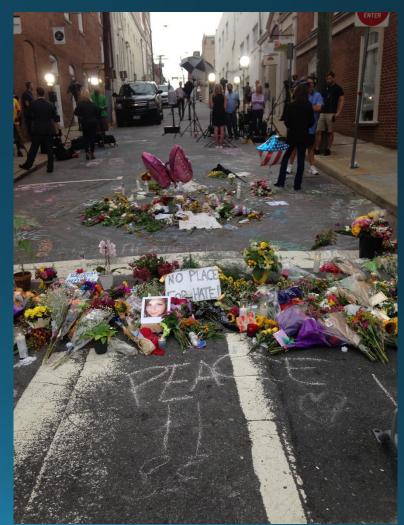


Collecting in Times of Crisis: 7 Steps to Increase Preparedness

Kara M. McClurken
ODNFest
October 15, 2019

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



How many of you have experienced an event that requires a rapid response?

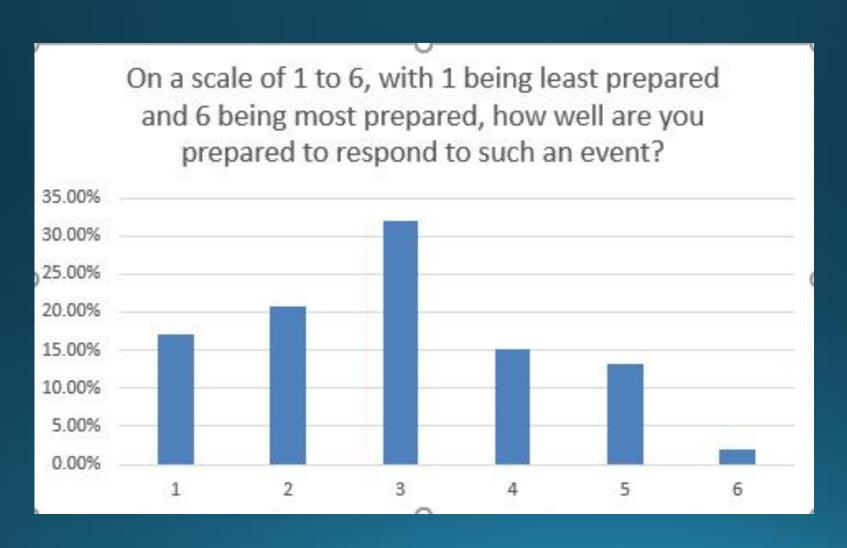
57%

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

Statistics



Content note

Please note that the events at the University of Virginia

involve the following concepts:

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



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?



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: <u>URL nomination form</u>:
- August 14th: expand URL nomination form (Target launch date: August 17th)
- Actual launch: September 6th



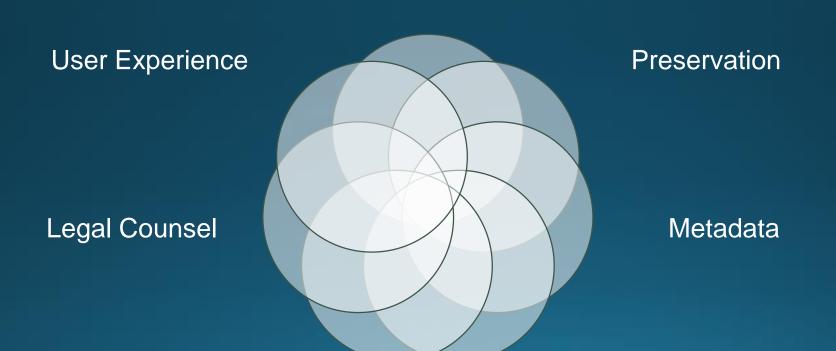
How to prepare?

- 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



1) Form a team: Digital Collecting Emergency Response Group

Collection **Specialists**



Information **Technology**

Digital Content Developers

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



http://digitalcollecting.lib.virginia.edu/rally/items/show/17.

Stabilize physical materials

Collection Form
/hat type of item do you want to contribute? Video, Photograph, or Image ▼
Contribute a Video, Photograph, or Image
Upload a file 250Mb size limit. Choose File No file chosen
Title (Required) For example, "Police in downtown Charlottesville" or "What I witnessed from the Rotunda."
Description Please include as much information as you can. For example: What was happening at this moment? Who is involved? What else do we need to know about this moment in time?
Date When did this occur?
Location Where did this occur?
Select Below ▼
Your name (Required)

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



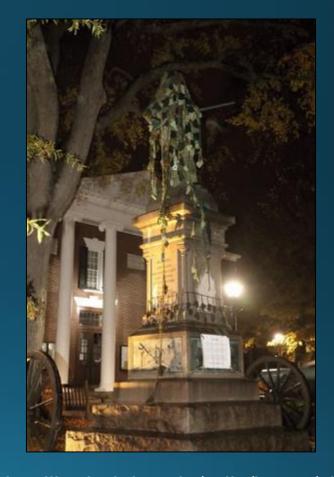
- Security (virus scans, etc.)
- Set up server/storage space

User Experience

- Review language
- Look at layout
- Accessibility review



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

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



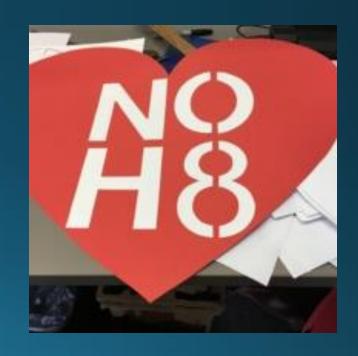
2) Create/update policies

- 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

Ashley Maynor, "Response to the Unthinkable: Collecting and Archiving Condolence and Temporary Memorial Materials following Public Tragedies." In Handbook of Research on Disaster Management and Contingency Planning in Modern Libraries.

https://trace.tennessee.edu/utk_libpub/15/

Terms of Service Successes

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
 - https://cmsimpact.org/code/documentary-filmmakers-statement-of-best-practices-in-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!

http://digitalcollecting.lib.virginia.edu/rally/items/show/18.

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)



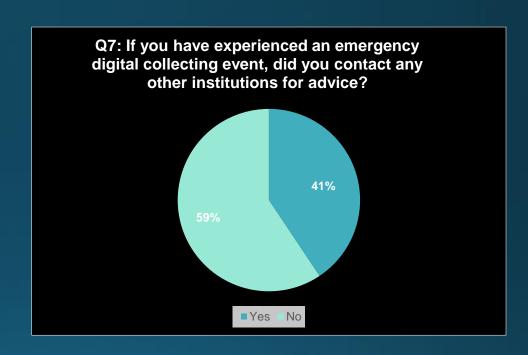
http://digitalcollecting.lib.virginia.edu/rally/items/show/83.

"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



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.



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.

Contribute Materials



DIGITAL COLLECTING

"Unite the Right" Rally and Community Response

Browse Items

Browse by Location

Search Items

Contribute an Item

About the Archive

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.

ABOUT THE PROJECT

Statement of Values

The University of Virginia stands firmly behind the <u>Society of American Archivists</u>' commitment to ensuring the diversity of <u>archivists</u> and the archival record.

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

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.

CONTRIBUTE MATERIALS

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.

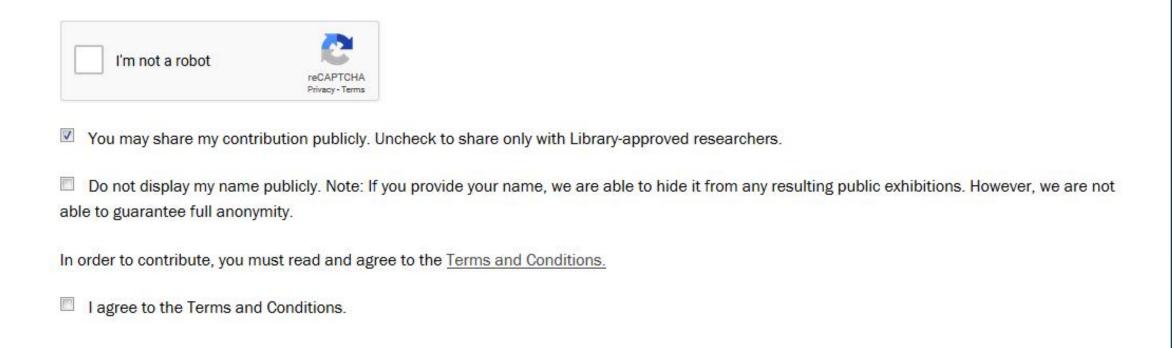
- Please contact us at digital_collecting@virginia.edu.
- If you wish to donate physical materials or media, please <u>contact</u>
 Special Collections directly.
- To nominate other people's online work for capture, <u>please use our URL</u> capture form.

Collection Form

What type of item do you want to contribute?

Select Below

hat type of item do you want to	contribute? Story ▼
ontribute a Stor	y
Title (Required)	
For example, "Police in downt	own Charlottesville" or "What I witnessed from the
Rotunda."	
1	
Tell Your Story	
	Lat
Date	
When did this occur?	1
],
Location	
Where did this occur?	
Select Below	
is.	
Your name (Required)	
Upload a file	
250Mb size limit.	
Browse No file selected.	



Contribute

Browse the Digital Collection









Photos

Videos

Stories

Links

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 counterprotesters were deciding whether to turn left or right,...

Kudzu Leaf from Lee Statue



From Nov 9 installation on Lee Statue in front of Albemarle Circuit Court

Browse Items

1 2 3 4 5 Next Last

Sort by: Title - Creator - Date Added

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



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

Too Close



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

Black Lives Matter



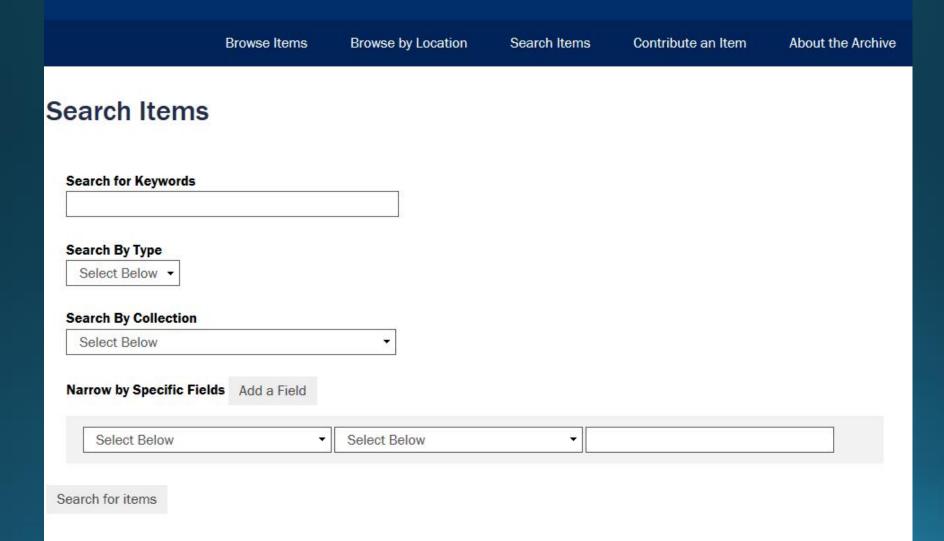
There were small fights and disputes between the protesters and counterprotesters and this picture...

Login Register

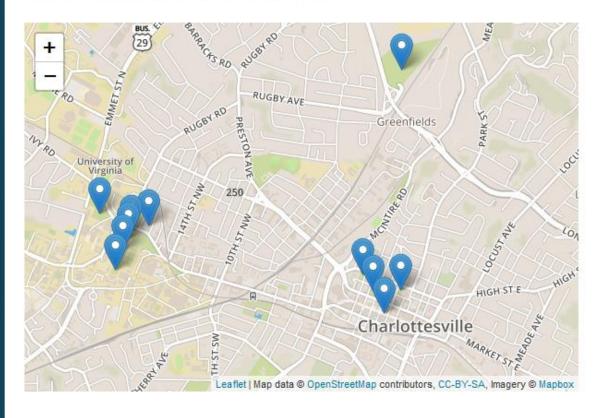


DIGITAL COLLECTING

"Unite the Right" Rally and Community Response



Browse the archive by locations in Charlottesville:



View all items from locations marked "Other"

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

Digital Collecting Toolkit

Search Digital Collecting Toolkit

Getting Started

Omeka Classic Setup

- Omeka Plugins
- Collecting Materials
- Custom Omeka Theme
- Omeka Site Administration

Social Media Tools

- Twitter Setup
- Install & Configure Twarc
- Twarc Introductory Lesson
- Twarc Commands
- Additional Resources

About the Toolkit

Credits

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 <u>University of Virgina Library</u>, with funding from the <u>LYRASIS Catalyst Fund</u>. 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, <u>"Unite the Right" Rally and Community Response</u> has led to further workflow and tool development to help future collecting efforts for ourselves and others.

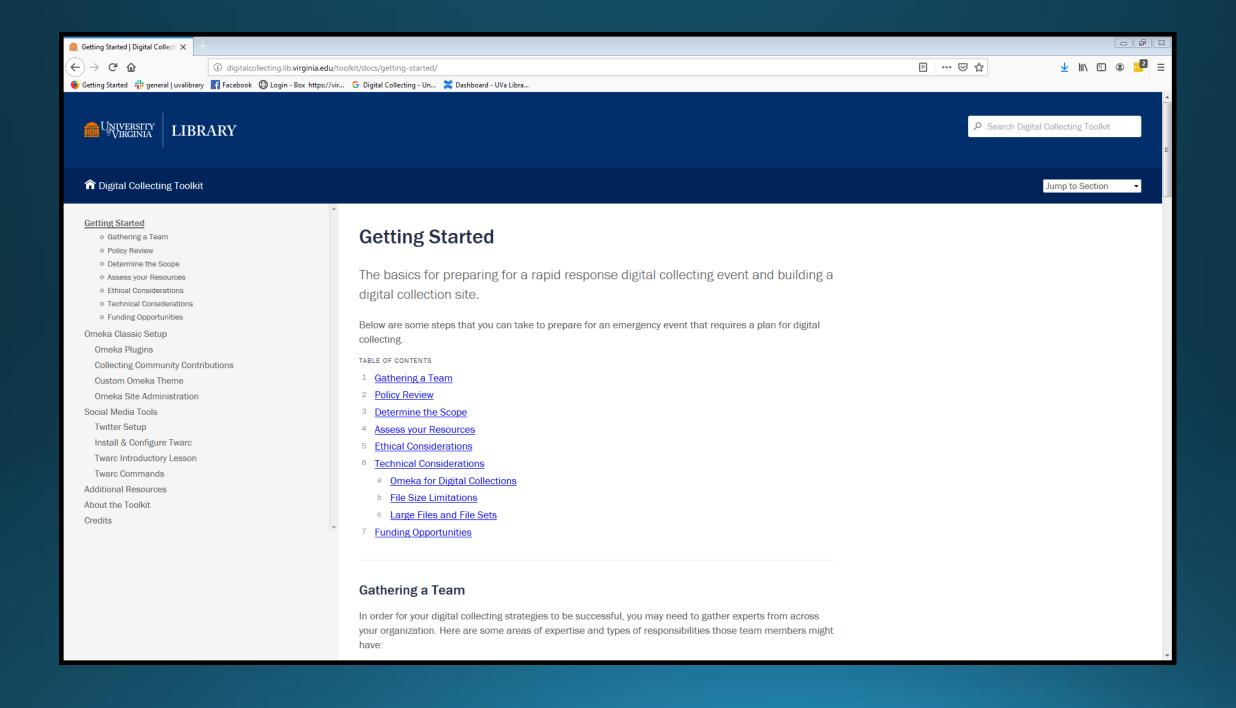
This Toolkit is a result of these efforts, and is intended to help others quickly launch similar sites in times of crisis.

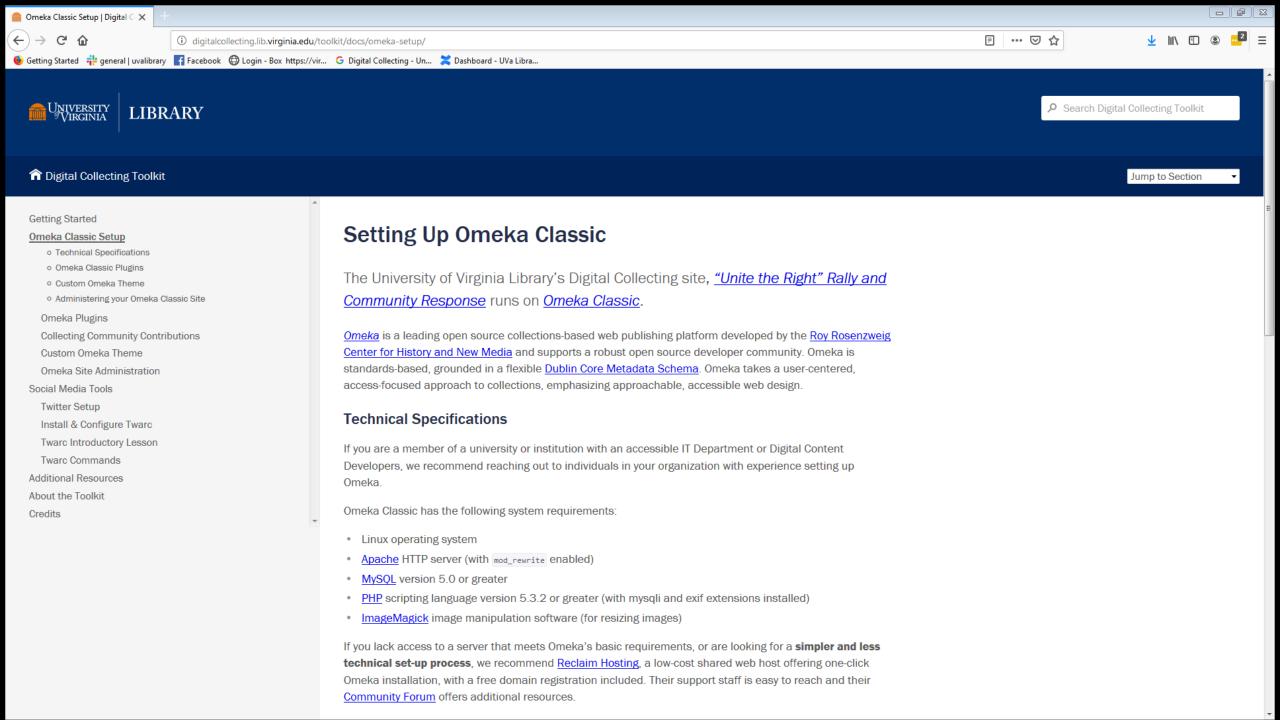
Who is this for?

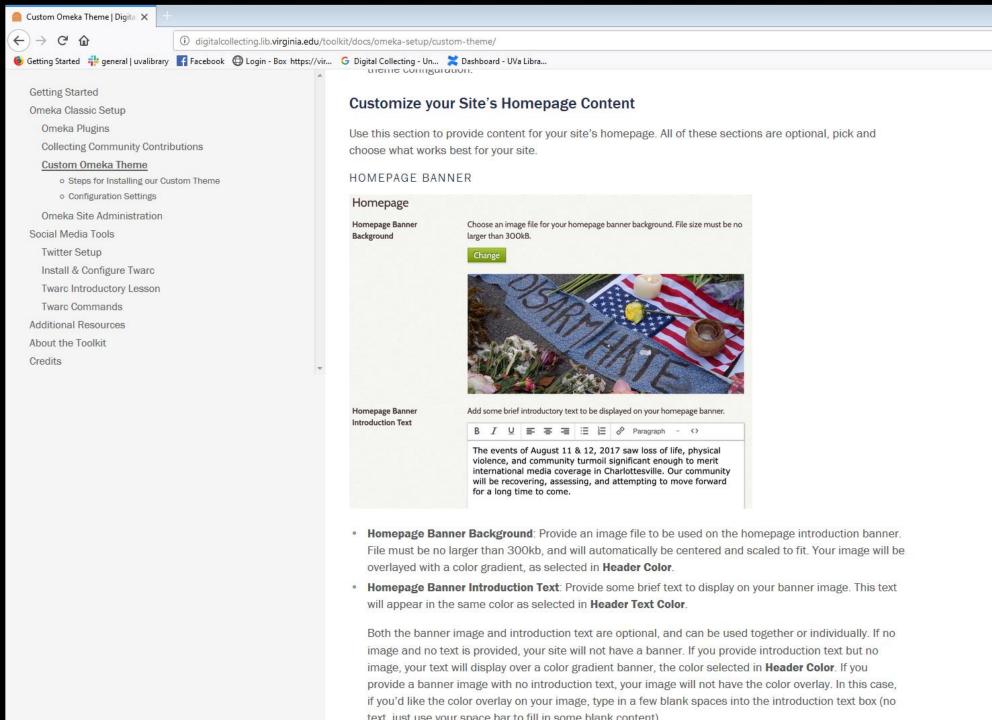
Our team includes University preservation librarians, digital preservation specialists, archivists, digital content developers, and IT specialists. We developed this toolkit for use by a wide range of cultural institutions and communities with an interest in quickly setting up a digital collection site. 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?

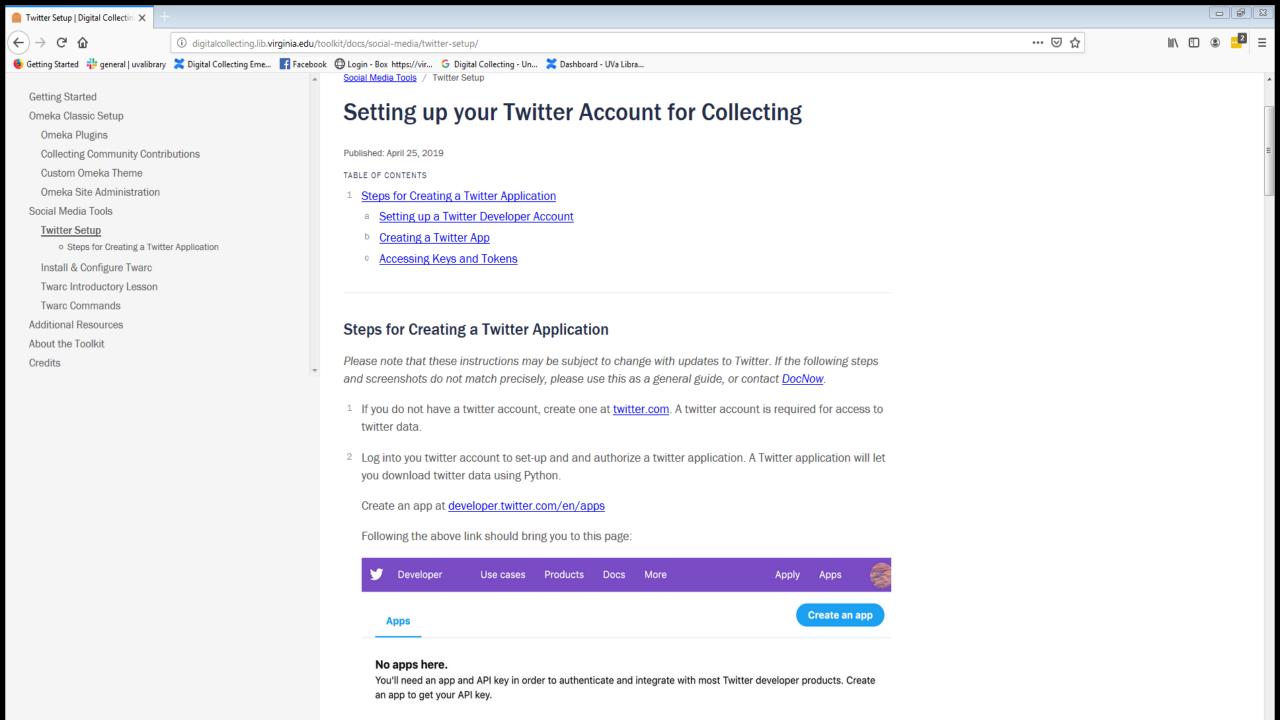
This toolkit is designed so you can get started quickly!







- 7



Credits

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







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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434-924-1055

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