THE TRAINING GAMES PROGRAM
A Method for Digitization Skills Refreshment and Certification

Marcia McIntosh
Digital Production Librarian
University of North Texas
Texas Conference on Digital Libraries
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Shannon Willis
Lab Manager Librarian
The Training Arena

- University of North Texas Libraries Digital Projects Lab.
  - 4 staff
  - ~20 students
- The Portal to Texas History
- UNT Digital Library
Problem:

In the digital world, as Last District 12's student, we were selected as tributes for the 12th Annual Hunger Games.
WHY

- Staff turn-over, varied training method for different students
- Digitization procedures changed
- To refresh, train, and certify student digitization skills
- Offer a chance to learn different kinds of scanning and equipment
- Offer immediate feedback on scanning work
The Game Plan

- The Process
- Results
- Lessons Learned
- Future
- Program Benefits

THE TRAINING GAMES PROGRAM
Process: Tutorials

How To Scan Documents And Photographs

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1 Scanning Reflective Materials with an Epson Scanner
   1.1 Before You Start
   1.2 Set-Up Epson Scan
   1.3 Scanning
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      1.4.3 Crop the Scan
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   1.8 Examples
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   2.2 Scanning Large Multi-Page, Folded Documents
   2.3 Common Mistakes to Avoid
   2.4 Deskewing
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Scanning Reflective Materials with an Epson Scanner [edit]

Before You Start [edit]
- Use a scanner large enough to scan the entire item with a slight border.
- Make sure that the reflective mode cover is installed.
  - Note: When you open the scanner, there should be a white background in the lid.
- Be sure that you have Photoshop set up. For instructions on setting up Photoshop go here.
  - Note: You will need to do this every time you are working on a computer for the first time.
Process: Make Materials

- 2 Tests and 2 Surveys
- Pre and Post-Program Survey
- Pre and Post-Program Assessment

Pre-Program Survey

Please answer the questions to the best of your ability.

1. Please rank the following type of materials in order of preference (starting with 1 for your favorite type of material):
   - Photographs prints
   - Documents
   - Negatives
   - Books
   - Oversized

2. How comfortable do you feel scanning photographic prints?

<table>
<thead>
<tr>
<th>Net</th>
<th>Comfortable</th>
<th>Hesitant</th>
<th>Neutral</th>
<th>Comfortable</th>
<th>Very Comfortable</th>
<th>Never Done</th>
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3. How confident do you feel scanning documents (with the Fujifilm digitizer)?

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<th>Net</th>
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4. How confident do you feel scanning negatives?

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<td>(4)</td>
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5. How confident do you feel scanning books (with the Bookedge)?

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6. How confident do you feel scanning oversized items (on the Zundtech)?

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<th>Net</th>
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Training Games Post-Assessment

Name: ______________________ Date: _____________

Identify the scanner, resolution, dpi, color profile, and bit depth you would use to scan these objects:

1. A black and white, 4 x 5 negative

2. Several pages from a large scrapbook with pictures

3. A color photographic print of a mother and child

4. A bound copy of *The Hunger Games* (cannot be unbound)

5. A handwritten legal document from the 18th century

6. A small document (with dimensions 3.0” x 6.2”)

7. A report on modern paper from an archival collection of a famous author’s papers

8. A colored photographic postcard

9. A color, 35 mm negative

10. A large ledger page
Process: Make Materials

- 7 Challenges
  - Photos, Docs, and Pamphlets
  - Pre-QC
  - Oversized
  - Reports
  - Negatives
  - Books
  - Born Digital
Process: IRB Approval
Process: Digital Arena
Process: Grading Rubric

- File Names
- Resolution
- Deskewing
- Cropping
- Scanning Sequence
- Color
- Missing Items
- Overall Work

<table>
<thead>
<tr>
<th>Quality Control Assessment Rubric</th>
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<tbody>
<tr>
<td>File Names: how many files, folders, or images needed to be corrected?</td>
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<tr>
<td>Number</td>
</tr>
<tr>
<td>Score</td>
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<td>Resolution: how many files had the incorrect resolution?</td>
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<tr>
<td>Number</td>
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<tr>
<td>Score</td>
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<tr>
<td>Deskewing: how many files required deskewing?</td>
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<tr>
<td>Number</td>
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<tr>
<td>Score</td>
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<tr>
<td>Cropping: How many files were cropped incorrectly (too big or small border, bends, etc.)?</td>
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<tr>
<td>Number</td>
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<tr>
<td>Score</td>
</tr>
<tr>
<td>Scanning sequence: How many items were scanned out of order or require re-scanning?</td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td>Score</td>
</tr>
<tr>
<td>Color: How many images needed color adjustments?</td>
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<tr>
<td>Number</td>
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<tr>
<td>Score</td>
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<tr>
<td>Missing items: Items or pages not scanned</td>
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Process: Training Games Rules Wiki Page

Training Games Rules

Contents

1 Purpose and Description

1.1 FAQs

1.2 Challenge: Pre-Program Survey and Initial Test

1.3 Challenge: Photographic Prints and Documents

1.4 Challenge: QC Test

1.5 Challenge: Overload

1.6 Challenge: Negatives

1.7 Challenge: Books

1.8 Challenge: Reports

1.9 Challenge: DOM Digital

1.10 Challenge: Post-Program Survey and Final Test

Purpose and Description

This wiki page explains the rules and criteria for running the Digital Projects Lab Training Games Program.

Here are the terms:

1. The program will run until April 29th. In that time you must complete 9 challenges: an initial test, a QC test, 5 scanning tests (including photos and documents, books, negatives, report/unbound documents, oversized items), processing born-digital materials, and a final test.

2. The pre-program survey, pre-assessment test, the photos-docs-pamphlets challenge, and the pre-QC challenge must be completed in that order. The other scanning challenges can be completed in any order except that post-program assessment and the post-assessment survey must be done last.

3. You will submit your scanned or processed files for each challenge into your participant folder (found here: P:\DigPro\training_games\Participants) and receive feedback on your work through a QC Assessment form that will be left in that folder the following Monday (see the Example QC Schedule chart).

4. If you are unsuccessful (score lower than 85% on the challenge assessment) you can try the challenge again in one week. If you complete the challenge successfully, you will receive a star on the designated Training Games Program Chart.

5. In May we will have an End of the Year Celebration. All student workers will be able to attend. Those students who complete the program will be awarded a certificate as Basic Certified Digital Projects Lab Technicians.

THE TRAINING GAMES PROGRAM
Process: The Training Games Rules

1. 9 Challenges, Deadline: April 29th 2016.

2. Submit work by Friday, get back feedback rubric by Monday evening

3. A challenge is ready for grading are marked with text files that say “I’m done! Grade me”

4. 1) photos-docs-pamphlets challenge 2) pre-QC challenge completed in that order.

5. Other challenges completed at will
Process: More Rules

6. Work completed on an assigned project can be used for challenges
7. If you score lower than 85% must redo the challenge.
8. If score above 85% pass and get a star on the Training Games Program Chart
9. In May we will have an End of the Year Celebration. All student workers will be able to attend.
10. Those students who complete the program will be awarded a certificate as Basic Certified Digital Projects Lab Technicians.
Process: Recruitment

- Emails
- Semesterly Student Meeting
- Complete IRB approved consent form
Process: Volunteers

- Created their code name for anonymity
  - Ex: Katri Erwin
    - Saffra Spectral
    - Katri Erwin
    - Velvet Overwhill
    - Charm Ivory
    - Spens Clachnannan
    - Baron Sterlingshire
    - Terra Arausio
Process: The Games

- Bi-weekly e-mail reminders
- Walk-throughs when requested
- Grading challenges
- Encouraging TG work
Process: Recognition
Results

How many students were offered Training Games Participation: 20
The number of students who signed up: 7
The number of students who attempted challenges: 6
The number of students who earned certificates: 3
Results

Number challenges graded: 68
Number of challenges passed: 45
Challenge with the most tries: Reports
Challenges passed with least number of tries: Negatives
Results

Average difference in points between Pre- and Post-Program Assessment: 20pts
Lessons Learned

- Documentation - increase clarity
- Old links
- Reports of over-confidence
- Negatives and under-confidence
- Anonymity
The Future

- Video tutorials
- Improve Documentation
- Common Errors

- Items standard page
- Lexicon for “do this”
The Future

- 2\textsuperscript{nd} Annual Training Games
- Demo Day
- Clearer instructions
- Encouragement:
  - “You can do this at work”
The Future

- An Advanced level
  - Scrapbooks
  - Scan Tailor
  - Batch actions
  - Fujitsu specialty
Program Benefits

- Retrained students
- Increased confidence
- Improved documentation
- Areas for improvement identified
Marcia Mcintosh
aka
“Sabille Jardine”

Get Your “Training Games” Participant Name Here

Shannon Willis
aka
“Tressa Erwin”