

# Selection for Digitization: Factors to Consider

Obvious

Copyright  
&  
Permission

Cost

Physical  
Condition

Discovery  
& Access

Purpose

Audience

Intrinsic  
Value

Subtle

# Copyright & Permission

- Are the materials in the public domain?
- If items are copyrighted, do you have permission to digitize?
- What risk are you willing to accept if you digitize materials for which you do not have (cannot obtain) permission?

# Cost

- Do you have sufficient resources in both money and personnel to devote to digitization?
- Do you have resources set aside for ongoing long-term storage of digital objects (digital preservation)?
- Do materials have special characteristics that require special processing during digitization that would add to the cost?

# Physical Condition

- Will digitization damage the item?
- What level of damage is acceptable?
- Will a digitized item substitute for continued physical handling of the original item, thereby preventing further deterioration?

# Discovery & Access

- How will the digital objects be discovered?
- Will you be able to digitize objects with sufficient quality?
- Will the digital objects have added value, e.g., keyword searchability for textual materials?

# Purpose

- Will digital objects fulfill a specific, articulated purpose related to teaching, research or institutional mission?
- Do you have a collection policy that will inform digitization selection decisions?

# Audience

- Will digital objects reach new audiences? Will digitization help previously known audiences access your items, when they could not access them in the analog versions?
- Do your objects have appeal to specific scholarly communities?
- Do you have evidence that digital objects would be used in teaching or as curricular materials?

# Intrinsic Value

- Are your objects unique?
- Do your objects have representative value? That is, would digital objects sufficiently represent a larger collection that you would like to make known?
- Is there sufficient context surrounding your digital objects to make the collection usable? (For example, a collection of 19<sup>th</sup> c. photographs will mean little without sufficient descriptive information about the subjects and photographer.)



# Some Examples

- Laurie Sauer, Knox College
- Meg Miner, Illinois Wesleyan University
- Peter Hepburn, University of Illinois at Chicago
- Julie Mosbo, Southern Illinois University at Carbondale

**CARLI Digital Collections:**

**<http://collections.carli.illinois.edu>**

# Selection Factors & Digital Collections at Knox College

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Laurie Sauer  
Information Technologies Librarian



# The Environment

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- ▶ A very small operation
- ▶ A rich archives
- ▶ 1 professional librarian, spending  $< 1/3$  of her time on digital projects
- ▶ Currently at 2+ projects:

**Railroads in the Midwest: Early Documents and Images**

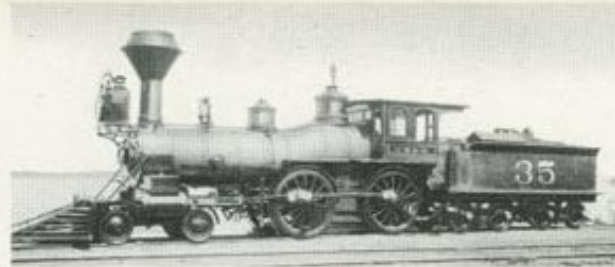
**Muralism in Revolutionary Nicaragua-The Henry Houser Collection**



# Railroads in the Midwest: Early Documents and Images

## Audience

50 YEARS  
OF PROGRESS



IN BURLINGTON  
LOCOMOTIVES



Side by side on the World's Fair grounds, these Burlington passenger engines illustrate a wonderful evolution in railroad motive power.

The little 35 was the Pride of the Prairies in 1882, and rolled up an incredible mileage in its day. It is still in perfect running condition.

The 3000 is the most powerful 4-6-4-wheeled type locomotive in the world. It heads the Burlington's crack six-car exhibition train at the Century of Progress Exposition.

COMPARISON	No. 35	No. 3000
Length	55 feet	93 feet 2 in.
Weight	142,000 lb.	718,000 lb.
Boiler Diameter	4½ feet	8 feet
Dimension of firebox	2¾ x 6 ft.	8 x 11 feet
Diameter of drivers	5½ feet	6½ feet
Length of boiler tubes	2231 feet	4674 feet
Tractive effort	12,880 lb.	59,400 lb.
Water capacity of tank	2750 gals.	15,000 gals.
Coal capacity of tender	7 tons	24 tons

Initially developed for local audience



## Railroads in the Midwest: Early Documents and Images

### Purpose



Related to mission of collecting local history



## Railroads in the Midwest: Early Documents and Images

**Intrinsic  
value**



Core content are unique photographs





## Muralism in Revolutionary Nicaragua-The Henry Houser Collection

### Purpose



Support student's independent research



## Muralism in Revolutionary Nicaragua-The Henry Houser Collection

### Intrinsic value



- Photos document images that have disappeared
- Research contextualized the images





# Thoughts on Intention & Balance

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- ▶ We collect archival objects for different reasons.
- ▶ We digitize for different reasons.
- ▶ Hopefully, our digital collections will reflect a balance between our collecting activities and our educational mission.
- ▶ Next steps:
  - ▶ Assessing physical collections
  - ▶ Outreach to faculty
  - ▶ Written digital collections selection policy



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# Contact

Laurie Sauer  
Information Technologies Librarian  
Knox College  
[lsauer@knox.edu](mailto:lsauer@knox.edu)





# Digital Collections

## Illinois Wesleyan University

Meg Miner  
University Archivist &  
Special Collection Librarian  
The Ames Library

# Two collection platforms

- CARLI-hosted CONTENTdm
- bepress-hosted

Digital Commons @ IWU



# CARLI-hosted CONTENTdm

## Legacy collections

CARLI digital collections

home collections about

search all

**IWU Historical Collections (Illinois Wesleyan University)**

collection home browse advanced search preferences my favorites help

Search:

[Browse collection](#)

Questions about this collection? Contact: [archives@ian.iwu.edu](mailto:archives@ian.iwu.edu) or 1-309-556-1535

**About this Collection**

**Collection Description**

Images in this collection are from photographs located in the [University Archives](#) and illustrate some of the growth and changes to Illinois Wesleyan University since its founding in 1850. These primary sources reflect the attitudes, perspectives, and beliefs of different times and should be considered records of the era in which they were produced.

**Browse all images**

Search by Subject:

Keyword Search:

Background information for many of the photographs (approximate dates, people's names, etc.) is missing. We would appreciate hearing from you if you have comments about them; please contact us at [archives@ian.iwu.edu](mailto:archives@ian.iwu.edu).

If there is no text below a photograph you've selected, you have found a subject with more than one available image. Look for the "view" dropdown menu below the search box on the left side of the image page. Select "page description" and the "go" button to access information about each image.

## Large publications

CARLI digital collections

home collections about

search all

**Student and Alumni News Periodicals (Illinois Wesleyan University)**

collection home browse advanced search preferences my favorites help

Search:

[Browse collection](#)

Questions about this collection? Contact: [archives@ian.iwu.edu](mailto:archives@ian.iwu.edu) or 1-309-556-1538

**About this Collection**

**Collection Description**

This collection consists of *The Argus* and ten earlier titles published by students and alumni of Illinois Wesleyan University. These records hold the opinions and artistry of students, alumni, faculty and administrators in the form of news about campus events, orations and essays spanning nearly every year from 1870 to the present. Not every issue from every title survives today, and it is not known if every title ever published by students is even accounted for, but this collection of digitized publications offers insights into campus life at IWU as well as the personal lives of its people. We have no other information on the titles published from 1870-1894 except for what is available here. However, we do know that all Argus volumes published from the Fall semester of 1894 through the present day are available with these few exceptions:

- We are missing volume 39 issues 21 and 23 in 1933, volume 40 issue 31 in 1934, and all issues in volume 29 (fall 1922 to spring 1923).

If you have copies of any of these issues and you are willing to loan them to the project for several months, please contact Tate Archives & Special Collections at [archives@iu.edu](mailto:archives@iu.edu) or 309-556-1538.

Other information about the Argus project is available at: [http://www.iwu.edu/library/services/argus\\_digital.shtml](http://www.iwu.edu/library/services/argus_digital.shtml)

Browse or search all issues from the left sidebar or view specific parts of the collection through the choices below.

Choose a publication to view:

Choose a decade to view:

Choose a year to view:

We gratefully acknowledge funding received for digital imaging of all Argus volumes from 1894-2003 through grants awarded by Illinois Secretary of State and State Librarian Jesse White and The Andrew W. Mellon Foundation. The Ames Library funded digital imaging of all other publications contained here as well as the work involved in making the entire collection of Argus issues searchable. The Illinois State Library lists this work and collections from many other Illinois institutions in the [Illinois Digital Archives](#) database.

# bepress-hosted Digital Commons

One outcome of The Ames Library's  
Strategic Planning process:  
"Leading Beyond the Walls"

Our IR contains

- Scholarly and creative works
- Student peer-reviewed journals
- Campus conferences & events
- Reports of committees, minutes
- Oral histories, faculty interviews

The screenshot shows the homepage of the Digital Commons @ IWU website. At the top left is the Illinois Wesleyan University logo. To the right are navigation links: My Account, FAQ, About, and Home. Below the logo is a banner with the text "Digital Commons @ IWU" and a collage of photos showing students and faculty. The main content area is titled "Browse Research, Scholarship and Creative Work" and lists several categories: Schools, Departments or Programs; Individual Faculty & Staff Pages (SelectedWorks); Journals and peer-reviewed series; and Conferences & Events. Below this is a paragraph describing the mission of DC@IWU and a list of goals: promote academic achievements, ensure preservation, increase discovery, foster collaborations, and document history. The page also features sections for "At a Glance" (Top 10 Downloads, Recent Additions) and "Paper of the Day" (Optimism/Pessimism). A sidebar on the right contains a search bar, advanced search options, and a list of navigation links like Collections, Disciplines, Authors, and Author Corner. At the bottom, there are statistics: 7,457 papers to date, 326,577 full-text downloads to date, and 217,475 downloads in the past year.

Illinois Wesleyan  
UNIVERSITY

My Account FAQ About Home

## Digital Commons @ IWU

### Browse Research, Scholarship and Creative Work

- [Schools, Departments or Programs](#)
- [Individual Faculty & Staff Pages \(SelectedWorks\)](#)
- [Journals and peer-reviewed series](#)
- [Conferences & Events](#)

Digital Commons @ Illinois Wesleyan University (DC@IWU) reflects the nature of the intellectual, creative and scholarly culture of our campus. DC@IWU serves as the central location for outstanding student work, faculty scholarship, University records, and campus history. Our goals are to:

- Promote and disseminate academic and creative achievements of students and faculty
- Ensure preservation of and persistent access to said work
- Increase discovery of IWU scholarship and artistic expressions
- Foster scholarly collaborations with colleagues
- Document and record IWU's history and progress

#### At a Glance

**Top 10 Downloads**  
All time

**Recent Additions**  
20 most recent additions

#### Paper of the Day

**Optimism/Pessimism**  
Victoria Poll, '11

Enter search terms:  
   
in this repository ▾

[Advanced Search](#)

Notify me via email or [RSS](#)

#### SelectedWorks

[Log into SelectedWorks](#)  
[Set-up Instructions](#)  
(Campus Access Only)

#### Browse

[Collections](#)  
[Disciplines](#)  
[Authors](#)

#### Author Corner

[Author FAQ](#)  
[Submit Research](#)  
[Copyright Information](#)

7,457 papers to date 326,577 full-text downloads to date 217,475 downloads in the past year

# Collection policies

- Archives & Special Collections policy by previous archivist and approved by campus advisory group
- Institutional repository policy established
  - Some allowances for restriction and withdrawal
- Digital collection policy that includes philosophy on preservation and other considerations

# Purpose of digital collections

- Narrow focus of CDM collections
  - Institutional research
  - Instruction/presentations with historical collections
  - Teaching faculty member's research & instruction
- Multitude of uses for the IR
  - Scholarly Communications outreach and instruction
  - User-intuitive home for born-digital permanent records
- For both? Increase visibility!
  - Promote work of IWU, its history, and our collections



# Audience

- Alumni & administrators
- Prospective students & faculty
- People with casual interest in IWU
- Researchers for scholarly & historical purposes
  
- In development:
  - furthering interest among faculty for use in classes
  - promoting to students for research & SC literacy
  - enticing donors & funding agencies

# Points of access

- CARLI-required metadata
- Brief descriptions for images
- OCR text to optimize user-searches and Web crawls
- Abstracts if full text prohibited
- CQRs offer entry from variety points
- Collection-level records in OCLC

# For further information

Meg Miner

The Ames Library

Illinois Wesleyan University

[mminer@iwu.edu](mailto:mminer@iwu.edu)

<http://blogs.iwu.edu/asc>

# SELECTION FOR DIGITAL COLLECTIONS



AT UIC LIBRARY



# **FACTORS I WON'T BE DISCUSSING**

**Cost**

**Discovery & Access**

**Physical Condition**

2F-105-3112



# LIBRARY STRATEGIC PLAN

**... will build outstanding primary research collections that ... establish the Library as the premier source of information about the Chicago area's rich social, political, intellectual, and economic history.**





# LIBRARY STRATEGIC PLAN

... expand [our] virtual presence to provide 24/7 seamless access to as much of [the] collections as legally possible...



# **LIBRARY STRATEGIC PLAN**

**... enhance the University's commitment to build areas of excellence in the health care arena, including education, research, patient care, and health promotion.**



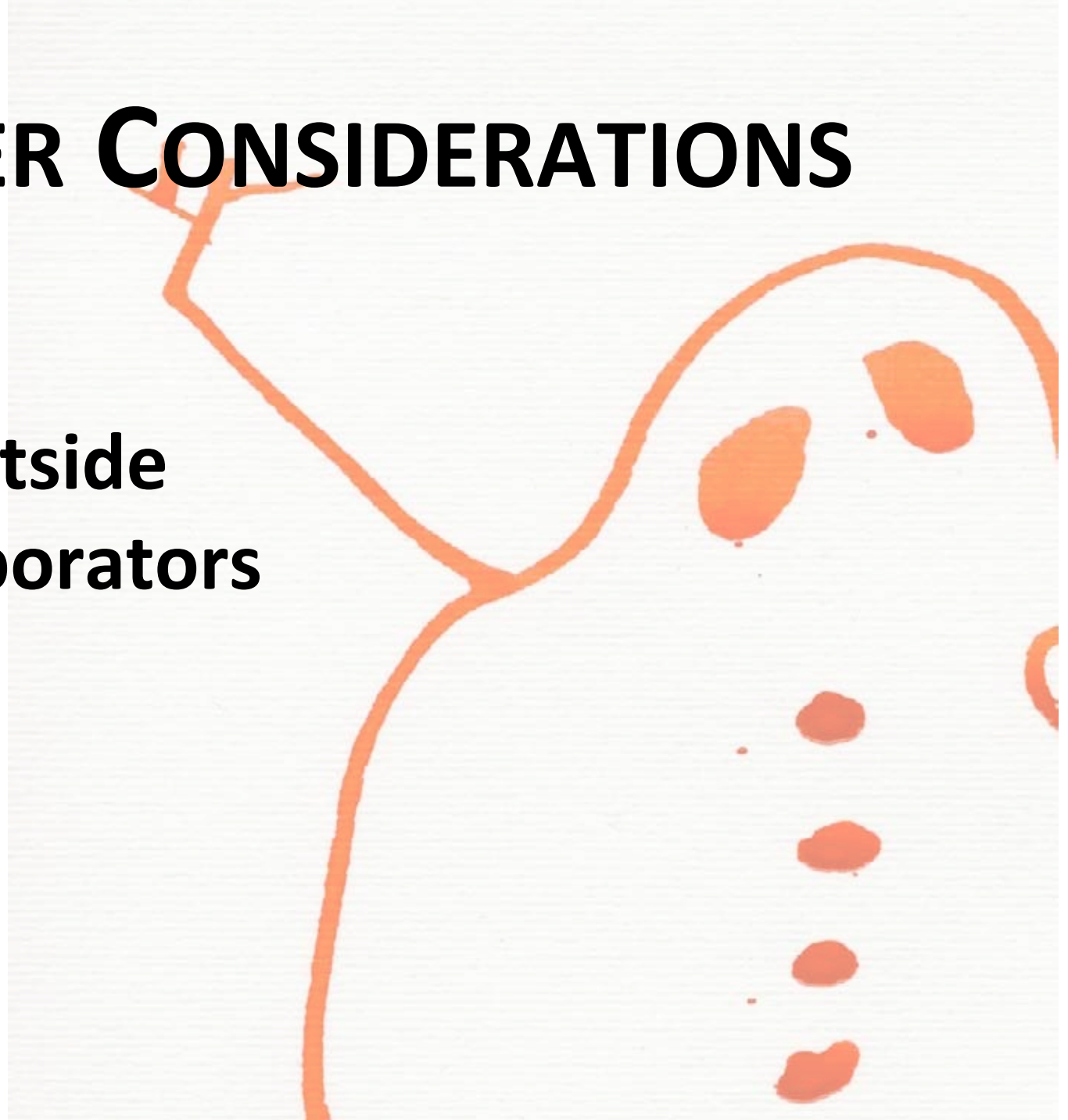
# **OTHER CONSIDERATIONS**

A photograph of the Chicago City Hall building on the left, featuring a prominent clock tower, and a modern skyscraper on the right. The buildings are set against a clear blue sky. The text is overlaid on the image.

**Usage data  
(Chicago-related collections)**

# OTHER CONSIDERATIONS

**Outside  
collaborators**



# **THE PROCESS**

**Setting priorities**

**Stakeholders**

**Frequency of conversations**

**Documentation**

# **RIGHTS**

**Not the first consideration but almost  
always the second.**





# **CONTACT INFORMATION**

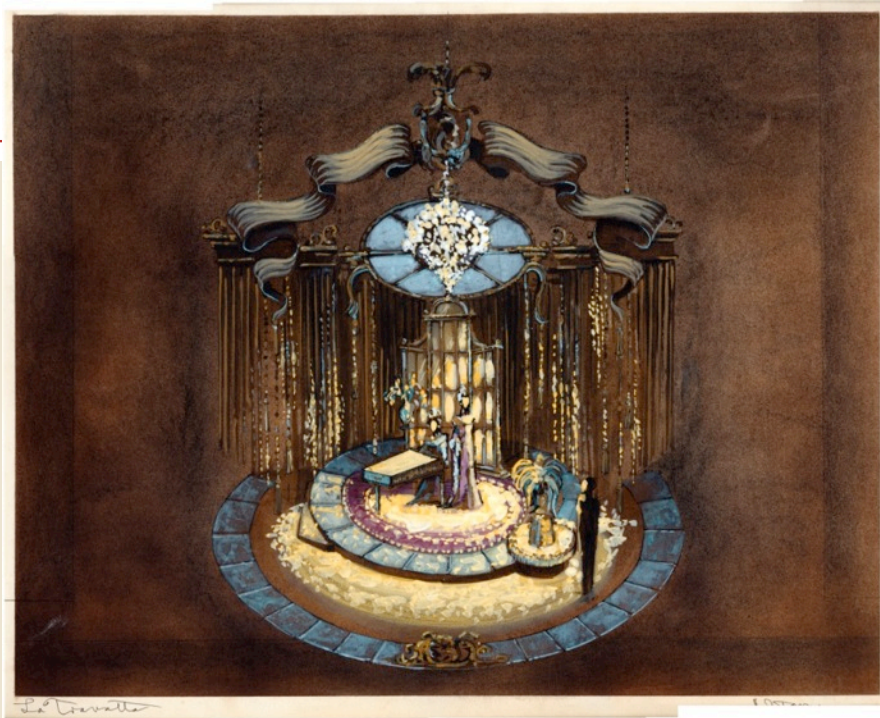
**Peter Hepburn**

**Digitization Librarian**

**University of Illinois at Chicago**

**312.996.6633 or [phepburn@uic.edu](mailto:phepburn@uic.edu)**

# Selection For Digitization



**SOUTHERN ILLINOIS UNIVERSITY  
CARBONDALE**

# Assessing the Collection



- Policies
- Audience
- Physical Condition
- Intrinsic Value
- Creative Funding





# Policies



- Strategic Plan
  - Currently updating strategic plan
  - Digitization will be part of plan
- Patron Request
- Highly Requested
- Collection Policy





# Audience



- Enables Patron Access
  - Lack of equipment
  - Lack of equipment knowledge
- “Teaser” of Collections
  - Students and Faculty
  - Researchers
- Happy Donors



# Physical Condition



- **Audiovisual Self-Assessment Program (AvSAP)**
  - Developed by University of Illinois Urbana- Champaign
  - Collection
  - Format
    - ✦ Reel-to-reel
    - ✦ Cassette
    - ✦ Film
    - ✦ VHS
  - Significance to collection
  - Priority score
  - To date: 3,159 entries

## Assessments Manager - Add New ?

[+ New](#) [Save](#) [Delete](#) [Cancel](#) [Glossary](#) [Bibliography](#)

[Browse](#) [General](#) [Use Information?](#) [Storage Information?](#) [Condition?](#) [Score?](#)

Repository	<input type="text" value="University Archives"/>
What is the name of the item?	<input type="text" value="Film Production"/>
Collection	<div>Classification <input type="text" value="3 University Archives"/> <input type="text" value="RG 20 College of Communication and Fine Arts"/> <input type="text" value="Film Production"/></div>
Collection Content	<input type="text"/>
What is the format of this item?	<input type="text" value="Film"/> <input type="text" value="16mm"/> <input type="text" value="Acetate"/>
Which of your previously-assessed storage areas houses this item?	<input type="text" value="Morris Library"/>
What is the significance of this item to your repository?	<input type="radio"/> Low <input checked="" type="radio"/> Moderate <input type="radio"/> High
Notes	<input type="text"/>

## Assessments Manager - Test (ID: 3163) ?

+ New

Save

Delete

Cancel

Glossary

Bibliography



Browse

General

Use Information ?

Storage Information ?

Condition ?

Score ?

Is this a unique item in terms of its content?

Yes  No  I Don't Know

Is this item a first generation/original item?

Yes  No  I Don't Know

Does this item get played back regularly?

Yes  No  I Don't Know

Do you have playback equipment for this item?

Yes  No  I Don't Know



Browse













General

Use Information?

Storage Information?

Condition?

Score?

-   Has this item been properly oriented in storage? *We strongly suggest you click on the "help" tab to see examples of how this item should be stored.*  Yes  No  I Don't Know  
-   Does this item have an appropriate container in good condition? *We strongly suggest you click on the "help" tab to see examples of appropriate containers.*  Yes  No  I Don't Know
-   Is this film on a core? (Please note that a reel is not a core. See the information popup for more information)  Yes  No  I Don't Know
-   Does this film have leader?  Yes  No  I Don't Know
-   Does the film leader and/or container have any labeling?  Yes  No  I Don't Know


- i** Is the film suffering from any damage (scratches, sprocket damage, torn film)?  Yes  No  I Don't Know
- 
- i** If this film has a base of acetate or nitrate, what is the level of breakdown of the base? *If the film has a polyester base, be sure to click on "No Deterioration"*  No deterioration  Deterioration Starting  Actively Deteriorating  Critical Deterioration  I Don't Know
- 
- i** Is this film reversal, print, negative or mag stock?  Print  Mag Stock  Negative, Reversal or Mixed Types  I Don't Know
- 
- i** If Mag Stock, is there mag stock breakdown?  Yes  No  I Don't Know
- 
- i** Is this film color, black and white, or both?  Color  Black & White  Both  I Don't Know
- 
- i** Does this film have a soundtrack?  Optical  Magnetic  None
- 
- i** What is the level of mold being exhibited by this item?  No Mold  Some Mold  Lots Of Mold  I Don't Know
- 
- i** How much shrinkage does this film exhibit, if any?  No shrinkage  Some shrinkage (greater than .8% but less than 2%)  More than 2%  I Don't Know
- 
- i** Assess the integrity of the splices on this item, if applicable.  No Splices  Good  Bad  I Don't Know



Assessment Report - Add New ?

[+ New](#)
[Save](#)
[Delete](#)
[Cancel](#)
[Print](#)
[Export CSV](#)

Browse **General**

Repository  

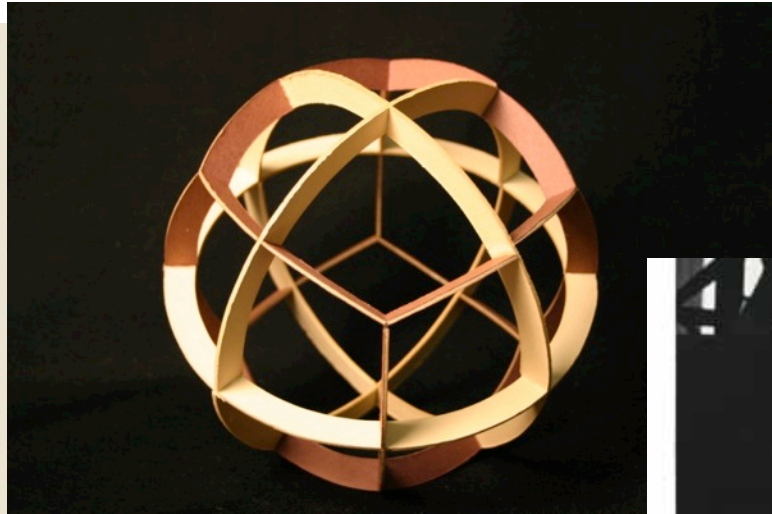
Show  entries

Search:

Collections	Items	Location	Score	Format	Significance	Notes
	Box 4- Auricon w/pix R-32 (Nov-9)	Morris Library	59.51	16mm		Bucky Fuller, Box 4 of 17, film is warped pretty badly
	Box 1- Dia/tk R-15 (Nov 4)	Morris Library	40.52	16mm		Bucky Fuller, Box 1 of 17, this box had the list of the Bucky Fuller collection
Film Production	Box 10b- Arriflex w/Pix	Morris Library	49.52	16mm		Bucky Fuller, Box 10b of 17
Film Production	Box 10b- 7302-787-50 (magnetic film)	Morris Library	36.77	16mm		Bucky Fuller, Box 10b of 17, film is pretty much destroyed (I'm taking it out of the collection), DIA/Track (part 2)
Film Production	Box 10b- 1 ARAB	Morris Library	52.02	16mm		Bucky Fuller, Box 10b of 17
Film Production	Box 17- Bucky Fuller (3 acetate/b+w films)	Morris Library	51.02	16mm		Bucky Fuller, Box 17 of 17, Unnumbered box, Fuller Dupe From Lecture No sound
Film Production	Box 17- Bucky Fuller (no core/b+w/acetate)	Morris Library	50.02	16mm		Bucky Fuller, Box 17 of 17, Unnumbered box, Fuller Dupe From Lecture No sound
Film Production	Box 17- B+w Workprint Fuller	Morris Library	51.02	16mm		Bucky Fuller, Box 17 of 17, Unnumbered box, Fuller Dupe From Lecture No sound
Film Production	Box 17- FA 0064-0700 FB-1000-1550 Reversed	Morris Library	49.52	16mm		Bucky Fuller, Box 17 of 17, Unnumbered box, Fuller Dupe From Lecture No sound, 2 acetate films ( one is acetate/polyester mixed film)
Film Production	Box 17- Students Reactions Shots Dupe outs	Morris Library	51.02	16mm		Bucky Fuller, Box 17 of 17, Unnumbered box, Fuller Dupe From Lecture No sound

Showing 1 to 10 of 222 entries (filtered from 3159 total entries)

# Intrinsic Value



Head Quarters Army of the United States,  
Washington, June 19<sup>th</sup> 1865

Hon. E. M. Stanton  
Secretary of War  
Sir!

I have the honor to respectfully recommend that  
the certification from the Adjutant General's Office honor-  
ably discharging Major A. B. Brown's Child, Sergeant,  
on the 15<sup>th</sup> inst. be revoked and that Major Brown  
be restored to duty.

This will enable him after getting his bond into  
qualifying for the office he presiged, if the services are  
no longer required.

I am particularly anxious that this should  
be done.

(Signed)  
Your Obedt. Servant  
W. B. Brown  
Lieutenant General.

# Creative Funding



- Beg
  - Friends of the Library
  - Alumni
  - Library newsletters
  - Local businesses
- Grants
- Collaborative Efforts
- Find the “Wow Factor”



# Contact



Julie Mosbo  
Preservation Librarian  
Southern Illinois University Carbondale  
[jmosbo@lib.siu.edu](mailto:jmosbo@lib.siu.edu)

On behalf of our presenters & the Digital Collections  
Users' Group

**THANK YOU!**

**Laurie Sauer, Knox College**

**Meg Miner, Illinois Wesleyan University**

**Peter Hepburn, University of Illinois at Chicago**

**Julie Mosbo, Southern Illinois University at Carbondale**

**CARLI Digital Collections:**

**<http://collections.carli.illinois.edu>**