

# The Vietnam Project

Texas Tech University

A presentation by Stephen Maxner

Deputy Director, Archivist

## The Vietnam Center

- \*Encourages continued study of all aspects of the American involvement in Southeast Asia during the Vietnam War
- \*Conferences and Symposia
- \*Scholarships
- \*Special Projects

## The Vietnam Archive

- \*Mission is to document all aspects of the American experience in Southeast Asia during the Vietnam War
- \*Archive
- \*Oral History Project
- \*Virtual Archive
- \*Library
- \*Relationships with other archives and organizations: Library of Congress, National Archives, US Military Museums and Historical Centers, many veterans' associations, etc...

## The Vietnam Archive

- \*Over 2,500 donations to date, 450 so far in CY 2005
- \*8-10 million pages of documents
- \*10-15 million pages microfilm/form
- \*8,500 catalogued book titles

## The Vietnam Project

- \*Major Challenges
  - \*Collection Management
  - \*Acquisition Management
  - \*Donor Relationship Management
  - \*Digital Preservation and Access

- \*Digital Transfer
- \*Digital Storage

## The Vietnam Project

### **\*Challenge: Collection Management**

- \*Rate of material collection donations is approximately two for each work day
  - \*Individual Veterans and other participants
  - \*Family members
  - \*Collectors
  - \*Authors
- \*As knowledge about the project spreads, donation rates continue to increase

### **\*Solution: Streamlined and efficient collection management and accessioning system**

- \*Database system manages collection documents and correspondence
- \*Requires stable supply of archival processing materials
- \*Requires efficient system of communication between archive staff and between archive and donors.

## The Vietnam Project

### **\*Challenge: Acquisitions Management**

- \*In addition to collection donations, the archive acquires important materials related to the Vietnam War (specifically) and Southeast Asia (generally).
  - \*Microform Collections
    - \*Presidential Libraries, National Archives, Library of Congress, Newspapers, Institutional Collections (Echols)
  - \*Published Works
    - \*Books, Videos, Audio Recordings
  - \*Manuscript Acquisitions from other institutions and organizations
    - \*Universities, Veteran Associations, others...

### **\*Solution: Careful and efficient tracking of potential acquisitions**

- \*Use database and spreadsheets to track new materials
- \*Acquire selection of new materials each quarter to spread out expenses over course of fiscal year
- \*Depend on reliable vendors to provide updated listings of new collections (Lexis-Nexis, UMI, etc...)

## The Vietnam Project

### **\*Challenge: Donor Relationship Management**

- \*With so many donors, it is essential to closely manage relationships
  - \*Each person must feel that they are being treated with courtesy, dignity, and respect
  - \*Each donor must believe that their collection will be properly cared for and preserved and will not be lost in a sea of materials

### **\*Solution: Communication, access, patience, and caution**

- \*Open and efficient communication
  - \*Email, phone, regular mail, and travel when warranted
  - \*Collection Coordinators are assigned to work with organizations (like an account executive in a business)
- \*Open collection policy
  - \*Donors can add to their collections as they feel comfortable – we are patient and create a “no pressure” environment
- \*Continued access to collections now and for progeny
  - \*Digital copies provided on request
  - \*Virtual Archive access
- \*Remain Apolitical
  - \*We preserve the history of all sides of the conflict – from the foxhole to the home-front

## The Vietnam Project

### **\*Challenge: Technology**

- \*How to manage digital technology in an constantly evolving and changing digital landscape

### **\*Solution: Design a flexible system that addresses your project needs while preparing you for future changes in digital technologies and file formats**

- \*Define purpose for your digital project
  - \*Access
  - \*Preservation
  - \*Both
- \*Develop best practices and procedures to employ for your project

## The Virtual Vietnam Archive

### **\*How to develop a Digital Archive**

- \*Essential Elements of Information
  - \*Assess your collections and determine what you have:
    - \*Material formats
    - \*Media formats
  - \*Determine access needs
  - \*Determine preservation needs
  - \*Develop best practices and procedures
  - \*Select the systems and equipment you need to digitize materials

## The Virtual Vietnam Archive

- \*Select and configure servers, database, desktops and digital storage to suit your needs.

- \*Database – Cuadra Star – Inverse Relational System
- \*Servers – Dell PowerEdge – Maxed-RAM and Processing – Power v. Storage

- \*SAN – Dell Server Array Network – Fiber-channeled Drives – 15 Terabytes of Storage
- \*Desktops and Laptops – Dell Workstations – Power v. Storage

## The Virtual Vietnam Archive

\*Decide on digital file types for digital preservation and access

### \*Digital Preservation

- \*Documents – 300 DPI TIF and Adobe PDF
- \*Images – 300 DPI TIF
- \*Video Files – Uncompressed AVI and tape backup on Beta SP
- \*Audio Files – uncompressed WAV Format
  - \*22050 (voice) – 44100 (compound) Hz
  - \*Stereo and mono
- \*Oral History Interviews
  - \*Transcripts – MS Word, Unicode Text, and Adobe PDF
  - \*Audio – (same as above)
- \*Finding Aids – Unicode and HTML Text

## The Virtual Vietnam Archive

\*Decide on digital file types for digital preservation and access

### \*Digital Access

- \*Documents – Adobe PDF
  - \*web-optimized in both searchable and non-searchable formats
- \*Images – 100 DPI JPEG
- \*Oral History Interviews
  - \*Transcripts – Adobe PDF (searchable)
  - \*Audio – Streaming MP3
- \*Audio Files – Streaming MP3
- \*Video Files – Streaming WMV
- \*Finding Aids – Unicode and HTML Text

## The Virtual Vietnam Archive

\*Select and configure the rest of the equipment for your digital project

\*We employ the following technology:

- \*Dell Servers with Server Array Network (16TB) and Tape Library Backup System
- \*Fully networked system with Gigabit Switch
- \*Dell workstations, desktops, laptops, PocketPCs
- \*Fujitsu Scanners (flatbed and drop-feed)
- \*Canon Flatbed Scanners

- \*Nikon Slide and Film Negative Scanners
- \*HP Large Format Scanner and Plotter
- \*Elmo Film Converters (8mm, Super 8mm, 16 mm)
- \*Video Tape Systems (3/4", 1/2", VHS, BetaSP, MiniDV)
- \*Otari Audio Conversion System (reel-to-reel and cassette)
- \*Eclipse Microfilm Scanner
- \*Marantz Digital Recorders (oral history)

## The Virtual Vietnam Archive

- \*Dell Servers
  - \*Three servers serve different project functions
    - \*Database Management
    - \*Database Entry
    - \*Web Access
- \*Dell Server Array Network (15TB)
- \*Dell SDLT Backup Tape Library
- \*Gigabit Switch for large file transfers

## The Virtual Vietnam Archive

- \*Document Processing
  - \*Fujitsu Scanners
    - \*Flatbed and drop-feed
    - \*4220C and 4530C
    - \*Flexibility
    - \*Careful paper handling
    - \*Speed (7-35 PPM)

## The Virtual Vietnam Archive

- \*Photo Processing
  - \*Epson Expression 1640XL and 10000 XL
    - \*High resolution (2400x4800 DPI)
    - \*Clarity (48 bit)
      - (4 trillion colors)
    - \*Speed (23 sec)

## The Virtual Vietnam Archive

- \*Slides and film negatives
  - \*Nikon SuperCoolScan
    - 4000 and 5000
  - \*Flexibility
  - \*High Resolution (4,000dpi)
  - \*Clarity (16 bit)

\*Speed (20 seconds/scan)

## The Virtual Vietnam Archive

\*Maps, posters, and large format materials

\*HP DesignJet 815MFP

\*Full color plotter

\*Flexibility (42" x ...)

\*High Resolution (2,400 DPI scaled; 400 DPI optical)

\*Integrated computer with 100 MB network connection

\*USB2 ports

## The Virtual Vietnam Archive

\*Video and Film Processing

\*Pinnacle System

\*Multiple Formats

\*Multiple Backups

## The Virtual Vietnam Archive

\*Moving Image Film Processing

\*Elmo Conversion Systems

\*8mm

\*Super 8mm

\*16mm

## The Virtual Vietnam Archive

\*Film Processing

\*Multiple Backup

\*Beta SP

\*DVD

\*Uncompressed AVI stored on SAN and Backup Tape

## The Virtual Vietnam Archive

Audio Transfer

\*Otari Digital Archiving System

- \*Reel-to-reel and cassette tape
- \*Flexibility
- \*Stable Digital Format (WAV)
- \*Speed (2-4x)
  
- \*Turntable System also connects to Pinnacle

## The Virtual Vietnam Archive

- \*Microfilm Scanning
- \*Eclipse
  - \*Speed (50-300 PPM)
  - \*True Resolution (600 DPI)
  - \*Careful Film Handling
    - \*Rubber spools
    - \*Fiber-optic light source
  - \*System for post-scan processing
    - \*Dell Precision Workstation with Adobe Capture
    - \*Desktops with dual monitors

## The Vietnam Archive

- \***Oral History Project**
  - \*2,500 participants, from 50 states, 10 foreign countries
  - \*430 interviews completed
  - \*350 interviews available online
  - \*Partnered with the Library of Congress, USN, USMC, and others...
- \***Marantz Digital Recorders**
  - \*WAV at 22050 Hz (mono)
  - \*Shure Boundary Microphones
  - \*Dictaphone Telephone adapters
  - \*Start-Stop Digital Transcription systems

**The Virtual Vietnam Archive provides free global access to materials through the Internet and is one of the largest and most dynamic online archives in the world.**

Vietnam Archive materials directly contribute to current scholarship and research as well as government research to include the recovery of remains in Southeast Asia and assistance with Veterans claims. The Vietnam Archive collections contribute to military operational lessons learned, some of which are being applied to the War Against Terrorism and counterinsurgency in Iraq.

**Learn more about our project at**

**[WWW.VIETNAM.TTU.EDU](http://WWW.VIETNAM.TTU.EDU)**