

**Digital Library Project Proposal:  
North Shore Congregation Israel Confirmation Photograph Collection**

LIS 759, Digital Libraries

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Revision 1.0

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Revision 1.1

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Revision 1.5

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Revision 1.6

3 Dec 2008

Blue Team:

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**I. Vision:**

The North Shore Congregation Israel (NSCI) has a long history by being the first Jewish community on the North Shore. NSCI Archives hopes to build stronger temple community and historical awareness by encouraging them to engage with the Temple's rich history by providing access to the collection of Confirmation photographs. The main goals of this project are to create access, awareness, identification of the class members and preserve or repair damaged images due to extreme light exposure.

The North Shore Congregation Israel is currently renovating its facilities. NSCI Archives wants to establish access to its photographic collection of Confirmation photographs, dating from 1931 to 2008, for the purpose of: identification of confirmands, creation of digital archival online access, and print duplicates for display use. This will allow NSCI to place the originals into dark storage to prevent deterioration and provide a sample of what an online digital library may look like if NSCI were to consider using such a system for permanent projects.

This project will help the NSCI Archives prepare for their 90<sup>th</sup> anniversary celebration in 2010. NSCI's capital campaigns and mission embraces both the past and future of the congregation. Photographs oftentimes invoke strong memories and reactions; this collection of confirmation photographs and related ephemera will allow the elderly members of the congregation to sit down with

the youth to have purposeful conversation about the history of North Shore Congregation Israel.

## **II. Collection:**

### **a. Objects:**

The collection consists of original Confirmation photographs, which are 11 x 14 inches size, some mounted, (masonry board or mount board) and others loose. The earliest images are from 1931 and they are black & white along with some toned prints.

When available, we will include linked images of the confirmation programs, which are mostly 9 ½ X 6 ¼ and include a listing of the names of confirmands.

Some photographs have had all confirmands and their physical location in the photograph determined; this will be included in the metadata for the photographs and an online form will be included to submit names when unknown or misnamed.

### **b. Physical Condition:**

The photographs are high quality black & white prints, some of which have been tinted with a toning shade. All of the prints are printed on fiber-based paper with either a glossy or matte finish. Most of the black & white images are in excellent condition. With little exception, none have

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experienced oxidative reductive deterioration; any loss of image quality is a result of past storage and presentation methods (direct sunlight).

### **c. Rights:**

Various photographic studios took the photographs. Many of the earliest images do not have any identification on them and NSCI Archives has no record of the photographers. The photographic studios or photographers that have been identified are:

- Rew Hoffman (1934)
- Eugene L. Ray Studios of Evanston (1936, 1942-1944 & 1947-1956)
- Oscar of Chicago (1948).

We believe these photographic studios are no longer in business and will attempt to verify this. We will attempt to contact family members for permission to place them online. Will verify who owns the rights to the photographs by examining the archives available at the Evanston History Center, the Evanston Public Library, Northwestern University Archives, Art Institute of Chicago, Columbia College (some photographers may have been attached to these institutions), Chicago History Center, and Chicago Public Libraries. Additionally, we would examine the Center for Creative Photography for any information they may have available.

### **d. Access to Original Collection:**

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The collection was displayed on a wall in a hallway that was exposed to extreme light. Merle Branner, NSCI Archivist, in preparation for NSCI renovation projects recently reclaimed the photographs to the Archives for preservation and photographic identification purposes. They are being made available to the project team for use.

The digitization of the collection will provide access to current and past members of the congregation through a password protected Web site that is accessed through NSCI's Web site.

### **III. Conversions:**

#### **a. Formats:**

The following formats will be use for the Digital Library and for additional needs of the Archive. We will be utilizing CONTENTdm's interface for the creation of thumbnail images:

1. Master of the original images:
  - i. High Quality 600 dpi (Master of the original images) TIFF
    1. 24 Bit Color (for toned images) or 16 Bit Gray Scale
    2. Photograph
2. Restored images (separate from original masters):
  - i. High Quality 600 dpi TIFF
    1. 24 Bit Color or 16 Bit Gray Scale
    2. Photograph
3. Reprinting masters for archivist and users:

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### i. Medium Quality 300 dpi JPEG

1. Created from Master or restored image

### 4. Master of original programs:

#### i. High Quality 600 dpi TIFF

1. 24 Bit Color
2. Document

### 5. Photographs for Web production:

#### i. Web Quality 150 dpi GIF

1. Created from Master or restored image, if necessary

### 6. For programs, which include a list of confirmands (or class list if program unavailable):

#### i. Web Quality 150 dpi GIF

1. Create from Master

### **b. Filenames:**

NSCIYEARcon\_class, e.g.:

- |                          |                                  |
|--------------------------|----------------------------------|
| i. Photograph:           | NSCI1931con_class                |
| ii. Photograph Restored: | NSCI1931con_classres             |
| iii. Program:            | NSCI1931con_proXX                |
| Cover                    | NSCI1931con_pro01                |
| Following pages:         | NSCI1931con_pro02 (03, 04, etc.) |

**c. Strategy:**

**1. Bench Marks**

- i. All scans completed by Nov. 1<sup>st</sup>
- ii. File conversion and upload by Nov. 5<sup>th</sup>
- iii. CONTENTdm completed by Nov. 18<sup>th</sup>
- iv. User survey sent to evaluators Nov. 19<sup>th</sup>
- v. User survey returned and tabulated by Nov.20
- vi. Project finished the last week in November (Nov. 22<sup>nd</sup>)

**2. Pre-production:**

First, each of the 25 images will be evaluated to determine the condition. We will compare them to any duplicate masters, if available, so the highest quality image is scanned. Digital restoration needs will be determined at this point.

Second, will evaluate the confirmation program covers to confirm that we have all 25 programs. If we do not have all of the programs, the Archivist (Merle Branner) will try to obtain an original program from a member of the congregation, if possible. If a program cannot be located, a temple bulletin could be used or an original class list for the scanning of the members of the confirmation class is available.

Finally, each photograph that has a handwritten list of the identified confirmands from the photograph will be used for metadata purposes.

## **2. Production:**

We will begin scanning the first twenty-five years of Confirmation Class Photographs of NSCI, from the years 1931 – 1956. These images will require a large-format scanner that will accommodate the 11 x 14 prints.

The twenty-five confirmation programs, which include a list of the class members, will also be scanned. If the original program is not available for scanning, we will substitute with the Temple Bulletin or original class list available in the NSCI Archives.

Throughout the project, we will be recording inside of a master Excel spreadsheet the steps that have been completed in the creation and processing of each image. This spreadsheet is attached and is currently in draft form.

## **3. Quality Control:**

During the scanning process, we will be using a Kodak Color Control Patches Strip for toned images. All of the scans will be checked for: a straight scan, continuous tonal range, contrast, focus, and image quality. This will be done before going on to the next image.

After scanning each of the Master 600dpi TIFF images, they will be opened up in Photoshop on a notebook computer with Photoshop CS3. The monitor will have been color balanced with an Eye-One Monitor Calibrator for the conditions that we are working in.



**c. Identify:**

Class Year, Photographer, Studio, image size & quality information, confirmation class members, and other information needed for the Metadata (described below)

**d. Needs:**

1. Create a template layer over photographs with rows that are hard to line-up for identification. Number each row to aid users in identification.

**IV. Metadata:**

We will be using the Dublin Core Metadata Element Set, Version 1.1 in the following way, unless a useful guide to using Encoded Archival Description is found:

- For dates, we will utilize W3CDTF date formats
- **Title:**
  - “YEAR NSCI Confirmation Class Photograph”
  - “YEAR NSCI Confirmation Program”
- **Creator:**
  - Photographer (if known)
- **IPTC Subject Code:**
  - Photo Code = 08003003
  - Programs Code = 08003003
- **Description:**
  - Use to identify all known individuals in photographs, any distinguishing elements (such as location) in background or foreground of photograph, and a description of any images included in the Programs.

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- **Publisher:** Photographer's studio name (if known)
- **Contributor:** North Shore Congregation Israel
- **Date:** date of year of confirmation class (exact date if available)
- **Type:** use DCMI Type Identifiers, e.g.: "Image" (for photos) or "Text" (for programs)
- **Format:** use IANA standard type forms, e.g.: "image/tiff"
- **Format-Extent:** Image size in pixels and file size KB or MB
- **Source:** NSCI Archives.
- **Language:** use ISO 639-1, e.g.: "en"
- **Coverage:** use a variation of ISO3166, e.g.: "US-IL-Glencoe"
- **Rights:** "Photograph digitized for use by North Shore Congregation Israel (NSCI) current and past members. Images cannot be reused without the expressed permission of NSCI and original copyright holder. Further information for reuse can be obtained through contacting the NSCI Archives."
- **Contact:** [archives@nsci.org](mailto:archives@nsci.org)
- **Relations:**
- **Spread Sheet Link:** cdm4/nsci<name.xlsx>

### V. Technical:

#### a. Software:

1. Photoshop CS3
2. Eye-One (Color Collaboration Software)
3. Microsoft Excel
4. SurveyMonkey
5. Scanning Software
  - i. Epson Scan Enhanced with Epson Easy Photo Fix Ver. 3.25A

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(Universal) with digital ICE technologies

ii. Vue Scan 8.4.79

6. Microsoft Word

**i. Database:** CONTENTdm

7. Photo Mechanic

**b. Hardware:**

1. Eye-One Color Monitor Calibrator

2. Kodak Color and Gray Scale Strips. (Provided by NSCI Archives)

3. Notebook MacBookPro (Provided by Merle Branner)

4. Scanners

i. Epson Perfection V700 Photo Scanner  
(Provided by Merle Branner)

ii. Epson Expression 1000  
(Provided by UIC)

6. Storage:

i. External Hard Drive for storage.  
(Provided by NSCI Archives)

**VI: For Users:**

a. Additional content to be prepared

1. Identification Chart Template (numbers each person)

2. Online form for users to update identification.

3. Master list of names of Confirmation Classes.

4. Insertion of identified names in metadata.

b. ADA Issues:

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ADA issues will be related to the interface that CONTENTdm utilizes. Metadata will allow for a description of the photographs that includes information related to the names of those included in the images, the background location of the photo (if known), and descriptions of any artwork included in the programs.

### **VII. Intellectual Property**

#### a. Use of the images:

1. The NSCI Archives will only use these images.
  - i. There will be watermark embedded in all of the files.
  - ii. A written rights disclaimer will appear on all pages.

#### b. Reuse:

1. Restored images:
  - i. NSCI Archives will reprint images for restoration use.

### **VIII. Marketing:**

To attract users to the web site, we will publicize in NSCI publications, including the monthly Bulletin, Friday night Shabbat Bulletin, and weekly e-mail Notes. The Temple web site will have a link and information about the project and Web site.

Word of mouth and a display about the photographs and digital library collection will be available at the Rebecca Crown Hall (social hall of NSCI) showcase. Finally, we will talk to the Youth Director and ask him to include

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information about the Web site in his monthly e-mail to the congregation's youth and possibly a group project between elder members of the congregation and the youth, utilizing the elders' confirmation photos as a talking point.

### **IX. Evaluation:**

Evaluation of the collection will be provided both by selected members of the target user community (current and past members of NSCI) and by a professional archivist, preferably someone from the Spertus Institute or the American Jewish Archives. Attached is a copy of the purposed evaluation form.

### **X. Other as appropriate to your collection.**

#### **a. Attachments:**

- Evaluation Form rough draft (pp. 14-15)
- NSCI Archives' Mission Statement (pp. 16-18)
- About Us & Logo (pp. 10-20)
- Letter to Test Group (pp. 21-22)
- Scanning and File Creation Logs (scan\_filecreationlog.xlsx) Updated
- Image samples
  - NSCI1933con\_exlist.xls (Updated: Typed List)
  - NSCI1933 Contentdm Collection Page Sample of Photograph w/Meta Data.pdf
  - NSCI1933con\_list.gif
  - NSCI1933con\_photo.jpg
  - NSCI1933con\_prog.gif
  - NSCIscan\_filecreationlogF-3.xlsx (Updated with additional information)
  - NSCI Survey of Contentdm\_Survey Results.pdf
  - Digital Library for NSCI Response.pdf

**DIGITAL LIBRARY USER SURVEY\***

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**Please take a minute to share your thoughts about our Digital Library. The feedback you provide will help to enhance the digital library to serve you better in the future.**

**What is your overall impression of our digital library?**

- Extremely Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Extremely Dissatisfied

**Did the menu on the homepage make sense to you?**

Yes /No

**Did you use the search feature?**

Yes /No

**How would you rate the organization of search results?**

- Extremely Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Extremely Dissatisfied
- N/A - did not use the search engine

**If you were looking for specific information, did you find it?**

- Yes, easily
- Yes, but it took some effort
- Only part of it
- No
- I was just browsing

**If not, what were you looking for?**

**Did you experience any problems downloading files?**

- Yes
- No
- Did not try

**How would you rate the appearance of this digital library?**

- Extremely Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Extremely Dissatisfied

**What was it you liked or disliked about our digital library?**

**Do you have suggestions for improving the content and organization of our digital library?**

**Do you have suggestions for improving our digital library?**

*\*This user survey will be made available to patrons and professional reviewers through Survey Monkey.*

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Final February 2004  
(Revised October 1, 2007)

### NORTH SHORE CONGREGATION ISRAEL ARCHIVES

#### Mission Statement

The goal of the Archives of North Shore Congregation Israel is to preserve our past and record our present; to use the collection to educate all generations about our past and present; and to preserve history for all generations.

#### COLLECTION POLICY

The North Shore Congregation Israel Archives identifies, collects and preserves records/materials of enduring value that document our history. It's collection development program reflects the diversity and distinctiveness of North Shore Congregation Israel and its participation in and contributions to our synagogue, the Chicago area and The American Jewish community.

#### CORE AREAS OF INTEREST

Our archive collects major records/materials that primarily relate to Jewish life at North Shore Congregation Israel. It focuses intently on three core areas of interest:

1. The records/materials of our members' personalities and activities deemed to possess historical significance;
2. The past and present records/materials of our activities - and significant events in our history.
3. The contributions of North Shore Congregation Israel and its members to American Jewish communities - with a special focus on the Chicago area.

North Shore Congregation Israel may periodically elect to acquire and maintain other records/materials of special significance. When considering collections that relate to Jewish life outside of the United States of America (for example, adopting a Russian Jewish community as a sister community), our archives will carefully consider accepting those records/materials that have extraordinary research or historical value.

#### ADMINISTERING THE COLLECTION POLICY

It is the responsibility of the North Shore Congregation Israel Executive Director, in consultation with the Senior Staff, to set policy vis-à-vis the accession or deaccession of records/materials. In certain instances, the Senior Staff and the Archives Committee



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may consult with various outside experts regarding materials being considered for acquisition.

As a rule, North Shore Congregation Israel does not purchase any manuscripts or other archival material (except such things as acid free paper, storage boxes required for proper preservation of its collection).

We urge both individuals and organizations to contact North Shore Congregation Israel before sending unsolicited donations. Unsolicited records/materials will be subject to review on the basis of the foregoing criteria. With respect to historically significant records/materials and documents that do not belong in its collection, North Shore Congregation Israel will attempt to ensure their preservation in an appropriate archival center, if possible.

All donors to the North Shore Congregation Archives will be expected to complete a Donor Agreement Form.

### **ADVANCING THE FUNDAMENTAL MISSION OF OUR ARCHIVES**

Our mission statement gives expression to the fundamental purpose of the North Shore Congregation Archives. As part of this mission, we will cooperate in the development of local, regional, and synagogue archives by promoting their development and maintenance, and by fostering a fruitful interaction.

### **ARCHIVAL APPRAISAL**

#### **Definition and Summary**

Appraisal is the process of determining whether documentary materials have sufficient value to warrant acquisition by an archival institution.

Archival appraisal is the application of guidelines and criteria of a collection policy in determining what records/materials an archive will collect. Appraisal is the process Archivists use in determining which records/materials should be accessioned (or accepted) into their repository.

Appraisal is the bedrock of archival work. It has been called "the archivist's first responsibility" and defined as "the selection of records/materials of enduring value." Appraisal has also been called "the process of determining the value and thus the disposition of records/materials."

Appraisal is the process whereby the goals of a collection policy are put into action, resulting in the development of a strong and useful collection of records/materials. In

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using the guidelines of a collection policy a synagogue archives committee will decide if a collection of records/materials meets the criteria established in the collection policy and are worthy of retention in their archives. Conversely, through appraisal the archive also decides which materials will not be kept and therefore be discarded or distributed appropriately.

Appraisal should always be based on the established criteria contained in a collection policy. These criteria should be applied consistently.

Appraisal is not a static, isolated, or permanent process. Records/materials are deemed to have "enduring value" - i.e., over time the value of records/materials may change based upon many factors. Archivists should regularly engage in "reappraisal" - that is, they should periodically reevaluate their records/materials and assess whether they should remain in the archival collection.

*This document is a revision of the American Jewish Archives Collection Policy to fit the requirements of North Shore Congregation Israel.*

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### **About Us:**

North Shore Congregation Israel is the first Jewish synagogue located in the North Shore suburbs of Chicago. Twenty families of German descent established the congregation in 1920. The establishment of the synagogue was directly related to the need of providing religious school education for their children. This is in addition to providing for religious services, especially for the High Holidays.

Since the founding of the congregation was focused on the education of children, the North Shore Congregation Israel Archives has developed a digital library of the confirmation class photographs. The goal of this archival project is to identify all of the confirmation class photographs. The digital library will help to facilitate this project.

Phase One of the collection consists of confirmation photographs from 1931 to 1956, along with the confirmation programs from 1931-1956. There are a few years that confirmation programs have not been located and there will be either official class lists or temple bulletins used in lieu of the confirmation program.

**Identifying People in the Photographs:** If you recognize someone in a photograph, we would appreciate your help in identifying that person. Click on the link titled, “**Link to Identification Spreadsheet**,” (located under each image) this will download the spreadsheet form. To add the names of the people in the photograph that you recognize. If you have trouble accessing the file, please e-mail the NSCI Archives and we will e-mail a form to you. When you have completed the listings in the spreadsheet, save the document and e-mail it to [archives@nsci.org](mailto:archives@nsci.org). The NSCI Archive would like to thank everyone in advance for taking part in this challenging project.

**NSCI Logo:**



## Letter to Testing Group

Dear Friends:

As you know, I am in graduate school at Dominican University in the School of Library and Information Science. I have been taking a Digital Library class this semester and have been working with a team, creating a digital library project. This project is a Digital Library entitled: North Shore Congregation Israel Confirmation Photograph Collection. Our project consists of digitizing the first 25 years of the NSCI Confirmation Photographs from 1931-1956, along with the programs.

Some of you know that I have been trying to accomplish the identification of all of the confirmation photographs at the temple. This digital library should accelerate this process.

My teammates and I would like to get your opinions about the usability of our collection. There are photographs for each class along with the class program or class list. In addition, you can download the corresponding spreadsheet where you can add names that you can identify and e-mail back to [archives@nsci.org](mailto:archives@nsci.org). In addition, you can make a correction if you think a person was identified incorrectly. We would like you to also fill out a survey on the experience. I know some of you are not part of the congregation, but I would like to have your opinions' and please try to download a spreadsheet if you can identify a person and e-mail it back just for usability testing.

Here is the link to our collection:

<http://class3042.contentdmdemo.com/cdm4/browse.php?CISOROOT=%2Fp3042coll20>

Click on the link and experience what we created. When you are done, if you can add people to the spread sheet, please do and e-mail them back to [archives@nsci.org](mailto:archives@nsci.org) and please then come back to this e-mail and click on the link to our survey.

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Here is a link to a survey.

[http://www.surveymonkey.com/s.aspx?sm=Vz8sEGegU68SwjublwZb7Q\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=Vz8sEGegU68SwjublwZb7Q_3d_3d)

For Macintosh users, please note that the link above will not work in the Safari Browser. Please use a different browser.

Please take the time to explore the digital library and take the survey by November 24, 2008, so we can review the results and make any necessary changes.

Sincerely,

Merle Branner, Evan Boyd, & Lisa Calahan