# Collection DMP

## The Oregon Forestry Industry: Equipment and lifestyle of laborers in the 19th and 20th centuries

Our digital collection thematic research topic is focused on the forestry industry in Oregon in the 19th and 20th centuries. We chose this topic because forestry is an important part of Oregon's history and economy, as the state is still one of the top producers of lumber in the United States today. This collection focuses on the workers who help run this industry, with photographs depicting men at work, maps of worker camp sites, as well as the tools and machinery they used to process and transport lumber. By collecting these digital objects together, we hope that viewers can get a glimpse into the day-to-day lives of loggers and forestry workers in Oregon. To host and give access to this collection we have uploaded our data to CollectionBuilder.

## Data Curation Methodology

Our group accessed Oregon forestry-related data via GLAMS, gathering objects and metadata. Each member used a personal Dropbox for object storage and an individual Excel sheet for metadata. SharePoint was utilized for shared documents with standardized file naming and citation format. Initially, metadata was consolidated in a shared Excel sheet. Later, complete metadata for selected objects related to industry workers was added to another shared Excel sheet. For updated and comprehensive metadata, a shared Google Drive folder with personal Google Sheets was employed. After data verification and matching, it was compiled into a shared Google Sheet for GitHub upload. Additionally, objects were resized, redownloaded to personal computers, and stored in Dropboxes as backups.

## Roles & Responsibilities

- **Elena Perez**, *Project Manager*, is responsible for overseeing project activities, leading communication, coordinating preparation for various tasks, and more. While in this role they have done a great job of organizing the group and managing our communication. They have also led the group in planning our project and making sure we are staying up to date with due dates and assignment details, and have served as a main point of contact between both Kate and Michelle when questions or uncertainties arise. Given that we do not have a Repository Manager, they have also taken on the main role of finalizing the DMP and data documentation. If Elena were to leave the project, their responsibilities would be allocated amongst other team member until the position is filled. The Collection Development Manager will take on the main role of communication and the Object Preservation Manager would become responsible for managing project related tasks.

- **Mattie Lucero**, *Collection Development Manager*, is responsible for facilitating the object collection process, selecting the objects we organized in our collection, double-checking copyright and licensing status of all objects, and more. As our CDM, Mattie has helped to develop and organize our inventory lists and helped to coordinate details related to object storage. They have also helped collect objects and narrow our project topic based on the objects we have gathered. They also helped to develop our site homepage and worked with

other team members to ensure that all formatting matched MAP standards. If
Mattie were to leave the project their various responsibilities would be
absorbed by the Object Preservation Manager and the Metadata Manager until the
position is filled.

- **Cecelia Staggs,** *Object Preservation Manager*, has helped to plan and organize
  the project storage spaces, established file naming standards, and decided on
  the objects to be included in the collection based on formatting restrictions.
  In addition, they worked with the Metadata Manager to quality check MAP
  standards, and then uploaded all objects to the group repository, ensuring that
  they all appeared on the site with the proper metadata. They also worked to
  complete the repository readme.md so that interested viewers can understand how
  to navigate our GitHub and how we developed our site. If Cecelia were leave to
  the project, their responsibilities would become shared between the Metadata
  Manager and the Collection Development Manager until the position is filled.

- **Isabelle Dana,** *Metadata Manager*, has helped to organize our inventory list,
  decide on the metadata included in our MAP profile, facilitated object
  cataloging, and carried out metadata quality reviews. They also helped to
  complete any missing information in our MAP and uploaded all metadata to the
  group repository. In addition to fulfilling these responsibilities, Isabelle
  has taken on responsibilities from the Repository Manager role and has taken
  all meeting notes and recorded any decisions we have made related to the
  project, as well as helped to troubleshoot issues with CollectionBuilder. If
  Isabelle were to leave the project, these responsibilities would be allocated
  between the Project Manager and the Object Preservation Manager.

## Expected Data

### Data Types

There are 24 images (.jpg), 1 text document (.pdf), and 1 audio interview (.mp3)
within this digital collection, making up 26 total digital objects.

Here is a breakdown of collection size, work type, file format, total number of
assets, average file size, and average total size for a set of file types

| Work Type | File Format | Total Assets | What is the average file size (in MB) for each file type in this collection? | What is the total size of all files (in MB) that have the same file type? |
|---|---|---|---|---|
| image | jpg | 24 | 1.96 MB | 46.98 MB |
| text | pdf | 1 | 2.44 MB | 2.44 MB |
| audio | mp3 | 1 | 22.0 MB | 22.0 MB |
| video | YouTube | 1 | N/A | N/A |

In total the collection's data quantity is 71.42 MB as of June 2023

### Data Handling

Digital objects have been collected from several online repositories by Isabelle Dana, Mattie Lucero, Elena Perez, and Cecelia Staggs. They have ensured that these objects are either in public domain or have copyright licensing that allows for educational use and redistribution. All four group members have applied file naming standardization, file conversions, and resource descriptions to the collected digital objects. All data, including the digital objects and the metadata spreadsheet files, is held in the University of Oregon Dropbox folders of the team members, as well as in a Sharepoint folder. This collection is considered complete at of June 2023 and there is no plan to have additional digital objects added to it in the future.

## File Naming Standard

Filenames should follow the following format: collectorlastname_filetype_briefobjectdescription_serialnumber

Examples: dana_image_bensoncampcrew_001, staggs_image_donkeyengine

- collectorlastname: The last name of whoever found the object and is recording it in this digital collection.
- filetype: What type of digital object the file is, i.e. image, document (doc), or audio
- briefobjectdescription: This briefly explains what the object is in a way that would be clear to someone who is not a part of this project. This field should be 20 characters or less.
- serialnumber: An optional addition to the end of the file name to describe multiple parts of a series of related files

Files should always be named in this particular order, so that the information remains in order of most general to most specific. This makes information easier to find in a file search system. Additionally, all file names should be in lower-case, separated by underscores, with no spaces between any words. This makes sure the file names are machine readable and helps avoid any errors relating to capitalization or spacing.

## Legal and Ethical Restrictions

We do not foresee any potential issues regarding legal or ethical restrictions. The objects chosen for this project are either in public domain or have copyright licenses that allow for educational use and redistribution with proper credit given. Additionally, all objects are from the 19th and 20th centuries and do not involve modern evolving ethical issues surrounding the logging and forestry industries in Oregon. Many of the objects were donated to the library repositories that the team obtained them from for the purposes of being shared for education, so there is not data that needs to be privatized in this collection.

## Aggregated and Shared Data

All digital objects, including images, documents, and audio files, will be available for download through the team's public CollectionBuilder page. Some of these objects are public domain, while others have certain restrictions around their use and distribution that generally involve giving credit to the repository or creator which currently hold rights over the object. These rights notes have been added to our CollectionBuilder website pages with the objects' metadata so that viewers will know which objects have these restrictions.

## Period of Data Retention

The data will be available and displayed on our CollectionBuilder site as soon as it is uploaded to our github.

## Data Formats and Dissemination

The collection includes primarily jpeg files, along with one mp3 file and one pdf document. These formats were chosen for their compatibility across various platforms and operating systems. Metadata is stored as a csv file for machine readability and transferability between repositories and web pages. All objects in the publicly available collection have been assessed for copyright and Creative Commons status, which are specified in the metadata. While most objects are out of copyright, some are still under evaluation or remain copyrighted. For such cases, we provide detailed information on locating original sources and links to rights statements to clarify object sharing and legal dissemination. The University of Oregon Digital Scholarship Services manages and shares the collected information, accessible to the general public interested in the topic.

## Data Storage and Preservation of Access

Data for this project will be stored in the GitHub repository and accessible through the Collection Builder site. Copies of the data are saved in our team SharePoint and individually in our own Dropbox accounts. The metadata spreadsheet is also available in a group Google Drive folder.

## Appendix

### Metadata Application Profile

The metadata application profile is available in our GitHub repository: [Group 2 Metadata Application Profile](#)

### File Naming and Citation Conventions

More information about our file naming and citation conventions is available in our GitHub repository: [Group 2 File Naming and Citation Conventions](#)

### Acknowledgments

To assist the research team in developing a clear and concise