POLICIES AND IMPLEMENTED TOOLS FOR DIGITIZATION OF LIBRARIES AND ARCHIVES IN TUSCANY - ITALY

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Population: 3,75 M;
Area: 23,000 km²;
GDP per capita: €28,700 (EU27 ave. €25,000-EU15 ave. €29,000);

Registered companies: approximately 420,000 (2012);

Around 85% of companies have less than 10 employees;
Around 9% of companies have less than 20 employees;
Manufacturing: over the 27% of regional workforce;
Employment rate 62.5% (EU27 ave. 64.1% - EU15 ave. 65.13%)

Population with higher education: 10% (2011);
R&D expenditure as a % of GDP: 1.22% (40% from private sector);
University size: 130,000 students (2011).
"A library is a place vibrating with ideas."

-Nancy Kunhardt Lodge

"We all love to hear a good story. We save our stories in books. We save our books in libraries. Libraries are the storyhouses full of all those stories and secrets."

Kathy Bates
The word “library” traditionally refers to a collection of books used for reading or studying, or the building or room in which such a collection is kept. The word derives from the Latin word *liber*, meaning “book.”

**Libraries in Italy**

According to the AIB (Italian Library Association) Italy has:
- 206 public libraries
- 185 university libraries
- 75 research centers libraries
- 40 ecclesiastical libraries
- 35 national libraries

All of them can be reached through the AIB web-site (http://www.aib.it/), but we will list some information here about:
- NATIONAL LIBRARIES
- UNIVERSITY LIBRARIES
- MUNICIPAL LIBRARIES
LIBRARIES

NATIONAL, UNIVERSITY AND MUNICIPAL LIBRARIES IN TUSCANY

National Central Library of Florence (http://www.bncf.firenze.sbn.it)

University Library System (SBA) (https://www.sba.unifi.it/p1511.html)
Library of the State University of Pisa (Scuola Normale Superiore) (http://biblio.sns.it)
Library of the European University Institute in Florence (https://www.eui.eu/Research/Library)
Library of the Dutch University Institute for Art History in Florence (https://www.niki-florence.org)
The Berenson Library in Villa I Tatti – The Harvard University Center for Italian Renaissance Studies in Florence (http://itatti.harvard.edu)

Biblioteca Medicea-Laurenziana in Florence (https://www.bmlonline.it)
Biblioteca Marucelliana in Florence (http://www.maru.firenze.sbn.it/index.htm)
Biblioteca Labronica ‘F. D. Guerrazzi’ in Livorno (http://www.comune.livorno.it/_livo/it/default/115/Biblioteca-Labronica-F-D-Guerrazzi.html)
Biblioteca Leonardiana in Vinci (http://www.bibliotecaleonardiana.it/bbl/home.shtml)
CD-ETA - 6th STAKEHOLDER MEETING
POLICIES AND IMPLEMENTED TOOLS FOR DIGITIZATION OF LIBRARIES AND ARCHIVES
Sala Altana - University of Florence
28th May 2018
Digitization of library resources and archival environment

Critical issues emerged in relation to digitization of library and archive materials

Overview with international, national and regional laws

Best practices
• Archive System

National Archives with provincial competence and with functions of conservation and enhancement of state documents

• Archivio di Stato di Arezzo
• Archivio di Stato di Firenze
• Archivio di Stato di Grosseto
• Archivio di Stato di Livorno
• Archivio di Stato di Lucca
• Archivio di Stato di Massa e Sezione di Pontremoli
• Archivio di Stato di Pisa
• Archivio di Stato di Pistoia e Sezione di Pescia
• Archivio di Stato di Prato
• Archivio di Stato di Siena
• Archive System

Soprintendenza archivistica e bibliografica per la Toscana with supervision and protection functions on non-state archives and libraries

Regione Toscana
• Archivio del Consiglio regionale toscano
• Archivio della Giunta regionale toscana
• Mediateca regionale

Historical Archives of the European Union
Archives of non-state public bodies

Archives of municipalities
Archives of provinces and territorial consortia
Archives of assistance agencies, charities
Archives of voluntary associations
Archives of health agencies
Archives of educational and research bodies
Archives of cultural institutions
Archives of political and trade union organizations
Archives of banks and companies
Archives of families and people
Archives of Chambers of Commerce

Private archives

- Archives of cultural institutions
- Archives of political and trade union organizations
- Archives of banks and businesses
- Archives of families and people
- Archives of Chambers of Commerce
- Photographic and audiovisual archives

Archives of religious institutions

Archives of the Catholic Church
Archive of the Jewish community
Archive of the Waldensian community
Council of Europe Framework Convention on the Value of Cultural Heritage for Society - Faro, 2005

Art. 14 – “The Parties undertake to develop the use of digital technology to enhance access to cultural heritage and the benefits which derive from it”
DIGITIZATION OF CULTURAL HERITAGE
It connects different cultural heritage objects to build a unique information system

• What?
• Why?
• How?
• For who?
SPECIFICITY

• Archives and libraries have their own specificity that must be respected in every action that concerns them.

• It is necessary to know well the material we treat both from the physical point of view and in relation to the global context of heritage.

- Physical specificity (e.g. delicacy of the material)
- Specificity of context (historical, archival, librarian and digital)
European, State and Regional policies

EU Commission Recommendation of 27 October 2011 on the digitization and online accessibility of cultural material and digital preservation (2011/711/EU)

IT “Service for the digitization of cultural heritage - digital library of the Central Institute for Cataloging and Documentation” (Ministerial Decree, 23 January 2017)

“Strategic document” (3 January 2018) - to which the professional associations of Archivists and Librarians have proposed some changes

RT The Tuscany Region has been working since 2000 to define regional guidelines on digitization, especially in the field of libraries


“Agreement among the Tuscany Region, the Tuscany Government Department responsible for Archives and Bibliography and the Central Institute for Archives focusing on the cooperation in the area of services and / or innovative systems for the dissemination of knowledge and use of the Tuscan cultural heritage”, 1 December 2017

DARIAH-IT (c/o Fondazione Franceschini - Florence)

“Humanities and GLAMS going digital” International DARIAH master class, Florence 2017
Il progetto di informatizzazione

Il progetto, promosso e curato dalla Soprintendenza Archivistica per la Toscana e finanziato, su progetto della Direzione generale per gli archivi, da parte della Presidenza del Consiglio dei ministri con le quote dell’8 per mille dell’IRPEF a gestione statale, consiste nella digitalizzazione e nella descrizione informatizzata di tutte le carte dell’archivio, attuate secondo le più accurate metodologie archivistiche.

L’intervento, ormai in fase di completamento, comprende:
- l’inventariazione informatizzata e la digitalizzazione delle circa 61.000 unità documentarie che compengono l’archivio di Giovanni e Maria Pascoli (carteggio, manoscritti, foto, documenti diversi), per un totale di circa 150.000 immagini;
- la schede macine e la digitalizzazione della raccolta di giornali (circa 6.000, spesso con note e documenti autografi);
- la predisposizione di un sistema avanzato di interrogazione e ricerca via web;
- il restauro delle carte maggiormente danneggiate.

Si cura di un’operazione di grande rilievo, sostenuta da un ben preciso progetto culturale, con cui si intende offrire un nuovo e affidabile patronamento di informazioni e di possibilità di interrogazione (e, quindi, di approfondimento e interpretazione) agli studiosi e a quanti vorranno avvicinarsi all’opera e alla figura del Poeta.
Historical Archives of the European Union, Villa Salviati, Florence
5th Thematic Seminar "Digitization of libraries and archives"
Valladolid (Spain), 20th June 2018

Digital Archive
Accademia della Crusca, Villa Reale di Castello, Florence
State Archive of Florence
MEDICEO AVANTI IL PRINCIPATO (XIV - XVI centuries)

Full digitization of documents and inventory
Susan Horner's Florentine Diary 1861 – 1862

British Institute of Florence

In a partnership with the University of Bologna, Susan’s experiences and impressions have been transformed into an application that guides the user through Susan’s Florence, mapping out spaces and places that were meaningful to her.
Grand Tour

National Central Library of Florence

by the same person, and with the same formality, upon making land. The Genoese dialect rendered it impossible for me to admire anything in their devotions, beyond the punctuality and gravity with which they were performed.

The wind continuing to blow fair, we...
Galileo Portal

Institute and Museum of the History of Science, Florence
LEARN FROM EXPERIENCE

PER LA TUA MARGHERITA (2000-2002)
FRANCESCO DATINI ARCHIVE (2002-2014)

These two examples show how technology has changed over the last 10 years and how necessary it is to update the portals that offer the digitization of archives and libraries.

Update:

• Technology
• Design
• Cultural contents
WEAKNESSES

• Fragility of materials
• Application of many standards
• Technological obsolescence
• Data storage and retrieval
• Updating of contents and design
• Reuse of data and images
• Privacy
NEEDS

Regional Guidelines

Medium-long term territorial strategies involving more than one subject (owners of assets, professionals, territory, institutions)
STRENGTHS OF DIGITIZATION PROJECTS

Promote fruition
Promote conservation
Create digital memories
Create collaborations
SIDE EFFECTS: NEW COLLABORATIONS

• Collaboration between archivists and librarians on the one hand and informatics on the other
• Reflection on the public as well as on the use of resources that are put online and on the best way to present them
• Establishment of new forms of comparison and project dialogue

A particularly active presence, in our region, of MAB working groups dealing with the semantic descriptions of different cultural heritage

A new dialogue with historians who are always concerned with digital history and public history (11-15 June 2018 Pisa – 2° national Public History conference)
THE TUSCANY EXPERIENCE SHOWS THE IMPORTANCE TO FOCUS ON THE FOLLOWING 5 FACTORS

1. Planning
2. Sustainability
3. Metadating
4. Long-term preservation
5. Public
GOOD PRACTICE

Working Plan - Tools - Measure

- Aims
- People
- Partners
- Budget
- Tools / work places
- Times
- Design

- Intermediate control
- Final report (economic, technological and cultural)
- User statistics
- Maintenance and periodic updating
- Maintenance cost statistics
PROPOSAL FOR A WORKING ROUTE

Preparation - Digitization - Storage - Metadating - Publication - Maintenance

Preliminary actions

• Heritage analysis
• Audience analysis
• Analysis of the necessary and available resources
• Analysis of times and work phases
Preparation for digitization

- Hardware
- Software
- Environment
- Handling of originals
- Staff training
The digitization process

• The selection of materials for digitization
• The physical preparation of materials for digitization
• The digitization process
Storage and management of the digital master material

• File formats, markup languages
• Text capture and storage
• Still image capture and storage
• Video capture and storage
• Audio capture and storage
• Preservation strategies
Metadating

• Appropriate standards and schemas
• Descriptive metadata
• Administrative metadata
• Preservation metadata
• Structural metadata
• Collection-level description
• Terminology standards
Publication

- Digital repositories
- Digital libraries
- Portals and platforms
Dissemination / Disclosure

- Digital exhibitions
- Appropriate terminologies
- Interoperability and open data
- Licensing
Maintenance and Preservation

• Long-term preservation
• Data update
• Design update
• Updating of technological environments
CONCLUSIONS

• General guidelines common to large territories, if not at the national level, at least at the regional one.

• Share the tools to optimize expenses.

• Projects involving different skills and expertise.

• Think about the idea of how heavily the Internet affects our lives.
Do you have any questions? Thank you for your attention
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