THE UNIVERSITY OF NEW MEXICO

HLC Accreditation
Evidence Document

Title: New Mexico Digital Collections

Office of Origin: Miscellaneous source

Description: The landing page and with some associated documents of New Mexico Digital Collections, a digital archive and service from the UNM Library System.

Date: 2018

NEW MEXICO DIGITAL COLLECTIONS PARTICIPATING INSTITUTION FORM

The University of New Mexico University Libraries hosts New Mexico Digital Collections (NMDC). The collections originate from the University of New Mexico and from other New Mexico cultural heritage institutions. These collections provide access to digitized photographs, manuscripts, posters, oral histories, videos, maps, and books from libraries, museums, and cultural centers across the state. Topics include New Mexico history, water and land issues. Other subjects are Latin American art and politics. NMDC runs on a CONTENTdm platform and is a public website accessible to all. Copyright restrictions are the purview of each NMDC partner.

All libraries, archives, museums, and other cultural institutions are encouraged to join NMDC as partners. Within NMDC, each partner has its own web page. Partners usually have their entire digitized objects into a single collection (e.g., Collections from the Farmington Museum). When partners have very large collections, they can organize their digitized objects into several separate collections (e.g., Collection from the Palace of the Governors Photo Archives: Ben Wittick Collection, Jesse Nusbaum Collection, and so on).

1. CONTENTdm Project Client Requirements

- Windows Vista or Windows 7
- 2 GB RAM is recommended
- 2 GB of available hard-disk space for installation
- Minimum display resolution of 1024×768
- A broadband Internet connection to the CONTENTdm Server
- Adobe® Reader

2. Metadata and Scanning Standards
Each digitized object is accompanied by metadata in the Dublin Core format. Partner institutions will follow the following standards, available on NMDC main page under "About":

- Dublin Core Metadata Elements
- CDP Dublin Core Metadata Best Practices
- Working Guidelines for Applying Dublin Core to CSWR Projects
- CSWR Guidelines for Using PBCore
- CDP Digital Imaging Best Practices

3. Financial Requirements

There is no cost to join NMDC.

4. Training

Training is required. The UNM University Libraries can provide training in person or online. Cost of on-site training at a partner's institution will be covered by the partner.

5. Support

The UNM University Libraries will provide routine telephone and email support to help partners with ingesting content and configuring their web space on the NMDC website. More complex support issues or change requests will be evaluated on a case-by-case basis, and may be approved or rejected based on the available resources at UNM University Libraries.

6. Contact

Kevin Comerford, Director of Digital Initiatives and Scholarly Communications
505-277-6341
kevco@unm.edu

7. NMDC Partner Agreement

As participant in NMDC, we agree to abide to all partner guidelines and training requirements.

Participating institution signature: --

Date: --

UL signature: --

Sept. 3, 2010, rev. 2/2015, 3/2015

New Mexico Digital Collections Policies and Practices

New Mexico Digital Collections (NMDC) is a central search portal for digital collections about New Mexico. A service of the University of New Mexico Libraries, we provide access to digitized photographs, manuscripts, posters, oral histories, videos, maps, and books from libraries, museums, and cultural centers across the state. NMDC is on the ContentDM platform.

NMDC is organized by institutions. Digitized resources can be searched as a group or by institution. It contains digitized resources that are housed physically in each institution (in some instances, the collections were acquired in a digital form only). For the University Libraries, every digitized resource is linked to a UL finding aid in RMOA or a MARC record in the library catalog.

As of 2/2015, the following NM institutions have their digitized resources represented in NMDC.

- Albuquerque Museum
- Farmington Museum
- Hubbard Museum of the American West
- Indian Pueblo Cultural Center
- Institute of American Indian Arts (IAIA)
- Los Lunas Museum of Heritage and Arts
- Museum of International Folk Art
- National Hispanic Cultural Center
- New Mexico History Museum
    - Chavez History Library
    - Palace of the Governors Photo Archives
- New Mexico Museum of Natural History and Science
- New Mexico State University Library
- Roswell Museum and Art Center
- Silver City Museum
- University of New Mexico
    - Art Museum
    - CSWR and University Libraries
    - Health Historical Collection
    - Tamarind Institute

See also document: NMDC Partner Agreement on how to join NMDC.

1. PROJECT PRACTICES
Partners abide to following standards and practices. These documents are available on the NMDC page:

Dublin Core Metadata Elements
CDP Dublin Core Metadata Best Practices

Working Guidelines for Applying Dublin Core to CSWR Projects
CSWR Dublin Core Guidelines
New Mexico Digital Collections Policies and Practices
New Mexico Digital Collections Partner Agreement
Scanning Guidelines for NMDC

The UL does authority control for names and subjects. At this time, we do not use the "control vocabularies" feature in ContentDM.

2. ORGANIZING PRINCIPLES

2.1 CSWR and University Libraries

Digitized materials are organized in several ways:

2.1.1. Named archival collection with corresponding RMOA and library catalog MARC records

These are the majority. The purpose of having named collections (called "buckets" in NMDC) is to highlight our collections. When a significant percentage of a collection has been digitized, the UL create a bucket for the collection. The name of each bucket matches the name of the collection in the RMOA finding aid and the library catalog MARC records. These are arranged alphabetically in NMDC.

For pictorial collections, a bucket should include a minimum of 50 images or an entire collection. For manuscript collections, a bucket will be created when over 100 pages from a collection are digitized (note that this may be a much smaller number of items).

2.1.2 "Items from Manuscripts, Pictorial and Music Collections" bucket

When a small number of items from a collection are digitized, it does not warrant a bucket. Instead, images are lumped together in the "Items from Manuscripts, Pictorial and Music Collections" bucket.

2.1.3. Books with corresponding library catalog MARC records

Digitized books are in the "Books" bucket.

2.14. UNM Archives collections

UNM Archives collections, with the exception of the "UNM Archives. Board of Regents Records. Historic Furnishing Project" are in a single bucket called "UNM Archives."

2.2 Other NMDC Partners
With the exception of the New Mexico History Museum, other partners have chosen to have a single bucket for their digitized resources.

3. DIGITIZED RESOURCES FROM NON-NMDC INSTITUTIONS

NMDC collections do not contain digitized resources that belong to other institutions (e.g., the University Libraries does not digitize items that belong to the Taos Historical Society or the Library of Congress).

However, digitized resources from non-NMDC institutions or hybrids (some digitized images belong to NMDC institution, others do not) appear as links on NMDC main page. These resources fall into 2 categories: "State-Wide Projects" and "Exhibitions." In the case of hybrids - -when a portion of digitized resources belong to a particular institutions—these resources can also be present in NMDC.

3.1. State-Wide Projects (as of 2/2015)
This category includes projects and portals and contains digitized resources created collaboratively with other institutions in New Mexico or with other states.
- Celebrating New Mexico Statehood
- New Mexico Newspaper Project
- New Mexico Waters

3.2. Exhibitions (as of 2/2015)
This category includes exhibitions and portals.
- Tony Hillerman Portal

Includes images that come from a variety of UL archival and print collections. Also includes additional information such as biographies, maps, editions of published works, etc.

- New Mexico Federal Music Project

Includes images that come from from UL and non-UL institutions.

- CSEL Nuclear Engineering Wall Charts

Includes images that are on exhibit at the UL Centennial Library. These are not part officially part of our collection and have no corresponding RMOA or library catalog MARC records.