

The San Antonio Humane Society Digital Project Plan

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BACKGROUND

Organization

The San Antonio Humane Society is a 501(c)(3) nonprofit organization. Since 1952 the organization has been a no-kill shelter providing fur-ever homes to thousands of cats and dogs in Bexar County and surrounding areas. In addition to rescuing, sheltering, and adopting cats and dogs, the San Antonio Humane Society also offers spay and neuter programs and provides community education. The vision of the San Antonio Humane Society is to end pet overpopulation and to create a community where every dog and cat is treated with respect and compassion and has a permanent and loving home.

Digital Collection Information

The San Antonio Humane Society has a large digital photo collection with over 10,000 images. Photographs taken and created in the 2000s are born-digital images whereas those taken prior have been scanned and converted to digital images. The images are currently located on one desktop computer at the organization.

Repository Mission Statement

The mission of the San Antonio Humane Society's digital repository is to contribute to the ending of pet overpopulation by collecting, organizing, preserving, and sharing information with stakeholders, funders, researchers, and all animal lovers.

Designated Community

Development Department. Being a local nonprofit, the San Antonio Humane Society does not receive funding from the federal government, the Humane Society of the United States, nor the American Society for the Prevention of Cruelty to Animals. Therefore, documentation of the important work being done in the community must be captured so that funding can be sought. The Development Department will use the digital collection to attach visual representation of the animal lives being saved by the work being done.

Marketing Department. As a no-kill shelter, the animals brought into the shelter must find a loving family and a permanent home as quickly as possible to make room so that more animals can be saved. The Marketing Department will use the digital collection to highlight dogs and cats that are available for adoption, both in the online database and on social media. Happily placed pets and their families will be featured on the website, on social media, and in grant reporting.

Researchers. In addition to sheltering and adoption services, the San Antonio Humane Society provides spay and neutering services and community education on ways to prevent pet overpopulation. Researchers may use the collection to study the pet population, stray demographics, and other statistics

in Bexar County. Pictures of the animals can be used by researchers who need data for AI or other photo-recognition software. Linguists can download the animal profiles and research word choice, language use, and more.

Adopters. With an online database of available pets, those looking for a new furry friend can use the digital collection to browse adoptable animals from their own home.

Lost & Found. For those humans who have lost their pets, using the digital collection can save them a trip to the shelter to see if their pet has been found.

Contracts & Agreements

All photos taken by staff of the San Antonio Humane Society are the property of the organization. Only photos without human subjects will be added to the collection.

External. External clients who wish to use images (non-human subjects) from the collection for any external projects including marketing, advertising, research, etc., must contact the San Antonio Humane Society and fill out a Data Usage Agreement. The agreement outlines the acceptance, use of materials, restrictions, representations, limitation of liability, indemnification, dispute resolution, integration and severability, and any other miscellaneous additions needed on a per-case basis.

Internal. Any image without a human subject can be used without permission on any content and any platform.

Photos containing human subjects that are shared with the San Antonio Humane Society on public platforms (e.g., Facebook, Instagram) will not be added to the collection.

PROJECT INFRASTRUCTURE

DSpace

Because the majority of the Designated Community for the digital collection does not include those with highly specialized technical knowledge, DSpace has been chosen as the software for the repository. With its ability to archive documents, photos, and videos, all pertinent information for any of the Designated Community can be housed in one location. Its use by organizations of varying sizes and types ensures that there is someone in the DSpace community who may be available as a resource for questions and concerns. As open-source software, it is available at no cost. However, due to the nature of finding storage, it has been decided that the San Antonio Humane Society will use DSpace with help from a third-party vendor, Prosentient Systems. Prosentient Systems will setup the software, provide annual hosting, and a training day for staff.

Though the budget will need to be forecast for implementation and upkeep, the no-cost software is favorable to a nonprofit like the San Antonio Humane Society. As DSpace provides “out of the box” installation, getting started with the program can move quickly. As those who will use DSpace learn its intricacies and as the collection grows, customizable additions to the software can be performed later.

DSpace's ability to create collections can make finding useable, interesting content easy for the Designated Community.

Staff

Preservation Manager. A full-time Preservation Manager will oversee all aspects of the repository. They should lead the installation, setup, and continued updates of DSpace; provide written workflows for creation, ingestion, and access; manage the preservation strategies for content, and watch and mitigate hardware or software failures. The Preservation Manager will also manage any other staff who work with the repository including full-time, part-time, students, interns, volunteers, contract, or temporary workers. The Manager should also stay knowledgeable on updates to standards and preservation practices.

Preservation Assistant. A part-time Preservation Assistant will be second-in-command to the Preservation Manager and ensure that there is always two staff members who understand and oversee the repository. The Preservation Assistant will assist the Preservation Manager with content ingestion, creation, or updates; ensure integrity and authenticity of the content; secure backup data; and review database / external agreements.

Interns. As time, budget, and applicant pool allow, interns may assist with the repository. Interns with background knowledge in digital preservation who seek experience may create collections for the Designated Communities. They may shadow and learn from both the Preservation Manager and Assistant to assist with the continued running and troubleshooting of the repository.

Volunteers. Volunteers high school-aged and older can assist in digitizing the physical photographs and documents and input and correct invalid data entry.

Budget

The estimated budget for this project is \$200,000. Using the [Digitization Cost Calculator](#), a conservative estimate on digitizing 2,000 images was close to \$175,000. The estimate included over 4,000 volunteer hours and most of the post-processing work being done by an Intern who is paid less than the Preservation Manager or Assistant. To digitize 2,000 images, the calculator estimates a total of about 140 hours. Assuming a 40-hour workweek, the process of digitizing 2,000 images would be around 3.5 weeks. However, most Interns and volunteers do not work full-time or regular hours. Accounting for this irregular work schedule, the digitization project gets pushed back to 10 weeks.

An estimated 8,000 objects in the repository are born-digital, however post-processing still needs to be done on these objects. Having an intern post-process the born-digital images would add another 560 hours to the project or 14, 40-hour weeks. In total, with additional scheduling considerations, post-processing of the 10,000 images in the collection would take over a year if an Intern was utilized to save money on budget.

The budget also includes 6,600 for incidentals that cannot be foreseen but that may arise during the implementation of the repository.

Budget Item	Cost
2,000 Image Digitization*	\$ 175,000.00
Intern Post-Processing of 8,000 Born Digital Objects	\$ 9,000.00
Prosentient DSpace Set Up Fee	\$ 2,500.00
Prosentient "Out of the Box" Hosting	\$ 2,300.00
AWS 1TB Storage	\$ 1,500.00
One Day DSpace Training	\$ 1,100.00
Technology Purchase/Upgrades	\$ 2,000.00

**Image digitization is an inclusive price that accounts for the salaries of the Preservation Manager, Preservation Assistant, and Interns.*

Total \$ 193,400.00

Schedule of DSpace Repository Implementation

Task	Resources	Start (Date)	End (Date)	Duration (Days)
Talk & negotiations with Prosentient Systems	Preservation Manager	3/1/2021	4/5/2021	35
Install Dspace	Preservation Manager Prosentient Systems	4/10/2021	4/10/2021	1
Troubleshooting, questions, installation errors	Preservation Manager Prosentient Systems	4/12/2021	5/12/2021	30
Dspace Training	Prosentient Systems Preservation Manager Preservation Assistant	4/13/2021	4/13/2021	1
Create written documentation for workflow procedures (update as necessary)	Preservation Manager Preservation Assistant	4/14/2021	4/14/2021	1
Ensure data backup is in place	Preservation Manager	4/14/2021	4/14/2021	1
Create documentation on metadata (update as necessary)	Preservation Manager	4/14/2021	4/14/2021	1
Create documentation on work breakdown structure (update as necessary)	Preservation Manager	4/15/2021	4/15/2021	1
Input content (update as necessary)	Preservation Department Volunteers & Interns	4/15/2021	4/15/2022	261
Review content for authenticity & integrity	Preservation Department	4/15/2021	4/15/2022	261
Create collections for Designated Communities	Preservation Department	4/15/2021	4/15/2022	261
Create policies for repository (update as necessary)	Preservation Manager Preservation Assistant	4/15/2021	4/15/2022	261
Create and document Data Use Agreement Policies	Preservation Manager Preservation Assistant	6/1/2021	6/14/2021	14

ACQUISITION OF CONTENT

Born-Digital Content

As new animals are brought into the shelter, it is the duty of the Adoption Department to input the animal information into the database. As each new animal is added, the database automatically creates a unique Animal ID. Born-digital pictures are attached to the animal record along with the animal's information including, but not limited to, species, breed, sex, size, and adoption stage. About 8,000 images are born-digital.

Digitized Content

About 2,000 physical photos taken prior to the 2000s need to be digitized. Using a flatbed scanner, the Intern will scan the physical photos and create digital copies. A document scanner will be used to scan the physical intake forms that were created prior to being born-digital.

Work Breakdown Structure

Adoption Department

- Creating the Record
 - Animal ID automatically created
 - Creator name automatically entered
 - Enter Name
 - Enter Intake Date
 - Enter Species
 - Enter Breed
 - Enter Sex
 - Enter Size
 - Enter Stage
 - Indicate if Spay/Neutered
 - Create Profile
 - Take animal photos
 - Attach animal photos to the record
- Record automatically saves to Cloud

Preservation Department

- Born-digital images
 - Crop/rotate the image
 - Dust removal

- Color correction
 - Save file to TIFF
 - Name the file
- Digitizing images
 - Scan the image
 - Crop/rotate the image
 - Dust removal
 - Color Correction
 - Save file to TIFF
 - Name the file
- Download the Record
 - Are all mandatory fields present?
 - Subject
 - Name
 - Intake Date
 - Species
 - Sex
 - Stage
 - Spay/Neutered
 - Size
 - Breed
 - Profile
 - Creator
 - Image Format
 - File Format
 - Color
 - Can any non-mandatory fields be entered?
 - Photographer
 - Scanner
 - Date Adopted
 - Convert Record to TXT
- Upload image into database
- Input given metadata into database
- Input date the image was uploaded into database
- Input initials of uploader/cataloger into database
- Rename image according to database naming convention

Metadata Structure & Specifications

- Subject (Mandatory)
 - Animal ID
 - Example: 12147148
- Name (Mandatory)

- Name given to the animal
 - Example: Candy
- Intake Date (Mandatory)
 - Intake date of animal
 - Example: 10/22/2020
- Date Adopted (Not Mandatory)
 - Date animal was adopted
 - Example: 10/23/2020
- Species (Mandatory)
 - Species of animal
 - Example: Dog
- Sex (Mandatory)
 - Sex of animal
 - Example: Female
- Stage (Mandatory)
 - Stage in the adoption process
 - Example: Available
- Spayed/Neutered (Mandatory)
 - Input if they are spayed or neutered
 - Example: Yes
- Size (Mandatory)
 - Size of animal
 - Example: Large
- Breed (Mandatory)
 - Breed of animal
 - Example: Labrador Retriever
- Profile (Mandatory)
 - Description of animal which may include physical traits, personality, background, etc.
 - Example: This handsome Shepherd mix is Matthew! He came to us after he was found abandoned and malnourished. After some much-needed TLC, he has warmed up and is now feeling much better. He is an older fella who deserves so much more than the life he had before. He is easygoing and would love to find a loving home, where he can be the only dog in the home with no cats. He loves to play, roll around in the grass, and is an overall happy guy! Potential adopters will get to have a couple of consultations with our dog trainer and a meet and greet with Matthew to learn more about his behavior and personality traits. This fun guy will thrive with an experienced owner who can give him structure. He'd love to continue working on his training with you! Will you give him a chance?
- Creator (Mandatory)
 - Person who created the record
 - Example: Scoobert Doo
- Scanner (Not Mandatory)
 - Person who scanned the image
 - Example: Scoobert Doo

- Photographer (Not Mandatory)
 - Person who took the photo, if known.
 - Example: Shaggy Rogers
- Image Format (Mandatory)
 - Image format
 - Example: TIFF
- File Format (Mandatory)
 - File format
 - Example: TXT
- Color (Mandatory)
 - Is the photo in color or black and white?
 - Example: Color

Integrity, Authenticity, & Preservation

Policies

- Security checks/upgrades to DSpace and computers must be done on a monthly basis.
- Review and update repository access policy yearly.
- Review and update migration plan yearly.
- Review and update documentation (e.g., workflows, manuals, instructions, etc.) yearly.
- Check software/hardware vulnerabilities monthly.
- Check computer security and updates monthly.
- Verify integrity and authenticity of the repository yearly (this can be done over the course of a year in manageable chunks).

Risks

- Media degradation
- Media corruption
- Lack of knowledgeable staff
- Lack of funding
- Loss of legal information (Data Usage Agreements)
- Issues with version control
- Incorrect metadata
- Human error
- Technological failure
- Non-compliance of media use

CONCLUSION

Trusted Digital Repository

With over 50 years of helping animals find loving, caring homes the San Antonio Humane Society has changed many lives. The important work they do in the city and its surrounding counties can be told with their digital repository. As the oldest animal welfare nonprofit in the area, it is only fitting that they should become a trusted digital repository for other animal welfare digital content. The organization is an already established and trusted nonprofit. Their new mission of providing long-term digital content for their Designated Communities now and in the future is the next step in their efforts to help pet overpopulation.

Building on their trusted organizational brand, the San Antonio Humane Society will work to ensure that the digital repository is trusted and sustainable. Gaining buy-in from the board and creating a Digital Preservation Community Committee are some first steps that will be taken to ensure the repository is useful and accessible. Policies, procedures, and overall standards of practice will be routinely evaluated to guarantee that obsolescence does not occur. As funding can be precarious in any nonprofit, changes to the overall organizational budget will be made to secure funding for system, technology, and staff sustainability for years to come.

As more content is added to the repository, extra effort will be made to create varied and practical collections. Digital repositories that are trusted and valued serve a unique and essential purpose. Newly curated collections can help the Designated Communities see the value and advocate for the repository's continued success.

Training, professional development, and a constant education on standards, preservation, technology, and processes will be essential to create a repository that is trusted by all.

Although the project is a very large endeavor, the San Antonio Humane Society sees the value and importance in documenting and archiving the work they do. They hope to be a trusted institution for animal welfare and the digital repository.