



South Central Regional Library Council  
215 N. Cayuga St.  
Ithaca, NY 14850  
(607) 273-9106  
[www.lakenet.org](http://www.lakenet.org)

## **Planning for Regional Digitization Projects: The SCRLC Approach**

Prepared by  
Jill Ann Hurst  
Hurst Associates, Ltd.  
[www.HurstAssociates.com](http://www.HurstAssociates.com)  
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## Introduction

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The South Central Regional Library Council (SCRLC) in 2001 received a grant through the Federal Library Services and Technology Act (LSTA) funds, awarded to the New York State Library by the Federal Institute of Museum and Library Services. This grant was given to SCRLC for the creation of a regional digitization plan. This document is the culmination of that effort.

The mission of the South Central Regional Library Council is to:

- Encourage collaboration and resource sharing,
- Lead and challenge libraries to superior service,
- Advocate for libraries within society.

SCRLC has 83 members in 14 counties of New York State. Member institutions include academic, hospital, special and Supreme Court libraries as well as public libraries, public library systems and school library systems. With the number of libraries in the library and school systems, SCRLC can reach approximately 500 libraries in total.

SCRLC has been involved in several digitization projects including:

- Pilot project at Ithaca College
- LSTA funded Dialogues in Digitization with Rochester Public Library

In addition, the SCRLC Board has had discussions about the role of the Council in regional digitization projects and the need for a plan in order to work with funding agencies on behalf of the Council's members. From that work, the Council saw the need to develop a regional plan so that its members, who are of varying sizes with differing resources and interests, would understand SCRLC's role in regional digitization projects and how that role relates to the SCRLC's mission.

This regional digitization plan supports the following Strategic Intentions as stated in the Council's Plan of Service:

**Strategic Intention 1:** Get information into the hands of users as quickly as possible with the least expense by collaborative efforts to share library resources.

**Goal 2.3:** Support regional digitizing efforts that meet current best practices and other criteria.

**Strategic Intention 3:** Members will use new information technologies to provide equitable, effective access to information for their users.

**Goal 1.3:** Develop a plan for regionally digitizing efforts.

**Goal 1.4:** Identify and support regional digitizing efforts.

This plan was developed through a yearlong process of gathering information from:

- SCRLC members
- Other Library Councils in NYS
- Successful digitization projects in the U.S.
- The literature on this topic

That information was distilled and the plan formed with input and review by the Council's staff and the SCRLC Advisory Committee on Information Technologies and Services (ACITS). The plan was also made available to SCRLC members for their review during Summer 2002.

SCRLC will utilize this plan to:

- Assist its members and other cooperative institutions in developing digitization projects within the region.
- Help determine which projects will receive resources through SCRLC.
- Ensure regional resource sharing through public access to digital images.
- Provide members with areas to consider (Digitization Project Questions) as well as resources to engage when considering a digitization project.
- Meet members' needs related to digitization.

It is hoped that SCRLC members who do not seek assistance via SCRLC will also use the plan as a way of ensuring that their digitization projects are worthwhile and will have a lasting value.

This plan is being published by SCRLC on its web site ([lakenet.org](http://lakenet.org)) for its members and other interested agencies. Hardcopy versions are also being made available to institutions with limited Internet access.

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## Digitization Plan Overview

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**What is digitization?** Digitization is the word given to the conversion of hardcopy materials to an electronic format.<sup>1</sup> Through this conversion, the materials can be made accessible and viewed by many more people. Often the digitized materials are made available via the Internet, but they can also be disseminated on CDs or other media. The types of materials that can be digitized are limitless and include books, letters, manuscripts, three-dimensional objects, photographs, maps, and drawings.<sup>2</sup>

In *A Framework of Guidance for Building Good Digital Collections*, the Institute of Museum and Library Services wrote that digitization projects have entered a third stage. In the first stage, a good digitization project is one that:

...could be justified as vehicles for the development of methods and technologies, as experiments in technical or organizational innovation, or simply as learning experiences. A collection could be good if it provided proof of concept, even if it disappeared at the end of the project period.<sup>3</sup>

In the second stage, a good digitization project makes relevant content available “digitally to some community of users.”<sup>4</sup> In the third and current stage, more is demanded of digitization projects. The report states that:

Objects, metadata and collections should be viewed not only within the context of the projects that created them but as building blocks that others can reuse, repackage, and build services upon. Indicators of goodness correspondingly must now also emphasize factors contributing to interoperability, reusability, persistence, verification and documentation. At the same time attention must be focused on mechanisms for respecting copyright and intellectual property law.<sup>5</sup>

The South Central Regional Library Council recognizes that some of its members have not yet considered a first stage digitization project, while others – mostly notably Cornell University – are at the forefront of the third stage.

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<sup>1</sup> According to *Doorways to Information in the 21st Century: Every New York Library an Electronic Doorway Library*, digitization is: “The process of converting a paper or film-based document, which may include both text and graphics, into electronic format. Conversion is accomplished through imaging, a process whereby a document is scanned and an electronic representation of the original is produced.”

<http://www.nysl.nysed.gov/libdev/edl/thirdpln.htm> Accessed May 14, 2002.

<sup>2</sup> It should be noted that digitization is not seen as a medium for preservation.

<sup>3</sup> \_\_\_\_\_. *A Framework of Guidance for Building Good Digital Collections*. Washington, DC: Institute of Museum and Library Services, Nov. 6, 2001. Accessed April 30, 2002. <http://www.ims.gov/pubs/forumframework.htm> Introduction, paragraph 2.

<sup>4</sup> Ibid.

<sup>5</sup> Ibid.

**Thus SCRLC sees as its mission to:**

- Advocate for libraries that remain behind the curve to learn and use digitization to their benefit.
- Build capacity – knowledge and services – among SCRLC members so that more second and third stage digitization projects can be engaged.
- Encourage collaboration between institutions – members and non-members – to develop third stage collections of valuable digitized materials.
- Lead and challenge its members to digitize using standards and processes geared at ensuring that the materials can be easily be used by researchers and library patrons.
- Pursue the necessary funding and other resources to assist in the creation and marketing of digitized collections and projects.

**SCRLC sees its role as being a facilitator in the region of digitization projects.** SCRLC is and will be a:

- Resource for information on digitization.
- Provider of training sessions on digitization, standards, metadata and access.
- Pointer to digitization resources that are available to its members.
- Advocate of members' digitization efforts through letters of support and assistance in grant writing.
- Coordinator and/or applicant of funding from New York State and Federal agencies for regional projects.
- Promoter of the use of accepted standards in digitization efforts.
- Supporter of broad public access to digital collections.
- Catalyst for collaboration within the region.
- Advocate and trainer of digitization best practices.

The surveys and telephone interview conducted support these roles. In the survey, members voiced needs for South Central to:

- Provide training
- Assist in identifying funding sources
- Review of collections for potential digitization
- Assist institutions in writing a grant for a digitization project
- Provide information on suitable digitization vendors
- Consulting on digitization options for an institution's collection
- Provide information on hardware and software for use in digitization
- Locate potential collaborators
- Assist with project management

SCRLC will execute its role as a facilitator within the region without adding staff. Several of the current positions at the Council will work together to further digitization within the region.

Those positions include:

- Executive Director
- Assistant Director/Manager of Council Programs
- Manager of Resource Sharing
- Coordinator for Council Programs
- Information Technologies Manager

The surveys showed that in general SCRLC members want to learn more about digitization and would like to be involved in digitization projects. However, many do not have the time, resources or knowledge to pursue digitization projects at this time. Those who want to pursue digitization understand that they will need to make a concerted effort in order to do so.

**Therefore, in order to move digitization forward within the region, SCRLC's members need to also undertake the following responsibilities in regards to digitization:**

- Use the materials in this report as a starting point to understanding digitization.
- Educate themselves on digitization and materials that are born digital, and how their institutions could benefit from their use.
- Build knowledge within their institutions on all aspects of digitization (who, what, where, when, why and how).
- Strive to understand and use standard practices in areas such as creating digital images and metadata.
- Seek to create third stage digitization projects as defined by IMLS (see page 5 of this report).
- Undertake cooperative efforts with other libraries, cultural heritage organizations<sup>6</sup> and educational institutions to create digital collections with regional, national or international significance.
- Look for unique items in their collections that audiences would benefit from having digitized perhaps as part of a cooperative effort.
- Evaluate collections – both unique and non-unique – for possible digitization, with the understanding that the value may be from having an entire collection digitized rather than specific items.
- Make images freely available to other SCRLC members when public funding is used for their creation.
- Pursue a wide range of funding options when considering digitization projects.
- Consider the long-term impact of digitization on their institutions (e.g., maintenance and migration).

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<sup>6</sup> Cultural heritage organizations may include museums, historical societies and associations, archives, genealogical societies, religious institutions and others that contain materials related to human work and thought.

Several institutions have already worked on digitization projects. Some examples include:

- Alfred University – Digital reserves
- Binghamton University – Manuscripts, theatre scene designs, and photographs
- Cornell University – Cornell Library Digital Collections. List available at:  
<http://www.library.cornell.edu/staffweb/Diglibfedrpt02.html>
- Corning Incorporated, Technical Information Center – Working documents
- National Baseball Hall of Fame – Postcards, letters, posters, etc.
- NYS College of Ceramics – Art slides, Master of Fine Arts student works, electronic reserves
- Watkins Glen Motor Racing Research Council – Slides

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## The Plan's Timeline

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Beginning in September 2002, the South Central Regional Library Council will make digitization one of its priority areas. By doing so, the Council hopes to raise members' awareness of digitization and assist members in using all forms of digitization as a tool to make more information available to patrons, clients and researchers within the region.

SCRLC recognizes that digitization, in a broad sense of the word, can take several forms:

- **Historic Materials** – Digitizing and making available historically significant materials that have regional, national or international impact.
- **Working Documents** – Digitizing “working documents,” such as materials being placed on reserves (digital reserves) or organizational documents, where having the documents available electronically can help the organization increase its efficiency. (A document in this sense could be anything, including an image.)
- **Born Digital** – Materials that exist only in electronic form and which would exist in hardcopy on an as-needed basis only. Born digital may include working documents (or images) as well as documents (or images) that could have a historical significance. When discussing materials that are born digital, it is the content of the materials that is important and not their format (electronic vs. hardcopy).

SCRLC will focus primarily on digitizing historic materials, but will keep its eye on developments in how working documents and born digital materials are handled. The Council may hold programs specifically on those two areas in the next three years.

What follows is South Central Regional Libraries Council's digitization plan for the next three years.

### **Year One (2002 – 2003)**

The major goal of Year One is to involve more SCRLC members in discussing and learning about digitization. That will be accomplished through newsletter articles, workshops and digitization special interest group (D-SIG) meetings.

During Year One, SCRLC will also survey its members in order to understand what historic materials each institution has and to look for topics where institutions could collaborate on a digitization project.

The recommended next steps to occur in Year One are:

- Disseminate plan to SCRLC members and other interested agencies electronically and in hardcopy. [*Beginning September 2002*]

- Post the plan on the SCRLC web site (lakenet.org) for use by members and other interested institutions. [*September 2002*]
- Apply for additional LSTA funding (2002 – 2004) to further the regions knowledge on digitization and the issues that surround it. [*June 2002 and June 2003*]
- Begin to discuss priority areas for the region. [*September 2002*]
- Begin to discuss with the SCRLC Advisory Committee on Information Technologies and Services (ACITS) including digitization projects as fundable projects in the Regional Bibliographic DataBase program. [*September 2002*]
- Write at least one article for SCRLC newsletter that announces the plan and SCRLC Phase 2 events. [*Fall 2002*]
- Establish a special interest group that is focused on digitization (D-SIG). [*Fall 2002*]  
Suggested activities for meetings include:
  - Invite educational institutions, libraries, museums and historical societies within the region to discuss digitization, regional collections, and possible collaborations.
  - Invite digitization project managers to come to SCRLC and give formal or informal presentations on their projects and the lessons they learned.
  - Track and maintain a list of digitization projects within the region.
- Schedule workshops in the region that address issues around digitization. Workshops might include: [*Beginning October 2002*]
  - Planning & Managing Digitization Projects – Many questions must be answered in order to determine if a digitization project will "get off the ground." This interactive workshop will discuss the questions institutions must ask themselves (and that will be asked of them) in order to determine if their digitization project is viable and can be sustained.
  - Developing Digital Collections: Why, What, Who, How? – Learn about the potential benefits of digitizing materials; assessing collections for digitization; developing digital collections; workflow models for digitization projects; and estimating costs for a digitization project.
  - Finding Digitized Materials on the Internet – Learn how to find images and documents on the Internet. Find out the issues involved in using digitized materials.
  - Image Lab – Learn how to scan images and documents to create digitized materials. This is an introductory, hands-on session.

- Metadata for Digital Collections
  - Copyright & Digital Rights Management Considerations
  - Storage and Access of Digitized Materials
  - Presenting Digitized Materials – Learn how to write a simple web page with an image or digitized document. This is an introductory hands-on session also useful as an introduction to writing a web page. Alternative options and issues for presentation of digitized materials will be discussed.
  - Digital Preservation
  - Digitization Case Study Roundtable
- Collaborate with other 3R councils. [*Beginning Fall 2002*]
  - Survey SCRLC members to determine what subject areas and materials types are in their collections as a first step in developing a significant, Stage Three, region-wide digitization project.

### **Year Two (2003 – 2004)**

Year Two has four distinct goals. First, SCRLC will continue to educate its members on digitization and provide ways for members to learn from each other.

Second, SCRLC will look for a collaborative, Third Stage project in which several of its members could participate. The topic area for the collaborative project would come from the survey completed in Year One. The topic area would need to be of historic significance to people inside and outside of the region. SCRLC would assist the institutions in planning the project(s) and locating possible funding.

Third, SCRLC will reestablish contact and dialogue with historical agencies in the region. This may pave the way for collaborative efforts between libraries and cultural heritage organizations, such as historical agencies.

Fourth, SCRLC will sponsor at least one program on issues surrounding the digitization of working documents in order to involve libraries in this topic. (Working documents often come under the purview of records management.)

During Year Two, SCRLC should review and revise this plan produced in 2002 and republish it to its members. Care should be taken in particular to update the resource list and the Digitization Project Questions.

**Year Three (2004 – 2005)**

In Year Three, SCRLC will continue education and training initiatives from the previous years, including the area of digitizing working papers. In addition, SCRLC will sponsor programs on materials that are born digital. SCRLC will strive to have its members consider their storage, retention, and long-term usefulness (i.e., could they become historic documents). One program should be on file migration, which will affect digitized documents as well as those that are born digital.

Also in Year Three, SCRLC will continue to work with its members and cultural heritage organizations on finding topic areas where collaborative projects would be possible. SCRLC would assist the institutions in planning the project(s) and locating possible funding.

If the number of digitization projects has increased since 2002 and there are more images available on the Internet from SCRLC's members, then some thought will need to be given on how to promote those images collections. Since marketing, advertising and promotion are not skills that most library staff possess, SCRLC could assist members in understanding how to continually market their digital collections through the Internet (e.g., the Lakenet Gateway or other portals) and other mechanisms.

**After Year Three (2005 – )**

By 2005, the region's capacity – knowledge and skills – needed for handling digitization projects should have significantly increased. It is hoped that digitization will be something that everyone discusses and understands in the same way as people currently discuss other library topics such as interlibrary loan. Training will continue, but will be geared more towards advanced topics. Collaboration will also continue with SCRLC assistance in matching potential collaborators.

From the Council's perspective, digitization – as a topic – should be integrated into everything it does (workshops, newsletter, member site visit discussions, etc.). The Council will continue efforts to improve the region's knowledge and use of digitization using methods tested in the previous three years.

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## Digitization Project Questions

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SCRLC understands that its members are seeking guidance in how to proceed with digitization projects. Members need to know what to think about and what the key decision areas are. Although standards exist, there are choices to be made. In addition, technology is constantly changing, which impacts some of the decision areas. Therefore, rather than mandating which standards SCRLC members should use, South Central is asking its members to consider all of the information available and to select the standards, etc., that fit their specific projects. This is being done in this manner for three reasons:

- (1) It allows members to have some flexibility.
- (2) It acknowledges that standards will change over time and thus gives this plan some flexibility.
- (3) By not mandating a specific standard, it drives members to learn about the standards in order to make an intelligent decision for their projects.

After reviewing a number of documents from successful digitization projects, funding agencies and other groups interested in promoting digitization, the following questions were created for use with SCRLC members. These questions will form the basis for a conversation about potential digitization projects with the goal of ensuring that the SCRLC member has fully considered all aspects of undertaking such a project. SCRLC will use the answers given to prioritize projects within the region and to allocate resources (e.g., SCRLC staff time, money).

The questions fall into six areas:

- Project Management (p. 14)
- Material Selection (p. 15 – 16)
- Digitization (p. 17)
- Material Access (p. 18-20)
- Long-Term Strategy (p. 21)
- Funding (p.22)

In some of these six areas, there are resources listed along with the questions. The resources can be used to gather additional information and may be of assistance in answering the questions. In addition, there are resources listed in the appendix, beginning on page 51.

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***Project Management Questions***

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1. Why is this project important to your institution?
2. Is this project a collaborative effort? If yes, who are the partners and how will they work together?
3. Does your institution have the right, according to copyright law, to make digital images of this material? Explain.
4. Have you identified and resolved all potential digital rights issues related to this project (e.g., ownership, use)?
5. Do you have concerns about making these images available to the public? If yes, what are your concerns?
6. What types of users will benefit from having these materials available in an electronic format and why? (E.g., general users, K-16, life long learners, hobbyists, researchers, scholars, or the business community)
7. What is the overall design of this project? What is the project's timeline?
8. What is your institution's technical knowledge in regards to digitization and providing access to digitized materials?
9. Who will manage the project and what are their areas of expertise in regards to this type of project?
10. What is the proposed budget for this project? How much outside funding is your institution seeking? How much in-kind funding will the institution contribute?
11. Who specifically will carry out this project to completion? (Both internal and external resources) What are their areas of expertise in regards to this type of project?

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### *Material Selection Questions*

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1. What theme do the materials document?
2. Do the materials have local, regional or national significance? Explain.
3. How do the materials relate to this geographic region?
4. What historic time period do the materials represent?
5. What subject headings are represented by this materials?

Broad subject headings include: architecture, art, commerce, community history, engineering, industry, landscape architecture, literature, maritime history, military history, social history, transportation, and travel/recreation.

6. What types of materials are represented?

Materials include drawings, manuscripts, maps, photographs, print views, printed music, printed texts (books, journals, broadsides, and ephemera), and three-dimensional objects.

7. Are they materials of a similar size? What is the range?
8. Are the materials fragile or in need of special handling? Can they withstand the handling required so they can be digitized? Explain.
9. How will you decide which items to digitize from your collection?
10. What will happen to the originals?

*A Framework of Guidance for Building Good Digital Collections*, published by the Institute of Museum and Library Services (Nov. 6, 2001) offers the following resources on the selection process:

- Joint RLG and NPO Preservation Conference, *Guidelines for Digital Imaging: Guidance for selecting materials for digitization*. <http://www.rlg.org/preserv/joint/ayris.html>
- *Moving Theory into Practice*. Digital Imaging Tutorial: Selection. <http://www.library.cornell.edu/preservation/tutorial/selection/selection-01.html>
- Dan Hazen, Jeffrey Horrell, and Jan Merrill-Oldham. *Selecting research collections for digitization* (CLIR, August 1998) <http://www.clir.org/pubs/abstract/pub74.html>
- Towards a Learning Nation: *The Digital Contribution. Recommendations proposed by the Federal Task Force on Digitization*. Final Report. (December 31, 1997). Part B Issue 2: Selecting materials for digitization. <http://www.nlc-bnc.ca/8/3/r3-407-e.html>
- *Columbia University Libraries Selection Criteria for Digital Imaging*. <http://www.columbia.edu/cu/libraries/digital/criteria.html>
- University of California Selection Criteria for Digitization. <http://www.library.ucsb.edu/ucpag/digselec.html>
- *North Carolina ECHO (Exploring Cultural Heritage Online) Guidelines*, Section 2: Planning & Selection. <http://www.ncecho.org/Guide/selection.htm> The ECHO project includes materials from libraries, archives and museums.
- *Selection Criteria for Preservation Digital Reformatting*. Library of Congress Preservation Reformatting Division. <http://lcweb.loc.gov/preserv/prd/presdig/presselection.html>
- Joint RLG and NPO Preservation Conference, *Guidelines for Digital Imaging: Selection Guidelines for Preservation*. <http://www.rlg.org/preserv/joint/gertz.html>
- Selection guidelines with particular attention to sensitivity are included in the Northeast Documentation and Conservation Center's *Handbook for Digital Projects*, chapter IV: Selection of Materials for Scanning by Diane Vogt-O'Connor. <http://www.nedcc.org/digital/IV.htm>.
- *Copyright and Intellectual Property Issues*. Missouri Digitization Planning Project. Fall 2001. Accessed August 19, 2002. [http://www.virtuallymissouri.org/guidelines/copyright\\_rev2.pdf](http://www.virtuallymissouri.org/guidelines/copyright_rev2.pdf)

Additional resources can be found in:

Kenney, Anne R. and Oya Y. Rieger. *Moving Theory into Practice: Digital Imaging for Libraries and Archives*. Mountain View, CA: Research Libraries Group, 2000.

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## *Digitization Questions*

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1. Will the digitization occur in-house or will an outside vendor be used? Explain.
2. If items will be transported outside of the institution for digitization, are there concerns about the materials' safety? Will additional insurance be necessary? Can any insurance or safety concerns be mitigated through the use of processes and procedures?
3. What image formats will be used? Will the images be created based on standards used by other institutions? Explain.

The following resources concern the actual digitization process:

- *Scanning Guidelines and Recommendations (Draft)*. Missouri Digitization Planning Project. Fall 2001. Accessed August 19, 2002.  
[http://www.virtuallymissouri.org/guidelines/scan\\_rpt\\_draft.pdf](http://www.virtuallymissouri.org/guidelines/scan_rpt_draft.pdf)
- ArchivesCom. *Technical Recommendations for Digital Imaging Projects*. April 2, 1997. Accessed May 30, 2002. <http://www.columbia.edu/acis/dl/imagespec.html>
- Besser, Howard. *Procedures and Practices for Scanning*. Accessed May 30, 2002.  
<http://sunsite.berkeley.edu/Imaging/Databases/Scanning/index.html>
- Besser, Howard and Jennifer Trant. *Introduction to Imaging: Issues in Constructing an Image Database*. 1995. Accessed May 30, 2002.  
<http://www.getty.edu/research/institute/standards/introimages/index.html>
- Bishoff, Liz. *California State Library Scanning Standards*. Evergreen, CO: November, 1999. Accessed May 30, 2002. <http://www.library.ca.gov/assets/images/scandocrev1122.PDF>
- Kenney, Anne R. and Oya Y. Rieger. *Moving Theory into Practice: Digital Imaging for Libraries and Archives*. Mountain View, CA: Research Libraries Group, 2000.
- National Archives and Records Administration. *NARA Guidelines for Digitizing Archival Materials for Electronic Access*. January 1998. Accessed May 30, 2002.  
<http://www.nara.gov/nara/vision/eap/eapspec.html>
- Rochester Regional Library Council. *File Formats To Be Used For Specific Types Of Materials. Women's Suffrage Digitization Project: General Implementation Guidelines and WSDP Blueprint Document*. September 1999. Accessed May 30, 2002.  
<http://www.rrlc.org/wsdp/file.html>
- Sitts, Maxine K. (Editor). *A Management Tool for Preservation and Access, Chapter VI. Handbook For Digital Projects: A Management Tool for Preservation and Access*. Andover, MA: Northeast Document Conservation Center, 2000. Accessed March 29, 2002. <http://www.nedcc.org/digital/TofC.htm>

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### *Material Access Questions*

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1. How will people (users) access these materials?
2. How will the materials from the completed project be disseminated or marketed?
3. Will each item be described using metadata? If yes, what metadata standard will be used (e.g., Dublin Core or MARC)? Where will the metadata reside and how will it be searched?
4. Will the images or the metadata reside in a database? If yes, describe.
5. Will users be able to search for specific images?
6. Can you estimate the time needed to develop the metadata?
7. Will you make use of standard thesauri or controlled vocabularies or subject headings?
8. Have you considered how to make the project “open” from an architectural perspective so that the content can easily be repurposed?
9. Have you considered what flexibility might be built into how the images are displayed?

*A Framework of Guidance for Building Good Digital Collections*, published by the Institute of Museum and Library Services (Nov. 6, 2001) offers the following resources concerning material access and describing digitized works:

- Good examples of collection-level terms and conditions of use are provided by JSTOR (<http://www.jstor.org/about/terms.html>) and Ad\*Access Project (<http://scriptorium.lib.duke.edu/adaccess/copyright.html>).
- The Collection Description project of the UK's Research Support Libraries Programme has a Web site of materials related to collection description (<http://www.ukoln.ac.uk/metadata/rslp/>) including an RDF-based collection description schema intended to be both human and machine-readable. The set of data elements included in this schema can be used as a checklist of information a project might want to provide about its collection.
- The General International Standard Archival Description. (ISAD(G)) ([http://lettere.unipv.it/obc/add/infap/archdes/isad\(ge\).html](http://lettere.unipv.it/obc/add/infap/archdes/isad(ge).html)) is a set of general rules for archival description developed by the International Council on Archives.
- The International Federation of Library Association site Digital Libraries: Metadata Resources is a clearinghouse of metadata schemes. <http://www.ifla.org/II/metadata.htm>
- A good general introduction to metadata issues for cultural heritage institutions is *Introduction to Metadata: Pathways to Digital Information* (Murtha Baca, ed.) <http://www.getty.edu/research/institute/standards/intrometadata/index.html>
- The Getty Vocabulary Program builds, maintains, and disseminates several thesauri for the visual arts and architecture:
  - Art & Architecture Thesaurus® (AAT) <http://www.getty.edu/research/tools/vocabulary/aat/>
  - Union List of Artist Names® (ULAN) <http://www.getty.edu/research/tools/vocabulary/ulan/>
  - Getty Thesaurus of Geographic Names™ (TGN) <http://www.getty.edu/research/tools/vocabulary/tgn/>
- Some other controlled vocabularies:
  - Library of Congress Subject Heading List-Available through OCLC, RLG and other cataloging services and on CD ROM from the Library of Congress.
  - Medical Subject Heading List: <http://www.nlm.nih.gov/meshhom.html>
  - Thesauri of Graphic Materials I: <http://lcweb.loc.gov/rr/print/tgm1/>
  - Thesauri of Graphic Materials II: <http://lcweb.loc.gov/rr/print/tgm2/>
  - Thesaurus of Graphic Names: <http://www.gii.getty.edu/vocabulary/tgn.html>

Links to some of the major schemes:

- According to the Dublin Core Metadata Initiative, the “Dublin Core metadata is used to supplement existing methods for searching and indexing Web-based metadata, regardless of whether the corresponding resource is an electronic document or a "real" physical object.” More information on the Dublin Core can be found at: <http://dublincore.org>
- The *Encoded Archival Description* (EAD) Document Type Definition (DTD) is a standard for encoding archival finding aids using the Standard Generalized Markup Language (SGML). More information on EAD can be found at: <http://lcweb.loc.gov/ead/>
- The IMS Global Learning Consortium, Inc., has created a complex metadata scheme for educational resources, known as “IMS”. (IMS used to stand for “Instructional Management Systems.”) More information on IMS can be found at: <http://www.imsproject.org>
- The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. MARC supports the Anglo-American Cataloging Rules and is maintained by the Anglo-American library community. MARC has been enhanced to support descriptive elements required of electronic resources. More information on MARC can be found at: <http://lcweb.loc.gov/marc/>
- Global Information Locator Service (GILS) is a standard developed to describe government information resources, generally at the collection or agency level, but also at the item level. More information on GILS can be found at: <http://www.gils.net/>
- The Data Documentation Initiative (DDI) is a collaborative project of the social science community. According to the DDI web site, “The Data Documentation Initiative (DDI) is an effort to establish an international criterion and methodology for the content, presentation, transport, and preservation of "metadata" about datasets in the social and behavioral sciences.” More information on DDI can be found at <http://www.icpsr.umich.edu/DDI/>
- The Visual Resources Association (VRA) has developed a scheme for the description of art, architecture, artifacts and other visual resources. The Core Categories were designed with the awareness that there are often multiple representations of a work of art, such as the original painting and a slide of the painting used in teaching. More information on VRA is available at: <http://www.vraweb.org/index.html> and <http://php.indiana.edu/~fryp/vracore3.htm>

Information on the Open Archive Initiative, which develops and promotes interoperability standards, can be found at: <http://www.openarchives.org/>

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### *Long-Term Strategy Questions*

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1. How will this project be evaluated?
2. Will you publish lessons learned at the end of the project that can serve to educate others on digitization?
3. How will this project be sustained into the future? (Discuss specifically the next 5 to 10 years.)
4. What will your institution do to ensure that this project does not become stale?
5. Hardware, software, and file formats change over time. How will your institution react to these changes and ensure that the digital images and collections are sustained?

*A Framework of Guidance for Building Good Digital Collections*, published by the Institute of Museum and Library Services (Nov. 6, 2001) offers the following resources concerning digital preservation:

- PADI (Preservation Access to Digital Information), a comprehensive, well-maintained clearinghouse to all types of information resources related to digital preservation.  
<http://www.nla.gov.au/padi/>
- Reference Model for an Open Archival Information System. This reference model, currently in an ISO standards track, provides a high-level conceptual framework for thinking about persistence and preservation of digital objects.  
<http://ssdoo.gsfc.nasa.gov/nost/isoas/overview.html>
- Gregory W. Lawrence, William R. Kehoe, Oya Y. Rieger, William H. Walters, and Anne R. Kenney, Risk Management of Digital Information: A File Format Investigation (CLIR 2000). This report is based on an investigation conducted by Cornell University Library to assess the risks to digital file formats during migration.  
<http://www.clir.org/pubs/abstract/pub93abst.html>
- Jeff Rothenberg, Avoiding Technological Quicksand: Finding a Viable Technical Foundation for Digital Preservation (CLIR 1999). Elaborates a proposal for emulating obsolete software/hardware systems on future, unknown systems, as a means of preserving digital information far into the future.  
<http://www.clir.org/pubs/abstract/pub77.html>
- Conservation On-Line (COOL) Preservation of Audio Materials. A clearinghouse of resources related to preserving both digital and analog audio. <http://sul-server-2.stanford.edu/bytopic/audio/>

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### *Funding Questions*

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1. Are you seeking external funding for this project? From whom and how much?
2. What financial resources will your institution dedicate to this project?
3. What other resources (manpower, etc.) will your institution dedicate to this project? Explain.
4. How will your institution fund image migrations, hardware and software upgrades to this project over the next ten (10) years?
5. How will your institution fund changes (updates) to this project over the next ten (10) years?
6. Can you estimate the time involved in this project?

SCRLC maintains information on possible funding sources. Other places to check for information include:

- The Taft Group. *The Big Book Of Library Grant Money, 2002-2003: Profiles Of Private And Corporate Foundations And Direct Corporate Givers Receptive To Library Grant Proposals*. Chicago: The American Library Association, 2002. (This publication is updated yearly.)
- Sywetz, Betsy. *CLRC Regional Digitization Plan*. Central New York Library Resources Council, September 2002. Accessed September 30, 2002. <http://www.clrc.org/lstadigital/Sept10digiplan.shtml>. The CLRC plan includes information on New York State and Federal government sources, as well as information on some private funders.

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**Appendix 1**

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## Digitization Vendors

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As Cornell University Library's Department of Preservation and Conservation states:

There are pros and cons to outsourcing or creating in-house capabilities for digital imaging efforts. Even when the decision is made to outsource certain functions, the institution must support many aspects of the digitization chain as defined in the technical overview. For instance, if digitization is outsourced, an institution still needs to establish an in-house inspection program.

<http://www.library.cornell.edu/preservation/tutorial/management/management-03.html>

The Cornell site goes on to document the pros and cons of outsourcing vs. producing a digitization project in-house.

If outsourcing is considered, it is important to understand that there are many companies that provide digitization services (scanning, document conversion and metadata), but only a few that are qualified through training or experience to work with historic and fragile items, or any items that require special handling. In addition, there are a limited number of companies that provide assistance with metadata and other aspects of digitization projects. Therefore, it is important to identify qualified vendors upfront and ensure that they will treat the project and materials respectfully.

The Northeast Document Conservation Center provides a guide for working with digitization vendors as part of its *Handbook for Digital Projects: A Management Tool for Preservation and Access* (Section VIII, Vendor Relations, <http://www.nedcc.org/digital/VIII.htm>). The section covers many of the basic areas that must be addressed including Request for Information, Request for Proposal, and contracts.

**Following is information on vendors who are believed to handle various aspects of digitization projects. *No recommendation or endorsement of any vendor is implied.* Their contact information is given as well as a brief description of their services. The list should not be considered comprehensive, since new vendors may appear at any time. Since the best vendor for a given project may be outside of the Finger Lakes Region, vendors from other areas are included. Please contact the vendors directly for additional information and to discuss specific project requirements. In addition, talk to organizations that have completed digitization projects for suggestions and recommendations.**

**This vendor information was collected between October 2001 and July 2002. Although SCRLC may collect additional vendor information, no attempt will be made to update this list on a regular basis.**

In addition to these vendors, there are many others who can assist with digitization hardware and software requirements. In *Digital Projects Guidelines*, the Arizona State Library Digital Imaging Task Force writes:

The goals of your digitization project will determine what hardware and software are needed to successfully complete the project. Scanning, image manipulation, attaching text information, indexing, image display and long-term storage can require different equipment and user expertise. What materials are to be scanned and how those images are to be used will impact equipment choices. ([http://www.lib.az.us/digital/dg\\_a3.html](http://www.lib.az.us/digital/dg_a3.html))

In this area, remember that quality is more important than price and that cutting corners could ruin a project's viability.

In order to locate hardware and software that meets a project's requirements, consider the following:

- Ask other digitization project managers about the hardware and software they selected. Also ask what hardware and software they wish they had selected.
- Ask professional digitization providers about the hardware and software that they use.
- Talk to stores that supply office equipment (e.g., copies). Many may also have access to hardware and software used for digitization (scanning).
- Check on the Internet for information. One place to start is [image-acquire.com](http://www.image-acquire.com) (<http://www.image-acquire.com>) which bills itself as “an independent resource for news and reviews of scanners, digital cameras, and the software that drives them.”

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***Vendors Based in New York State***

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**Applied Graphics Technologies**

Corporate Headquarters  
450 West 33<sup>rd</sup> Street  
New York, NY 1001  
Tel: (212) 716-6600  
<http://www.agt.com/>

Has offices in the region. Worked on the Rochester Images Project, but may be currently disposed to working only on large projects.

**Biel's Information Technology Systems**

302 Upton Street  
East Syracuse, NY 13057  
Tel: (315) 432-0099 (Tedd Kehoe)

Computer output microfilm; electronic & CD imaging systems; equipment & supplies; outsourcing, microfilming & digitization at the Buffalo facility. All work is done in-house.

**Computer Source Microfilming (CSM)**

145 Midler Drive  
Syracuse, NY 13206-1817  
Tel: (315) 437-0542

Worked on the Regional Bibliographic Data Base (RBDB) project: Street & Smith dime novel covers at Syracuse University.

**Hurst Associates, Ltd.**

207 Hawley Ave. #C  
Syracuse, NY 13203  
Tel: (315) 475-7195 (Jill Ann Hurst)  
<http://www.HurstAssociates.com>

Available to work with organizations on various aspects of a digitization project including: project planning, project management, vendor selection, material selection and web site specifications. Has previously worked on the Women's Suffrage Digitization Project (RRLC) and several private (in-house) projects.

**Imagemax**

Syracuse, NY  
Tel: (315) 432-0591  
[http://www.imagemax.com/content/services/digital\\_imaging.htm](http://www.imagemax.com/content/services/digital_imaging.htm)

Provides imaging and indexing services.

### **Industrial Color Labs**

700 Burnet Ave.  
Syracuse, NY 13203  
Tel: (315) 471-1155  
<http://www.mrphoto.com/imaging/imaging.html>

Has four offices in the Syracuse region. Work includes flatbed scanning (prints or slides) and film scanning (35 mm format, negatives & transparencies).

### **Judy Emerson**

Rochester, NY  
Tel: (585) 461-5378

A former curator, archivist and Document Heritage Program (DHP) Regional Archivist. She has worked on digitization projects to select and describe materials, as well as work with institutions on housing and transporting items during the digitization process.

### **Museum Photographics**

11 Centre Park  
Rochester, NY 14614  
Tel: (585) 232-3980 (Michael Hager)  
E-mail: musephot@servtech.com

Worked on digitization projects for Rochester Museum & Science Center, Rochester Public Library, Rochester Regional Library Council and many others. Understands how to handle and digitize historic and fragile items.

### **Philobiblon**

231 Strong Ave.  
Syracuse, NY 13210  
Tel (315) 559-0214 (Peter D. Verheyen)  
E-mail: verheyen@philobiblon.com  
<http://www.philobiblon.com/philobiblon>

Will provide consultation on digitization projects to historical agencies and libraries desiring to provide access to primary source materials via the Internet or in-house system. Services include: development of digital projects, including working with other vendors; Reformatting of machine-readable collection inventories for the Web; OCR and markup of printed texts; and digitization of photographs and other images.

**Rochester Institute of Technology, Educational Technology Center**

Wallace Library  
90 Lomb Memorial Drive  
Rochester, NY 14623  
Tel: (585) 475-6696 (Shannon Taggart)  
<http://www.rit.edu/~613www/ETC/ethtml/photo.htm>

**Rochester Public Library**

South Ave.  
Rochester, NY  
Tel: (585) 428-8064 (Rod Perry)

Has a large format digital camera that was purchased for use on its own project (Rochester Images). Camera can be made available for others to use.

**ScanDirect-EDI Inc.**

2075 Central Ave  
Schenectady, NY 12304  
Tel: (800) 753-4458 or (518) 456-0538  
<http://www.scandirect.com/>

Provided digitization services for the Mohawk Valley Library Association Documentarian Project

**Syracuse Blue Print Co. Inc.**

825 East Genesee Street  
Syracuse, NY 13210  
Tel: (315) 476-4084 or (800) 962-1458  
<http://www.syracuseblueprint.com/>

Provides scanning services.

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***Vendors Based Outside of New York State***

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**BMI Imaging Systems**

749 W. Stadium Lane  
Sacramento, CA 95834-110  
Tel: (916) 924-6666  
<http://www.bmiimaging.com>

A document management company that provides scanning and other services.

Electronic Scriptorium, Ltd.  
26 Fairfax Street, SE, Suite K  
Leesburg, VA 20175  
Tel: (703) 779-0376; Fax: (703) 779-0378  
<http://www.electroniccriptorium.com>

According to its web site, the “Electronic Scriptorium, Ltd, solves complex information management and data conversion problems for corporations, government agencies, libraries, museums and other institutions.” The company provides a wide range of services including:

- ? Archives conversion and finding aids automation
- ? Bibliographic services including US MARC cataloging
- ? Image cataloging for online applications
- ? Document conversion and XML/HTML encoding
- ? Offshore data conversion
- ? Content creation for online product catalogs
- ? Digital imaging and photography

**JJT Inc.**

5555 North Lamar Blvd.  
Austin, TX 78751  
Tel: (512) 474-6743; Fax: (512) 474-6745  
<http://www.jjt.com>

JJT Inc. specializes in providing digital reproductions of large collections of pictorial works, including line and photographic images and manuscripts. JJT has digitized large collections of images for the Library of Congress and New York Public Library.

**Northern Micrographics**

2004 Kramer Street  
P.O. Box 2287  
La Crosse, WI 54602-2287  
Tel: (800) 236-0850  
<http://www.normicro.com>

Specialists in scanning, micro imaging, and digital preservation.

**OCLC Online Computer Library Center, Inc.**

6565 Frantz Road  
Dublin, OH 43017-3395  
Tel: (614) 764-6000 or (800) 848-5878 (ext. 6165, Ron Gardner)  
<http://www.oclc.org/digitalpreservation/>

OCLC is assisting institutions in managing their digital collections life cycles through its Digital & Preservation Resource Centers, Digital Archives and a newly organized Digital & Preservation Co-op. According to OCLC, "These new services allow you to create, access and preserve collections; to collaborate to build new collections and a clearinghouse of information about projects, funding, and best practices; and to learn about digitization and preservation issues." (Product brochure, Product Code PRM1169)

**VTLS Inc.**

1701 Kraft Drive  
Blacksburg, VA 24060 USA  
Fax: 1-540-557-1210  
Tel: (800) 468-8857  
<http://www.vtls.com>

VTLS provides solutions for library automation, resource-sharing networks and digital libraries. VTLS providing a wide range of digitization and imaging services including: photograph scanning, microfilm scanning, map scanning, cards imaging, data entry, graphic design, and hosting. In 2002, VTLS completed a digital imaging project with the New York Public Library (NYPL).

If a project is large enough to be sent offshore, there are companies that may provide good service at a lower price. One such company is

**Digital Publishing Solutions Pvt. Ltd**

E Building, Liberty Complex  
North Main Rd.  
Koregaon Park  
Pune 411 001  
India  
<http://www.dppl.net>  
Tel: (646) 205-8200 (U.S. representative, Shimon Rosenberg)

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### *Additional Vendor Lists*

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Lists of other vendors can be found online at:

<http://coloradodigital.coalliance.org/vendor.html>

Extensive list of national vendors developed for the Colorado Digitization Project

<http://www.lita.org/igs/Tidd/Vendors.html>

This is a list of digitization services vendors that displayed at the ALA Annual Conference in Chicago, 2000. Includes some not in the Colorado Digitization Project list.

[http://www.imagepub.net/sb\\_list.html](http://www.imagepub.net/sb_list.html)

Extensive list of imaging services vendors provided by Imaging Publishing. Many specialize in digital imaging required for records management by businesses and healthcare institutions but some also do the kind of work required for digitization projects by cultural heritage organizations.

<http://www.nedcc.org/suppliers/supdig.htm>

A technical leaflet provided by the Northeast Document Conservation Center (NEDCC) provides contact information for eleven vendors. There is some overlap with the Colorado Digitization Project list cited above.

<http://www.metro.org/modic/vendors.htm>

A list of vendors, who participated in a Digitization Vendor Showcase on August 6, 2002 for METRO, is available online.

<http://www.aiim.org/marketplace.asp>

AIIM International maintains a list of enterprise content management vendors, which includes digitization vendors. (AIIM stands for “Association for Information and Image Management”; however, the association refers to itself as “The Enterprise Content Management Association.”)

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## Resource List

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The following documents and web sites were consulted during this project:

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<http://www.ims.gov/pubs/forumframework.htm>

Arizona State Library, Archives and Public Records. *Digital Projects Guidelines*. March 2000. Accessed May 14, 2002. <http://www.dlapr.lib.az.us/digital/index.html>

Colorado Digitization Project. *Guidelines and Standards*. Accessed December 11, 2001.  
<http://coloradodigital.coalition.org/standard.html>

Connecticut Historical Society. *Connecticut History Online: Documentation*. Accessed December 19, 2001. <http://www.cthistoryonline.org/project/document.htm>

Harvard University Library. *Guide to Image Digitization*. October, 2001. Accessed May 30, 2002. [http://hul.harvard.edu/ois/systems/guide\\_images.html](http://hul.harvard.edu/ois/systems/guide_images.html)

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<http://preserve.harvard.edu/resources/digital.html>

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Sitts, Maxine K (editor). *Handbook for Digital Projects: A Management Tool for Preservation and Access*. Andover, MA: Northeast Document Conservation Center, 2000.  
Hardcopy and online. Online accessed March 29, 2002. <http://www.nedcc.org/digital/TofC.htm>

University of Berkeley. *Berkeley Digital Library SunSITE*. Accessed December 11, 2001.  
<http://sunsite.berkeley.edu> (Contains resources on imaging, metadata, copyright and other issues.)

University of California. *The University Of California Digital Library: A Framework For Planning And Strategic Initiatives*. November 25, 1996. Accessed December 11, 2001.  
<http://sunsite.berkeley.edu/UCDL/report.html>

University of California at Los Angeles. *Benchmarking Technical Processes*. Accessed December 11, 2001. <http://digital.library.ucla.edu/about/estimating/benchmarking.html>

University of California at Los Angeles. *Guidelines & Standards*. Accessed December 11, 2001. <http://digital.library.ucla.edu/>

University of Virginia Library. *Digitization, Identification, Description, and Access to the Jackson Davis Collection in the Special Collections Department of the University of Virginia Library: Information*. Accessed December 19, 2001.  
<http://www.lib.virginia.edu/speccol/jdavis/grant.html>

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\_\_\_\_\_. *Digital Toolbox*. Colorado Digitization Project. Accessed March 29, 2002. <http://coloradodigital.coalliance.org/toolbox.html>

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\_\_\_\_\_. *Report of the IMLS Digital Library Forum on the National Science Digital Library Program*. Washington, DC: Institute of Museum and Library Services. October 2001. Accessed April 30, 2002. <http://www.imls.gov/pubs/natscidiglibrary.htm>

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**Appendix 2**

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## SCRLC Member Survey Results

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Surveys were sent to all members of the South Central Regional Library Council. Members were able to either complete the paper version or an electronic version on the lakenet.org web site. Fifteen (15) surveys were completed and returned.

- Demographics:**
- 6 Academic libraries
    - Alfred University
    - Binghamton University
    - Delhi College
    - Elmira College
    - SUNY College at Oneonta
    - Tompkins Cortland Community College
  - 5 Hospital libraries
    - Arnot Ogden Medical Center
    - Auburn Memorial Hospital
    - Corning Hospital
    - The Hospital (Sidney)
    - St. Joseph's Hospital
  - 2 Public libraries
    - Broome County Public Library
    - Steele Memorial Library
  - 1 Museum library
    - National Baseball Hall of Fame
  - 1 Special library
    - Broome DDSO

### Results:

- 8 Have considered digitizing materials held by the institution.**
- 4 Have had some attendance at training sessions on digitization.**

Training session topics include:

- Priorities for digitization & techniques for digitization
- Internal presentations on concepts, types of hardware & software, vendors, copyright, etc., including some hands-on
- Hardware, software, resolution, file size, character recognition software, standards (Dublin Core), obsolescence and refreshing records, problems, limitations, advantages, costs.
- Metadata, selection of materials for scanning, standards for scanning

## 7 Interested in attending training.

Training topics of interest include:

- Nuts & bolts information on actual projects
- Software
- Hardware (choosing hardware)
- Planning the project
- Preservation of digital materials
- Cost issues
- How to do it
- Identifying collections that are already digitized and available
- File formats
- Designing workflow
- Best storage media – CDs, hard drives, Zip® disks
- Creating databases
- How it would help us in maintaining our materials
- How it would help access to our materials
- Different scanning techniques for different formats
- How to provide access to digitized materials (cataloging, indexing)
- Making copies from digitized materials
- Basics

## 2 Have digitized some of the materials held by the library. Neither institution received outside funding for their projects. The lack of outside funding was due to (1) not asking for it and (2) a lack of resources and support.

The type of materials digitized include:

- Manuscripts
- Scene designs
- Photographs from theatre archives
- Photographs from university archives & local history (in response to patron requests)
- Postcards
- Letters
- Posters

Themes covered:

- Theatre (international – 20<sup>th</sup> century)
- University and local history
- Baseball from a cultural perspective

Long-term or working documents?

- Both

- Working documents

How are the materials being used?

- Research, exhibits, teaching, slide presentation
- Internally only. Things were digitized before they went on a four-year tour

What standards or criteria were used in selecting and digitizing the material?

- Intellectual & artistic content
- Research importance
- Condition

### **Why haven't libraries digitized?**

- (Lack of) Time & money
- Lack of know-how
- Lack of staff resources and funds and other high priority projects. Once a major renovation is completed, we would like to pursue preservation / digitization of materials. Willing to write grants and train staff.
- No money, no interest expressed
- Do not have knowledge about the process
- We are in the planning stage of a long-range plan for digitization of several types of items, including photographic images and obituaries.
- The usual – (1) time, (2) money, (3) staff
- Don't know enough about it
- Do not know much about it. What is it? We are a small hospital and have access to a web-based library system. We do not have much of a "library" on premises.

**What events or themes run through the region? What institutions have materials that support these themes?** (Unedited -- as noted by the institutions themselves.)

- **St. Joseph's Hospital** (Elmira)
  - Nursing/healthcare history related items
  
- **Elmira College**, Gannett-Tripp Learning Center
  - War
    - Civil War
    - World War I
    - World War II
    - Protests
    - Prisoner of war camps
      - Mostly college related files for these time periods – correspondence, photos, and memos. Some photos at prison camp but not unique.
  - Human Rights
    - Women's Rights
    - Civil Rights
    - Educational Rights
    - Abolition
      - Mostly college related – early trustees were involved in Underground Railroad, etc. Also Depository for NYS Fed. Of Women's Clubs
  - Important Individuals
    - Mark Twain – Letters, ms., rare books, etc., photos
    - Hal Roach
    - Charles Tomlinson Griffes (composer)
  - Other
    - History of higher education
  
- **Broome County Public Library** (Binghamton)
  - War
    - Civil War – Images and primary documents
    - World War I – Draft records
    - World War II – Contemporary index system
    - Protests – Images
    - Other – Military records, muster rolls
  - Human Rights
    - Women's Rights – Newspaper accounts
    - Civil Rights – Newspapers accounts
    - Educational Rights – Newspaper accounts
    - Abolition – Primary documents
    - Underground Railroad – Some primary documents
    - Temperance – Badges, ribbons, banners

- Important Individuals
  - General Sullivan – Written accounts
  - George F. Johnson (Endicott-Johnson)
- Transportation
  - Chenango Canal
  - Railroad material
- Other
  - Iroquois & other native peoples
  - Treaties
  - Anti-nuclear demonstrations – Newspaper accounts
  - Environmental issues – Government documents
  - History of higher education – Reports, newspaper accounts, school records
- **Steele Memorial Library (Elmira)**
  - War
    - Civil War – Elmira Prison Camp
    - World War I – Newspaper articles on microfilm
    - World War II – Newspaper articles on microfilm
    - Prisoner of war camps – Elmira Civil War Camp
  - Human Rights
    - Underground Railroad – John Jones – Newspaper articles
  - Important Individuals
    - Mark Twain – Books, newspaper articles
  - Other
    - Local high school yearbooks
    - Newspapers
    - County histories
    - County maps
    - City directories
    - Floods – 1946, 1972

- **Corning Hospital**
  - Other
    - Collection is a variety of medical and allied health texts and journals.
  
- **Delhi College**
  - War
    - Prisoner of war camps
  - Other
    - Delaware County History
    - Catskills Watershed documents
  
- **SUNY College at Oneonta**
  - Important Individuals
    - James Fenimore Cooper
    - William Burroughs
  - Transportation
    - Trains, e.g., D&H
  
- **Alfred University, Herrick Memorial Library**
  - War
    - Civil War – As it pertains to Alfred Univ.
  - Human Rights
    - Women's Rights
    - Educational Rights
    - Abolition
    - Underground Railroad
    - Temperance
      - We have info on local people who were supporters of these causes.
  - Other
    - Anti-nuclear demonstrations – Low level radioactive waste protest material
    - History of higher education – Pertaining to Alfred Univ.
  
- **National Baseball Hall of Fame Library (Cooperstown)**
  - War
    - Civil War – Abner Doubleday
    - World War II – American Society not NY
  - Human Rights
    - Women's Rights – Do have material about Women in Seneca Falls using baseball
    - Civil Rights – Jackie Robinson

- **Binghamton University**
  - War
    - Civil War – Letters, mss., maps
    - World War II
    - Protests – BU campus
    - Prisoner of war camps -- Elmira
    - Slides from Vietnam
  - Human Rights
    - Women's Rights – Misc. books & pamphlets
  - Important Individuals
    - Edwin Link (Simulation technology)
    - Various local prominent people
  - Transportation
    - Gliders & airplanes – Edwin Link papers
  - Other
    - History of higher education – University archives
    - Rose papers (18<sup>th</sup> century land transfer)
    - Local history (prominent people, postcards, etc.)

**Does your institution own any other materials that are significant on a national or international level?**

- **Binghamton University**
  - Rare books
  - Max Reinhardt Archive (theatre)
  - Padraic and Mary Colum Collections (Literature)
  - William Bowers papers
  - Link Collections
  - Haggerty Collection (French colonialism)
- **National Baseball Hall of Fame**
  - Our library houses an extensive archive of baseball materials and how it relates to American culture and society from mid-1800s to date.
- **Alfred University**
  - Early women's education
- **SUNY College at Oneonta**
  - Collection of Lantern slides
  - Proceedings of the American Institute of Instruction
- **Steele Memorial Library**
  - Articles from local papers about Eileen Collins
- **Broome County Public Library**

- Primary documents on the origins of IBM, Endicott-Johnson, Ansco, Link Aviation, New York State Inebriate Asylum (first U.S. treatment center for alcoholism)
- **Elmira College**
  - Official depository for the records of the NYS Federation of Women's Clubs

**Do local schools use materials from your institution? If yes, what?**

- **Delhi College**
  - Basic texts and encyclopedias to supplement their library collections: literature, history, psychology, mythology and religion
- **Binghamton University**
  - Materials from the Reinhardt Theatre Collection have been used in presentations at local high schools.
  - Local school groups have visited special collections to see materials from the Link Collections.
- **National Baseball Hall of Fame**
  - Jackie Robinson and women in baseball are the two big topics. We do get other requests for other teams & players. We work with the Hall's education dept. to support their programs, which are well attended by area schools.
- **SUNY College at Oneonta**
  - Our circulating collection
- **Steele Memorial Library**
  - Reference collection, microfilm, electronic resources
- **Broome County Public Library**
  - Photographic images, maps, primary documents
- **Elmira College**
  - Mark Twain correspondence & rare books, memorabilia, photos
  - Women's rights – College & NYS Fed.
- **Broome Developmental Services**
  - Materials on developmental disabilities

**Does your collection contain materials that you believe relation to topics covered in K-12 education? If yes, what?**

- **Binghamton University**
  - Mainly upper grades, not very young children.
    - Reinhardt Theatre Archive
    - Link (technology)
    - Local history (postcards, etc.)
    - University archives (campus publications, photos)
- **National Baseball Hall of Fame**
  - We have compiled educational packets related to baseball, culture and society based upon children's requests from across the country. We also collect biographies, children's literature and other materials appropriate to those age groups.
- **SUNY College at Oneonta**
  - Children's Literature collection
  - Teacher education collection
  - New York State History collection
- **Delhi College**
  - Undergraduate texts that cover basic general education courses taught in high school.
- **Steele Memorial Library**
  - Genealogical resources
  - Our reference collection
  - Electronic resources
  - Microfilm
- **Broome County Public Library**
  - History of the region
  - Genealogy (for immigration unit)
  - Civil Rights
  - Wars
  - Etc.
- **Elmira College**
  - Mark Twain
  - Women's Rights materials
- **St. Joseph's Hospital**
  - Maybe some related to nursing healthcare history

- **Broome Developmental Services**
  - Materials on developmental disabilities

**What are the ways your collection can be accessed?**

- 9 Automated database
- 7 Card catalog
  - SUNY Oneonta said, “Note card catalog is pre-1992 only.”
- 5 Inventory list
- 5 Printed guide
- 5 Collection description
- 3 Container and/or folder list
- 1 Personal inquiry
- 1 Reports run from library catalog and posted to library web site

**Regarding digitization, what services would you like to see SCRLC provide to you?**

- 8 Training
- 8 Assist in identifying funding sources
- 7 Review of your collection for potential digitization
  - One person noted, “if this is a viable option, then yes to the others.”
- 7 Assist your institution in writing a grant for a digitization project
- 6 Provide information on suitable digitization vendors
- 5 Consulting on digitization options for your collection
- 5 Provide information on hardware and software for use in digitization
- 4 Locate potential collaborators
- 2 Assist with project management
- 2 No answer

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## SCRLC Member Survey (Web Version)

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**South Central Regional Library Council**  
Survey of Member/Regional Collections  
Spring 2002



**Please complete this survey by April 15, 2002. Thank you.**

Institution name:

Contact person:

Title:

Address 1:

Address 2:

City:

County:

Zip:

Mailing Address (if different from above location):

Telephone:

Fax:

E-mail:

- 
1. Has your institution considered digitizing any of the materials held by the institution?  
 Yes    No
  2. Has anyone in your institution attended training session on digitization?    Yes    No  
If yes, what topics were covered in the training?

If no, would you be interested in attending training sessions on digitization?  Yes

No

What topics would you like to see covered?

3. Has your institution digitized any of the materials held by the library?  Yes  No

If yes:

What types of materials were digitized? (e.g., postcards)

What subject areas or themes are covered by the materials?

Are the materials items that will be kept long-term or working documents for short-term use only?

How are the materials being used?

What standards or criteria were used in selecting and digitizing the materials?

Did your institution receive outside (e.g., grant) funding for the project?  
(Approximately how much and from whom?)

If no, why not?

4. SCRLC is trying to compile a list of historic events or themes that run through this region. Please review the list below and add other events or themes that you know are present in this region. Please use the Comments column to give us additional information.

Historic or Modern Themes in Central NY	My institution has items that support this event	Comments (who, what)
<b>War</b>		
Civil War	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
World War I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
World War II	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Protests	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

Prisoner of war camps	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<b>Human Rights</b>		
Women's Rights	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Civil Rights	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Educational Rights	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Abolition	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Underground Railroad	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Temperance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<b>Important Individuals</b>		
Mark Twain	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
General Sullivan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Hal Roach	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Elizabeth Stanton	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes	<input type="text"/>

	<input type="checkbox"/> No	
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<b>Transportation</b>		
Erie Canal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Finger Lakes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Gliders & airplanes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<b>Agriculture</b>		
Wineries	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Migrant workers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
<b>Other</b>		
Military land tracts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Iroquois & other native peoples	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Treaties	<input type="checkbox"/> Yes	<input type="text"/>

	<input type="checkbox"/> No	
Anti-nuclear demonstrations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Environmental issues	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
History of higher education	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

5. Does your institution own any other materials that are significant on a national or international level?  Yes  No

If yes, describe.

6. Do local schools use materials from your institution?  Yes  No

If yes, what types of materials do they use?

7. Does your collection contain materials that you believe relate to topics covered in K-12 education?  Yes  No

If yes, what are those materials?

8. In your institution, what are the ways your collections (print or digitized) can be accessed?  
Please check all that apply.

- Collection description
- Printed guide
- Card catalog
- Container and/or folder list
- Inventory list
- Automated database (e.g., OPAC)
- Other

9. Regarding digitization, what services would you like to see SCRLC provide to you? Check all that apply.

- Training
- Consulting on digitization options for your collection
- Review of your collection for potential digitization
- Locate potential collaborators
- Assist your institution in writing a grant for a digitization project
- Provide information on suitable digitization vendors
- Provide information on hardware and software for use in digitization
- Assist with project management
- Assist in identifying funding sources
- Other, please specify

**THANK YOU!**

submit survey

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## Telephone Interview Results & Guide

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During the Spring 2002, 14 SCRLC members were interviewed regarding their thoughts on digitization. The interview guide can be found on the following this summary of results. The members surveyed (by institution) were:

Alfred University  
Arnot Ogden Medical Center  
Binghamton University  
Boyce Thompson Institute for Plant Research  
Cayuga Community College  
Corning Incorporated, Technical Information Center  
Elmira College  
IBM, Endicott Center of Learning  
National Baseball Hall of Fame  
New York State College of Ceramics  
New York Supreme Court Library, Broome County Courthouse  
United Health Services, Wilson Memorial Regional Medical Center  
Watkins Glen Motor Racing Council, Inc.  
Wells College

***Summary Of Results By Question*****What are your thoughts on digitization?**

- Is it not a priority.
- May not have materials that would be attractive to researchers.
- (Libraries) have to do it, but it is fraught with problems.
- Digitized materials must be refreshes and need to be continually available.
- It is necessary.
- There is immediacy in digitizing some materials in order to preserve history.
- Wonderful delivery format.
- Great for the manipulation and production of materials.
- Not a form of preservation.
- Requires more maintenance.
- A digitization project must be important to the institution for it to occur.
- Libraries need things that make their lives easier. If the right materials are digitized, then it can be help with this.
- Digitization is time consuming to do.
- Interested in (and involved in) cooperative projects.
- Must look at the value of the collection.
- It is the wave of the “present.”
- Are installing digital copiers.
- Scanning is the easy part. Delivery mechanisms are the problem.
- Security of the digitized materials can be an issue, depending on the organization’s environments.
- They are digitizing as one means of putting information on users’ desktops.
- Digitization could help with storage space issues.
- So much information that needs to be captured and kept.
- Digitization must be done so that libraries can preserve information.
- Digitization is dependent on funding.
- Concerned about technical obsolescence.
- See the need to digitize unique resources.
- Is there a value in doing lots of digitization?
- What are the standards?
- Using digitization for digital reserves.
- Interested in e-books.

**What value do digital images have on your work?**

- There is a demand for it.
- Are providing scanning services to faculty members.
- Working at a slow pace due to staffing.
- Looking into e-reserves.
- Digital reserves is not a “hot seller.”
- Some faculty do their own scanning and do not come to the library for assistance.
- Helps to preserve history.
- Helps get information in the hands of users.
- Able to view photo collections without touching the originals.
- Can deliver images easily to publishers.
- Allows for greater control over documents.
- Although there is a high time investment initially, over time it reduces staff workload.
- Could make life easier.
  - Routing materials to patrons.
  - Ease of access.

**Are you currently using digitized materials in your library?**

- Responses covered the full range including yes, no, not much, and as-needed.

**How important is the creation of digital images to your institution?**

- The library is driving the scanning.
- The institution needs to decide.
- Very important.
- Important for the web site and for dealing with publishers.
- There isn't a vision at this institution for digitization.
- Digitization must be driven by the library's users.
- Don't see the institution creating digital images. There are financial constraints.
- It is important, but do not have the resources to do it.
- Unsure. There would be access and privacy issues that would need to be addressed.
- Decision-makers are lagging behind the library in understand the importance of digitization.

**As you think about digitization, what do you think South Central's role should be?**

- Obtain grant funding
  - Collaborative grants
  - For group projects
  - Seem to be successful at obtaining funding for members
- Do not expect SCRLC to fund digitization projects.
- Survey of what exists in the region's collections
  - Categorize it
- Provide training
  - Theory and production
  - Help people learn the basics
  - Advanced and new techniques
  - Standards
  - Best scanners and digitization setups
  - How to convince management of the need for digitization
  - What concerns need to be addressed when considering digitization
- Provide field trips to visit institutions that are involved in digitization projects
- Provide information on how users (patrons) benefit from digitization.
- Assist with the issues
  - Migration – hardware, software, and files
- Create a path for people to follow
- Clearinghouse for sources and vendors
- Help institutions with presentation and promotion.
  - How to they get the word out about their projects?
  - How do they get search engines to find their projects?
  - Does a project need a high-profile institution on board in order to attract people?
- Leadership
- Stay ahead of the curve
- Help others stay ahead of the curve
- Provide digitization production services for institutions.
- Identity niches that regional materials could fill.
- Expect them not to create mini or standalone projects.
- Be a consulting resource
- Work with libraries on projects so that they do not go through it alone.
- Provide know-how.
- Provide pointers to other resources.
- Have more expertise than SCRLC member institutions.
- Share expertise.
- Be a clearinghouse for ideas.
- Be a leader in digitization through the use of SCRLC staff and consultants
- Bring people (libraries) together to talk about digitization.
- Create a sample (demonstration) digitization project.

## SCRLC Digitization Telephone Survey

Institution Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Hello. My name is Jill Ann Hurst and I have been hired by the South Central Regional Libraries Council to talk to Council members about digitization and to create a regional plan. You should have seen information on this project in your e-mail or in the Council's newsletter.

I am wondering if I can have 20 minutes of your time to talk about digitization?            Y        N

If not now, when can I call you back? \_\_\_\_\_

1. Before I begin, let me ask if you understand what is meant by digitization? Can you explain it to me? (Tell me)

Explanation: Digitization is creating electronic copies of hardcopy items. For example, when an item such as a book or photograph is digitized, an electronic copy is created that can be stored and viewed on a computer.

2. What are your thoughts on digitization?

3. What value do digital images have in your work? (Or might have in your work?)

4. Are you currently using digitized materials in your library? Y N  
If yes, in general, what type?

5. How important is the creation of digital images to your institution?

6. As you think about digitization, what do you think South Central's role should be? What do you expect from them?

7. Finally, if you have not already done so, please complete the survey on digitizing. A copy was sent you and it is also available at the SCRLC web site.