



**lita**

A LITA Guide

# **DIGITIZING FLAT MEDIA**

**Joy M. Perrin**

# Digitizing Flat Media Principles Practices

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## **Digitizing Flat Media Principles Practices:**

*Digitizing Flat Media* Joy M. Perrin, 2015-12-16 Here is a concise guide to the nuts and bolts of converting flat media books papers maps posters slides micro formats etc into digital files It provides librarians and archivists with the practical knowledge to understand the process and decision making in the digitization of flat media Instead of having to learn by trial and error they will get a well rounded education of the practical aspects of digitization and have a better understanding of their options This is the stuff they don t teach you in school People can be lured into thinking that all it takes to digitize something is a scanner and some metadata This guide illustrates the practical aspects of digitization such as the physical challenges of scanning books without cutting the spine the differences between a scanner that uses a scanning head vs a scanner that uses a camera the different options for workflow for digitized items and the reasons for choosing one scanner over another for reasons other than price *Digitizing Flat Media Principles and Practices* is intended to give librarians and archivists the benefit a seasoned digitization professional guiding them and helping them figure out exactly what needs to be done when

**Digitizing Flat Media** Joy M. Perrin, 2016 Here is a concise guide to the nuts and bolts of converting flat media books papers maps posters slides micro formats etc into digital files It provides librarians and archivists with the practical knowledge to understand the process and decision making in the digitization of flat media Instead of having to learn by trial and error they will get a well rounded education of the practical aspects of digitization and have a better understanding of their options This is the stuff they don t teach you in school People can be lured into thinking that all it takes to digitize something is a scanner and some metadata This guide illustrates the practical aspects of digitization such as the physical challenges of scanning books without cutting the spine the differences between a scanner that uses a scanning head vs a scanner that uses a camera the different options for workflow for digitized items and the reasons for choosing one scanner over another for reasons other than price *Digitizing Flat Media Principles and Practices* is intended to give librarians and archivists the benefit a seasoned digitization professional guiding them and helping them figure out exactly what needs to be done when g one scanner over another for reasons other than price *Digitizing Flat Media Principles and Practices* is intended to give librarians and archivists the benefit a seasoned digitization professional guiding them and helping them figure out exactly what needs to be done when g one scanner over another for reasons other than price *Digitizing Flat Media Principles and Practices* is intended to give librarians and archivists the benefit a seasoned digitization professional guiding them and helping them figure out exactly what needs to be done when g one scanner over another for reasons other than price *Digitizing Flat Media Principles and Practices* is intended to give librarians and archivists the benefit a seasoned digitization professional guiding them and helping them figure out exactly what needs to be done when

Creating Accessible Online Instruction Using Universal Design Principles Brady Lund, 2020-09-28 What is accessibility Who needs it Often accessibility is defined narrowly with emphasis on physical limitations Accessibility needs however come in many forms

from vision and hearing impairment to developmental disorders like Autism to psychiatric conditions like anxiety depression ADHD and PTSD Unfortunately accessibility does not come with a simple set of checkboxes It is a philosophy and practice that embraces social physical and informational elements Universal design does not come in the form of a quick and easy guide It is a philosophy To implement it completely requires more than just screen readers and video captions Creating Accessible Online Instruction Using Universal Design Principles introduces the need for accessibility in online education and library services and the framework of universal design for learning It takes a scoping rather than a purely technical approach It will help you not only o create accessible content but with how to communicate with students in an accessible manner This LITA Guide covers accessibility law Universal Design for Learning and Web Content Accessibility guidelines and communication and educational research and theory The content is interspersed with practical examples and case studies

Change the World Using Social Media Paul Signorelli,2021-01-15 In this story driven handbook to using social media to foster collaboration and positive change people using social media describe how those tools work and how they have used social media to produce positive transformations within their extended communities Starting with an overview of what social media tools provide Signorelli shows how social media tools can be quickly learned and easily adapted to produce small as well as large scale changes when used effectively in conjunction with other collaboration resources and tools Chapters include What Is Social Media and What Can It Do for You Facing the Pros and Cons of FacebookTwitter Small Messages With Large ResultsLinkedIn and Collaborative Project Management Tools Tapping Into Business NetworksPicturing Change Instagram Snapchat and FlickrBlogging for Social ChangeBroadcasts and Podcasts YouTube TalkShoe and ZencastVideoconferencing and Telepresence Meeting Online to Change the WorldFollow the Money Changing the World through Online FundraisingFacing Incivility Trolls Online Harassment and Fake NewsOrganizing to Change the WorldThis engaging handbook that takes us into the minds and hearts of some of today s most successful activists showing how they think and work Paul Signorelli helps us see easy ways you can incorporate the examples they provide into your own work to create stronger more creative positive results when addressing today s myriad challenges By the time you finish reading this book you should be able to decide which social media tools will be most effective for you immediately begin using those tools to reach your goals and be one large step closer to changing your world Using Social Media to Build Library

Communities Scott W.H. Young,Doralyn Rossmann,2017-09-01 Using Social Media to Build Library Communities A LITA Guide is a community building action manual for practitioners across the profession By bringing together an array of perspectives to explore community building through social media this book serves as the go to resource for professionals who want to take social media beyond marketing and promotion to build an inclusive and engaged community of library users Each chapter contains clear explanations of important topics for building communities through social media and readers will come away with cohesive approaches for their own libraries Using Social Media to Build Library Communities demonstrates

that an energetic and committed community exists to help and guide fellow community builders      *Project Management in the Library Workplace* Alice Daugherty, Samantha Schmehl Hines, 2018-05-11 This volume of *Advances in Library Administration and Organization* attempts to put project management into the toolboxes of library administrators through overviews of concepts analyses of experiences and forecasts for the use of project management within the profession

*Digital Civics and Citizenship* Casey Davis, 2021-07-05 More and more individuals today are digital natives They are comfortable with all of the advances in technology using it every day However while they may be able to access the digital world easily does not translate into being able to successfully navigate it Regardless of age and experience young adults must be mindful of their digital presence in the expanding digital world This book provides a guide for librarians educators counselors and administrators to guide secondary and higher education students in successfully practicing responsible citizenship and civics in the digital world In our world where our social credit is held increasing value digital civics and citizenship are powerful tools especially for students just venturing into this expansive realm      *Collection Management in the Cloud* Kayla Kipps, Allison Kaiser Jones, 2022-03-11 As remote work has become routine cloud based technology tools have become increasingly necessary to communicate with other library staff and with faculty and staff to continue providing seamless and uninterrupted access to library resources and collections for our campus community Cloud based technology tools such as Google Forms and Google Sheets are used to gather faculty requests for collection development tools such as Tableau are used to illustrate material budget balances and platforms such as Trello have been adopted to track subscription renewal cycles and manage other projects This guide discusses the benefits of using these powerful cloud based and little to no additional cost technology tools through the lens of a particular area in librarianship such as documentation data and project management communication data storage and data visualization While the real world examples provided throughout focus on technical services staff operations specifically acquisitions and electronic collection management each tool s features and use cases are transferable among all areas of librarianship This guide provides insights into how collaborative dynamic and accessible these cloud based solutions are for a technologically shifting workplace as well as considers the challenges to adopting cloud based solutions such as administrative buy in aversion to change and steeper learning curves as well Readers will gain practical experiential examples that have been instrumental in creating efficiencies in collection management workflows for technical services staff The use cases illustrated exemplify enhancements that librarians can incorporate into their own collection management practices to further engage with their colleagues their patrons and their larger communities more effectively and efficiently      **Information Technology for Librarians and Information Professionals** , Jonathan M. Smith, 2021-03-25 This comprehensive primer introduces information technology topics foundational to many services offered in today s libraries and information centers Written by a librarian it clearly explains concepts familiar to the I T professional with an eye toward practical applications in libraries for the aspiring technologist

Chapters begin with a basic introduction to a major topic then go into enough technical detail of relevant technologies to be useful to the student preparing for library technology and systems work or the professional needing to converse effectively with technology experts Many chapters also present current issues or trends for the subject matter being discussed The twelve chapters cover major topics such as technology support computer hardware networking server administration information security web development software and systems development emerging technology library management technologies and technology planning Each chapter also includes a set of pedagogical features for use with instruction including Chapter summary List of key terms End of chapter question set Suggested activities Bibliography for further reading List of web resources Those who will find this book useful include library information science students librarians new to systems or information technology responsibilities and library managers desiring a primer on information technology

**Managing Library Technology** Carson Block, 2017-08-03 Managing Library Technology introduces library workers including non technical managers tech administrators and even accidental technologists to core concepts in technology management and provides strategies that will enable them to master the basics of library tech The content of the book is taken from the author's popular American Library Association approved Certified Public Library Administrator course Management of Technology and is geared to the needs of all kinds of libraries The book contains easy to follow exercises and tools that have been tested in real world situations with students as they tackled their own evaluation planning and management challenges Readers are also given a roadmap to create a technology plan for their library even if they have no direct technology background themselves This book helps library workers understand the underpinnings of technology and how to powerfully manage tech to serve patrons and staff alike Readers will learn How libraries fit into the overall technology market Strategies to future proof library technology efforts Approaches to technology planning that stick and strategies to keep the plan on track Skills to understand technology investments by understanding the total costs of ownership and the specialized library return on technological investment How to collect and use useful data and statistics without being overwhelmed How to stay current knowledgeable and comfortable with rapid technological change *The Savvy Academic Librarian's Guide to Technological Innovation* Cinthya Ippoliti, 2018-06-01 The Savvy Academic Librarian's Guide to Technological Innovation provides detailed plans for purposefully integrating technology into the fabric of the academic environment by utilizing examples from a variety of institutions to illustrate successful methods and best practices Included case studies and further readings emphasize everything needed to create grow and sustain a holistic plan for integrating technology within the academic library setting Highlighted features include Concentration on technology uses and applications Activities and steps needed to develop partnerships design learning outcomes and other pedagogical applications and measure the success of each of these elements Practical how to approach that is useful to four year two year and community colleges alike Library Technology Planning for Today and Tomorrow Diana Silveira, 2018-10-15

Technology is a crucial part of libraries today But when it comes to figuring out the most effective technologies for their library or to planning for future technology needs many librarians don't know where to begin Library Technology Planning for Today and Tomorrow is the place to start This practical guide will be of special value to those in small and medium size libraries especially those new to the planning process who have not previously implemented technology or who have had difficulty implementing strategic plans By using this LITA guide overwhelmed librarians can create a sound realistic technology plan and implementing that plan by identifying each step necessary to accomplish the library's goals As they follow this road map from beginning to end library staff will be able to meet the technology needs of their communities and to achieve their library's technology goals This step by step guide takes the reader through the process of successfully creating and implementing a library technology plan Each chapter addresses an aspect of planning and implementation from conducting a technology audit and selecting appropriate devices to deploying new technologies and training staff and users Further this LITA guide will help librarians evaluate the success of their work in developing and implementing their technology plans

**Makerspace and Collaborative Technologies** Beth Thomsett-Scott, 2020-03-09 This book explores how patrons are using innovative technologies utilizing real life case studies from a variety of academic institutions Discover which technologies they are using how they are using them and the purposes of use Authors include best practices on designing space marketing the technology and collaborating to enhance the use

[Augmented and Virtual Reality in Libraries](#) Jolanda-Pieta van Arnhem, Christine Elliott, Marie Rose, 2018-05-24 Augmented and Virtual Reality in Libraries is written for librarians by librarians understanding that diverse communities use libraries museums and archives for a variety of different reasons Many current books on this topic have a very technological focus on augmentation and are aimed towards computer programmers with advanced technology skills This book makes augmented reality virtual reality and mixed reality applications much more accessible to professionals without extensive technology backgrounds This innovative title touches on possible implementation projects and assessment needs for both academic and public libraries museums and archives

**The LITA Guide to No- or Low-Cost Technology Tools for Libraries** Breanne A. Kirsch, 2018-02-13 The LITA Guide to No or Low Cost Technology Tools for Libraries provides a practical guide on how to find and use technology tools for a variety of purposes in libraries and more broadly in education Each topic showcases two technology tools in detail and discusses additional tools and provides examples of how librarians or educators are using them in libraries and schools Types of tools covered are Video creation tools such as PowToon and Animaker can be used to create animated videos to tell patrons about a new service or teach students about search strategies Screencasts includes tools like Jing or Screencast O Matic which can be used to show how to use a new library database or service Collaboration tools including tools such as Padlet or Lino It can be used for student collaboration or teamwork with colleagues and sharing project ideas quickly and easily Assessment tools such as Quizizz and Kahoot allow for gamified assessment of student or patron knowledge

**Big**

**Data Shocks** Andrew Weiss, 2018-03-15 Big data as it has become known in business and information technology circles has the potential to improve our knowledge about human behavior and to help us gain insight into the ways in which we organize ourselves our cultures and our external and internal lives Libraries stand at the center of the information world both facilitating and contributing to this flood as well as helping to shape and channel it to specific purposes But all technologies come with a price Where the tool can serve a purpose it can also change the user's behavior to fit the purposes of the tool Big Data Shocks An Introduction to Big Data for Librarians and Information Professionals examines the roots of big data the current climate and rising stars in this world The book explores the issues raised by big data and discusses theoretical as well as practical approaches to managing information whose scope exists beyond the human scale What's at stake ultimately is the privacy of the people who support and use our libraries and the temptation for us to examine their behaviors Such tension lies deep in the heart of our great library institutions This book addresses these issues and many of the questions that arise from them including What is our role as librarians within this new era of big data What are the impacts of new powerful technologies that track and analyze our behavior Do data aggregators know more about us and our patrons than we do How can librarians ethically balance the need to demonstrate learning and knowledge creation and privacy Do we become less private merely because we use a tool or is it because the tool has changed us What's in store for us with the internet of things combining with data mining techniques All of these questions and more are explored in this book

**Selecting and Implementing Technologies in Libraries** Tod Colegrove, 2022-09-14 New technology and services are fundamental to maintaining the relevance of libraries today but which technologies and or services make sense to implement and which to avoid Building from a framework drawn in the overlap of design thinking with best practices in emerging technology and library practice this book is a go to guide for the active library practitioner and LIS student alike From the 3D printers and laser cutters of today's library makerspace to collection development and library outreach this primer offers clear examples that illustrate the practical and collaborative approach that ensures alignment and increases the likelihood of success Written as a textbook for LIS students in the crossover areas of emerging technology design thinking and library management the book will also meet the needs of the active library practitioner in public academic and special libraries both those new to the field and seasoned professionals The practical treatment and examples provided will be of interest and immediate use Questions at the end of each chapter give readers an opportunity to think about the concepts presented The book is also designed to let the enduring values of librarianship and library practice shine through guiding the reader to navigate the future of library technology

*Change Management for Library Technologists* Courtney McAllister, 2019-08-22 Technology has transformed how libraries archives and museums store and display their collections engage with their users and serve their communities The pressure to implement new technologies is constant but technology that isn't truly useful to users staff and stakeholders can represent a huge investment of time and money that yields little reward In order to make



meaningful technology changes in our libraries archives and museums we need a flexible toolkit that will help information professionals become change leaders navigating the equally complex variables associated with system specs and human experience or perception Change management incorporates these concerns into a comprehensive framework Change management principles form the foundation for this book's approach to managing technology change While change will inevitably elicit unexpected situations or complications cultivating a change management repertoire can help information professionals better identify opportunities for valuable technology change plan and execute those changes assess the process and translate the experience into enriched plans for the future Whether you have been managing library systems for decades or are an MLIS student this book is designed to introduce you to change management principles and practical skills that you can apply to your local organization's needs Chapters on assessment communication and iterative change outline a wide range of skills that can facilitate changes like an ILS migration makerspace launch website re design or room reservation process overhaul The condensed case studies integrated throughout the book demonstrate the breadth of technology changes taking place in the field and give first hand accounts of triumphs and learning experiences There is universal template that guarantees successful technology change But a robust change management toolkit can cultivate organizational adaptability and responsiveness that empowers libraries archives and museums to make the most of current technology changes and positions them to embrace new ones

**Tech for All** Lauren Comito, 2019-02-08 How can libraries ensure that patrons from all socio economic and ethnic backgrounds have access to advanced technology training and hardware Everyone knows libraries provide access to computers and the internet for day to day use but many libraries have gone beyond those basic services Makerspaces and advanced tech training are often not equitably distributed between differing communities The digital divide is still very real and by not providing equal access to maker spaces and other similar services libraries may be unintentionally contributing to that divide This book examines how the unequal distribution of resources between communities can limit access to emerging technologies Chapters from librarians across the country give real world examples of libraries going the extra mile to bring more than just email access to their communities regardless of economic status or geographic distribution You'll find practical plans put forward by working professionals who have sought pragmatic solutions to issues of digital literacy Access is a through line in this work as people look at the larger ideas of access as inclusive of training diverse technologies and the time and space to make genuine growth in tech literacy Chapters include working with immigrants low cost laptops for library use deep dives into the underpinnings of the maker movement and developing community focused technology training After reading this book librarians should have practical ideas to address the issue of equity in access to emerging technologies in their own communities

*Open Source Library Systems* Robert Wilson, James Mitchell, 2021-09-11 Open source software and applications are all around us and it's no different in today's libraries Knowing about the open source alternative to integrated library system and being able to make accurate

comparisons can save a library tens to hundreds of thousands of dollars a year while more closely matching the library's functional needs. The fact is that the foundational software in place in nearly every industry is being built with open source components. Where software applications are still proprietary or closed, those systems are themselves often built upon open source applications like open source web services, database management systems, programming languages, and operating systems. It's the same story in the library world. Library software providers offering the latest and greatest software solution for many thousands of dollars a year are building these solutions with open source software. However, full-fledged open source applications built with the same underlying technologies are available to libraries at no cost for the software itself. Each of these applications has its own unique and interesting history and communities supporting them. For the reader unfamiliar with open source software or apprehensive about using these applications in their library, this guide introduces the history of open source, demonstrates the global upward trend of adopting open source technologies in general and within libraries in particular, debunks various myths about implementing and using open source technologies, discusses several different types of library information systems including Integrated Library Systems, Institutional Repositories, Digital Asset Management Systems, Online Public Access Catalogs, Resource Sharing, Electronic Resource Management, and lastly shares real world experiences in getting started with open source solutions including discussing what systems and services are available and best practices for implementation and use.

The Top Books of the Year Digitizing Flat Media Principles Practices The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and gripping novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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