

# **The evolution of physical to digital archives: A systematic approach towards the Goldey-Beacom College image digitization process**

Russell Michalak, MLIS

Briana Daly, MLIS

ACRL Technical Services Interest Group Meeting

June 25, 2021



**Goldey-Beacom**  
COLLEGE

## AT A GLANCE

Private, coeducational college offering programs in psychology, criminal justice, English, economics, and all areas of business.

### Location

Located in beautiful Pike Creek Valley, a suburb of Wilmington, Delaware, with easy access to Philadelphia, Baltimore, New York and other major east coast cities. The city of Wilmington is a major industrial center in the Mid-Atlantic region and home of many Fortune 500 companies (e.g. Chemours and Bank of America).

### Campus

Twenty-four acres, consisting of four apartment-style residence halls, Fulmer Center (home to the academics, administration, and Campus Store), The Joseph West Jones Center (housing the library, gymnasium, fitness center, food service, and chapel), and athletics fields. [VIEW THE CAMPUS MAP »](#)

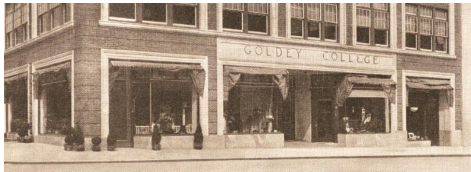
**1886** Founding Year

**41** Degree Options

**13** Sports Teams

**24** Acre Campus

# Goldey-Beacom College's History



1886



1900 ~ 1951



1974 ~ 1992



1997 ~ 2004



# Goldey-Beacom College's History Continued



200  
9



2015 ~ 2018

Counseling  
Psychology, M.A.

2019 ~ Today

# GBC Archives Landing Page: LibGuides

GBC Digital Historical Archives: Home

Search

Welcome!



Welcome to the online home of Goldey-Beacom College's historical archives. On these pages, you will find the historical records of Goldey-Beacom College from 1886 to 1993. To retrieve the finding aids that document the history of the College please click on the links below.

[GBC Archives](#)

[Beacom College Historical Archives \(1898-1976\)](#)

[Goldey College Historical Archives \(1890 - 1973\)](#)

[Wilmington Business School, \(1901-1907\)](#)

[Goldey-Beacom College Historical Archives \(1913 - 2000\)](#)

["A History of Goldey-Beacom College" by Llyod W. Kline](#)

[Goldey-Beacom College Yearbooks, 1962-1989](#)

[Goldey College Song, 1909](#)

[GBC Historical Archives Online Exhibit](#)

# Working with Bootcamp Students to Digitize the Articles

Journal of Western Archives

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Volume 10 | Issue 2

Article 4

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2019

## Building Community, Fostering Collaboration, and Engaging Bridge Program Students with a college's historical archives

Russell Michalak

*Goldey-Beacom College, michalr@gbc.edu*

Monica D. T. Rysavy

*Goldey-Beacom College, rysavym@gbc.edu*

Gregory C. Thompson

*University of Utah, greg.c.thompson@utah.edu*

[https://digitalcommons.usu.edu/westernarchives/vol10/iss2/4?utm\\_source=digitalcommons.usu.edu%2Fwesternarchives%2Fvol10%2Fiss2%2F4&utm\\_medium=PDF&utm\\_campaign=PDFCoverPages](https://digitalcommons.usu.edu/westernarchives/vol10/iss2/4?utm_source=digitalcommons.usu.edu%2Fwesternarchives%2Fvol10%2Fiss2%2F4&utm_medium=PDF&utm_campaign=PDFCoverPages)

Search...  Advanced Search

SHOWING RESULTS FOR

 **Manuscripts (32)**

32 MANUSCRIPTS Sort by: Relevance ▼

Applied Filters: **Collection : Goldey-Beacom College Historical Archives**



Framed Photos

Source Library: Goldey Beacom College

1934 Manuscript

Collection: Goldey-Beacom College Historical Archives



Middle States' Accreditation Correspondence and Reports 1976  
Correspondence and Reports Re the Introduction of Bachelor D

Source Library: Goldey Beacom College

1976-1986 Manuscript

Collection: Goldey-Beacom College Historical Archives



Real Estate Records, General Correspondence, Student Records

Source Library: Goldey Beacom College

August 26, 1948-July 21, 1972 Manuscript

Collection: Goldey-Beacom College Historical Archives

# Gale Primary Sources



# Detail of the GBC Historical Archives' Collections

Library Menu: Goldey Beacom College

English Sign in with Google Sign in with Microsoft

GALE PRIMARY SOURCES

Archives Unbound

Search... Advanced Search

Collections About Search History Get Link

SHOWING RESULTS FOR


Manuscripts (32)

32 MANUSCRIPTS

Sort by: Relevance

Applied Filters: Collection : Goldey-Beacom College Historical Archives

1.



Keyword Preview


Middle States' Accreditation Correspondence and Reports 1976-1986, 1981 Institutional Self Study, Correspondence and Reports Re the Introduction of Bachelor Degree Programs at the College

Source Library: Goldey Beacom College

1976-1986 Manuscript

Collection: Goldey-Beacom College Historical Archives

2.



Keyword Preview

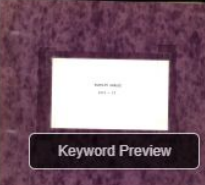
GB Box 14 A. Raymond Jackson Papers

Source Library: Goldey Beacom College

December 1, 1913-April 28, 1988 Manuscript

Collection: Goldey-Beacom College Historical Archives

3.



Keyword Preview

Faculty Senate Records, 1972-1979

Source Library: Goldey Beacom College

1972-1979 Manuscript

Collection: Goldey-Beacom College Historical Archives

FILTER YOUR RESULTS

Publication Date Search Within

TOPIC FINDER

Discover topics and results related to your search.


Start the Topic Finder

TERM FREQUENCY

Term Frequency

BROADEN YOUR SEARCH

Use the Gale Primary Sources cross-search to find results from additional archives available at your institution.





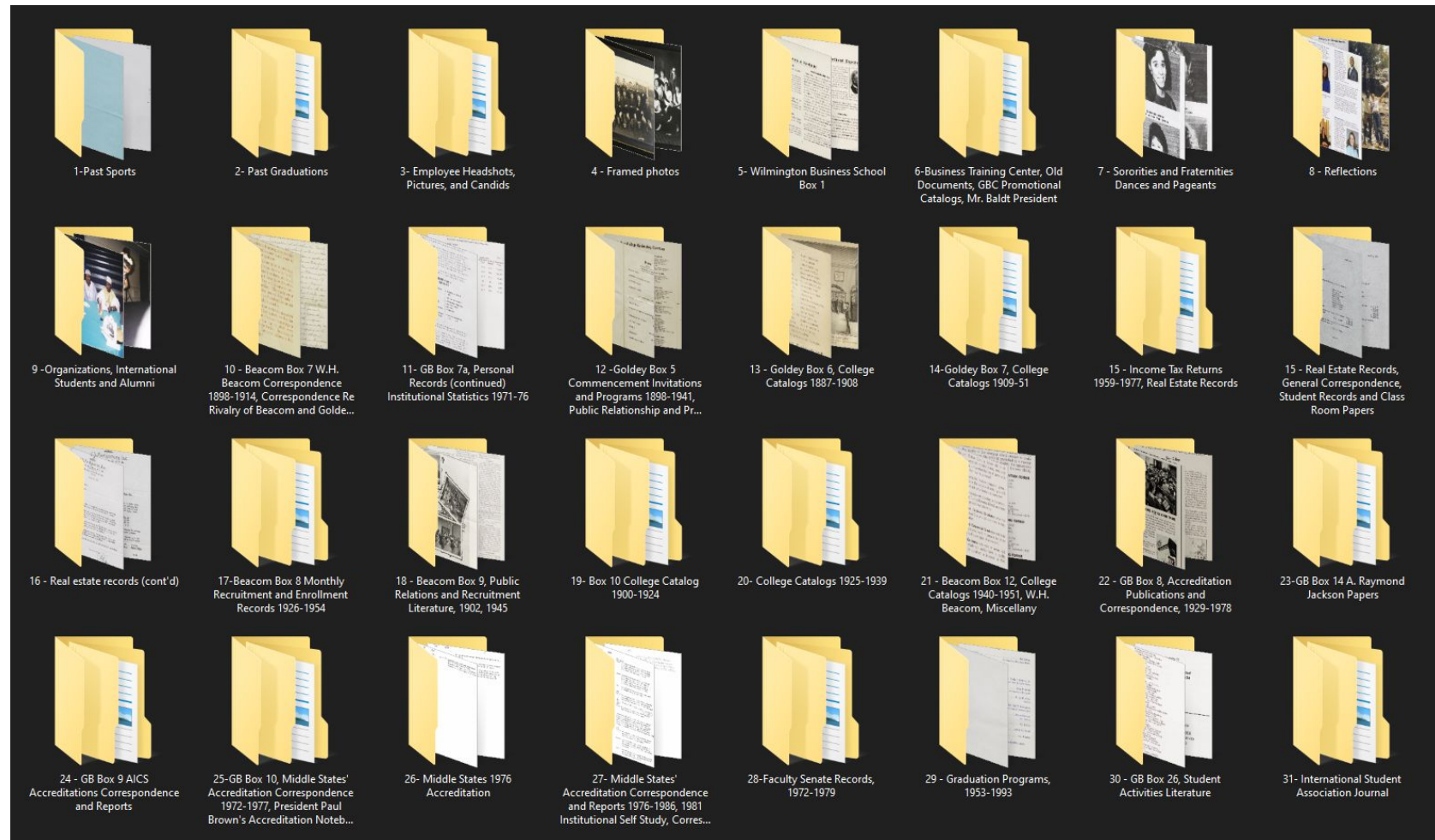
# Adam Mathew's Quartex



**quartex**  
create digital collections

# External Hard Drive Content

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# Software

Notion

Microsoft Word

IrfanView

Quartex Uploader

# Archive Folder Names

Still Need to Download for External Hardrive

Properties Filter Sort Search

Archives Folder Name	File Name xxxxx	Number of Files	Verified all Images are in...	JPEG File Uploaded to Q...	Changed to JPG	Do
1-Past Sports	00001	237	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.1 Past Graduations - Folder 1	00002	52	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.2 Past Graduations - Folder 2	00003	85	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.3 Past Graduations - Folder 3	00004	206	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.4 Past Graduations - Folder 4	00005	144	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.5 Past Graduations - Folder 5	00006	47	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.1 Employee Headshots, Pictures, and Candids – Employee pictures and candid	00007	94	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.2 Employee Headshots, Pictures, and Candids - Employee pictures and candid	00008	66	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.3 Employee Headshots, Pictures, and Candids - Employee pictures with documents	00009	26	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.4 Employee Headshots, Pictures, and Candids - Employee pictures with documents	00010	17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.5 Employee Headshots, Pictures, and Candids - Gary R. Wirt	00011	18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.6 Employee Headshots, Pictures, and Candids - Headshots	00012	106	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.7 Employee Headshots, Pictures, and Candids - J Wilbur Hirons	00013	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3.8 Employee Headshots, Pictures, and Candids - William R. Baldt	00014	51	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 - Framed photos	00015	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5- Wilmington Business School Box 1	00016	300	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.1 Business Training Center	00017	170	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.2 Business Training Center - Goldey College	00018	46	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.3 Business Training Center - Goldey Graduates	00019	54	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.4 Business Training Center - Library History					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.5 Business Training Center - Building and Logo					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.6 Business Training Center - Presidents					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.7 Business Training Center - Song Yells	00023	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6.8 Business Training Center - Spanish Americans	00024	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Notion

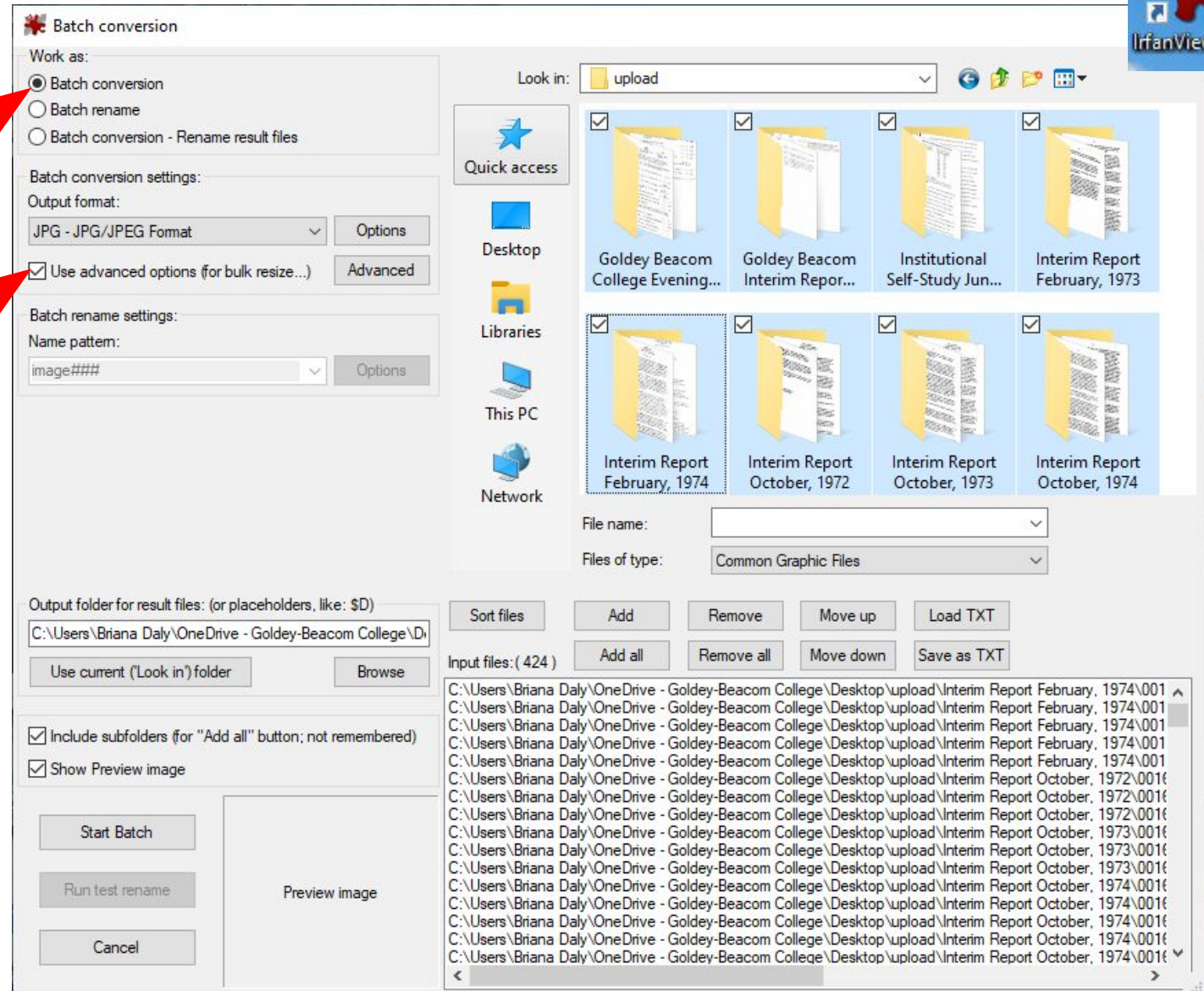


# File Names

1. Open the folder you converted the images for.
2. Use the keyboard shortcut “Ctrl” + “a” to select all of the images in that folder.
3. Right click on the first image in the folder and rename it to the following format: xxxxx, i.e., 00002. The images will rename to 00002 (1), 00002 (2), 00002 (3) ..... 00002 (267). The number in the parentheses represents the original image number from the second folder.

Archives Folder Name	File Name xxxxx
1-Past Sports	00001
2.1 Past Graduations - Folder 1	00002
2.2 Past Graduations - Folder 2	00003
2.3 Past Graduations - Folder 3	00004
2.4 Past Graduations - Folder 4	00005
2.5 Past Graduations - Folder 5	00006

# IrfanView



<https://www.irfanview.com/>

# File Size



Set for all images:

☐ CROP:  
X-pos: 0 Y-pos: 0 (can be negative)  
Width: Height: Start corner: ☒ Left top ☐ Right top ☐ Center ☐ Left bottom ☐ Right bottom

☒ RESIZE:  
☐ Set new size:  
☒ Set one or both sides to:  
Width: Height: ☐ pixels ☐ cm ☐ inches  
☐ Set long side to: ☐ Set short side to: ☐ Set image size to: MegaPixel  
☒ Set new size as percentage of original:  
Width: 40.00 %, Height: 40.00 %

☒ Preserve aspect ratio (proportional)  
☒ Use Resample function (better quality)  
☐ This is the maximal size (if both sides set)  
☐ This is the minimal size (if both sides set)  
☐ Resize based only on new/old DPI value  
☐ Don't enlarge smaller images  
☐ Don't shrink bigger images  
Set new DPI value: 300

☐ CHANGE COLOR DEPTH:  
☐ 16,7 Million colors (24 BPP)  
☐ 256 Colors (8 BPP)  
☐ 16 Colors (4 BPP)  
☐ 2 Colors (black/white) (1 BPP)  
☒ Custom colors: 0 (2 - 256)  
☒ Use Floyd-Steinberg dithering  
☐ Use best color quality (slower for large images)

☐ Auto-adjust colors  
☐ Horizontal flip  
☐ Vertical flip  
☐ Rotate left  
☐ Rotate right  
☐ Convert to grayscale  
☐ Negative  
☐ Auto-crop borders  
☐ Canvas size  
☐ Add overlay text  
☐ Add watermark image  
☐ Replace color  
☐ Add border/frame  
RGB to: ☐ RGB ☐ BGR ☐ BRG ☐ GRB ☐ GBR

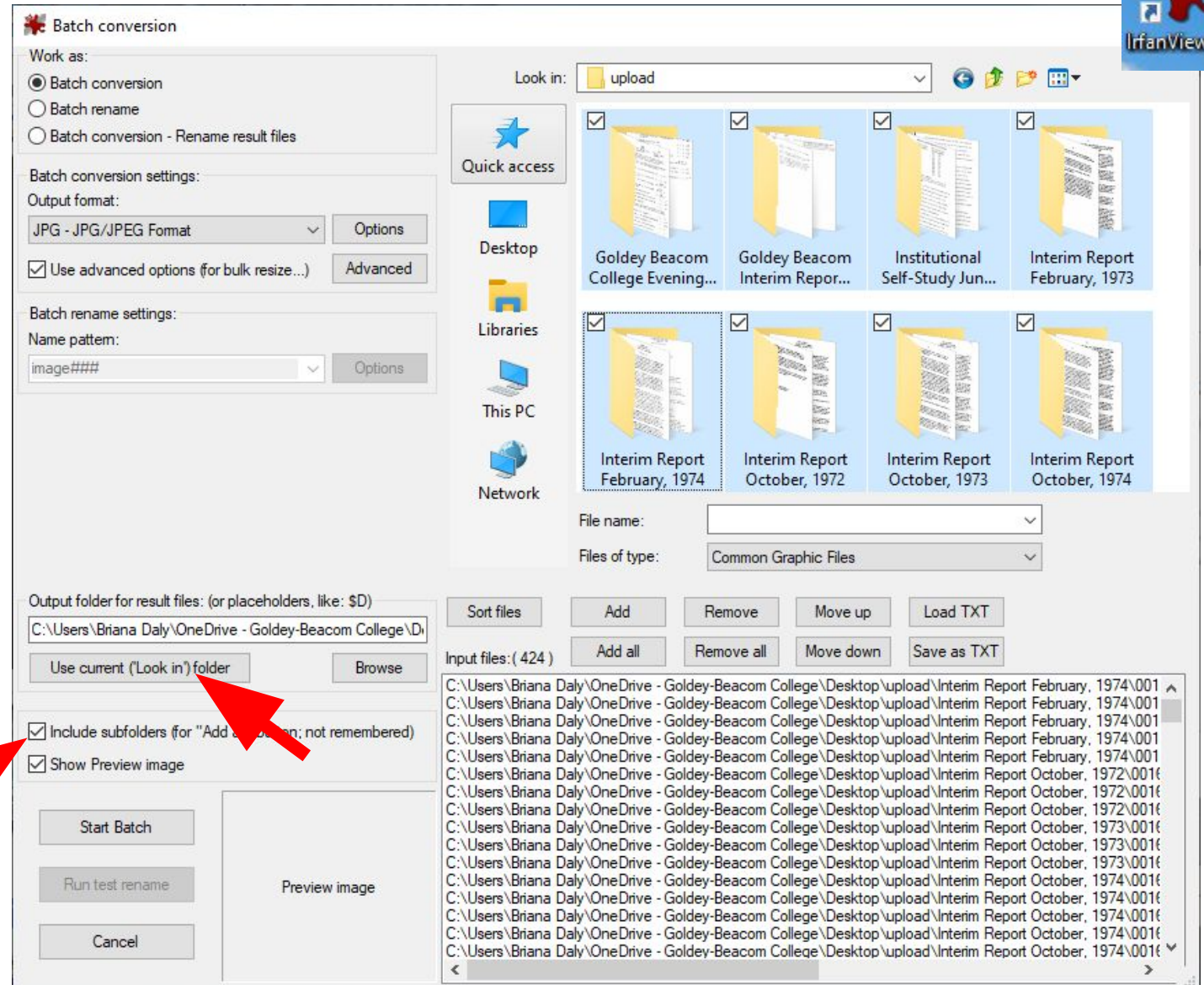
☐ Sharpen: 1 (1 - 99)  
☐ Brightness: (-255 - 255)  
☐ Contrast: (-127 - 127)  
☐ Gamma correction: (0.01 - 6.99)  
☐ Saturation: (-255 - 255)  
☐ Color balance - R: (-255 - 255)  
☐ Color balance - G: (-255 - 255)  
☐ Color balance - B: (-255 - 255)  
☐ Blur filter: 1 (1 - 99)  
☐ Median filter: 3 (3 - 9)  
☐ Fine rotation: (-360.0 - 360.0)

MISCELLANEOUS:  
☒ Overwrite existing files  
☐ Delete original files after conversion  
☒ Create subfolders in destination folder  
☐ Save files with original date/time  
☒ Apply changes to all pages (TIF/PDF saving)  
☐ Custom processing order

<https://www.irfanview.com/>



# Batch Conversion



<https://www.irfanview.com/>



# Collections

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- Beacom College
- Business Training Center
- College Catalogs
- Goldey College
- Goldey-Beacom College
- Goldey-Beacom College Sports
- Graduations
- Income Tax Returns
- Institutional Advancement
- International Student Association Journals
- Student Organizations
- Wilmington Business College



# Quartex Uploader

1. Select **Assets** as the type of content.
2. Select the **collection** you would like to upload to.
3. Click the **Browse** folder option to start uploading assets.

The screenshot shows the Quartex Uploader (v1.0.4) interface. At the top, a welcome message says: "Welcome to Quartex Uploader. Please select the type of content you would like to upload:". Below this, there are three numbered steps indicated by red arrows and yellow circles:

- Step 1:** Points to a dropdown menu currently showing "Assets".
- Step 2:** Points to a dropdown menu labeled "Select collection...".
- Step 3:** Points to a "Browse" button next to a "Select folder" input field.

Below the "Select folder" field, there is a checkbox labeled "Overwrite existing files" which is checked. A yellow warning box contains the following text:

**Important:** Every item within your selected folder will be uploaded to Quartex as an asset - individual files will become single-item assets and any folders will become multi-item assets containing the files from that folder. Any subfolders found within a folder will fail on upload, since they are not supported in the Quartex data structure.

If you have chosen to **overwrite existing files**, any existing files in Quartex will be replaced by an uploaded file of the same name and file type. This action cannot be undone.

A yellow box at the bottom lists supported file types: .aif, .aiff, .avi, .bmp, .cpd, .flac, .gif, .jp2, .jpeg, .jpg, .jpg2, .mkv, .mov, .mp3, .mp4, .mpg, .pdf, .png, .tif, .tiff, .wav, .wave, .wma, .wmv.

An "Upload" button is located at the bottom right of the interface.

# Uploading

# Completed

quartex Uploader

Progress

7%

Pause

Showing 1-25 of 55 records - Page << 1 of 3 >>

View 25

File Name	Status	Detail
/8505756775_ece0fccac1_b.jpg	Complete	File Uploaded!
/8505756775_ece0fccac1_n.jpg	Complete	File Uploaded!
/93533887@N02.jpg	Processing	Uploading file...
/analytics.js.download	Failed	Unsupported file extension
/buddyicon04_m.png	Complete	File Uploaded!
/combo	Processing	Uploading file...

< Prev 1 2 3 Next >

Showing 1-25 of 55 records - Page 1 of 3

Stop

quartex Uploader

Progress

Upload Complete

Requeue

Summary

- ✓ A total of 1 record(s) have been uploaded successfully.
- ! A total of 0 record(s) have not been uploaded. See below for details and click Requeue if you want to try to upload these files again.

Showing 0-0 of 0 records - Page << 0 of 0 >>

View 25

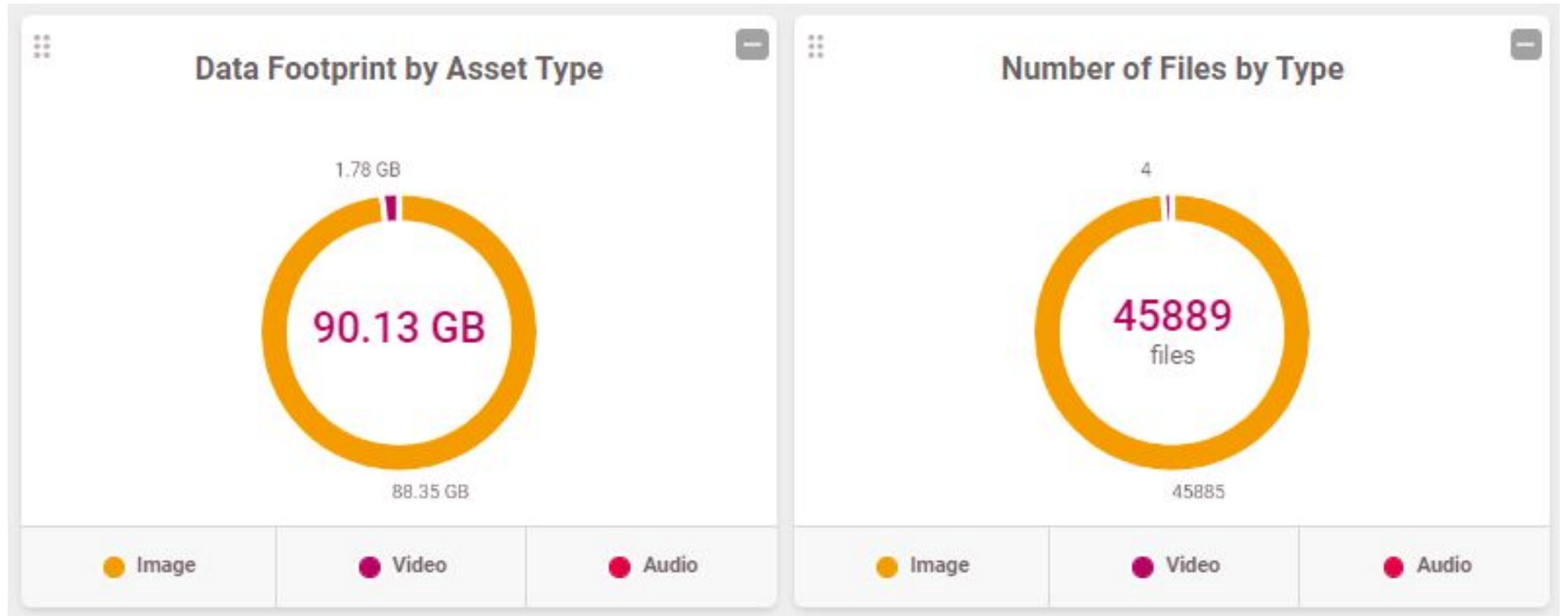
Requeue	File Name	Status	Detail
---------	-----------	--------	--------

< Prev 1 Next >

Showing 0-0 of 0 records - Page 0 of 0

Close Go to Quartex Upload more

# Data for Selected Content





# Best Practices

- JPEG images = 300 dpi
- Keep a running document with a list of the files and folder names



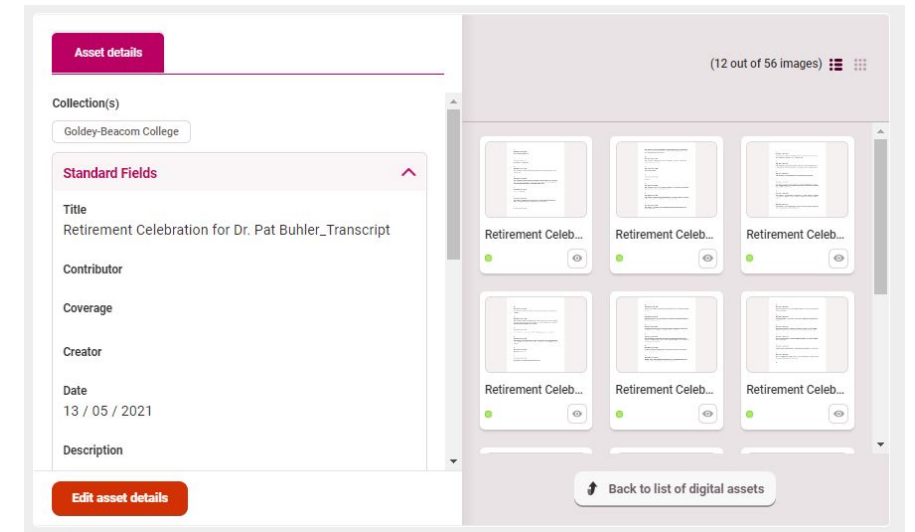
This Photo by Unknown Author is licensed under [CC BY-SA](#)

## 1-Past Sports

- 2014-15 Goldey-Beacom College Winter Spring Athletics Banquet  
00001 (1) - 00001 (6)
- Thursday, April 20, 2010 News Journal  
00001 (7) - 00001 (10)
- 00001 (29) - 00001 (32)  
00001 (29) - 00001 (32)
- January 22, 1951 Alpha Beta Sorority  
00001 (33) - 00001 (38)
- 1951-1952 Basketball Season  
00001 (44) - 00001 (45)

# Lessons Learned

- Compound objects need to be created prior to upload.
- Folder structures
- File name character length
- Alphanumeric sorting
- PDF documents cannot be uploaded with a compound object
- PDFs will transition to .jpeg files automatically



# What's next?

- Import more historical archives
- Improve metadata
- Identify the people in the images
- Run OCR

[Asset details](#) [Transcript\(s\)](#)

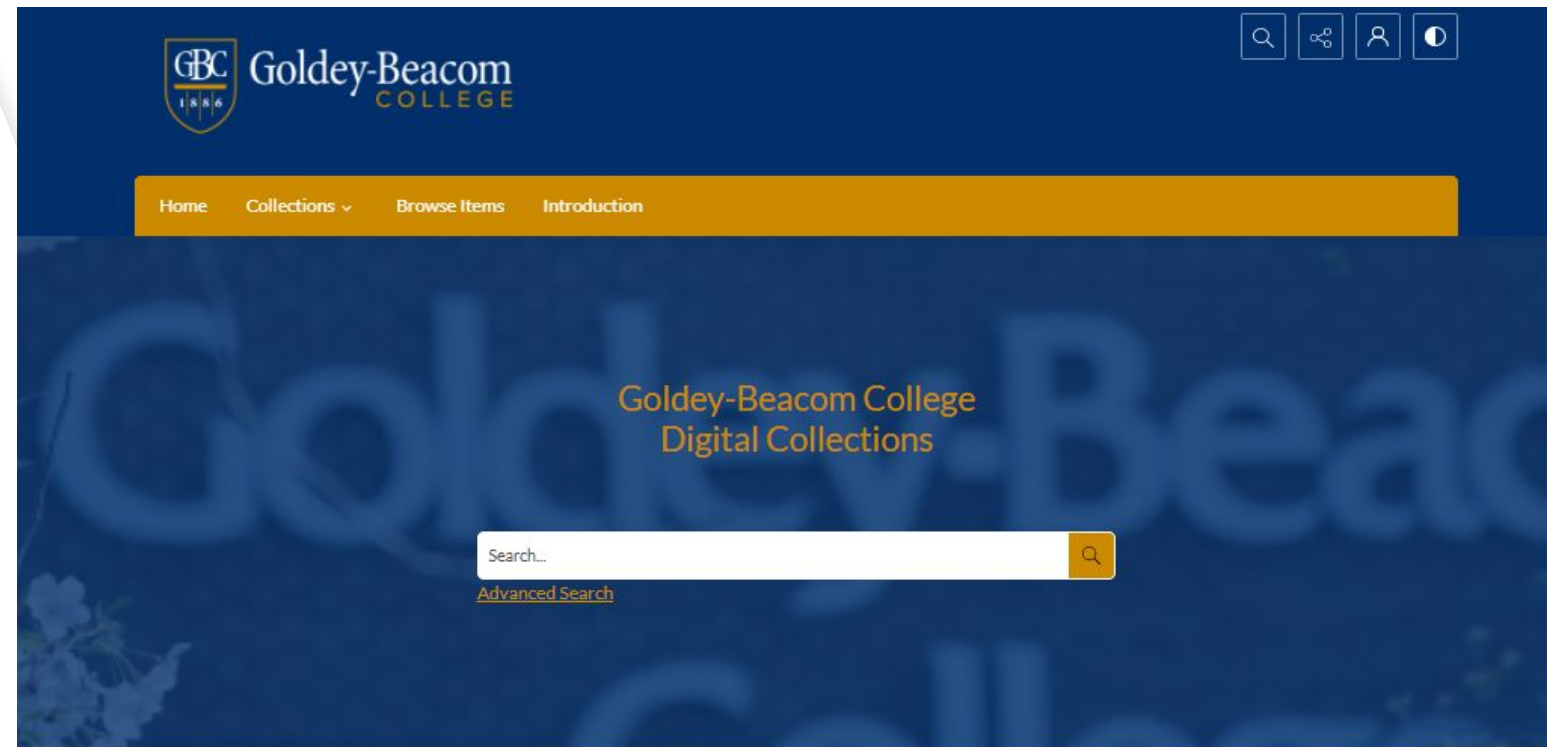
[Export Transcript\(s\)](#)

00037 (273) ^

Goldey-Beacom College  
ISA JOURNAL  
NEWS AND VIEWS. . .  
The ISA Executive Committee  
met yesterday to plan and to  
prepare the agenda for 1989-  
1990 activities. Foreign  
Student Advisor Catherine  
Kraus stated that the  
Committee will call a general  
meeting to present their  
proposed agenda sometime in  
early September. Suggestions  
are welcome; please submit

[Edit asset details](#)

# Public Site



## About our collections

This collection includes photographs, ledgers, papers, and ephemera related to the history of Goldey-Beacom College since 1886.



### Wilmington Commercial College

This collection includes photographs, ledgers, papers, and ephemera related to the Wilmington Commercial College.



### Goldey College

This collection includes photographs, ledgers, papers, and ephemera related to Goldey College.



### Beacom College

This collection includes photographs, ledgers, papers, and ephemera related to Beacom College.



### Goldey-Beacom College

This collection includes photographs, ledgers, papers, and ephemera related to Goldey-Beacom College.



Questions



# Contact Information

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## Goldey-Beacom College

Russell Michalak, MLIS ([michalr@gbc.edu](mailto:michalr@gbc.edu))

&

Briana Daly, MLIS ([dalybm@gbc.edu](mailto:dalybm@gbc.edu))

