Council of University of Arkansas Research Libraries
Digital Initiatives Committee

Final Report

September 28, 2007

LIAISON: Wilma Cunningham

MEMBERS: Amanda Saar (UAMS), co-chair
Donna Rose (UALR), co-chair
Mary Heady (UAM), recorder
Cheryl Conway (UAF)
Carolyn Filippelli (UAFS)

CHARGE:

The charge of the CUARL Digital Initiatives Committee is to “formulate a method of providing optimum access to each member library’s unique collections.” The Digital Initiatives Committee interprets this charge to mean that titles already digitized and available commercially are not covered by this charge, nor are files to be used as a data repository to satisfy Federal or other research funding requirements.

So, to fulfill this charge, the committee must:

• identify unique collections from each UA campus to be considered for digitization,
• develop common standards of metadata, and
• create a shared preservation plan for unique materials.

All this must be done in a spirit of collaboration and shared access, but with an appreciation of the special circumstances and individual needs and desires of each separate library within the UA system.
Introduction

The final report is an updated version of the preliminary report submitted on March 6, 2007. Specifically, a list of current digitization projects are listed in Appendix A, future digitization projects are listed in Appendix B, and additional comments have been added.

Meetings and Correspondence

At the first meeting of this committee on December 12, 2006, Donna Rose and Amanda Saar agreed to be co-chairs, and Mary Heady was later selected to be recorder. Either before or during the separate subcommittee meeting, each library representative presented a report of the digitizing situation at their institution. Each report covered equipment, software and projects in progress. To summarize: each library has basic scanning equipment and staff, but at various levels of sophistication.

The reports and discussion provided a springboard for a number of issues involved in starting a collaborative digitization process. Some of the issues included:

- data migration
- privacy laws
- metadata standards
- overlap with other projects in the state
- staff time
- implications for traditional archival storage
- backups
- emergency management

As a result of this initial meeting, it was agreed that a primary and overarching goal of the Digital Initiatives Committee is to come up with a cost effective, workable plan to ensure that all participants have the basic equipment and staffing available to contribute items of high quality to the project. To this end, an inventory list of scanning equipment and software available at each institution was added to “Sharepoint” along with individual digitization “wish lists” for shared access and review.

The committee members continued the dialog through the use of “Sharepoint”, mass e-mails and phone calls. Each representative gathered information about current projects at her institution, future projects, and submitted additional comments for consideration.
Framework for Collaboration

REVIEW OF LITERATURE:

Since the management of digital projects and initiatives is a relatively new endeavor for most libraries, any assumption of such a significant project will impact libraries’ budgets and organization, structures and staffing.

Before embarking on a collaborative project of this magnitude, it was decided that research and review of existing digitization projects and a study of management models was needed to develop a collective knowledge of best practices. After a reasonable review, the co-chairs, speaking for the committee, recommend that each library either purchase or interlibrary loan an ARL Spec Kit publication titled, Managing Digitization Activities. This work is based on a survey distributed to the 123 ARL member libraries in February 2006 and covers everything from mission statements to assessment studies. Working plans collected include the “ALA Digitization Planning Document” and the “University of Chicago Digitization Working Plan.” Subsequently, Carolyn Filippelli reviewed and recommended the resource Starting a Digitization Center by Cokie Anderson and David Maxwell published by Chandos Publishing in 2004. Based on attendance at a Society of American Archivist’s workshop on “Building Digital Collections” in April, Mary Heady recommended the Handbook for Digital Projects: A Management Tool for Preservation and Access published by the Northeast Document Conservation Center in 2000 and readily available over the internet. Heady also recommended the National Information Standards Organization’s publication “A Framework for Guidance for Building Good Digital Collections.”

If the Council would like to conduct additional review, the following states have established cooperative digitization projects:

- Alaska SLED (Statewide Electronic Doorway)  
  http://vilda.alaska.edu/site-templates/pathway.html

- Colorado Digitization Project  
  http://www.cdpheritage.org/

- Louisiana Digital Libraries  
  http://louisdl.louislibraries.org/

- Iowa Heritage Collections  
  http://iowaheritage.org/cdm4/collections.php

METADATA and CONTENTDM:

Two common metadata schemes, EAD and Dublin Core, were selected as options for digitization and deserve further study. It may be that they can be used concurrently, but that information is not clear. Again, selection could be based on the amount of staff available. Apparently EAD is requires more hands-on staff time, while Dublin Core (as used by ContentDM) is more turn-key. Training is widely available for each method and selection could be based on each library’s staffing, budget and technology expectations. The goal is to provide shared and accessible information throughout the state to unique collections. Templates specific to collections or formats could be made available for shared use via “Sharepoint”.

The ContentDM product is being used by the UAF and UAMS libraries. Cheryl Conway from UAF commented, “Special Collections staff members use ContentDM for scanning images of various materials because that is the software which was purchased specifically for use in the Shared History project. Mr. Dillard commented the Systems staff solved some software problems before the updated version of ContentDM could be used; however, it seems to be working well at this time. Further evaluation is in process as the software is being used.” Amanda Saar from UAMS commented, “ContentDM is actively being used by the Historical Research Center to make accessible the photograph collection of the UAMS Library. Suzanne Easley, the Archivist, finds that it is a very practical product for web access.
Plans are being made to add scanned text items unique to the UAMS Library’s HRC/Archives holdings.” After attending an AMIGOS workshop on ContentDM, Carolyn Filepelli of UAFS commented, “ContentDm appears to be a suitable product for use by Arkansas libraries for digital projects. A consortium purchase would make it very affordable. Use of a standard product statewide would have benefits in terms of training, troubleshooting, statewide management of content, and research accessibility.”

**STAFFING:**

Who does what? UA System Libraries have different levels of staffing with different areas of expertise. How to allow for differences within libraries and also effectively collaborate within the UA system? Activities require contributions from many areas of the library from preservation to cataloging to administration. More study on staffing models is needed and how best to adapt the need for digitization to the system libraries collaborative and individual needs.

Who would coordinate activities between libraries and act as project manager? One suggestion is to hire a “Digitization Coordinator”, possibly grant supported, who would work with all involved libraries to help each achieve their individual goals in a way that would support each of the other member libraries. A competent, people oriented, library oriented individual in this type of position would be able to prevent “reinventing the wheel” while keeping all activities on course.

**STORAGE AND BACK-UP:**

How will this information be managed, stored, and maintained? A quality product needs the right amount of storage, and a quality back-up system. Once the needs are determined, the costs of storage can be assessed more easily. Although each library’s needs are special to that library, the possibility of shared storage must be considered. More research is needed, with the input of each library, to see what the options are. There are no cut and dried answers for this type of storage, and the committee’s concern is that any answer be open-ended, and cost effective.

As far as backup is concerned, one logical aspect is to work with the CUARL Emergency Preparedness and Disaster Planning group to determine criteria for storage and protection of digitized data, and work to follow that plan as the digitization needs of each library are satisfied.

**FUNDING:**

It would appear quite logical to begin this program with the assistance of grants, in order to determine the most efficient use of resources to achieve the stated goals. However, once each program is established, regular funding to continue its services, and supply appropriate upgrading as needed will be necessary. Such funding must be inserted into each library’s regular budget, and appropriate education on its importance shared with the proper administrators. It is possible that this type of activity might also attract donors more easily than just a general plea to “help the library.” Funding for staff, equipment, facilities, software, training, and other miscellaneous expenses are ongoing and expensive concerns. Is a state digitization center or other outsourcing of digital projects an answer? The education on this type of library service could also possibly be aided by the services of the suggested “Digitization Coordinator.”

**ASSISTANCE FROM PROFESSIONALS:**

AMIGOS already supplies training on much of the information needed for this type of project. However, the Society of American Archivists might also be able to supply information, as does ARL. Once each library has a firm understanding and a knowledge of what it needs, it will know what to ask for, and the shared body of knowledge that the members of this committee are collecting will be available for use.
SUMMARY

To find out what would work best for each system library in an area as volatile as digitization requires that each library know what it wants, and also what it needs. All participants appear to be aware of that.

However, for this committee to create a “How to do it” manual for libraries so different would not serve the involved libraries well.

It is recommended that all interested libraries do the following:

• Read or buy a copy of the ARL Spec Kit, *Starting a Digitization Center*, and the *Handbook for Digital Projects*
• Know what you want
• Know what you need to achieve what you want
• Work with the members of this committee to see what can be accomplished using initial grant funds, and the knowledge of people who are already doing something with digitization.

It is also recommended that grant funds be investigated to see if one dedicated position can be created to serve as a resource and clearinghouse to get everyone in the same basic position for digitization. Digitization on a large scale or even on a small scale with coordination of small projects statewide indicates the need for a state-level academic coordinator for digital activities. An example of a fully-developed program is the following: University of Washington Digital Initiatives Program [http://digital.lib.washington.edu/](http://digital.lib.washington.edu/)
## Appendix A

### Completed and Ongoing Digitization Projects at the U of A Libraries

**September 2007**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Project Description and Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF</td>
<td>Tom Dillard, Head of Special Collections reported that several projects are in progress. Special Collections pursues some projects as a department and others are carried out by the Pryor Center, a unit of the Special Collections Department.</td>
</tr>
</tbody>
</table>

![Image](http://0-digitalcollections.uark.edu.library.uark.edu/SharedHistory/about.asp)

http://0-digitalcollections.uark.edu.library.uark.edu/SharedHistory/about.asp

| UAF         | Lee Wilson & Co. Archives which includes both documents and photographs from a manuscript collection in this department for this major agricultural enterprise in northeast Arkansas. | 

![Image](http://libinfo.uark.edu/SpecialCollections/pryorcenter/default.asp)

http://libinfo.uark.edu/SpecialCollections/pryorcenter/default.asp

**Lee Wilson & Company Archives**

- History
- Documents
- Oral History
- Sources

- Gallery of Images:
  - Life in Wilson
  - County Schools
  - Agriculture
  - Town of Wilson
  - Farm Life
  - R.E.L. Wilson, III
  - Directory of Images

| UAF         | The Pryor Center is filming in the digital format; it is hoped that selected films will be made available in the streaming video format in the future. Currently, there are approximately 150 interviews posted and approximately another 200 interviews in process. The Pryor Center web site at [http://libinfo.uark.edu/SpecialCollections/pryorcenter/](http://libinfo.uark.edu/SpecialCollections/pryorcenter/) lists the projects in process: Arkansas Democrat, Arkansas Gazette, William Jefferson Clinton History Project, Arkansas Memories, Bumpers College Centennial, and Arkansas Governors. | 

<p>| UAF         | The Center also solicits gifts of other digital materials. Although not available online, some CD and DVD materials are available in the department and the plan is to set up a viewing station for patrons. |</p>
<table>
<thead>
<tr>
<th>Institution</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF</td>
<td>The Special Collections Department is working on the final phase of a large digital project on civil rights in Arkansas which is titled, Land of Unequal Opportunity: Documenting the Civil Rights Struggle in Arkansas. The project will contain 500 images (photographs, drawings, illustrations) and 500 documents (several thousand pages). The selected images and documents are primary source materials. The subject of civil rights is interpreted broadly to include women, Indians, and other minority groups as well as Black Americans. The projected completion date is the end of October 2007.</td>
</tr>
<tr>
<td>UAF</td>
<td>Information about a project completed for Arkansas educators is also available on the Special Collections web page at <a href="http://libinfo.uark.edu/SpecialCollections/news/#womenposters">http://libinfo.uark.edu/SpecialCollections/news/#womenposters</a> and <a href="http://libinfo.uark.edu/SpecialCollections/news/#posters">http://libinfo.uark.edu/SpecialCollections/news/#posters</a>. Although the posters are not available for downloading, this may be of interest.</td>
</tr>
<tr>
<td>UAFS</td>
<td>Miscellaneous topics are available on <a href="http://libinfo.uark.edu/specialcollections/exhibits/">http://libinfo.uark.edu/specialcollections/exhibits/</a>. Special Collections Department staff also continue to scan photographs at the request of patrons and receive approximately 500 such requests each year. These may be added to collections as appropriate.</td>
</tr>
<tr>
<td>UAFS</td>
<td>The library is currently digitizing the <em>Journal: Fort Smith Historical Society</em> and will link the full text to the library web page on completion of the project. This is the major local history publication for this region and its availability will benefit Arkansas history students statewide as well as other researchers.</td>
</tr>
<tr>
<td>UAM</td>
<td>The library is currently digitizing selected sections of the UAM Photo collection and publishing an associated interpretive exhibit on the internet. The upcoming 100th anniversary of the school in 1909 is the guiding theme at this time. <a href="http://www.uamont.edu/library/newsite/serv/speccoll.html">http://www.uamont.edu/library/newsite/serv/speccoll.html</a></td>
</tr>
</tbody>
</table>
The digital collections of the UAMS Library Historical Research Center provide access to selected archival materials related to the history of UAMS and the history of health sciences in Arkansas.  

http://libcontentdm.uams.edu/HRCDigitalCollections.htm

Historical Research Center Digital Collections
University of Arkansas for Medical Sciences
Library

The digital collections of the UAMS Library Historical Research Center provide access to selected archival materials related to the history of UAMS and the history of health sciences in Arkansas.
## Appendix B

**CUARL Digitization Committee Future Projects**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Collection</th>
<th>Date Span</th>
<th>Subject Areas</th>
<th>Location</th>
<th>Copyright Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF</td>
<td>Papers of Senator J. William Fulbright</td>
<td>career of Senator Fulbright</td>
<td>AR Government</td>
<td>Special Collections</td>
<td>No</td>
</tr>
<tr>
<td>UAF</td>
<td>L. Brook Hays Manuscript Collection</td>
<td>career of Congressman Hays</td>
<td>AR Government</td>
<td>Special Collections</td>
<td>No</td>
</tr>
<tr>
<td>UAF</td>
<td>Remotely sensed images</td>
<td></td>
<td>Geosciences</td>
<td>Special Collections</td>
<td>No</td>
</tr>
<tr>
<td>UA FS</td>
<td>Local business histories, publications, and archival materials</td>
<td>various</td>
<td>AR History</td>
<td>UA FS and Fort Smith Historical Society</td>
<td></td>
</tr>
<tr>
<td>UA FS</td>
<td>Lucille Speakman Thesis</td>
<td></td>
<td>AR History</td>
<td>UA FS</td>
<td></td>
</tr>
<tr>
<td>UA FS</td>
<td>John Foster Wheeler Photos and Letters</td>
<td></td>
<td>AR History</td>
<td>Fort Smith Historical Society</td>
<td></td>
</tr>
<tr>
<td>UA FS</td>
<td>Westark/UA FS Oral History Project Photos</td>
<td></td>
<td>UAFS History</td>
<td>Pebley Center</td>
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<tr>
<td>UA LR</td>
<td>Topographic Quad Maps</td>
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<tr>
<td>UA LR</td>
<td>Gubernatorial Papers</td>
<td></td>
<td>AR History</td>
<td></td>
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<tr>
<td>UA LR</td>
<td>Civil War Collection of photos and books</td>
<td></td>
<td>Civil War History</td>
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<tr>
<td>UALR</td>
<td>Arkansas Postcards</td>
<td>AR History</td>
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<tr>
<td></td>
<td>Arkansas and Mississippi River Valley Manuscripts</td>
<td>History of Mississippi River Valley Region</td>
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<tr>
<td>UAM</td>
<td>Masters Theses</td>
<td>Forestry Management</td>
<td>Special Collections</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>UAM</td>
<td>University Photo Collection</td>
<td>early 1900s to present; bulk 1950s to 1980s</td>
<td>UAM History</td>
<td>Special Collections</td>
<td>No</td>
</tr>
<tr>
<td>UAM</td>
<td>Rail Line Photos</td>
<td>app. 1900 to 1970s</td>
<td>AR Railroad History</td>
<td>Special Collections</td>
<td>Yes</td>
</tr>
<tr>
<td>UAMS</td>
<td>Textual items, HRC/UAMS: handwritten &quot;prescription&quot; book</td>
<td>1845</td>
<td>Pharmaceutical Sciences</td>
<td>HRC</td>
<td>No</td>
</tr>
<tr>
<td>UAMS</td>
<td>Textual items, HRC/UAMS: Matriculation registers</td>
<td>1879-1960's</td>
<td>List of all who registered at UAMS</td>
<td>HRC</td>
<td>No</td>
</tr>
</tbody>
</table>