Project Plan - Digitizing the Prohibited Special Collections of The Cannabis Museum

Project Deliverables Overview

1) Inventory and photograph prescriptions collection, pharmaceutical company catalog collection and historical medical journal texts collection. End Year 1 - Medical Prescriptions, End Year 2 - Pharmaceutical catalogs and medical texts. Key Staff - Jonathan, Hannah, Student Interns
2) Catalog and transcribe all relevant metadata and descriptive information (collection level metadata elements listed in technical plan). Quarter 2 each year, key staff - Jonathan, Hannah, Steve, Student Interns.
3) Provide public, open source access to images and data collected with Cannabis Museum OMEKA platform, process and post catalogs and journal texts on Internet Archive, provide collection catalogs to American Institute of the History of Pharmacy Pharmaceutical Trade Catalog Collection. Collections will be accessible via gallery browsing, full text search and timeline exploration. Quarter 3 each year, key staff - Jonathan, Steve.
4) Analyze and visualize metadata and information for trends and interesting patterns. Last quarter each year. Quarter 3 & 4 each year, key staff - Jonathan, Steve, Hannah.
5) Share and present the collections and conclusions from our analyses with relevant museum, medical and scholarly audiences. Webinar, conferences, published article. Record interview with staff members involved with digitizing collection for their insights and reflections on collection. Last quarter each year, key staff - Jonathan, Steve, Hannah.

Project Plan

This digitization project will be divided based on the collection being digitized. First, the medical prescriptions in Year 1, then the pharmaceutical company catalogs and medical texts in Year 2. The workflow will be similar for each collection: 1) update inventory and prepare for digitization, 2) digitize, 3) catalog and transcribe in OMEKA, 4) publish and share - with minor specific steps modified based on the item nuances.

All items in each collection will be gathered from all storage locations and physically assessed for anything that will affect digitization (ex. paper brittle, tears and rips). On a collection-level review, we will develop and implement a complete metadata schema in OMEKA. Current metadata elements for each collection provided at the end of the technical plan. Our goal is to ensure most descriptive information fields and metadata elements are established and created prior to item-level digitization begins. We will inventory (quantify) all individual items to be digitized and plan the digitization schedule to ensure time and staff effort is most effectively used.

Digitization will be performed by project staff (Hannah, Jonathan) in a dedicated area within the museum. Photographs or laser-scanned master image files of each medical prescription (top, bottom only if content there) or catalog/journal (each) page will be captured and stored in a local, digital network resource (NAS, purchased with this funding). Digital images will be taken utilizing currently available equipment including a Nikon D850 camera with various lenses, EPSON J252A Flatbed Scanner, CZUR-Aura Pro Document Scanner. Images will be created at 600dpi, with JPEG and JP2 derivatives. Metadata deliverables are custom based on the collection and included at the end of the technical plan. Scanned images and metadata will be simultaneously loaded into the digital repository, and this data will be automatically ingested into the OMEKA platform basis as digitization progresses.

Key Project IT Staff (Steve, Jonathan) will use project-specific, automated scripts to organize, convert and rename each file by OMEKA-generated item ids. Image files will be generated for online posting (smaller resolution, and thumbnail), OCR and archival storage. In addition, catalog and medical text images will be

merged into a single, portable PDF file as a complete item record. PDFs will be generated from these images to collect prescriptions for reflection of the original booklets. When applicable, PDFs will also be OCR & hOCR generated for full-text searchability & term-highlighting. Condition and typography of the item may produce varying qualities of images. Staff will then upload these online-ready item-level images to their relevant OMEKA item page. From here, staff will be notified that images have been uploaded and they are ready for metadata review, transcription and quality review.

Project staff at the Cannabis Museum will inspect these online versions and create more detailed descriptions and complete metadata elements on our OMEKA platform. This will include best possible transcriptions or review/correction of the first pass OCR attempts on the catalogs and medical texts. Human quality checking and enhancement will be applied to all automatically migrated data to ensure integrity and completeness. Data migration and catalog quality assessments have been ongoing and should be complete by the time the project commences.

Following digitization, the items in each collection will be properly identified with OMEKA repository IDs. If additional storage requirements are identified following the digitization process we will follow best practices and community standards to ensure their safe, stable storage.

Project Timeline
The timeline below shows how these tasks are broken down over the twelve quarters of the project.

Task/Action Item	Q1 (Apr - Jun)	Q2 (July - Sept)	Q3 (Oct - Dec)	Q4 (Jan - March)	Q1 (Apr - Jun)	Q2 (July - Sept)	Q3 (Oct - Dec)	Q4 (Jan - March)
Prescriptions - Inventory and Prep	X							
Prescriptions - Digitize	X	X						
Prescriptions - Catalog & Transcribe		X	X	X				
Prescriptions - Publish, Share & Analyze			X	X				
Prescriptions - Trends and Patterns Analysis				X	X			
Pharmaceutical Catalogs & Medical Texts - Inventory and Prep					X			
Pharmaceutical Catalogs & Medical Texts - Digitize					X	X		
Pharmaceutical Catalogs & Medical Texts - Catalog & Transcribe						X	X	X
Pharmaceutical Catalogs & Medical Texts - Publish, Share & Analyze							X	X
Catalog & Medical Texts - Trends and Patterns Analysis								X
Weekly Team Meetings	X	X	X	X	X	X	X	X
Advisory Committee Meetings	X	X	X	X	X	X	X	X
Project Reports and Review				X				X