



# HUNT + GATHER: A DIGITAL REPOSITORY + INGEST PLAN FOR CALDERA

by Rachael Winter Durant | rmwinter@uw.edu | Master of Library + Information Science | Capstone 2016



CELEBRATING  
20 YEARS  
OF CREATIVITY

Caldera is a catalyst for the transformation of underserved youth through innovative, year-round art and environmental programs.

Focusing on youth from both urban and rural communities with limited access to educational and economic opportunities, Caldera nurtures individual creativity to ignite self-expression and transform the way young people engage in their lives, families, and communities.

## PROJECT DESCRIPTION

As Caldera celebrates its 20-year anniversary, its stakeholders have become critically aware of the need for an organized, centralized digital image repository to

1. serve as an archive of organizational history
2. enable discovery to promote future work.

Currently, Caldera's digital images exist across upwards of ten poorly organized hard drives. For my Capstone project, I have assessed Caldera's collection and available technology and developed a long-term project plan for establishing a repository. This plan includes recommendations on ingest, preservation, and discovery.



## METHODOLOGY + PROCESS

1. *Gather and count Caldera's collection of images*  
→ Prior to clearing duplicate images, est. 11 TB
2. *Survey the software available for cataloging*  
→ Adobe Lightroom  
→ Xinet Digital Asset Management
3. *Assess who will be using the collection and how*
4. *Determine metadata fields necessary for discovery, and build a crosswalk to Dublin Core schema for interoperability with other institutions*
5. *Establish preservation procedures*

## OUTCOMES + IMPACT

Caldera now has a clear road map forward for its digital image repository, and those within the organization have recognized the importance of noting the provenance of images for future ingest and preservation.

Establishing this repository for Caldera allows the organization to **promote** its transformative work to both potential students and donors. It also **safeguards** these images from the risk of loss. Furthermore, by using an established metadata schema for its repository, Caldera will have the capability to **share** items from its collection with other institutions.

## NEXT STEPS

- *Work with the education database (Apricot) to create authority files for camp names*
- *Ingest materials and assign metadata, including tagging people when possible*
- *Expand repository to include video files*

