

CARLI Book Digitization Initiative

A project to provide optimal access to and preservation of our unique materials in Illinois

CARLI has partnered with the Open Content Alliance (<http://www.opencontentalliance.org/>) to provide a digitization opportunity for Illinois academic and research libraries. The 2007 report, Rethinking CARLI Collections Awards Program, recommends new directions “to support the conversion of materials from physical formats to electronic/digital formats, in order to make them more readily accessible for resource sharing.” This partnership with a known digitization leader supports this direction in:

- Building a significant digital collection (2,500+ works per year)
- Expanding access to physical collections through digitization
- Promoting e-access to CARLI resources

All digitized materials will be freely available to CARLI libraries, and the world, through the Open Content Alliance website. Institutions will have full rights to the digital files for their use in perpetuity for preservation and access.

Theme and Collaboration

CARLI issues this call to member libraries to submit project proposals to digitize portions of their collections that meet the theme of “**Illinois Culture and Heritage**.” CARLI members may choose to collaborate with other organizations or agencies in the state of Illinois such as historical societies or museums.

Digitization & Materials

Staff from the Open Content Alliance will digitize materials using their Non-Destructive Scanning Station. The scanning will take place at the Allen County Public Library in Fort Wayne, Indiana. The work will be completed utilizing OCA staff to reformat the material. More information about the logistics on the project will be available during the December 2008 workshops.

Items appropriate for this digitization project include books, serials, or pamphlets that have not been digitized to OCA standards and are free from copyright restrictions (e.g. items in the public domain, government documents, items for which the participants owns the copyright). Items must be fully cataloged (MARC) by the time accepted materials are shipped for digitization, and available in the institution’s catalog through a Z39.50 connection. CARLI will accept proposals for collections of any size.

Shipping of materials: CARLI will be evaluating the cost of shipping materials for FY2009. Please be aware that CARLI can not guarantee to cover the cost of shipping materials for the FY2010 project. Shipping costs may become the responsibility of the participating institutions.

Proposal Requirements

Project proposals must include the following information:

1. Description of materials to be digitized (1 paragraph)
2. How does the proposal address the theme “**Illinois Culture and Heritage**”? (1 paragraph)
3. List of items to be digitized (as an appendix)

Deadlines for Participation

Intent to Apply

All participants (or project directors for collaborative proposals) must notify CARLI by December 5, 2008 that they intend to apply to be a participant in the CARLI Book Digitization Project. The statement of intent to apply form may be found on the CARLI website at: <http://www.carli.illinois.edu/mem-serv/mem-train/register/081215bookdig/>. The form must be submitted to CARLI by **December 5, 2008**.

Mandatory Award Workshop

A representative of each proposed award project must attend an online workshop in December 2008. There will be a choice of two days/times: one on December 15 (10 am – noon) and one on December 17 (1 – 3 pm). The representative may be anyone that will convey the information presented to the primary contact for the proposal.

Final Proposal Deadline

All proposals must be submitted to the CARLI Director of Collections Services by **March 2, 2009**.

Submission Information

One ELECTRONIC document of the cover sheet, proposal, and supporting attachments in Adobe Acrobat PDF should be submitted to support@carli.illinois.edu by March 2, 2009. The CARLI Request Tracker system will receive the message and generate an automatic email reply to the submitter with the unique “ticket number”. After receipt and review of the documents, an acknowledgement will be emailed to the submitter.

The ELECTRONIC COPY will be considered the official copy. If a proposal is accepted, a copy of the proposal will be made public on the consortium's website.

Director / Designee Signature Sheets

Each participating institution must have a signature sheet from the library director/designee to indicate agreement with the terms of the proposal and compliance with institutional requirements. This signature sheet should be submitted as a separate document from the main proposal. These signature sheets may be submitted by fax (217) 244-7596 or by email to support@carli.illinois.edu by March 2, 2009.

Accepted participants will be announced in May 2009.

If you have questions about the CARLI Book Digitization Initiative, please contact Elizabeth Clarage at 815-753-9168 (voice) or by e-mail at support@carli.illinois.edu.

CONSORTIUM OF ACADEMIC & RESEARCH LIBRARIES IN ILLINOIS

**BOOK DIGITIZATION PROJECT PROPOSAL COVER SHEET
FY 2010**

PROJECT NAME:

CARLI MEMBER INSTITUTION:

PROPOSAL INFORMATION:

Contact Person: _____

Address: _____

City: _____ State: _____, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Director of Library: _____

PARTICIPATING LIBRARIES OR ORGANIZATIONS OR AGENCIES IN THE STATE OF ILLINOIS, CONTACT PERSONS, & FULL CONTACT INFORMATION:

(Include the **name, title, full U.S. Postal address, phone number, and e-mail address** of a contact person at each participating library.)

Please use additional sheets of paper if necessary.