Collecting in Times of Crisis: 7 Steps to Increase Preparedness

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ODNFest
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Collecting in Times of Crisis

• The act of capturing and collecting (digital) content
• Related to an event, crisis, or emergency
  • Nature of the event
  • Often unexpected
• Requires a rapid response
• Poses particular challenges not part of routine collecting initiatives

http://digitalcollecting.lib.virginia.edu/rally/items/show/110
How many of you have experienced an event that requires a rapid response?

57%
How prepared do you feel to respond quickly and effectively to an emergency digital collecting event?

Scale of 1 to 6
• 1 = Least prepared
• 6 = most prepared
On a scale of 1 to 6, with 1 being least prepared and 6 being most prepared, how well are you prepared to respond to such an event?
Content note

Please note that the events at the University of Virginia involve the following concepts:

- Sexual violence
- White supremacy
- White nationalism
- Antisemitism
- Neo-Nazi
- Neo-Confederatism

http://digitalcollecting.lib.virginia.edu/rally/items/show/132
A Community in Crisis

2012
- Removal and reinstatement of University President Teresa A. Sullivan

2014
- *Rolling Stone* publishes “A Rape on Campus”

2017
- Far-right rally to protest Confederate statue removal
2012: A Presidential Crisis

- Resignation and reinstatement of UVA President Teresa A. Sullivan
- Library’s response:
  - Collecting focus on tweets and other digital media
- Obstacles to Library’s response:
  - Staffing
  - Timing
  - Privacy and account issues associated with social media collecting
2014: *Rolling Stone*

- Publication and eventual retraction of “A Rape on Campus”
- Library response
  - Collection of physical artifacts
  - Support for faculty research projects
  - Start to think about metadata and controlled vocabularies
- Obstacles to Library’s response
  - Rights encumbered content
  - Quality of scans
- Long-term questions
  - When to stop collecting?
  - Who was in charge?

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*Rolling Stone Article on Rape at University of Virginia Failed All Basics, Report Says*
2017: August 11-12 Rally

- "Unite the Right" rally to oppose Confederate monument removal
- Multiple events
  - Nazi and white supremacist rally on University Grounds
  - Protests and counterprotests in City of Charlottesville
  - Vehicular homicide
  - Fatal helicopter crash

- August 11-12: Started capturing tweets
- August 13: URL nomination form:
- August 14th: expand URL nomination form (Target launch date: August 17th)
- Actual launch: September 6th
How to prepare?

1) Form a team
2) Create/update policies
3) Assess your resources
4) Consider ethical issues
5) Reach out to collaborators
6) Set up tools
7) Practice

http://digitalcollecting.lib.virginia.edu/rally/items/show/117
1) Form a team: Digital Collecting Emergency Response Group
Collection Specialists

- Curators:
  - Define scope of collection(s)
  - URL submission
- Archivists:
  - Ensure proper documentation
  - Create records
- Public Services:
  - Assist in collection intake
  - Provide input related to access needs/concerns

Preservation

• Serve as Incident Commander

• Identify tools and workflows for capture and ingest

• Implement stabilization/long-term preservation

• Write documentation for internal and external users

• Stabilize physical materials

Metadata

- User-contributed metadata
- Structured approach
- Lightweight description
Black Lives Matter

Dublin Core

Title
Black Lives Matter

Description
This was taken when KKK protesters were trying to circle around the Downtown Mall back to the statue. At the time this image was taken, this woman was standing up to a member of the KKK (not pictured).

Creator
Gracie Hall

Date
2017-08-12

Spatial Coverage
Charlottesville Pedestrian Mall

Files

Collection
"Unite the Right" Rally and Community Response
Digital Content Developers

- Select appropriate tools
- Modify/integrate templates and plug-ins
- Set up domain for future digital collecting events

Librarians at the public library found these signs hanging from their front doors the morning of August 10th.

Information Technology

- Security (virus scans, etc.)
- Set up server/storage space

Knitted kudzu leaves that were placed over Lee statue in front of Albemarle Circuit Court the day of Chris Cantwell’s hearing for activities related to August 11-12—part of guerilla art installation. Without the contributor-supplied metadata, these images would be almost impossible to interpret or appraise.

http://digitalcollecting.lib.virginia.edu/rally/items/show/120

http://digitalcollecting.lib.virginia.edu/rally/items/show/121
Legal Counsel

- Write terms of use to allow future access/preservation
- Ensure institution not indemnified
- Consider implications related to use of documents
  - For lawsuits
  - For future researchers
2) Create/update policies

- Policies help with appraisal/scoping decisions
- Collection policies
  - Digital content (general)
  - Social media
  - Web archiving
  - Collecting in times of crisis
    - When to initiate
    - General criteria vs. case-by-case basis
- Volunteer policies
- Terms of service/deeds of gift

Next stop: Policy review
Some factors to consider re: scope

- What are you collecting for?
  - Is it to provide the community a play to mourn/commemorate/heal?
  - Is it a resource for future scholars and resources?
  - Relevance to collecting priorities?
  - What is the long-term plan?

- Length of time?
- Geographic bounds?
- What perspectives are you seeing?
- Holistic or representative?

Some selection criteria

- Popular culture
- Sociological interest
- Personal messages to victims/perpetrator
- Help personalize the lives that were lost
- Student and community groups
- Weird or unusual items
- Particularly beautiful materials
- From folks with connection to institution/community

- Unique and special material
- Official responses from government
- Representing different perspectives

Contribution Terms of Service

You are being asked to contribute your recollections, photographic images, video, and/or other media to the University of Virginia (UVA), which is developing a permanent digital record of the events surrounding the Unite the Right rally and counter protests in Charlottesville, Virginia, in August 2017. You represent and warrant that the material you submit was created by you and was not copied from or based, in whole or in part, upon any other photographic, literary, or other material.

Your participation in this project will allow the general public, as well as future University students and historians, to gain a greater understanding of these events and the response to them. You must be 18 years of age or older to submit material to us. Your submission of material constitutes your permission for, and consent to, its dissemination and use in connection with the research and teaching mission of the University of Virginia in all media in perpetuity.

If you indicate on the form that your submission is "public," your material may be published on the web (with or without your name, depending on what you have indicated) as part of the Library’s digital collections or exhibits. Otherwise, your response will only be available to Library-approved researchers. Submitted material must not violate any confidentiality, privacy, security or other laws. Please be aware that all submissions and any information associated with the submissions (email address, descriptive information, etc.) may be provided to federal, state, or local law enforcement or other government agencies pursuant to a lawful subpoena or court order. We reserve the right to discard or mark private any submission that UVA Library staff identify as offensive or irrelevant, or for any other reason within their professional judgment.

SUMMARY OF TERMS*

- You must be at least 18 years old.
- Submitted material must be owned and/or created by you.
- You have the option of making your contribution public or private. If public, your content may be published as part of the Library’s digital collections (with or without your name displayed, depending on what you have indicated).
- All submissions will be available to Library-approved researchers and can be used by the Library from now on in support of its teaching and research mission.
- Your submission must not violate any laws. If we receive a lawful subpoena or court order, we may be required to turn over any submissions and related information (email address, descriptive information, etc.).

*This summary is to help you read and understand the terms, but does not replace them. Your submission is governed by the full terms of use.

- Transparency
- Anonymous and/or reading room only options
- Added summary of terms for readability
Terms of Service Challenges

• We do not own copyright of content submitted through the portal

• Impact:
  • Researchers are often frustrated
    • Educating researchers about how to seek permissions and/or apply fair use
  • Cannot share this content beyond UVA (e.g. DPLA)
3) Assess your resources

- Time
- How does it impact current workflows and projects?
- Staffing/expertise
  - Who determines level/length of effort?
  - Can you get special funding?
  - Temporary staffing
  - How can students or volunteers be used?
- Tools
- Storage (short and long-term)
- What is the long-term plan for collection and access?
- Emotional impact—Do not underestimate!

4) Consider ethical issues

- Lack of informed consent/privacy
- Potential for fraudulent use/manipulation
- Potential for harm
- Personal Identifying Information (PII) and scale
- To censor or not to censor
- Restricted content (short or long-term)


“What is legal is not always ethical and what is ethical is not always legal”

(Bergis Jules, Ed Summers, and Dr. Vernon Mitchell, Jr. “Ethical Considerations for Archiving Social Media Content Generated by Contemporary Social Movements: Challenges, Opportunities, and Recommendations, p. 11)
5) Reach out to collaborators

• Reach out to colleagues
  • Those with experience
  • Potential collaborators—consider MOU

• Work with content creators and communities you wish to document
  • Before, during, and after
  • Creator supplied metadata
    • Curated
    • Unedited

Q7: If you have experienced an emergency digital collecting event, did you contact any other institutions for advice?

Yes: 59%
No: 41%
6) Set up tools in advance

- No single tool works for everyone
  - Format/content type
  - Cost
  - Expertise
  - Software
  - Quality/Look and feel
  - File size limits

- But all benefitted from having tools set up *before* they were needed
Some examples

- Twitter: Twarc, TAGS (Twitter Archiving Google Sheet)
- Web archiving:
  - Archive-It
  - WebRecorder
  - Internet Archive’s Save Page Now feature
- Aggregates:
  - SFM (Social Feed Manager)
  - ArchivesSocial
  - PageFreezer
- Work with donor to download their social media accounts
- Community submission tools: Omeka, Google forms
- File transfers (manual, Dropbox, Google Drive)
7) Practice, Practice, Practice

- Download software and tools
- Pick a current event to practice how to use digital capture tools
- Ask staff to help test documentation and transfer tools
- Run through a tabletop exercise to assess institutional readiness
- Identify gaps in knowledge/workflows and adjust BEFORE a tragedy strikes.
DIGITAL COLLECTING

"Unite the Right" Rally and Community Response

Many members of our community are still reeling from the events of August 12, 2017. The days surrounding the "Unite the Right" rally and counter-protests saw loss of life, physical violence, and community turmoil significant enough to merit international media coverage in Charlottesville. Our community will be recovering, assessing, and attempting to move forward for a long time to come.

Building the archive

Recognizing the significance of events on the weekend of August 12, the University of Virginia Library is building an archive of materials surrounding the "Unite the Right" rally and counter-protests.

We are interested in your personal digital submissions (including images, stories, audio, or video) from the events at UVA and in the Charlottesville area, so that we may make these materials available to students and researchers studying these events. You have the option to keep your name private if you wish.

Want to donate your media?

Great! Use this Collection Form to contribute your digital materials.
The events of August 11 & 12, 2017 in Charlottesville saw loss of life, physical violence, and community turmoil significant enough to merit international media coverage. Our community will be recovering, assessing, and attempting to move forward for a long time to come.
Building the Archive

Recognizing the significance of events on the weekend of August 12, the University of Virginia Library is building an archive of materials surrounding the “Unite the Right” rally and counter-protests.

Donate your Materials

We are interested in your personal digital submissions (including images, stories, audio, or video) from the events at UVA and in the Charlottesville area, so that we may make these materials available to students and researchers studying these events. You have the option to keep your name private if you wish.

Read the terms and conditions for submissions.

Statement of Values

The University of Virginia stands firmly behind the Society of American Archivists’ commitment to ensuring the diversity of archivists and the archival record.

Read the SAA Council statement about events of 8/12.

Questions?

Contact us at digital_collecting@virginia.edu.
Contribute Materials

The form below is for submission of your personal digital documentation related to the events around August 11 & 12, 2017 in Charlottesville, VA.

Before contributing materials, please read the full Terms and Conditions.

NOTES:

- Individual file size limit is 250Mb.
- If your file is too large to upload, or if you have a large number of items to contribute, please select the "Link" type in the below Collection Form to provide us with a URL for an album or file location (i.e. Dropbox folder, Flickr album, etc.).
- We will make our best effort to capture media linked in submitted URLs but, due to high volume, we cannot commit to fully capturing all materials received in this way. The best way to submit materials is through the Collections Form below.

Collection Form

What type of item do you want to contribute? Select Below
Contribute a Story

Title (Required)
For example, “Police in downtown Charlottesville” or “What I witnessed from the Rotunda.”

Tell Your Story

Date
When did this occur?

Location
Where did this occur?
Select Below

Your name (Required)

Upload a file
250Mb size limit.
Browse... No file selected.
You may share my contribution publicly. Uncheck to share only with Library-approved researchers.

Do not display my name publicly. Note: If you provide your name, we are able to hide it from any resulting public exhibitions. However, we are not able to guarantee full anonymity.

In order to contribute, you must read and agree to the Terms and Conditions.

I agree to the Terms and Conditions.

Contribute
Featured Items

**Too Close**

The police force was taking formation so that the protesters could not get to the statue.

**Black Lives Matter**

This was taken moments before the grey mustang rammed through 4th street. The pack of counter-protesters were deciding whether to turn left or right,...

**Kudzu Leaf from Lee Statue**

From Nov 9 installation on Lee Statue in front of Albermarle Circuit Court.
Facebook posting
August 16, 2017

The Attacker’s Car

This is a video taken of the car that later drove through the group of protesters. In the video, a...

Black Lives Matter

This was taken when KKK protesters were trying to circle around the Downtown Mall back to the...

A Broken Femur

Too Close

Black Lives Matter

This image was taken moments after the gray mustang plowed through the crowd of counter-protesters...

The police force was taking formation so that the protesters could not get to the statue.

There were small fights and disputes between the protesters and counter-protesters and this picture...
Browse the archive by locations in Charlottesville:

List of all Charlottesville locations:

Charlottesville Pedestrian Mall

view all items from the Charlottesville Pedestrian Mall

UVA Academical Village

view all items from the UVA Academical Village

UVA Lawn
Welcome to the Digital Collecting Toolkit!

What is this Toolkit?

This toolkit is designed to provide resources and instruction on implementing digital collecting strategies during and after rapidly evolving social events and/or community crises (like campus controversies, natural disasters and public emergencies). Photos, videos, and social media content are major components of these community experiences, and the tools offered here can help organizations, institutions and communities quickly implement an effective digital collecting initiative.

This toolkit was created through a collaborative process by a team at the University of Virginia Library, with funding from the LYRASIS Catalyst Fund. In the immediate aftermath of the events of August 11th and 12th in Charlottesville, VA, UVA Library staff took on the task of quickly launching an online collecting tool and capturing related social media content. While the UVA Library had some experience documenting and collecting digital content after a major news event, this was the first time we attempted to create a collecting site so quickly after the events occurred. The lessons learned from the site launch of the University of Virginia Library’s Digital Collecting site, "Unite the Right" Rally and Community Response has led to further workflow and tool development to help future collecting efforts for ourselves and others.

This Toolkit is a result of these efforts, and is intended to help others quickly launch similar sites in times of crisis.

Who is this for?

Our team includes University preservation librarians, digital preservation specialists, archivists, digital content developers, and IT specialists. We developed this toolkit for use by a wide range of cultural institutions and communities with an interest in quickly setting up a digital collection site. Members of University libraries, other educational institutions, and community organizations using this toolkit will need to have some level of access to the tools provided here to implement a digital collection strategy. This could include access to web hosting, server space, and an Omeka installation. However, we have included a range of potential options for these requirements in this toolkit.

How do I get started?

This toolkit is designed so you can get started quickly!
Getting Started

The basics for preparing for a rapid response digital collecting event and building a digital collection site.

Below are some steps that you can take to prepare for an emergency event that requires a plan for digital collecting.

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1. Gathering a Team
2. Policy Review
3. Determine the Scope
4. Assess your Resources
5. Ethical Considerations
6. Technical Considerations
   a. Omeka for Digital Collections
   b. File Size Limitations
   c. Large Files and File Sets
   d. Funding Opportunities

Gathering a Team

In order for your digital collecting strategies to be successful, you may need to gather experts from across your organization. Here are some areas of expertise and types of responsibilities those team members might have:
Setting Up Omeka Classic

The University of Virginia Library’s Digital Collecting site, “Unite the Right” Rally and Community Response runs on Omeka Classic.

Omeka is a leading open source collections-based web publishing platform developed by the Roy Rosenzweig Center for History and New Media and supports a robust open source developer community. Omeka is standards-based, grounded in a flexible Dublin Core Metadata Schema. Omeka takes a user-centered, access-focused approach to collections, emphasizing approachable, accessible web design.

Technical Specifications

If you are a member of a university or institution with an accessible IT Department or Digital Content Developers, we recommend reaching out to individuals in your organization with experience setting up Omeka.

Omeka Classic has the following system requirements:

- Linux operating system
- Apache HTTP server (with mod_rewrite enabled)
- MySQL version 5.0 or greater
- PHP scripting language version 5.3.2 or greater (with mysqli and exif extensions installed)
- ImageMagick image manipulation software (for resizing images)

If you lack access to a server that meets Omeka’s basic requirements, or are looking for a simpler and less technical set-up process, we recommend Reclaim Hosting, a low-cost shared web host offering one-click Omeka installation, with a free domain registration included. Their support staff is easy to reach and their Community Forum offers additional resources.
Customize your Site’s Homepage Content

Use this section to provide content for your site’s homepage. All of these sections are optional, pick and choose what works best for your site.

HOMEPAGE BANNER

Homeage

Homepage Banner Background

Choose an image file for your homepage banner. File size must be no larger than 300kb.

Homepage Banner Introduction Text

Add some brief introductory text to be displayed on your homepage banner.

- **Homepage Banner Background**: Provide an image file to be used on the homepage introduction banner. File must be no larger than 300kb, and will automatically be centered and scaled to fit. Your image will be overlaid with a color gradient, as selected in **Header Color**.

- **Homepage Banner Introduction Text**: Provide some brief text to display on your banner image. This text will appear in the same color as selected in **Header Text Color**.

Both the banner image and introduction text are optional, and can be used together or individually. If no image and no text is provided, your site will not have a banner. If you provide introduction text but no image, your text will display over a color gradient banner, the color selected in **Header Color**. If you provide a banner image with no introduction text, your image will not have the color overlay. In this case, if you’d like the color overlay on your image, type in a few blank spaces into the introduction text box (no text, just use your space bar to fill in some blank content).
Setting up your Twitter Account for Collecting

Published: April 29, 2019

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1 Steps for Creating a Twitter Application
   a Setting up a Twitter Developer Account
   b Creating a Twitter App
   c Accessing Keys and Tokens

Steps for Creating a Twitter Application

Please note that these instructions may be subject to change with updates to Twitter. If the following steps and screenshots do not match precisely, please use this as a general guide, or contact DocNow.

1 If you do not have a twitter account, create one at twitter.com. A twitter account is required for access to twitter data.

2 Log into you twitter account to set-up and and authorize a twitter application. A Twitter application will let you download twitter data using Python.

Create an app at developer.twitter.com/en/apps

Following the above link should bring you to this page:

No apps here.
You'll need an app and API key in order to authenticate and integrate with most Twitter developer products. Create an app to get your API key.
Credits

• Ivey Glendon
• Jeremy Boggs
• Beth Mitchell
• LYRASIS
• DCERG
• SAA Task Force
• Documenting the Now
• Ashley Maynor

http://digitalcollecting.lib.virginia.edu/rally/items/show/66
Additional Resources

• UVA Library Digital Collecting Toolkit
  http://digitalcollecting.lib.virginia.edu/toolkit/
  http://digitalcollecting.lib.virginia.edu/toolkit/docs/additional-resources/

• SAA Tragedy Response Initiative Task Force
  Documenting in Times of Crisis: A Resource Kit
  https://www2.archivists.org/advocacy/documenting-in-times-of-crisis-a-resource-kit

• Emergency Collecting Tabletop Exercise
  • https://doi.org/10.18130/V3-VZ81-5947

http://digitalcollecting.lib.virginia.edu/rally/items/show/6
Questions?

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http://digitalcollecting.lib.virginia.edu/rally/
http://digitalcollecting.lib.virginia.edu/toolkit/