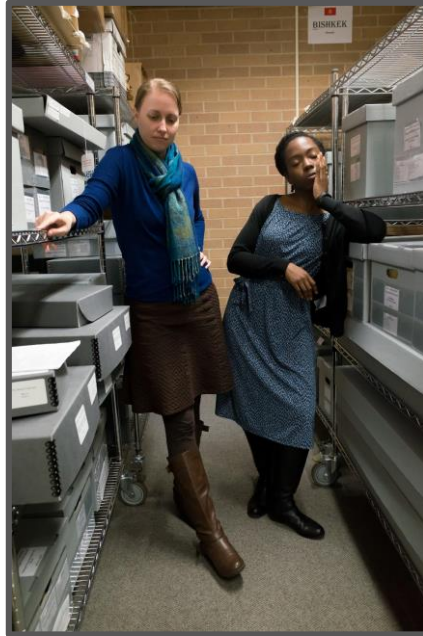868,840 Total Items

27,267,901 Total Files
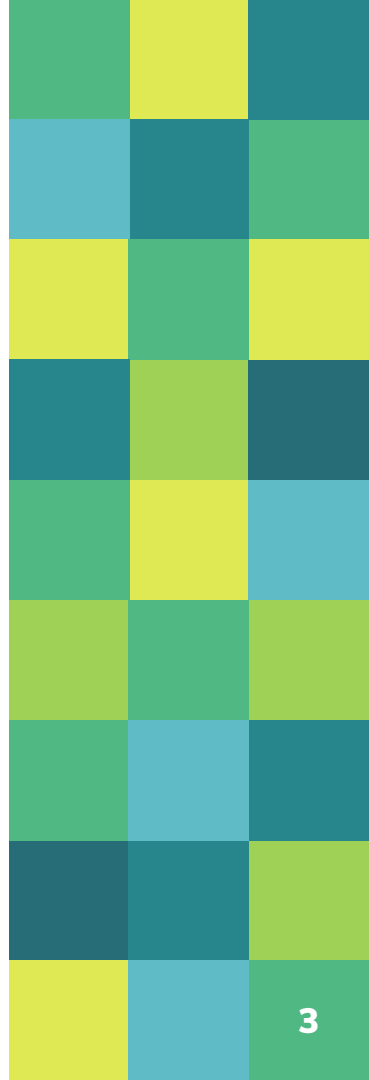
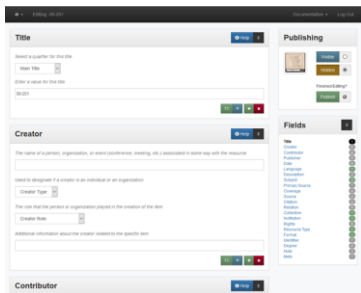42,659,960 Total Uses

1,004,921 Uses Last 35 Days

2

Division of Labor

Students
DIGITIZE!
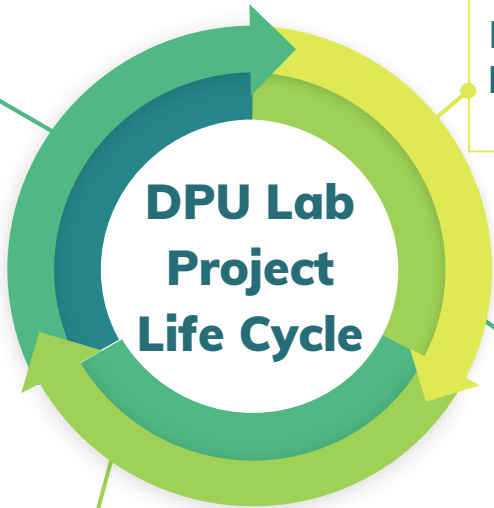
Librarians
Manage
Workflows
Quality Control

3

PHASE 1 & 5
Initial Inventory / Final Inventory

PHASE 2
Digitization

DPU Lab Project Life Cycle

PHASE 3
Quality Control

PHASE 4
Processing/Upload and Metadata

PHASE 4
Processing/Upload and Metadata
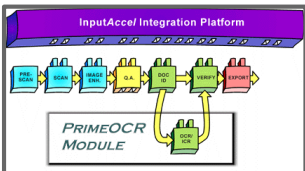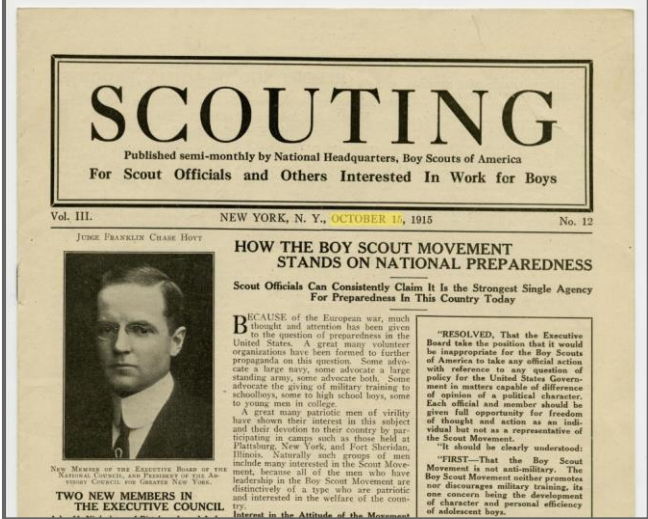
PHASE 5
Final Inventory

Projects and Stakeholders

- 54+ projects inventoried FY2018-19
- 400 state partners
- 7+ UNT Departments
- Many Expectations

The Portal to Texas History partner locations
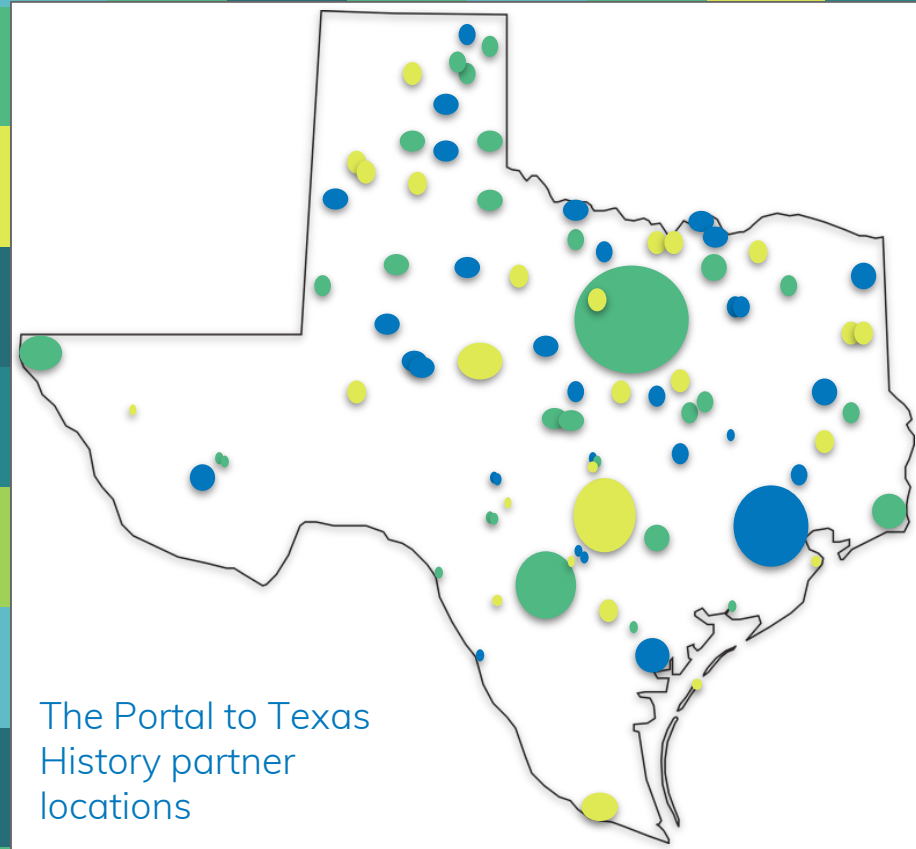
Attempt 1

10 different types of materials
10 units of each type of items
5 different types of scanners
3 students for each item

1 trustworthy timer
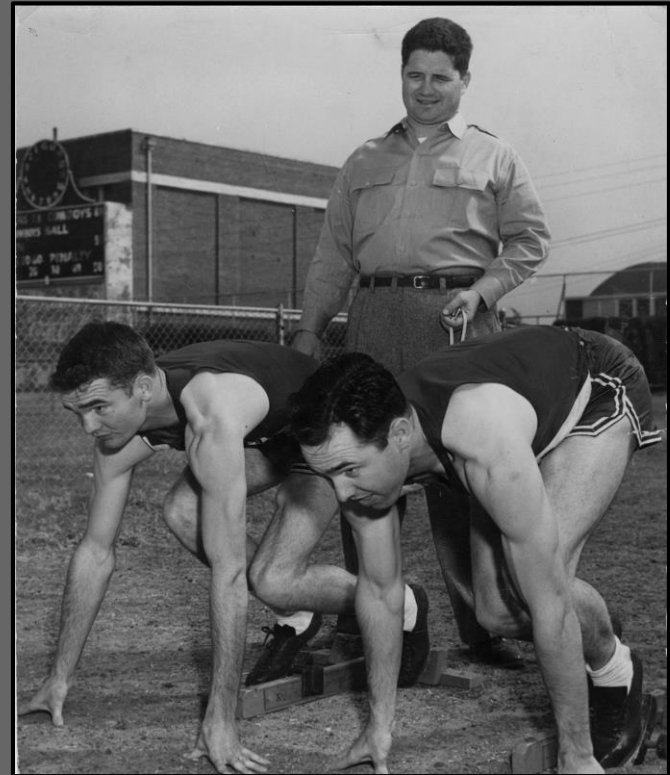
ID	Material Type	Equipment	Time/Object
01	Scrapbooks (12x12)	Zeutschel	0:03:00
02	Documents (8.5 x 11)	Large Epson	0:05:30
03	Documents (8.5 x 11)	Duplex	0:01:00
04	Pamphlets bi-fold	Large Epson	0:08:30
05	Pamphlet tri-fold	Large Epson	0:09:00
06	Book bound	Book edge	0:02:30
07	Book unbound	Duplex	0:01:30

Final Estimate

Pros

Cons

- Know what's possible

- Idea of how long project may take

- People don't work this way

- Not accurate to real world work

Attempt 2

DLF FORUM 2016
7-9 November

Liberal Arts Colleges Pre-Conference
6 November

Digital Preservation
9-10 November

Milwaukee, WI

DIGITAL LIBRARY

COMMUNITIES

OF PRACTICE

ALL ARE WELCOME!

+

Northwestern

LIBRARIES
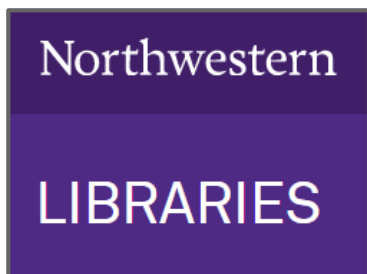
1 hour of work = 1 point

Example:

Average person digitizes 50 images an hour

1 point = 50 images

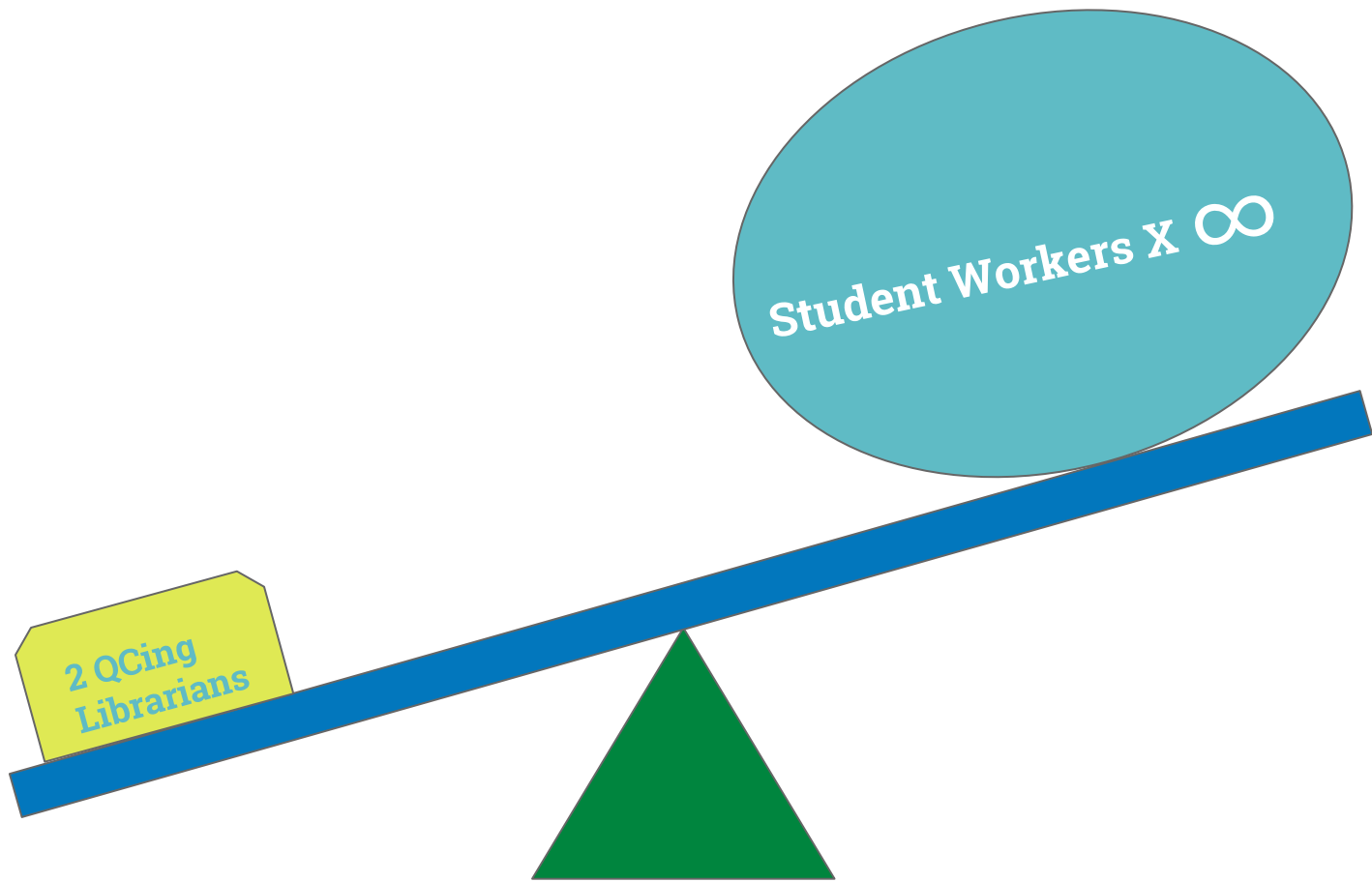| Date	Total Number of Hours	Project Name (http://tiny.	Type of Object	Activity	Apprx. Number of Objects	Apprx. Number of TIFFS
9/3/2019	3	Kempner	No Objects	Training	0	0
9/3/2019	1.5	Archives/Ones-off Scans	Mixed Materials	Scanning/Cropping	1	36
9/3/2019	2	McCulloch	No Objects	Scanning/Cropping		350
9/3/2019	2	McCulloch	No Objects	Sorting/Naming		768
9/3/2019	2	Kempner	Documents--Flatbed	Scanning/Cropping	13	22
9/3/2019	0.75	Kempner	Documents--Flatbed	Rescanning/Fixing	4	7
9/3/2019	5.5	Kempner	Documents--Flatbed	Scanning	29	178
9/6/2019	4	Kempner	Documents--Flatbed	Rescanning/Fixing	20	42
9/6/2019	4	Kempner	Documents--Flatbed	Scanning/Cropping	12	57
9/6/2019	5.5	RTH18 University of Texa	Photographic Prints	Scanning/Cropping	37	75
9/6/2019	2	Kempner	Documents--Flatbed	Scanning/Cropping	32	69
9/6/2019	1.25	Kempner	Documents--Flatbed	Scanning	86	441
9/6/2019	0.5	Kempner	Documents--Flatbed	Scanning/Cropping	4	25
9/6/2019	1.25	TRAIL	Books	Disbinding	33	0
9/6/2019	1	TRAIL	Oversize--Flat	Scanning	7	14
9/6/2019	2.25	TRAIL	Documents--Duplex	Scanning	4	572
9/6/2019	1.75	RTH18 Private Collection	Mixed Materials	Rescanning/Fixing	7	8
9/6/2019	2	San Antonio PL Funeral F	Documents--Flatbed	Scanning/Cropping	5	19
9/6/2019	1.25	San Antonio PL Funeral F	Documents--Flatbed	Scanning/Cropping	3	8
9/9/2019	5.5	RTH18 University of Texa	Photographic Prints	Scanning/Cropping	59	118
9/9/2019	2	Kempner	Documents--Flatbed	Scanning/Cropping	21	68
9/9/2019	1.75	Kempner	Documents--Flatbed	Scanning	28	350
9/9/2019	3.5	TRAIL	Documents--Duplex	Scanning	24	1601
9/9/2019	6	RTH18 Private Collection	Documents--Flatbed	Scanning/Cropping		156
9/9/2019	2.5	RTH18 Private Collection	Mixed Materials	Rescanning/Fixing	2	30

Pros

- ✔ Data = how people work
- ✔ Know what can be done in an hour
- ✔ Helps manage student employees and projects

OBJECT CAPACITY	1 POINT
EPSON Documents	7
EPSON Photographs	6
EPSON Negatives	8
FUJITSU Pages	36
BOOKEDGE Items	50
COPIBOOK Items	12
QUARTZ Items	13
MIXED Items	15

Points by Object

12

The Lab's Workflow

Digitization

Students

Quality Control

Librarians

Processing/ Upload and Metadata

Attempt 3: What we do now!

Average tiffs per hour = 356 (1 point = 356 images)

Librarian 1 = 6 hours of QC each week
Librarian 2 = 4 hours of QC each week
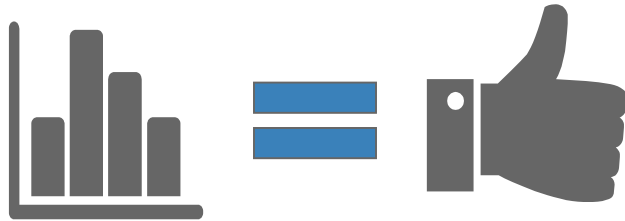4 + 8 = 10 hours of QC each week (average)

43 real work weeks (minus holiday/vacation/conference)
43 X 10 = **430 capacity points**

430 x 356 = 153,080 (how many images we can do a year)

Takeaways

1. Data is awesome!

1. Measure slowest part of workflow

Takeaways (continued)

2b. Slowest = quality control

3. Numbers are helpful when talking to stakeholders

Refining and Applying

More data

More nuance

Early buy-in

19

Questions?

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Briscoe. [Children Reading in Classroom], photograph, 1940-1950~; (https://texashistory.unt.edu/ark:/67531/metapth20235 1/: accessed October 8, 2019), University of North Texas Libraries, The Portal to Texas History, https://texashistory.unt.edu; crediting Museum of the Gulf Coast.

Thank you!

Sources:

McIntosh, M. and Rankins, D. (2015) "Digitization Project Rubric", presentation at the Texas Conference on Digital Libraries, Austin, TX, 27th - 28th April, available at https://digital.library.unt.edu/ark:/67531/metadc505008/.

Young, J. and Zellner, D. (2016). "Snapshot: managing a portfolio of projects," presentation at the Digital Library Federation Forum, Milwaukee, WI, 7th - 9th November.

McIntosh, M. and Willis, S. (2017) "Replicating Processes: Testing the Project Points System at UNT Digital Projects", presentation at the Texas Conference on Digital Libraries, Austin, TX, 23rd - 25th April, available at https://digital.library.unt.edu/ark:/67531/metadc980809/.

Presentation template Nym on SlidesCarnival   Contact: Shannon.Willis@unt.edu