

CARLI Book Digitization Initiative

CARLI has partnered with the Open Content Alliance (<http://www.opencontentalliance.org/>), to provide a digitization opportunity for Illinois academic and research libraries. This partnership with a known digitization leader supports:

- 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 (<http://www.archive.org/>), a 501c(3) non-profit library. Institutions will have full rights to the digital files for their use in perpetuity for preservation and access. To view the collection of materials already digitized by CARLI libraries, visit the Internet Archive site at http://www.archive.org/details/carli_lib .

Theme and Collaboration

CARLI member libraries are invited to submit project proposals to digitize portions of their collections. 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, museums, or scientific or technological institutions.

Materials

Items appropriate for this project include books, serials, or pamphlets that have more than ten pages 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 own the copyright). CARLI will accept proposals for collections of any size. The materials must fit the digitization machinery, please refer to the Initiative website for the [physical criteria for materials](#).

Prior to shipping, items must either be fully cataloged (MARC) and available in the institution’s catalog through a z39.50 connection (for proposals with several hundred items) or the [shipping spreadsheet](#) must be completed so that it may be used to create the metadata.

Certain types of institutional publications including yearbooks, course catalogs, campus directories, and other internal publications will require a 50% cost share. Institutional minutes will not be funded for digitization at this time. Information about potential cost sharing will be provided in the quarterly proposal workshops, or is available by contacting the CARLI Office at support@carli.illinois.edu .

The information below is to help institutions estimate a possible cost share only. Until items are digitized, the exact amount of the cost share will not be known.

Current pricing per item digitized – cost shares would be half the amounts noted:

- 150+ images = \$.10 per image
- 100-149 images = \$.125 per image
- 50-99 images = \$.15 per image
- 25-49 images = \$.20 per image
- 10-24 images = \$.25 per image

- Folios = \$.25 per image
- Foldouts = \$2.00 per foldout

Microforms

\$.10 per image for book-like items

\$.25 per image for newspaper-like items

Shipping costs to and from the scanning facility are currently being covered by CARLI. This arrangement is subject to change at any time. Shipping costs may become the responsibility of the participating institutions.

Digitization

Staff from the Internet Archive (IA) will digitize materials using their Non-Destructive Scanning Station 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 will be available during the online webinars.

Proposal Requirements

Project proposals must include the following information:

1. Completed cover sheet that includes a volume count and an estimated page count.
2. Description of materials to be digitized that includes a statement on copyright and the right of the participants to digitize the proposed items. (1 paragraph)
3. How does the proposal address the theme “Illinois Culture and Heritage”? (1 paragraph)
4. List of items to be digitized. (as an appendix)
5. Completed Director / Designee Signature Sheet for all participating institutions.

Deadlines for Participation

Submissions are encouraged at any time. Project proposals will be reviewed and accepted throughout the year. CARLI may suspend this program at any time. Proposals submitted by the following dates will be reviewed within 30 days:

November 1

December 15

March 1

June 1

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 automated CARLI Request Tracker system will receive the message and generate an 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 indentify 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 quality of the work.
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 815-713-8479 (voice) or by e-mail at support@carli.illinois.edu.

CONSORTIUM OF ACADEMIC & RESEARCH LIBRARIES IN ILLINOIS

BOOK DIGITIZATION INITIATIVE PROPOSAL COVER SHEET

CARLI may suspend the Initiative at any time.

PROJECT NAME:

CARLI MEMBER INSTITUTION:

PROPOSAL INFORMATION:

Total Number of Volumes Proposed for Digitization: _____

Estimated Number of Pages Proposed for Digitization: _____

Contact Person: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Director of Library: _____

Director of Library – E-mail: _____

**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.

Institutional Affirmation of Eligibility
CARLI Book Digitization Initiative

Full Proposal Title:

Host Library and Contact person:
(Host institution, address, contact name, phone number, email)

Library / Institutional responsibilities within the overall proposal (see [Initiative website](#) for participant responsibilities):

This proposal for the CARLI Book Digitization Initiative has been reviewed by my office and is approved for submission. If required by our institution, the proposal has been submitted for review and approval through our institution's administrative office(s) in full

Signature of Library Director, Dean, or official designee

Print name

Title

Date