

# **How to Become a Contributor to AlabamaMosaic**

## **I. Sign up to participate in the AlabamaMosaic collaborative.**

Go to the **“Join Alabama Mosaic”** page, <http://alabamamosaic.org/join.php>, to sign up to participate in the AlabamaMosaic digital archives collaborative.

**Please include:**

- **“Your Name”** - the representative within your institution who will work directly with AlabamaMosaic administration, in order to upload digital material and metadata.
- Name of the institution or organization.
- Phone number of the representative.
- E-mail address of the representative.
- **“Brief Description of Materials”** – Types of materials digitized, approximate number of digital materials you wish to upload, and the total size of the digital files if available.
- Static IP address for the computer you will use to add collections to AlabamaMosaic.

**Please fill out the complete form, so that we may assist you as effectively as possible. We will promptly respond to your request by e-mail.**

## **II. Download the CONTENTdm Project Client software.**

**The following instructions are intended for the staff member working with AlabamaMosaic:**

AlabamaMosaic allows you to build a digital archive account and create collections that will be made accessible via the ADAH CONTENTdm server. You need to install the CONTENTdm Project Client (Version 6.5.1) on your desktop before being able to upload content to AlabamaMosaic. Please un-install all previously-downloaded versions of CONTENTdm from your computer beforehand, due to the fact that these versions are incompatible with the current version of CONTENTdm.

1. The staff member(s) at your repository who is (are) responsible for working with AlabamaMosaic will receive an e-mail confirmation that we received the request, which will also contain:
  - **user name** (we will provide)
  - **password** (we will provide)
  - **the CONTENTdm software serial number** (we will provide)
  - **URL for the ADAH CONTENTdm server** (we will provide)

All of this information will be required when you begin setting up the Project Client on your desktop.

2. To download the CONTENTdm Project Client software, go to the CONTENTdm Downloads and Add-Ons page at <http://www.oclc.org/support/services/contentdm/downloads-addons.en.html>. On the computer that will be used to upload content, right-click on the “InstallProjectClient612” to download the Project Client .zip file, and click “Save” to your desktop.
3. Once downloaded, double-click the Install Project Client.zip file on the desktop and double-click the “Install Project Client” icon in the folder. Click “Run”, if the computer asks you “Are you sure you want to run this software?” Click “OK”, if you are asked to install the Microsoft Install program. InstallShield Wizard will then prepare Project Client to be installed on your computer. Click “Next”, and read and click that you accept the terms of the CONTENTdm End-User License Agreement. Click “Next” again, and enter your user name (which we will provide), the organization (Alabama Department of Archives and History), and the software serial number as indicated in Step 2. Click “Next”, and click “Install”. Click “Finish” to exit InstallShield Wizard.
4. Once you have successfully installed the CONTENTdm Project Client on your computer, double-click the Project Client icon on your desktop. Click “Create New Project” under the left-hand menu “Getting Started”, and enter the ADAH CONTENTdm Server URL as well as the user name and password we provided in your AlabamaMosaic confirmation e-mail.

You will not be able to access the CONTENTdm server until ADAH/ISD establishes a connection to the server. It is important to complete the State of Alabama’s Firewall Access Request Form as soon as possible.

The form will be sent to you by Justin when you complete the “Join” form.

An active connection allows you to access the CONTENTdm server, create/add to your collections, and stage them for publication to the web. You should now have access to AlabamaMosaic’s CONTENTdm server, and may begin uploading digital files to the server and assigning metadata to uploaded files. If you experience any difficulty in setting up your Project Client software, please contact Justin Rudder, AlabamaMosaic Coordinator, at (334) 353 – 5358 or by e-mail at [justin.rudder@archives.alabama.gov](mailto:justin.rudder@archives.alabama.gov).

### **III. Create and describe your collections.**

1. Use a flatbed scanner or an audio/video converter to digitize your chosen collection(s). AlabamaMosaic recommends using 300 PPI (pixels per inch) when scanning documents and 600 PPI when scanning photographs or other visual materials.
2. Decide what types of digital files you will create (TIFF, JPEG, PDF, MP3, WAV, AVI, etc.).
3. Establish a file naming system and organizational structure for your digital files.
4. Create both a master copy (the initial scan or recording of your physical material) and an altered copy (the altered or “polished” version of the initial scan or recording). AlabamaMosaic also recommends creating a presentation copy (low-resolution scan or low-bit rate recording) to be uploaded to CONTENTdm as your “web” version.
5. Store all master, altered, and presentation copies in several secure locations on your repository’s network server, an external hard drive, and/or a trusted cloud storage site.
6. AlabamaMosaic requires four Dublin Core metadata elements be added to each file uploaded: 1). Identifier, 2). Title, 3). Rights, and 4). Subject. Other recommended elements include: 1). Creator, 2). Date – Created, 3). Description, 4.) Format, and 5). Source.

#### **IV. Uploading collections to your Project Client software.**

1. Open the Project Client software, and follow the steps mentioned in the “Building Your First Collection” tutorial to upload files.
2. Enter metadata.
3. Save files.
4. Notify Justin Rudder at [justin.rudder@archives.alabama.gov](mailto:justin.rudder@archives.alabama.gov) that files are ready to be published to the website.
5. Justin will review all submitted collections to ensure they have the four metadata elements and are publishable to the AlabamaMosaic website.

#### **V. Publishing, indexing, and availability on the AlabamaMosaic website.**

The final steps in the process to seeing your collections on the AlabamaMosaic server are completed by ADAH and Auburn staff:

1. Justin publishes your collection to the ADAH CONTENTdm server.
2. Midge Coates at Auburn indexes the collection using VuFind.
3. Indexed data appears on the AlabamaMosaic web site.