Selection for Digitization: Factors to Consider

Obvious

Copyright & Permission
Cost
Physical Condition

Subtle

Purpose
Audience
Intrinsic Value

Discovery & Access
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 19th 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

Laurie Sauer
Information Technologies Librarian
The Environment

- 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
Initially developed for local audience
Related to mission of collecting local history
Railroads in the Midwest: Early Documents and Images

Core content are unique photographs

Intrinsic value
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
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
Contact

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Information Technologies Librarian
Knox College
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Digital Collections
Illinois Wesleyan University

Meg Miner
University Archivist &
Special Collection Librarian
The Ames Library
Two collection platforms

- CARLI-hosted CONTENTdm
- bepress-hosted
CARLI-hosted CONTENTdm

Legacy collections

Large publications
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
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
http://blogs.iwu.edu/asc
SELECTION FOR DIGITAL COLLECTIONS

AT UIC LIBRARY
FACTORS I WON’T BE DISCUSSING

Cost
Discovery & Access
Physical Condition
... 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

Usage data
(Chicago-related collections)
OTHER CONSIDERATIONS

Outside collaborators
THE PROCESS

Setting priorities
Stakeholders
Frequency of conversations
Documentation
RIGIITS

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
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
<table>
<thead>
<tr>
<th><strong>Repository</strong></th>
<th>University Archives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is the name of the item?</strong></td>
<td>Film Production</td>
</tr>
<tr>
<td><strong>Collection</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Collection Content</strong></td>
<td></td>
</tr>
<tr>
<td><strong>What is the format of this item?</strong></td>
<td>Film 16mm Acetate</td>
</tr>
<tr>
<td><strong>Which of your previously-assessed storage areas houses this item?</strong></td>
<td>Morris Library</td>
</tr>
<tr>
<td><strong>What is the significance of this item to your repository?</strong></td>
<td>Low Moderate High</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Options</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Is this a unique item in terms of its content?</td>
<td>Yes  No  I Don't Know</td>
</tr>
<tr>
<td>Is this item a first generation/original item?</td>
<td>Yes  No  I Don't Know</td>
</tr>
<tr>
<td>Does this item get played back regularly?</td>
<td>Yes  No  I Don't Know</td>
</tr>
<tr>
<td>Do you have playback equipment for this item?</td>
<td>Yes  No  I Don't Know</td>
</tr>
<tr>
<td>Question</td>
<td>Options</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>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.</td>
<td>Yes: Know, No: No, I Don’t Know</td>
</tr>
<tr>
<td>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.</td>
<td>Yes: Know, No: No, I Don’t Know</td>
</tr>
<tr>
<td>Is this film on a core? (Please note that a reel is not a core. See the information popup for more information)</td>
<td>Yes: Know, No: No, I Don’t Know</td>
</tr>
<tr>
<td>Does this film have leader?</td>
<td>Yes: Know, No: No, I Don’t Know</td>
</tr>
<tr>
<td>Does the film leader and/or container have any labeling?</td>
<td>Yes: Know, No: No, I Don’t Know</td>
</tr>
<tr>
<td>Question</td>
<td>Options</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Is the film suffering from any damage (scratches, sprocket damage, torn film)?</td>
<td>Yes  No  I Don't Know</td>
</tr>
<tr>
<td>If this film has a base of acetate or nitrate, what is the level of breakdown of the base? <em>If the film has a polyester base, be sure to click on &quot;No Deterioration&quot;</em></td>
<td>No deterioration  Deterioration Starting  Actively Deteriorating  Critical Deterioration  I Don't Know</td>
</tr>
<tr>
<td>Is this film reversal, print, negative or mag stock?</td>
<td>Print  Mag Stock  Negative, Reversal or Mixed Types  I Don't Know</td>
</tr>
<tr>
<td>If Mag Stock, is there mag stock breakdown?</td>
<td>Yes  No  I Don't Know</td>
</tr>
<tr>
<td>Is this film color, black and white, or both?</td>
<td>Color  Black &amp; White  Both  I Don't Know</td>
</tr>
<tr>
<td>Does this film have a soundtrack?</td>
<td>Optical  Magnetic  None</td>
</tr>
<tr>
<td>What is the level of mold being exhibited by this item?</td>
<td>No Mold  Some Mold  Lots Of Mold  I Don't Know</td>
</tr>
<tr>
<td>How much shrinkage does this film exhibit, if any?</td>
<td>No shrinkage  Some shrinkage (greater than .8% but less than 2%)  More than 2%  I Don't Know</td>
</tr>
<tr>
<td>Assess the integrity of the splices on this item, if applicable.</td>
<td>No Splices  Good  Bad  I Don't Know</td>
</tr>
<tr>
<td>Collections</td>
<td>Location</td>
</tr>
<tr>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>Box 4 - Orton w/pix R-32 (Nov-9)</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Box 1 - Dia/mt R-15 (Nov 4)</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Bbox10b - Arriflex w/pix</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Box 10b - 7302-787-50 (magnetic film)</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Box 10 - 1 ARAB</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Box 17 - Bucky Fuller (3 acetate/b+w films)</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Box 17 - Bucky Fuller (no core/b+w/acetate)</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Box 17 - B+w Workprint Fuller</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Box 17 - FA 0864-0700 FB-1000-1555 Reversed</td>
<td>Morris Library</td>
</tr>
<tr>
<td>Box 17 - Students Reactions Shots Dupe outs</td>
<td>Morris Library</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 222 entries (filtered from 3159 total entries)
Intrinsic Value
Creative Funding

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

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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

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http://collections.carli.illinois.edu