



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/>) which is administered by the Internet Archive (<http://www.archive.org/>), a 501c(3) non-profit library. This project provides 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 Internet Archive 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. Those proposals that meet the theme of “**Illinois Culture and Heritage**” will be given priority. 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 Internet Archive (IA) 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 IA staff to reformat the material. More information about the logistics on the project will be available during the online webinars.

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 continue to evaluate the cost of shipping materials for FY2010. Please be aware that CARLI can not guarantee to cover the cost of shipping materials for the FY2011 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

In a change from previous years, project proposals will be reviewed throughout the year, and submissions are encouraged at any time. Proposals submitted by the following deadlines will be reviewed within 30 days:

December 15, 2009

February 15, 2010

June 1, 2010

September 1, 2010

December 1, 2010

Quarterly Informational Workshops

Online information workshops about the Initiative and the application process will be offered quarterly 2-3 weeks prior to the submission deadlines. The workshops will last approximately 60-90 minutes. These may also be arranged upon request. Please send a note to support@carli.illinois.edu.

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. 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.

Participant Responsibilities if Your Proposal is Accepted

1. Determine the official "contributor" name that should be used to identify your institution and your materials on the Internet Archive web site and in any promotional materials.
2. Respond to requests for information to help create a collection/institutional page on the Internet Archive site or other requests for information to aid the project.
3. Prepare your materials for digitization in a timely manner, following the guidelines provided by CARLI. The digitization site will scan everything that institutions send to them, regardless of the condition of the item. Materials that should be excluded or rejected based on the condition of the item should be flagged to the attention of the digitization staff.
4. If requested, help with the setup of the z39.50 for your institution.
5. Create a shipping list for the materials you wish to have digitized.
6. Request shipping labels from the CARLI office.
7. Ship your materials.
8. Once your materials have been digitized, check the digitized files to confirm that you are satisfied with the digitization.
9. Send notes about digitization problems in a timely manner to the program coordinator.
10. Acknowledge when items may be shipped back to you.

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 & FY 2011**

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.