



Capital District Library Council Digitization Plan

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Introduction

In 2004, the Capital District Library Council (CDLC) used Regional Bibliographic Databases (RBDB) funding to develop a digitization plan for its region. This report is a result of those efforts.

CDLC has 64 members in 10 counties of New York State (Albany, Fulton, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren and Washington counties). Member institutions include academic, hospital, corporate, historical and other special libraries as well as public library systems and school library systems. CDLC serves public and school libraries through their systems. In this report, the term members refers to all of these institutions.

CDLC has as its mission:¹

- To promote and facilitate improved reference and research library resources services to the region.
- To cooperate with the public and school library systems and other appropriate special client groups.
- To provide leadership in resource sharing and library and information management.
- To facilitate communication among its member institutions and their staffs.
- To take a lead role in exploring, promoting, and implementing applications of new technologies.

What is digitization? Digitization is the word given to the conversion of hardcopy materials to an electronic format.² Through this conversion, the materials can be made accessible and viewed by many more people. Often the digitized materials are made available via the Internet, but they can also be disseminated on CDs or other media. The types of materials that can be digitized are limitless and include books, letters, manuscripts, three-dimensional objects, photographs, maps, and drawings.³

In *A Framework of Guidance for Building Good Digital Collections*, the Institute of Museum and Library Services wrote that digitization projects have entered a third stage. In the first stage, a good digitization project is one that:

...could be justified as vehicles for the development of methods and technologies, as experiments in technical or organizational innovation, or simply as learning experiences. A collection could be good if it provided proof of concept, even if it disappeared at the end of

¹ From the CDLC *Plan of Service*, approved December 2000.

² According to *Doorways to Information in the 21st Century: Every New York Library an Electronic Doorway Library*, digitization is: "The process of converting a paper or film-based document, which may include both text and graphics, into electronic format. Conversion is accomplished through imaging, a process whereby a document is scanned and an electronic representation of the original is produced."

<http://www.nysl.nysed.gov/libdev/edl/thirdpln.htm> Accessed August 3, 2004.

³ It should be noted that digitization is not seen as a medium for preservation of the original object (e.g., a handwritten letter), although it can preserve the object's content (e.g., the text of a letter).

the project period.⁴

As the environment matured, the focus of collection building shifted towards the more utilitarian goal of making relevant content available “digitally to some community of users.”⁵ A second stage project considers “levels of usability, accessibility and fitness for use appropriate to the anticipated user group.”⁶ It is not just an experiment, but is a project that is well thought out, that will be maintained and that will continue to be used.

However, as we have gained experience, we have demanded more of digitization projects. We have moved into a third (and current) stage of digitization projects. The report states that:

Objects, metadata and collections should be viewed not only within the context of the projects that created them but as building blocks that others can reuse, repackage, and build services upon. Indicators of goodness correspondingly must now also emphasize factors contributing to interoperability, reusability, persistence, verification and documentation. At the same time attention must be focused on mechanisms for respecting copyright and intellectual property law.⁷

Digitization fits into several goals of the CDLC *Plan of Service*:

- Goal I-D Library users have access to the region's unique historical research resources.
- Goal II-A Library users have electronic access to the holdings of the region's libraries.
- Goal II-A-9 To examine emerging technologies and determine the best use of them for providing bibliographic access.
- Goal IV-A-2 To provide training on matters relating to librarianship and library technology to librarians in the region.
- Goal IV-B Historical repository staff have opportunities for education on archival management and technology training.

In the Documentary Heritage Program *Work Plan* for 2003-2004, digitization falls under the first goal:

Foster the widest use of and most equitable access to New York's historical records by all communities.

Although digitization has not been mentioned in formal documents, CDLC recognizes that libraries and archives in the region need to be focusing on it in order to keep pace with the changes that are occurring in other information repositories. In order to move the region forward, CDLC contracted with Hurst Associates, Ltd. to embark on several activities that would result in a regional digitization plan and this document. The activities included:

⁴ _____. *A Framework of Guidance for Building Good Digital Collections*. Washington, DC: Institute of Museum and Library Services, Nov. 6, 2001. Accessed August 3, 2004. <http://www.ims.gov/pubs/forumframework.htm>, Introduction, paragraph 2.

⁵ Ibid.

⁶ Ibid.

⁷ Ibid.

- Discussions with CDLC staff and Regional Automation Advisory Council (RAAC) members.
- Paper-based surveys of CDLC member institutions and public libraries.
- Telephone interviews with select CDLC members to gather additional information.
- A workshop on digitization hosted by CDLC and Nylink.
- Collection and analysis of information on what others are doing in regards to digitization, seeking methods and ideas that would suit CDLC.

CDLC will utilize this plan to guide its activities over the next three years. In addition, the Council hopes that its members and others in the region will refer to this plan when they embark on a digitization project and refer to the resources detailed within it.

This plan is being published by CDLC on its web site for its members and other interested agencies. A print version will be available upon request.

The Efforts of the Other NY3Rs Councils

CDLC efforts in creating a regional digitization plan build upon work completed and underway at the other Reference and Research Library Resources Systems (NY3Rs) in New York State.

- The Rochester Regional Library Council (RRLC) began a two-year digitization project in 1998 entitled the Women's Suffrage Digitization Project. This project created documentation that was not only used for its own demonstration project, but was hoped could be used as a blueprint for other such projects. The project culminated in the creating of “Winning the Vote” (<http://www.winningthevote.org>), which includes digitized items from 18 collections on 30 suffragists.
- In 2000, the Western New York Library Resources Council (WNYLRC) completed selection criteria for digitizing collections as part of its Western New York Digital Access Project. In 2004, WNYLRC created the Digital Heritage Library Advisory Committee and began working on a grant application to support its new efforts.
- A preliminary assessment report was completed by the Southeastern New York Library Resources Council (SENYLRC) in 2001, entitled “Opportunities, Challenges, and Priorities: Developing a Collaborative Digitization Plan for the Mid-Hudson Valley” (http://www.hudsonvalleyheritage.org/about/HVH_assessment.pdf). SENYLRC is also coordinating Hudson Valley Heritage (<http://www.hudsonvalleyheritage.org>), which “promotes information and education about digital library development and provides links to regional examples of digital collections.” (<http://www.senylrc.org>)
- The Metropolitan New York Library Council (METRO) completed a four-phase project in 2001-2002 entitled METRO’s Regional Digitization Initiative (MRDI). This initiative included making direct links to online collections and digitization resources (e.g., vendor information). (Additional information available in the 2001-2002 annual report, http://www.metro.org/pdfs/annual_report.pdf.)
- The Central New York Library Resources Council (CLRC) completed a regional digitization plan in 2001-2002 entitled “Preparing CNY History for the Future” (<http://clrc.org/1stadigital/digoutline.shtml>). Since then, CLRC has hosted a seminar series on digitization (<http://clrc.org/1stadigital/seminaragn.shtml>), held a Regional Digitization Seminar to talk about the state of digitization in the region.
- Also in 2001-2002, the South Central Regional Library Council (SCRLC) completed a regional digitization plan entitled “Planning for Regional Digitization Projects: The SCRLC Approach” (http://www.lakenet.org/scrlc/ad_comm/acits/2002digplan.pdf). Prior to working on the plan, SCRLC had been involved in several digitization projects including a pilot project at Ithaca College and Library Services and Technology Act (LSTA) funded Dialogues in Digitization with Rochester Public Library.

- The Long Island Library Resources Council (LILRC) began its Regional Digitization Initiative in 2002. LILRC's web site states: (<http://www.lilrc.org/progsvce/digitization.php>)

This Initiative was intended to create a central access point for digital library resources in the region. The first year of the Initiative focused on exploring the current digitization activities on Long Island by surveying area libraries, development of a collaborative initiative, development of standards and guidelines to facilitate digitization, hiring a consultant with experience in the field of digitization, joining the OCLC Digital and Preservation Cooperative which provided a test kit of their product, CONTENTdm, and testing the product through a pilot project.

The site goes on to note that the Initiative was recently completed and that it has progressed into the LILRC Regional Digitization Program.

Part of the Program will include digitization of resources contained in Long Island historical repositories that will be used in teaching with historical documents in K-12 classrooms, and will be in accordance with New York State Education Department Standards.

- The Northern New York Library Network (NNYLN) had an assessment completed of digitization in its region in 2003, entitled "Digitization In The Northern New York Library Network: A Preliminary Assessment Report" (<http://www.nc3r.org/NNYLN09232003.pdf>). Also in 2003, NNYLN purchased a microfilm scanner, which others in the region may use. Since then, NNYLN has digitized historic newspapers and have completed a digitization plan.

Suggestions from CDLC Members

CDLC members had several opportunities to suggest the roles they wanted CDLC to perform in regards to digitization. They were able to give input via the surveys and telephone interviews, and at the June 17 workshop. Their suggestions are as follows:

| # of responses from surveys | Proposed Role with Comments from Telephone Interviews and June 17 workshop |
|------------------------------------|---|
| 30 | <p>Training</p> <ul style="list-style-type: none"> • Provide training to vendors so that they know what CDLC members expect. <ul style="list-style-type: none"> • Make the vendors ready to do business with libraries, archives and historical societies. • Provide training for CDLC members. For example, a workshop on: <ul style="list-style-type: none"> • Optical character recognition (OCR) software and techniques. • How libraries can use digital images. • Creating usage measurements for digitization projects and web sites. • The intellectual property issues organizations face when selecting materials to digitize. • How to digitize special collections. • The options available and the decisions that need to be made. • Provide training with nuts and bolts technical aspects. • Provide training with metadata (cataloguing). • Actually do (or possibly provide training in) the collection level metadata – the “metadata of the metadata.” • Sponsor a hands-on learning project/workshop where participants actually do all the hands-on steps needed when digitizing items, from preparing for scanning, to scanning, to writing metadata, to mounting it all in an attractive and searchable site (even if site not live). |
| 28 | Provide information on hardware and software for use in digitization |
| 25.5 | Assist your institution in writing a grant for a digitization project (see comments under “Assist in identifying funding sources”) |
| 25 | <p>Consulting on digitization options for your collection</p> <ul style="list-style-type: none"> • Technical expertise: <ul style="list-style-type: none"> • Be the resident expert on digitization. • Provide ongoing consulting and troubleshooting (technical assistance). • Do a big project on a topical area in the region. • Have a digitization lab. |

| | |
|------|--|
| | <ul style="list-style-type: none"> • Provide labor for working on digitization projects. • Do digitization projects for members or provide oversight on projects. • Catalogue digital images in OCLC. • Create a shared repository. • Help institutions do e-commerce with their images that could provide future funding for projects. • Provide learning documents, work plans and resource lists. |
| 24 | <p>Assist in identifying funding sources</p> <ul style="list-style-type: none"> • Help members locate funding sources. • Apply for grants to satisfy member needs. • Coordinate grant applications. • Pay for digitization. • Be a conduit for digitization grant money. |
| 23 | <p>Provide information on suitable digitization vendors</p> <ul style="list-style-type: none"> • Provide scanning services and/or training in scanning and/or assistance in locating reputable scanning vendors with experience in libraries' needs. • Negotiate with vendors lower cost equipment or services for CDLC members. • Negotiate pricing on products (hardware, software, services). • Create bulk-purchasing agreements. • Create consortial purchasing programs for digitization equipment. |
| 23 | Establish a regional digitization center for your use |
| 22.5 | Digitize collections on your behalf |
| 22 | Review of your collection for potential digitization |
| 17 | Locate potential collaborators |
| 13 | Assist with project management |

| | |
|---|---|
| 3 | <p>Other⁸</p> <ul style="list-style-type: none"> • Leadership: <ul style="list-style-type: none"> • Identify what members could be doing. <ul style="list-style-type: none"> • Spotlight collections that could be “true treasures” if digitized. • Coordinate a meeting between historical societies so they can share information on their digital imaging attempts/program. Provide opportunities for them to learn from each other. • Help institutions to have a vision. • Help members to communicate what’s going on (in regards to digitization). Get people to share information. • Foster cooperation between CDLC members. <ul style="list-style-type: none"> • Take every opportunity to encourage libraries to do cooperative activities. • Pursue great ideas that are too time consuming for individual libraries. • Resources: <ul style="list-style-type: none"> • Become a clearinghouse for procedures, especially procedures on preservation and migration of digital assets. <ul style="list-style-type: none"> • This does not mean that CDLC needs to create in-house expertise. CDLC could provide links to resources and experts. • Make members aware of changes in digitization standards. • Keep track of digital collections (clearinghouse) in the region. • Create lists of who in the region is doing digitization. • Bring in experts to provide training and consulting. • Develop and maintain a website containing content from member institutions. • Host a demonstration project that members could use to experience the process. CDLC would sustain it, thereby teaching institutions how to sustain. For example, a historical site where each institution contributes 10 images. People would come to CDLC to learn scanning and how to do metadata. The site could be updated regularly if that is built into the project. • Maintain a “server farm.” |
|---|---|

All of these suggestions were discussed with CDLC and influenced the roles and responsibilities that the Council decided to embrace.

⁸ Many of these suggestions are from the telephone interviews and June 17 workshop rather than the written survey.

Digitization Plan Overview

The Capital District Library Council recognizes that some of its members have not yet considered a first stage digitization project, while others see digitization enhancing their services.

The surveys and telephone interviews conducted support these roles.

The surveys showed that in general CDLC members want to learn more about digitization and would like to be involved in digitization projects. However, many do not have the time, resources or knowledge to pursue digitization projects at this time. Those who want to pursue digitization understand that they will need to make a concerted effort in order to do so.

Thus CDLC believes it is important to:

- Provide training to members about all aspects of digitization, including digitizing historic items as well as items for interlibrary loan or course reserves.
- Encourage collaboration between institutions – members and non-members – to develop collections of valuable digitized materials.
- Increase knowledge and ability of CDLC members so that more digitization projects can be undertaken.
- Pursue funding opportunities that would allow for collaborative projects within the region.

CDLC defines its current role as being a facilitator of digitization projects in the region.

CDLC is and will be a:

- Provider of workshops on digitization, standards, metadata, access, and best practices.
- Coordinator and/or applicant of funding from New York State and Federal agencies, and other grantors, for regional projects.
- Catalyst for collaboration within the region.
 - Resource for information on digitization.
 - Pointer to digitization resources that are available to its members.
- Supporter of broad public access to digital collections.

CDLC will execute its role as a facilitator within the region without adding staff. Instead CDLC will rely on its current staff, external training resources, and work by consultants (on an as-needed basis).

In order to move digitization forward within the region, CDLC's members need to also undertake the following responsibilities in regards to digitization:

- Use the materials in this report as *one* starting point to understanding digitization.
- Educate themselves on creating, managing and preserving digital assets (including those that are born digital), and how their institutions could benefit from their use. The

education might come through workshops, demonstrations, reading, or conference sessions.

- Strive to understand and use standard practices when creating digital assets and metadata.
- Seek to create third stage digitization projects as defined by IMLS (see page 4 of this report).
- Undertake cooperative efforts with other libraries, cultural heritage organizations⁹ and educational institutions to create digital collections with regional, national or international significance. In some cases, this cooperation might take the form of allowing items in the institution's collection to be digitized as part of a cooperative project.
- Look for unique¹⁰ items in their collections that audiences would benefit from having digitized, perhaps as part of a cooperative effort.
- Pursue a wide range of funding options when considering digitization projects.
- Consider the long-term impact of digitization on their institutions (e.g., maintenance and migration).

⁹ Cultural heritage organizations may include museums, historical societies and associations, archives, genealogical societies, religious institutions and others that contain materials related to human work and thought.

¹⁰ Here the word unique means that people should not digitize the same items that others are digitizing, unless something makes this "new" digital object unique. For example, two institutions do not need to spend time and money digitizing the same exact edition of Shakespeare's sonnets. However, the second digitization effort might be warranted if it is done at a higher DPI or if the second book is in better condition, thus yielding a better image. Inevitably, some duplication will occur accidentally unless there is some organization that tracks every image created in order to ensure true uniqueness.

The Plan's Timeline

Beginning in January 2005, the Capital District Library Council will make digitization one of its priority areas. By doing so, the Council hopes to raise members' awareness of digitization and assist members in using all forms of digitization as a tool to make more information available to patrons, clients and researchers within the region.

CDLC recognizes that there are many sources of material for digitization. Examples include:

- Historic Materials – Digitizing and making available historically significant materials that have local, regional, national or international impact.
- The surveys completed by CDLC members demonstrated the breadth of historic materials available for digitization in the region, including materials on the Revolutionary War, rural African Americans, refugees and immigrants, and people such as Stephen Van Rensselaer.
- Working Papers – Working papers (or files) are defined by the Society of American Archivists as “documents, such as drafts, rough notes, and calculations, created or assembled and used in the analysis or preparation of other documents.”¹¹ These documents may be transitory. Digitizing working papers can increase efficiency and access, and help to preserve an audit trail.
- Some of the materials related to General Electric, and held by libraries in the region, might be considered working papers.
- Born Digital – Materials that exist only in electronic form and which would exist in hardcopy on an as-needed basis only. Born digital may include working documents (or images) as well as documents (or images) that could have a historical significance. Items that are born digital have the same access and preservation issues as those that are created from digitization.¹²

An example of born digital materials are digital photographs of historic structures.

Through the roles and tasks outlined in this plan, CDLC will initially focus primarily on the digitization of historic materials. Skills and techniques learned during the period of this plan will provide the basic knowledge needed for any digitization project which may be undertaken regionally or by individual members.

What follows is CDLC's digitization plan for the next three years.

¹¹ http://www.archivists.org/glossary/term_details.asp?DefinitionKey=478, accessed August 11, 2004.

¹² When discussing materials that are born digital, it is the content of the materials that is important and not their format (electronic vs. hardcopy).

Year One (Jan. – Dec. 2005)

The major goal of Year One is to involve more CDLC members in discussing and learning about digitization. While workshops and a digitization project proposal are the major items during Year One, there are many activities anticipated.

- Post the digitization plan on CDLC's web site for use by members and other interested institutions. *[Spring 2005]*
- Disseminate the digitization plan to CDLC members and other interested agencies. *[Spring 2005]*.
- Publish articles in *ReCap* and other appropriate newsletters that highlight digitization projects in the region. *[Beginning Spring 2005]*
- Disseminate information on digitization standards. *[Beginning Spring 2005]*
- Schedule workshops in the region that address digitization issues. Actual titles of workshops that might be included are:
 - Planning Small Digitization Projects
 - Digital Project Infrastructure
 - Copyright / Digital Rights
 - Metadata for Digitization
 - Developing Digital Collections: Why, What, Who, How?
 - Grant Writing for Digitization Projects
 - Developing and Managing Digital Projects¹³
 - Preserving Born Digital Material
 - Storage and Access of Digitized Materials
 - Presenting Digitized Materials
 - Digital Preservation
 - Archiving electronic documents & images
 - Making Newspapers Accessible via the Web
- RAAC discusses possible funding of digitization projects through the Regional Bibliographic Databases Program (RBDB). *[Spring 2005]*
- Host demonstrations of tools used in digitization projects.
- Propose a cooperative demonstration digitization project to be coordinated by CDLC.
 - By the end of 2004, RAAC will decide the exact form this project will take. It has been suggested that the project be based on digitizing a map of the region. The map

¹³ See the list of Digital Asset Management software beginning of page 43 for products that might be taught in this type of workshop.

would be a finding tool (interface) to connect digitization projects (content) done by member institutions. As part of this project, CDLC would assist member institutions in the selection of appropriate items from their collections for digitization. Initial discussions determined this project could help to tell stories about the region and give historical context. The map concept, if used, would not only be a useful learning tool for members, but would be useful to tourists, teachers, students and researchers. It is also a concept that could be expanded to include other regions in the state. When the project is completed, people would be able to click on the map and view the digitized items that pertain to a particular geographic area.

- Begin creating a page on CDLC's web site that lists digitization projects in the region, along with other resource information on creating, managing and preserving digital assets.

Year Two (Jan. – Dec. 2006)

Year Two has two distinct goals:

1. CDLC will continue to educate its members on digitization and provide ways for members to learn from each other.
 - CDLC will look at the workshops conducted during Year One to help determine workshops to host in Year Two (see list of topics under Year One).
 - CDLC will continue to focus on digitization through articles in its newsletters. By continuing to do this, CDLC will keep this topic in front of all of its members, not just those currently involved in a project.
 - Continue work on the digitization portion of its web site by adding more information on resources, etc., for its members.
2. Submit a proposal to a funding agency (government or private) on the demonstration project. This project will allow members to put knowledge gained during Year One into practice, while building a useful Internet site for the region.

Year Three (Jan. – Dec. 2007)

The activity in Year Three is dependent on successful fundraising for the demonstration project. If funding is secured, then this project will be the focal point for at least one year if not longer.¹⁴

Whether or not funding is received for the project, CDLC will continue to provide training in digitization related topics and to communicate with its members about digitization in the region. The continued focus should reinforce that digitization is not "going away," but is a technique that is being integrated into libraries, archives and cultural heritage organizations.

¹⁴ Maintenance and updates will be needed after the project is officially completed. A good digitization project actually never ends.

After Year Three (2008 –)

By 2008, the region's capacity – knowledge and skills – needed for handling digitization projects should have significantly increased. It is hoped that digitization will be something that everyone discusses and understands in the same way as people currently discuss other library topics such as interlibrary loan. Training will continue, but will be geared more towards advanced topics. Collaboration will also continue with CDLC's assistance in matching potential collaborators.

From the Council's perspective, the topic of digitization should be integrated into everything it does (e.g., workshops, newsletter, member site visit discussions, etc.). The Council will continue efforts to improve the region's knowledge and use of digitization using methods tested in the previous three years.

Creating, Managing and Preserving Digital Assets

Merely creating a digitized item is a simple process. A more complex process is the management and preservation of digital assets. But first, what is a digital asset? According to *Baseline* magazine, “A digital asset is a computer file containing ‘unstructured’ data—such as an image, a video or audio clip—or ‘structured’ data—such as a document or spreadsheet—that has been tagged with descriptive information.”¹⁵ Everyone who uses a computer, digital camera or image scanner – for example – is creating a digital asset. Sometimes these assets are temporary or transitory. Sometimes – as in the case of a digitization project – the assets are expected to last for a long time (i.e., years). For that to occur, the management and preservation of the digital assets must be addressed at the start of a project.

How do you create a digital asset? Creating a digital asset begins with looking at your organization and its mission. Will a digitization project fit into the organization’s mission and help it attain its goals? It is important that any project support the goals of the organization.

If a digitization project does fit in with the mission and goals of the organization, then the next step is to spend time reviewing materials held by the organization and planning a digitization project. Questions to be answered/addressed during the planning phase include:

- Who will oversee the project?
- Who will work on the project?
- Will all of the stakeholders participate in the project?
- What is the focus (e.g., subject area) of the project?
- Who is the audience for this project?
- How will materials be selected for digitization?
- Are there legal issues (e.g., copyright and ownership) that will need to be addressed? How will they be handled?
- Will all of the work be done in-house or will any of the work be outsourced?
- How much will the project cost?
- How will the project be funded?
- How will the project be presented/displayed?
- How will the project be marketed to potential users?
- How will ongoing maintenance be handled?

Items digitized without considering the full scope of the project may not address the needs of the organization or of its audience (i.e., users or members). Time spent planning is indeed critical to a successful digitization project.

Many resources address these questions and others. Among them are:

- New York Public Library. (1999, August 12). *Planning Digital Projects for Historical Collections*. <http://digital.nypl.org/brochure/planning.htm>

¹⁵ <http://www.baselinemag.com/article2/0,1397,893358,00.asp>, accessed August 16, 2004.

- Hurst, Jill Ann. (2002, September 30). *Planning for Regional Digitization Projects: The SCRLC Approach*. Ithaca, NY: South Central Regional Library Council. http://www.lakenet.org/scrlc/ad_comm/acits/2002digplan.pdf. Lists of questions that must be addressed before embarking on a digitization project, as well as resources to help in answering those questions, begins on page 13.
- Sywetz, Betsy. (2002, September 10). *CLRC Regional Digitization Plan*. Syracuse, NY: Central New York Library Resources Council. <http://clrc.org/1stadigital/DraftDigiPlanSept10.pdf>. Digitization resources, by category, that will assist in planning a project begin on page 18.

Additional resources can be found in “[Additional Resources on Digitization](#)” in this document.

Please note that as much as one might learn about digitization projects, there is always more to learn as technology changes and more experience is gained in this area.

How do you manage a digital asset? It has become clear that a digitization project needs to be maintained and managed on an ongoing basis. This is because:

- The technology – hardware and software – used for accessing the materials will change and need to be updated.
- If the material is housed on the Internet, the server and web site will need ongoing maintenance to ensure that the materials are accessible.
- The content will need to be maintained – for example, errors corrected, new information added, and additional metadata included. If the content points to other web sites, those links will need to be checked and updated on a regular basis. This type of maintenance helps the material stay “fresh.” Users will return to a site that does not seem to have gone stale (which can be identified by things such as bad links, outdated or incorrect information, or even pages that load incorrectly).

It is also important to assess on an ongoing basis how the digital assets are being used and by whom. Are the goals of the original project still being achieved? If not, why not and how can it be corrected?

This ongoing management of the project is not part of the initial project funding, since it is a regular – one might say normal – activity that occurs with any collection. Therefore, it is important that the organization recognize the impact a digitization project will have on its ongoing activities. The cost in time and money will need to be addressed.

How do you preserve a digital asset? Thomas Teper’s article quotes Eleanore Stewart saying, “You can’t walk away and come back in thirty years and expect to be able to read your [analog to digital] converted books.”¹⁶ Ensuring that digital assets are available for the long-term means that you must continue to think about and attend to their needs.

When an item is preserved, it is maintained in safety, kept in a perfect condition, prevented from decaying, and kept from changing. It is important to recognize that an institution spends both time and money preserving its other assets; so preserving the digital assets is a natural outgrowth of that activity.

Preserving the digital asset is different than preserving the original item. Preserving a digital asset means ensuring that the file can be read (or viewed) in the future. As technology changes, file storage devices and file formats change. Over time, the ability to read files stored on older devices and in old formats is lost. So just storing a copy of the files in archival conditions is not enough; something more must be done so the information is usable years from now. The industry considers the following when discussing the preservation of a digital asset (also referred to as image permanence):

- Digital asset migration – Migration means moving the images to new (or better) file formats when those formats become available. A project may not want to migrate immediately, but wait to ensure that the new format will be considered a standard format.

Although we have limited experience, experts believe that migration may occur every 5 – 10 years. An organization may do this in-house or outsource the work to a group that specializes in migrating computer files.

The cost of image migration is unknown, but some estimate that it may cost over 10 years the same amount of money that was spent on creating the images in the first place.

- Refreshing images – Refreshing sounds more complicated than it is. It means to move images from one storage media to another, in order to counteract media decay. For the high-quality original images, this might be done at the same time as when the images are migrated to a new format.

It is important to note that high-quality original images are normally stored on archival quality CDs. Stored under archival conditions, manufacturers believe that these CDs will last 100 years. However, we don’t have 100 years of experience with the medium to back up that claim. One should assume that even those CDs (or other media) stored in archival conditions will degrade over time, thus moving those images to new media is critical to ensuring that they remain usable. One should also check periodically to make sure the media is not physically disintegrating or becoming compromised.

- Storage of the high quality original images – This has already been mentioned, but there is more to say. Store the original images (e.g., TIFF formatted files) in archival conditions with

¹⁶ Teper, Thomas H. “Where next? Long-term considerations for digital initiatives.” *Kentucky Libraries* v. 65 no2 (Spring 2001) p. 12.

temperature and humidity controls. Store them in containers meant for this type of media, keeping in mind that their melting (burn) point is much lower than for paper. Thus the fire-safe storage devices designed for paper do not work for CDs.

- Ongoing testing – Finally, as hardware and software are updated, check the images to ensure that they still look the same and work with the new technology. Hopefully, this testing can be done in a “test” environment so that problems can be addressed before the changes occur to the formal system being used.

Although our experience with preserving digital assets is still limited, there are resources that address this topic. Among them are:

- Sitts, Maxine K. (ed.). (2000). *Handbook for Digital Projects: A Management Tool for Preservation and Access*, 1st ed. Andover, MA: Northeast Document Conservation Center (NEDCC). <http://www.nedcc.org/digital/dighome.htm>. Section 9 is on “Digital Longevity.”
- Teper, Thomas H. “Where next? Long-term considerations for digital initiatives.” *Kentucky Libraries* v. 65 no2 (Spring 2001) p. 12-18.
- *Moving Theory Into Practice: Digital Imaging Tutorial*. (2003, February 20). Ithaca, NY: Cornell University Library/Research Department. <http://www.library.cornell.edu/preservation/tutorial/contents.html>. Section 8 is on “Digital Preservation.”

What Do Institutions Need To Consider?

According to the draft *Digitization Guidelines* produced by the North Carolina ECHO¹⁷ program, successful projects:¹⁸

- Have support among institution administrators and boards,
- Begin with an inventory and assessment of holdings (whether informal or formal) and their extant information management tools (finding aids, indexes, registration records, etc.),
- Find allies among potential collaborators,
- Note and follow standards and best practices being used by other institutions,
- Draft a plan that outlines work flow, staffing, a schedule of activities, and a budget,
- Start with a project that is "do-able," and
- Celebrate early successes.

In order to embark on a successful digitization project, organizations need to begin by taking a close look at themselves to determine if they should do a digitization project, and if so, what they need to do to get ready. Turning the above statements into questions:

- Does the organization have the support of its administrators and governing boards? If not, how can that support be fostered?
- Does the organization have an inventory and assessment of holdings? If not, is the organization willing to do that work as a first step in a digitization project?
- Given the potential complexity of a digitization project, is the organization willing to find allies among potential collaborators (e.g., other organizations, vendors, grantors)? Finding allies can help an organization get through rough spots in a project, if it can use each ally's strength.
- Will the organization note and follow standards and best practices being used by other institutions? This means not doing "what works", but doing what has been agreed on to work "best."
- Will the organization draft a plan that outlines work flow, staffing, a schedule of activities, and a budget? Notice the word "draft." Plans should not be cast in concrete, but should be changeable as new information is learned. Having a plan will help the organization ensure

¹⁷ ECHO stands for Exploring Cultural Heritage Online.

¹⁸ <http://www.ncecho.org/Guide/2004/intro.htm>, working draft dated February 2004, accessed August 16, 2004.

that it has thought of everything that will need to be completed, who will do it, and how it will be funded.

- Will the organization begin with a project that is “do-able”? Consider beginning with a project that can be completed in less than one year. That would allow the organization to easily see how everything fits together and to have a sense of completion.

Do-able also means doing a project that fits into the organization’s skill level (with perhaps a little “stretch”). An organization should not embark on a project that is too difficult for it to finish.

Additional Resources on Digitization

There are many resources on digitization available through the Internet and in hardcopy. Below are a few additional resources to assist you as you continue to learn about digitization. Please note that some of the resources below contain links to further resources.

- Cornell University Library/ Research Department. *Moving Theory into Practice: Digital Imaging Tutorial*. (Available in English, Spanish and French.) <http://www.library.cornell.edu/preservation/tutorial/index.html>. Accessed August 23, 2004.
- DigiStates. <http://lists.mdch.org/bin/listinfo/digistates>. Accessed August 23, 2004. DigiStates is an online discussion list for individuals who are working on collaborative statewide projects for the digitization of cultural heritage resources. The archives are searchable.
- Humanities Advanced Technology and Information Institute (HATII), University of Glasgow, & the National Initiative for a Networked Cultural Heritage (NINCH). *NINCH Guide to Good Practice in the Digital Representation and Management of Cultural Heritage Materials*. 1st ed. Version 1.0. <http://www.nyu.edu/its/humanities/ninchguide/index.html>. Accessed October 8, 2004. This is a set of principles and guidelines for good practice in the digital representation and management of cultural heritage, based on a review and evaluation of current best practice.
- Hurst Associates, Ltd. *Resources for Learning More About Creating and Managing Digital Images*. http://www.hurstassociates.com/Dig_Resources.htm. Accessed August 23, 2004. This web site includes a list of resources in the areas including general information, guidelines & best practices, assessment & planning, digitization costs, selection, copyright & intellectual property, deed of gift, digital imaging, digitizing audio, and metadata & standards.
- Institute of Museum and Library Services. *NLG Project Planning: A Tutorial*. http://e-services.ims.gov/project_planning/. Accessed August 23, 2004. This tutorial is geared for institutions that are applying for National Leadership Grants (NLG); however, any institution that is embarking on a project will find the information on project planning helpful.
- Kentuckiana Digital Library. *Digital Library Production Guide*. <http://www.kyvl.org/kentuckiana/bpguide/about.shtml>. Accessed October 8, 2004. Procedures for use in creating digital library content for the Kentuckiana Digital Library; sections on planning, scanning and imaging, metadata, text encoding, tools and links.
- Maine Memory Network. *Resources for Contributors*. http://www.mainememory.org/cp_front.shtml. Accessed October 8, 2004. Includes information on equipment and equipment recommendations, scanning standards, and more. Some items are specific to this project, while others will be useful to other projects.

- Mathias, Eileen. "Anatomy of a Digitization Project." *Library Journal*. January 15, 2004. <http://www.libraryjournal.com/article/CA371210>. Accessed August 23, 2004. Includes a list of resources on digitization.
- New Jersey Digital Highway, *[Information for] Librarians & Curators*. <http://www.njdigitalhighway.org/librarians/>. Accessed October 8, 2004. The information covers various aspects of a digitization project including information on vendors, cost issues, and standards.
- New York Public Library. *Planning Digital Projects for Historical Collections*. <http://digital.nypl.org/brochure/planning.htm>. August 12, 1999. Accessed August 23, 2004.
- RLG. *Guides and Tools*. http://www.rlg.org/en/page.php?Page_ID=555. Accessed October 8, 2004. A list of guides and tools produced for RLG projects and the larger community.
- Sitts, Maxine K. (ed.). *Handbook for Digital Projects: A Management Tool for Preservation and Access*, 1st ed. Andover, MA: Northeast Document Conservation Center (NEDCC), 2000. <http://www.nedcc.org/digital/dighome.htm>. Accessed August 23, 2004.
A primer on managing digital conversion projects for libraries, museums, archives, and other collection-holding institutions. (This book is now out of print, but electronic copies can be downloaded from the NEDCC web site.)
- Washington State Library. *Digital Best Practices*. <http://digitalwa.statelib.wa.gov/newsite/best.htm>. Accessed August 24, 2004.
A guide to the decision points in project management, collection, technology, and funding. Also includes a detailed step-by-step scenario and sample digital projects.

APPENDIX 1

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Digitization Vendors

Many institutions will complete a digitization project using all of its own internal resources. Some projects, however, may find it beneficial to use an external vendor to assist with project planning, digitization, or metadata creation. Why?

- The institution may not have enough internal staff or enough staff trained appropriately to complete specific sections of the project.
- The institution may not want to purchase and maintain digital imaging equipment.
- The institution may want to contain the cost of a project. With an outside vendor, the cost is generally quoted in \$x.xx per item, which is easy to understand and cost contain. Internally, costs are often not so clearly stated.
- Vendor may be able to handle higher throughput than the institution.
- Vendor is much more likely to stay up-to-date on new digitization techniques and equipment.

If outsourcing is considered, it is important to understand that there are many companies that provide digitization services (scanning, document conversion and metadata), but only a few that are qualified through training or experience to work with historic and fragile items, or any items that require special handling. In addition, there are a limited number of companies that provide assistance with metadata and other aspects of digitization projects. Therefore, it is important to identify qualified vendors upfront and ensure that they will treat the project and materials respectfully. It is also important to realize that the institution will need to manage the vendor and check its quality.

The Northeast Document Conservation Center provides a guide for working with digitization vendors as part of its *Handbook for Digital Projects: A Management Tool for Preservation and Access* (Section VIII, "Vendor Relations," <http://www.nedcc.org/digital/dman.pdf>). The section covers many of the basic areas that must be addressed including Request for Information, Request for Proposal, and contracts.

Following is information on vendors who are believed to handle various aspects of digitization projects. *No recommendation or endorsement of any vendor is implied.* Their contact information is given as well as a brief description of their services. The list should not be considered comprehensive, since new vendors may appear at any time. Since the best vendor for a given project may be not be close by, vendors from other areas are included. Please contact the vendors directly for additional information, references, and to discuss specific project requirements. In addition, talk to organizations that have completed digitization projects for suggestions and recommendations.

This vendor information collected and verified during spring and summer 2004.

Vendors Based in New York State

CONSULTANTS FOR PROJECT PLANNING

Philobiblon

231 Strong Ave.
Syracuse, NY 13210
Tel (315) 559-0214 (Peter D. Verheyen)
E-mail: verheyen@philobiblon.com
<http://www.philobiblon.com/philobiblon>

Will provide consultation on digitization projects to historical agencies and libraries desiring to provide access to primary source materials via the Internet or in-house system. Services include: development of digital projects, including working with other vendors; reformatting of machine-readable collection inventories for the Web; OCR and markup of printed texts; and digitization of photographs and other images.

Hurst Associates, Ltd.

P.O. Box 2964
Syracuse, NY 13220
Tel: (315) 243-4403 (Jill Hurst-Wahl)
E-mail: hurst@HurstAssociates.com
<http://www.HurstAssociates.com>

Available to work with organizations on various aspects of a digitization project including: project planning, project management, vendor selection, material selection and web site specifications. Has previously worked on the Women's Suffrage Digitization Project (RRLC) and several private (in-house) projects.

Judy Emerson

Rochester, NY
Tel: (585) 461-5378

A former curator, archivist and Documentary Heritage Program (DHP) Regional Archivist. She has worked on digitization projects to select and describe materials, as well as worked with institutions on housing and transporting items during the digitization process.

VENDORS WHO CREATE DIGITAL IMAGES

Action Now

620 Park Ave.
Rochester, NY 14607
Tel: (585) 288-1064
<http://www.actionnowintl.com/>

Specializes in conversion of hardcopy documents to CD storage.

Applied Graphics Technologies

Corporate Headquarters
450 West 33rd Street
New York, NY 1001
Tel: (212) 716-6600
<http://www.agt.com/>

Has offices in the region. Worked on the Rochester Images Project, but may be currently disposed to working only on large projects.

Biel's Information Technology Systems

1201 Indian Church Rd
West Seneca, NY 14224
Tel: (716)675-2121
Fax: (716)675-8627
<http://www.biels.com>

Computer output microfilm; electronic & CD imaging systems; equipment & supplies; outsourcing, microfilming & digitization.

Camelot Legal Copy Service

100 Fuller Road
Albany, NY 12205
Tel: (518) 435-9696
Fax: (518) 435-9688
<http://www.teamcamelot.com>

Provides document imaging services.

Computer Source Microfilming (CSM)

145 Midler Drive
Syracuse, NY 13206-1817
Tel: (315) 437-0542
<http://www.csmservices.com>

Worked on the Regional Bibliographic Data Base (RBDB) project: Street & Smith dime novel covers at Syracuse University.

Cornell University

Digital Consulting and Production Services (DCAPS)

106G Olin Library

Ithaca NY 14853

Tel: (607) 254 5160

E-mail: dcaps@cornell.edu

<http://www.library.cornell.edu/dcaps/>

“Cornell University Library...has assembled a team of experts to plan, create, organize, and archive images and information for Cornell's faculty, staff and community partners.” Services include digitization, image conversion, copyright clearance, devising metadata solutions, and much more.

Digital Storage Solutions, Inc.

26 Cain Drive Brentwood

Long Island, NY 11717

Tel: (800) 435-2952

<http://www.digitalstorageinc.com>

Provides document conversion services including converting paper, microfilm and microfiche, as well as converting electronic documents to other formats.

Document Scanning Service, Inc.

Business: Imaging/Scanning

3687 Fordsbrook Road

Wellsville, NY 14895

Telephone: (585) 593-0776

Fax: (585) 593-1897

E-mail: quinner@eznet.net

<http://www.documentscan.com>

Provides photo/slide scanning, CD duplication and documentation scanning.

Hudson Microimaging

P.O. Box 640, Route 9W

Port Ewen, NY 12466

Tel: (845) 338-5785

Fax: (845) 338-2556

E-mail: hudimaging@aol.com

<http://www.hudsonmicroimaging.com>

Provides preservation microfilming, records management services, high-resolution scanning/electronic document imaging, and digital conversion of microfilm.

Image Data Inc

18 Petra Lane #3B
Albany, NY 12205-6900
Tel: (518) 862-2740
Fax: (518) 458-1422
<http://www.imgdata.com>

Provides imaging, digital archiving, and conversion services.

ImageMax

7010 Fly Road
East Syracuse, NY 13057
Tel: (315) 432-0591
Fax: (315) 432-0593

801 West Avenue
Rochester, NY 14611
Tel: 585-235-6080
Fax: 585-235-6081

503 Grasslands Rd.
Valhalla, NY 10595
Tel: 800-245-0322
Tel: 914-592-4900
Fax: 914-592-8944
http://www.imagemax.com/content/services/digital_services.htm

Provides imaging and indexing services.

Impact Technologies

6100 Mautz Road
Syracuse, New York 13206
Tel: (315) 463-2434
Fax: (315) 463-2435
<http://www.impact-technologies.com/>

Provides document and content management services as well as conversion of paper-based content to electronic images.

Industrial Color Labs

700 Burnet Ave.
Syracuse, NY 13203
Tel: (315) 471-1155
<http://www.mrphoto.com/imaging/imaging.html>

Has four offices in the Syracuse region. Work includes flatbed scanning (prints or slides) and film scanning (35 mm format, negatives & transparencies).

Info Quick Solutions, Inc.

6035 Corporate Drive
East Syracuse, NY 13057
Tel: (315) 463-1400 or (800) 320-2617.
<http://www.infoquicksolutions.com>

Info Quick converts microfilm to electronic image, converts electronic image to archival microfilm; and does backfile conversion.

Kinko's Inc.

Tel: (888) 546-5671
<http://www.kinkos.com/products/business/index.php?sol=cs&sec=docscan>

Kinko's has locations worldwide. Kinko's provides Document Scanning Services to convert any type of document – forms, receipts, photos or anything – into electronic files with a format of the client's choosing.

Medi-File, Inc.

136-140 Horton Avenue

Port Chester, NY 10573

Tel: 914-934-1720

Tel: (800) 935-3453

Fax: 914-934-1728

<http://www.medi-file.com>

Services include microfilm & microfiche processing & duplicating services, microfilm to optical disk conversion, microfilm supplies & equipment, file management services, and optical scanning. Medi-File works primarily in the medical area.

Museum Photographics

11 Centre Park

Rochester, NY 14614

Tel: (585) 232-3980 (Michael Hager)

E-mail: mhager2@frontiernet.net

Worked on digitization projects for Rochester Museum & Science Center, Rochester Public Library, Rochester Regional Library Council and many others. Understands how to handle and digitize historic and fragile items.

New York Web Works

P.O. Box 93092

Rochester, NY 14692

Tel: (585) 594-8855 or (866) 94-NYWEB

fax: (585) 594-0966

E-mail: info@nywebworks.comwww.nywebworks.com

This company primarily digitizes materials for use in building web sites; however, they would digitize materials for other uses. They can digitize paper and other items, video and sound recording.

Northern New York Library Network

6721 U.S. Highway 11

Potsdam, NY 13676

Tel: (315) 265-1119

Fax: (315) 265-1881

E-mail: john@nnyln.org (John Hammond)<http://www.nnyln.org>

The Northern NY Library Network will digitize microfilm on a fee basis for any person or organization.

On Location Studios

696 Dutchess Turnpike
Poughkeepsie, NY 12603
Tel: (845) 471-6919
Fax: (845) 471-5416
<http://www.onlocationstudios.com>

On Location specializes in scanning and digital manipulation of damaged objects.

Photo Micrographics Inc.

150 Ackley Ave.
Johnson City, NY 13790
Tel: (607) 798-7115
Fax: (607) 797-4840
<http://www.photomicrographics.com/>

709 Erie Blvd West
Syracuse, NY 13204
Tel: (315) 471-0667
Fax: (315) 471-4033

Cross Town Plaza
2330 Watt St. Suite 18
Schenectady, NY 12304
Tel: (518) 688-1155
Fax: (518) 688-1156

This company also has a facility in Vermont. Provides services to convert paper to Microfilm or CD-ROM. Also install and integrate in-house systems to provide full-featured microfilm, electronic document imaging or workflow solutions.

- Microfilm and Computer Aided Microfilm
- Hybrid Microfilm and Electronic Document Imaging
- Electronic Document Storage & Retrieval
- Workflow Automation
- Computer Output to Laser Disk (COLD)
- Forms Processing (OCR/ICR)

Rochester Institute of Technology, Educational Technology Center

Wallace Library
90 Lomb Memorial Drive
Rochester, NY 14623
Tel: (585) 475-6696 (Shannon Taggart)
<http://www.rit.edu/~613www/ETC/ethtml/photo.htm>

Rochester Public Library (Central Library of Rochester and Monroe County, NY)

115 South Avenue

Rochester, NY 14604-1896

Tel: (585) 428-8000

<http://www.rochester.lib.ny.us/central/index.html>

Has a large format digital camera that was purchased for use on its own project (Rochester Images). Camera can be made available for others to use.

Rowe Photographic

1737 Mount Hope Ave.

Rochester, NY 14618-4595

Tel: (585) 442-8230

www.rowephoto.com

Services include digital imaging, photo restoration and digital retouching.

RSG Systems, Inc.

14 E 38th St

New York, NY 10016

Tel: (212) 448-9191

www.rsgsystems.com

RSG Systems is a technology consulting and outsourcing firm. The company offers offshore digitization and meta-tagging services reportedly at a fraction of the onshore costs. They can digitize archives, including text, photographs, audio, and video. Their services include scanning, OCR, proofreading, and formatting.

ScanDirect-EDI Inc.

2075 Central Ave

Schenectady, NY 12304

Tel: (800) 753-4458 or (518) 456-0538

<http://www.scandirect.com/>

Provided digitization services for the Mohawk Valley Library Association Documentarian Project.

Seaway Industries

Confidential Services (division of Seaway Ind.)

101 Main St.

Canton, NY 13617

Tel: (315) 386-1206

DATA-4-U (division of Seaway Ind.)

24 Market St.

Potsdam, NY 13676

Tel: (315) 268-0594

<http://www.slnysarc.org/contract.htm>

Both divisions of Seaway Industries are sheltered workshops that provide preservation microfilming as well as digitizing from originals. They currently hold contracts with a number of NYS agencies.

Sir Speedy Center

<http://www.sirspeedy.com>

Sir Speedy has locations worldwide. The company provides document scanning services (called document archiving) to convert documents into electronic files (e.g., PDF files).

Syracuse Blue Print Co. Inc.

825 East Genesee Street

Syracuse, NY 13210

Tel: (315) 476-4084 or (800) 962-1458

<http://www.syracuseblueprint.com/>

Provides scanning services, primarily of large format materials.

Vendors Based Outside of New York State

There are many vendors in the U.S. who provide digitization services. Listed below are only a few of them. Besides these, please check the “Additional Vendor Lists” for more companies.

Access Imagery

1180 South 800 East

Orem, UT 84097

Tel: (800) 687-1265

Fax: (801) 356-8220

<http://www.access-imagery.com>

Provides on-site and off-site digitizing and cataloguing services for libraries.

BMI Imaging Systems

749 W. Stadium Lane

Sacramento, CA 95834-110

Tel: (916) 924-6666

<http://www.bmiimaging.com>

A document management company that provides scanning and other services.

Cold North Wind

205 Catherine Street

Ottawa, Ontario

Canada, K2P 1C3

Tel: (613) 722-9886

Fax: (613) 722-9236

1970 Barber Road

Sarasota, FL 34240

Tel: (941) 371-2252

Fax: (941) 342-0999

<http://www.coldnorthwind.com>

“Cold North Wind works with newspapers and media companies to build and e-publish newspaper archives that are currently stored on microfilm. We take care of the whole process, from cataloging the microfilm in the archive, through scanning, image enhancement and OCR, to publication on the Internet and finally marketing and sales to consumers and library customers.”

Crowley Micrographics, Inc.

5115 Pegasus Court Ste-E

Frederick, MD 21704

Tel: (301) 631-6825

Fax: (301) 631-9466

<http://www.CrowleyMicrographics.com>

Crowley provides book scanning, archival micrographics, paper scanning equipment, electronic data warehousing, document conversion services, microfilm scanning equipment, and preservation microfilming.

Electronic Scriptorium, Ltd.

26 Fairfax Street, SE, Suite K

Leesburg, VA 20175

Tel: (703) 779-0376

Fax: (703) 779-0378

<http://www.electroniccriptorium.com>

According to its web site, the “Electronic Scriptorium, Ltd, solves complex information management and data conversion problems for corporations, government agencies, libraries, museums and other institutions.” The company provides a wide range of services including:

- Archives conversion and finding aids automation
- Bibliographic services including US MARC cataloging
- Image cataloging for online applications
- Document conversion and XML/HTML encoding
- Offshore data conversion
- Content creation for online product catalogs
- Digital imaging and photography

IMR

1591 South 19th St.

Harrisburg, PA. 17104

Tel: (717) 985-1000 or (800) 446-2826

Fax: (717) 985-0774

<http://www.imrdigital.com>

IMR has facilities in four locations in Pennsylvania: Pittsburgh, Harrisburg, Hazleton and Philadelphia. IMR provides both micrographic and scanning services. They can arrange for materials to be scanned on-site, if necessary.

JJT Inc.

5555 North Lamar Blvd.
Austin, TX 78751
Tel: (512) 474-6743
Fax: (512) 474-6745
<http://www.jjt.com>

JJT Inc. specializes in providing digital reproductions of large collections of pictorial works, including line and photographic images and manuscripts. JJT has digitized large collections of images for the Library of Congress and New York Public Library.

Luna Imaging, Inc.

3542 Hayden Ave., Bldg. One
Culver City, CA 90232
Tel: (800) 452-LUNA
Tel: (310) 452-8370
Fax: (310) 452-8389
E-mail: contact@luna-img.com
<http://www.lunaimaging.com>

“Formed with support from the J. Paul Getty Trust and Eastman Kodak Company, Luna Imaging Inc. is a respected leader in the digital imaging field. Luna provides both the highest quality services to convert collections into digital form, and its Insight® software, which provides a complete visual environment for working online with high-resolution images and data from anywhere at anytime.”

Northern Micrographics

2004 Kramer Street
P.O. Box 2287
La Crosse, WI 54602-2287
Tel: (800) 236-0850, ext. 222
Fax: (608) 781-3883
E-mail: sales@nmt.com
<http://www.normicro.com>

Specializing in scanning of hardcopy and microfilm, printing and binding services, as well as microfilm and microfiche production.

OCLC Online Computer Library Center, Inc.

6565 Frantz Road

Dublin, OH 43017-3395

Tel: (614) 764-6000 or (800) 848-5878 (ext. 6165, Ron Gardner)

Tel: (212) 828-6722 (Robert Smith, robert_smith@oclc.org)

<http://www.oclc.org/digitalpreservation/>

OCLC is assisting institutions in managing their digital collections life cycles through its Digital & Preservation Resource Centers, Digital Archives and a newly organized Digital & Preservation Co-op. According to OCLC, “These new services allow you to create, access and preserve collections; to collaborate to build new collections and a clearinghouse of information about projects, funding, and best practices; and to learn about digitization and preservation issues.” (Product brochure, Product Code PRM1169)

Photo Micrographics Inc.

1233 Shelburne Rd. Suite 400

S. Burlington, VT 05403

Tel: (802) 862-4998

Fax: (802) 860-1625

<http://www.photomicrographics.com/>

This company also has facilities in NYS. Provides services to convert paper to Microfilm or CD-ROM. Also install and integrate in-house systems to provide full-featured microfilm, electronic document imaging or workflow solutions.

- Microfilm and Computer Aided Microfilm
- Hybrid Microfilm and Electronic Document Imaging
- Electronic Document Storage & Retrieval
- Workflow Automation
- Computer Output to Laser Disk (COLD)
- Forms Processing (OCR/ICR)

Preservation Resources (An OCLC Digital and Preservation Resource Center)

9 South Commerce Way

Bethlehem, PA 18017

Tel: (610) 758-8700

Fax: (610) 758-9700

presres@oclc.org<http://oclc.org/oclc/presres/>

“Preservation Resources is devoted to providing high-quality Preservation reformatting services to the library, archival, and preservation community. We have years of experience in digitization services, microfilm production, preservation project planning, and other preservation services.”

VTLS Inc.

1701 Kraft Drive

Blacksburg, VA 24060 USA

Fax: 1-540-557-1210

Tel: (800) 468-8857

<http://www.vtls.com>

VTLS provides solutions for library automation, resource-sharing networks and digital libraries. VTLS providing a wide range of digitization and imaging services including: photograph scanning, microfilm scanning, map scanning, cards imaging, data entry, graphic design, and hosting. In 2002, VTLS completed a digital imaging project with the New York Public Library (NYPL).

Additional Vendor Lists

Some organizations have compiled lists of digitization vendors. None of the lists are comprehensive and each is slightly different. Do not assume that vendors included on these lists are being endorsed by the list-makers.

http://www.archives.nysed.gov/a/nysaservices/ns_mgr_cons_img.shtml

This list is maintained by the New York State Archives. Since no information is provided on the individual consultants listed, you must contact each consultant in order to discern what their specific services are.

<http://gort.ucsd.edu/dlpwg/vendors.html>

Digital Imaging and Data Conversion Vendors listed at the Univ. of California at San Diego's Digital Library Program working group web site.

<http://www.njdigitalhighway.org/documents/digitization-providers-and-vendors-2004-02-26.doc>

This is a list of digitization and equipment vendors, as well as resources (documentation) for digitization.

http://www.rlg.org/en/page.php?Page_ID=222

A list of Digital Conversion Service Bureaus maintained by RLG.

http://www.cdpheritage.org/resource/scanning/rsrc_vendors.html

Extensive list of national vendors developed for the Colorado Digitization Project.

http://www.imagepub.net/sb_list.html

Extensive list of imaging services vendors provided by Imaging Publishing. Many specialize in digital imaging required for records management by businesses and healthcare institutions but some also do the kind of work required for digitization projects by cultural heritage organizations. This is not a comprehensive list, but contains those that register for inclusion.

<http://www.nedcc.org/suppliers/supdig.htm>

A technical leaflet provided by the Northeast Document Conservation Center (NEDCC) provides contact information for eleven vendors. There is some overlap with the Colorado Digitization Project list cited above.

<http://www.metro.org/modic/vendors.htm>

A list of vendors, who participated in a Digitization Vendor Showcase on August 6, 2002 for METRO, is available online.

<http://www.techinfocenter.com>

AIIM International sponsors a technology information center (techinfocenter) that includes information on digitization vendors. (AIIM stands for “Association for Information and Image Management”; however, the association refers to itself as “The Enterprise Content Management Association.”)

<http://www.anywho.com>

Since a company may not list itself as providing digitization services in the telephone directory, using such a directory may not be useful in locating those companies. However, it is still a place to check. When using AnyWho, by AT&T, search using the following categories:

- Computers Document Imaging & Management
- Computers Scanning (Digitizing) Equipment & Services
- Digital Imaging Service
- Scanning Service

Digital Asset Management (DAM) Software

Software that does digital asset management comes in two forms. First, there is software that will help to manage items through the entire digitization process and create a “place” for users to locate and access images (e.g., CONTENTdm). Second, there is software that only provides indexing and access services, but does so for a wide variety of file formats, including digital images (e.g., Inmagic Content Server). The software packages listed below fit into one of those two categories. Descriptions in quotations are from the companies’ own web sites.

Please note that this list is not comprehensive.

Alchemy®

Information Management Research, Inc. (IMR)

<http://www.imrgold.com>

Although the web site is geared towards records management (which is the direction IMR is moving in), the Alchemy product can be used to index and access all types of files including digital images and streaming media.

CONTENTdm

DiMeMa, Inc.

<http://contentdm.com/>

“CONTENTdm provides tools for everything from organizing and managing to publishing and searching digital collections over the Internet.”

Cumulus

Canto Software, Inc.

<http://www.canto.com/>

Offers both end-user and corporate version.

Documentum digital asset management (DAM)

Documentum, a division of EMC Corporation

<http://www.documentum.co.uk/products/editions/dam/index.htm>

“Facilitates the efficient management, packaging, distribution and repurposing of any type of digital asset – including video, audio, text, and images.”

Dspace

<http://www.dspace.org/>

“DSpace is a groundbreaking digital library system to capture, store, index, preserve, and redistribute the intellectual output of a university’s research faculty in digital formats. Developed jointly by MIT Libraries and Hewlett-Packard (HP), DSpace is now freely available to research institutions world-wide as an open source system that can be customized and extended.”

InMagic Content Server

InMagic, Inc.

http://www.inmagic.com/solutions/products/content_server/content_server.html

This product can be used to index and retrieve all types of files including images and streaming media. It does not, however, help to track objects during the digitization process.

Insight®

Luna Imaging, Inc.

<http://www.lunaimaging.com/insight/index.html>

“Insight® can manage collections of all sizes and types, from an archive of just 100 images to a collection that might include literally hundreds of thousands of images, videos, or audio clips. And with Insight's ability to share collections with other Insight customers, organizations can quickly, easily, and cost effectively build a comprehensive digital library through a network of remote shared digital collections.”

The Madison Digital Image Database (MDID)

James Madison University

<http://cit.jmu.edu/mdidinfo/default.asp>

“The Madison DID allows instructors to search, retrieve, organize and teach with digital images and image data. The software was developed by the Center for Instructional Technology at James Madison University in close collaboration with faculty and staff in the School of Art and Art History. Instructional effectiveness was the primary focus throughout the development process. Though many databases provide the ability to search and access images, the Madison DID goes beyond and supplies instructors with an elegant teaching and learning tool. JMU is pleased to share this tool with the academic community by making the software available as a free download. Educators across the country who are using the package appreciate the intuitive design of this innovative instructional system.”

MetaSource

Innovative Interfaces Inc.

<http://www.iii.com/mill/metasource>

“Innovative's MetaSource is a suite of tools that allows libraries to effectively manage their digital collections. This includes digital object storage, crawling external collections, and full support for metadata schemes such as Dublin Core. MetaSource is made up of three components: Millennium Media Management, XML Harvester, and Metadata Builder. Millennium Media Management creates and stores media objects such as images, sound files, and audio files. It also includes a Copyright and Access component to handle the complex licensing and copyright issues of digital collections.”

PastPerfect Museum Software

Pastime Software Company

<http://www.museumsoftware.com/>

“PastPerfect conforms to the latest standards for cataloging archive, library, historic object, art object, natural history, archaeology, and photograph collections. It encompasses every aspect of collection and membership management. Automate accessions, cataloging, loans in, loans out, exhibits, condition reporting, and repatriation. Use Research and Reports for full access to your data.”

Sirsi Rooms™

Sirsi Corporation

<http://www.sirsi.com/Sirsiproducts/rooms.html>

It is a “new way to create and present focused, dynamic collections of the best information available. On any subject. From any source. It's not a portal, a search engine, or an OPAC. Sirsi Rooms is easy-to-use technology that works independently of your other systems. It lets you effectively organize high-quality content within contexts that make sense, so that people can find the information they are looking for. It gives you powerful new ways to draw from traditional, digital, and online resources. It lets you focus on your library's users and the user experience.”

STAR/Images

Cuadra Associates

<http://www.cuadra.com/products/products.html>

Cuadra has several products that may be useful including STAR/Images. Other products support full-text as well as images

Additional lists of digital asset management software can be found at:

- “Digital Library Construction Tools: Software” at <http://www.bcdlib.tc.ca/tools-software.html> (produced by the British Columbia Digital Library)
- “Digital Asset Management Systems for Cultural Heritage Institutions” (and other helpful lists) at <http://www.digicult.info/pages/resources.php> (produced by DigiCULT)

Also *Econtent Magazine* tracks press releases issued by companies that are producing software for digital asset management at

<http://www.econtentmag.com/Articles/ArticleIndex.aspx?CategoryID=7>

Notes from the Brainstorming Session on June 17

The notes below were compiled by Susan D'Entremont during the moderated discussion during the digitization workshop on June 17, 2004. The workshop was co-sponsored by Nylink and CDLC. Jill Hurst-Wahl moderated the discussion about CDLC and digitization.

What CDLC should do:

- Pay for digitization.
- Be a conduit for digitization grant money.
- Be a resource for grant information – help institutions find appropriate grant opportunities.
- Develop and maintain a website containing content from member institutions.
- Host a demonstration project that members could use to experience the process. CDLC would sustain it, thereby teaching institutions how to sustain. *E.g.* an historical site where each institution contributes 10 images. People would come to CDLC to learn scanning and how to do metadata. The site could be updated regularly if that is built into the project.
- Maintain a "server farm."
- Provide additional workshops.
- Provide scanning services and/or training in scanning and/or assistance in locating reputable scanning vendors with experience in libraries' needs.
- Provide training with nuts and bolts technical aspects.
- Provide training with metadata (cataloging).
- Negotiate with vendors lower cost equipment or services for CDLC members.
- Sponsor a hands-on learning project/workshop where participants actually do all the hand-on steps needed when digitizing items, from preparing for scanning, to scanning, to writing metadata, to mounting it all in an attractive and searchable site (even if site not live).
- Actually do (or possibly provide training in) the collection level metadata – the "metadata of the metadata." That's what gets indexed on the Internet.

Comments from participants:

- CDLC would bring stability, long-term support.
- Since CDLC is trusted and stable region-wide, any project set up by CDLC would be trusted and stable and more likely to get wide participation than if it was sponsored by an individual library.
- If several libraries go together, maybe they could pay for equipment together.
- Offsite storage costs/management problems are large. If this could be done centrally, this would be a big help to many libraries.
- Small libraries might contribute objects and information for metadata but wouldn't actually do the training/work.
- Melissa Bergin, Niskayuna High School, suggested basing a project on the waterways. This could be on many levels, *e.g.* the rivers/canals themselves, the economic impact, famous people. This could be a launch point for a longer/larger plan.

Questions from participants:

- Would libraries use CDLC servers if they could? Walter Grattidge, RAAC member and long-time CDLC supporter, says we have centralized catalogs, so what is the difference? Would images be different? We would need agreements with institutions.
- Can any income be generated to help maintain the site? (Jill mentioned Wright State, which sells images from their site.)
- Are there economies of scale in digitization projects? Jill says generally no, though there could be if you are using current documents. Tom says that it could be if CDLC bought the equipment or helped to make available specialized equipment already in an area library.
- Could groups or single libraries take on specific formats?

APPENDIX 2

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CDLC Telephone Interviews Results

During April and May 2004, 16 CDLC member institutions were interviewed regarding their thoughts on digitization. Hurst Associates and CDLC selected the institutions as representative of the types of libraries CDLC serves. The guide used for those interviews can be found on the page following this summary of results. The members surveyed (by institution) were:

Adirondack Community College
Fulton-Montgomery Community College
GE Global Research
Healthcare Association of New York State (HANYYS)
Mohawk Valley Library System
NYS Department of Economic Development
NYS Military Museum
NYS Supreme Court Library (Troy)
Questar III School Library System
Rensselaer County Historical Society
Sage Colleges
St. Peter's Hospital
Schenectady County Historical Society
Schenectady Museum
Siena College
University at Albany, SUNY

Are any of these members currently involved in digitization or considering it? Yes.

- NYS Military Museum is digitizing parts of its collection in order to increase access to materials, and to make materials available for marketing purposes.
- General Electric has been digitizing thousands of reports primarily for internal use. Approximately 450 are available on its web site for public access.
- Schenectady Museum is scanning on demand and is working on a National Endowment for the Humanities (NEH) program to scan negatives.
- Mohawk Valley Library System has completed a digitization project in the past, but is currently not doing any digital imaging.
- Fulton-Montgomery Community College Library has digitized photographs from 11 local institutions. FMCC retained the rights to the digital photographs. The work was completed by obtaining grants to fund the project during the summer, when staff normally would have been on vacation.
- Schenectady County Historical Society noted that they would like to digitize photographs so they can be transferred electronically to people who purchase them.
- Siena College, like many other college libraries, is scanning materials for electronic reserves. Other interviewees noted that they scan materials for interlibrary loan.

- University at Albany, SUNY is doing some digitization.¹⁹
- Several institutions are thinking about it. Some are hampered by the lack of resources (e.g., staff, time and money). In a few institutions, departments other than the library are the ones thinking seriously about digitization (e.g., NYS Department of Economic Development, Art Dept. at University at Albany, SUNY).

When asked what roles they thought CDLC should have in digitization, it was suggested that CDLC provide:

- Leadership:
 - Identify what members could be doing.
 - Spotlight collections that could be “true treasures” if digitized.
 - Coordinate a meeting between historical societies so they can share information on their digital imaging attempts/program. Provide opportunities for them to learn from each other.
 - Help institutions to have a vision.
 - Help members to communicate what’s going on (in regards to digitization). Get people to share information.
 - Foster cooperation between CDLC members.
 - Take every opportunity to encourage libraries to do cooperative activities.
 - Pursue great ideas that are too time consuming for individual libraries.
- Training:
 - Provide training to vendors so that they know what CDLC members expect.
 - Make the vendors ready to do business with libraries, archives and historical societies.
 - Provide training for CDLC members. For example, a workshop on:
 - Optical character recognition (OCR) software and techniques.
 - How libraries can use digital images.
 - Creating usage measurements for digitization projects and web sites.
 - The intellectual property issues organizations face when selecting materials to digitize.
 - How to digitize special collections.
 - The options available and the decisions that need to be made.
- Resources:
 - Become a clearinghouse for procedures, especially procedures on preservation and migration of digital assets.
 - This does not mean that CDLC needs to create in-house expertise. CDLC could provide links to resources and experts.
 - Make members aware of changes in digitization standards.
 - Keep track of digital collections (clearinghouse) in the region.

¹⁹ It should be noted that even though it was not mentioned in the interview, the University at Albany Department of Special Collections and Archives has quite a bit of digitization that is already online. The items can be viewed at <http://library.albany.edu/speccoll/>

- Create lists of who in the region is doing digitization.
- Bring in experts to provide training and consultation.
- Funding:
 - Help members locate funding sources.
 - Apply for grants to satisfy member needs.
 - Coordinate grant applications.
 - Create consortial purchasing programs for digitization equipment.
 - Create bulk-purchasing agreements.
 - Negotiate pricing on products (hardware, software, services).
- Technical expertise:
 - Be the resident expert on digitization.
 - Provide ongoing consulting and troubleshooting (technical assistance).
 - Do a big project on a topical area in the region.
 - Have a digitization lab.
 - Provide labor for working on digitization projects.
 - Do digitization projects for members or provide oversight on projects.
 - Catalogue digital images in OCLC.
 - Create a shared repository.
 - Help institutions do e-commerce with their images that could provide future funding for projects.
 - Provide learning documents, work plans and resource lists.

Additional comments included:

- CDLC is “the tie that binds.”
- CDLC are the “instruction people.”
- What role should CDLC have? “A big one.”
- What should CDLC do? “As much involvement as possible.”
- “Not sure if there is a role...”

CDLC Telephone Interview Guide

Below is the interview guide that was used for the telephone interviews. The guide was used to ensure that all of the topics were covered whether through explicit questions or through the course of the conversation.

Institution Name: _____

Contact Person: _____ Title: _____

Telephone: _____

Hello. My name is Jill Ann Hurst and I have been hired by CDLC to talk to its members about digitization. You should have already received a survey in the mail about digitization. This telephone call is to gather additional information.

1. Before I begin, let me ask if you understand what is meant by digitization? Can you explain it to me? (Tell me) Explanation: Digitization is creating electronic copies of hardcopy items. For example, when an item such as a book or photograph is digitized, an electronic copy is created that can be stored and viewed on a computer.
2. What are your thoughts on digitization?
3. What value do digital images have in your work? (Or might have in your work?)
4. Are you currently using digitized materials in your library or institution? Y N
If yes, in general, what type?
5. How important is the creation of digital images to your institution (parent institution)?
6. As you think about digitization, what do you think the CDLC's role should be? What do you expect from them?

CDLC Digitization Survey Introduction

Two paper-based surveys were conducted of CDLC members, aimed at two different populations:

1. A two-page survey form was sent to all public libraries in the CDLC region. The survey was brief in hopes that would ensure a good return rate. These surveys were summarized separately.
2. A four-page survey was sent to all CDLC members. The additional questions allowed for more information to be gathered, if the organization had been involved in digitization. These surveys were divided into three groups when summarized: academic, hospital and special (special collections). It is recognized that these could have been grouped differently for summarization, but that would not have impacted the results.

What follows are the two survey forms and then the detailed survey results.

Survey Form for Public Library Collections

Please complete this survey by March 31, 2004. Thank you.

Return this survey to: Digitization Survey, CDLC, Essex Street, Albany, NY 12206

Library's Name: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ County: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

1. Has anyone in your library attended training session on digitization? Yes No
If *yes*, what topics were covered in the training?

If *no*, would you be interested in attending training sessions on digitization? Yes No
What topics would you like to see covered?

2. Has your institution digitized any of the historic materials held by the library? Yes No
If *yes*, describe what was digitized? How are the materials being used?
Are they available on the Internet? How did you fund the project?

3. Do local schools use historic materials from your institution? Yes No
If *yes*, what types of materials do they use?

4. What digitization related services would you like CDLC provide to you? Check all that apply.

Training

Consulting on digitization options for your collection

Review of your collection for potential digitization

Locate potential collaborators

Assist your institution in writing a grant for a digitization project

Provide information on suitable digitization vendors

Provide information on hardware and software for use in digitization

Assist with project management

Assist in identifying funding sources

Establish a regional digitization center for your use

Digitize collections on your behalf

Other; please specify _____

5. CDLC is trying to compile a list of historic events or themes that run through this region. Please review the list below and **note which themes are present in your collection**. We encourage you to add other events or themes that are in your collection. You can use the Comments column to give us additional information.

| Historic or Modern Themes in the region | My institution has items related to this | | Comments (who, what) |
|--|---|----|-----------------------------|
| War | | | |
| Revolutionary War | Yes | No | |
| Civil War | Yes | No | |
| Wars with Canada | Yes | No | |
| World War I/World War II | Yes | No | |
| Prisoner of war/Refugee camps | Yes | No | |
| Other (Explain) | Yes | No | |
| Important Individuals | | | |
| Charles Steinmetz | Yes | No | |
| Erastus Corning | Yes | No | |
| William Kennedy | Yes | No | |
| "Uncle Sam" | Yes | No | |
| NYS governors | Yes | No | |
| Other NYS politicians | Yes | No | |
| Other (Explain) | Yes | No | |
| Transportation | | | |
| Erie Canal | Yes | No | |
| Ships / barges | Yes | No | |
| NYS Thruway construction | Yes | No | |
| Railroads | Yes | No | |
| Other (Explain) | Yes | No | |
| Immigration / Migration | | | |
| Dutch settlers | Yes | No | |
| Early settlers | Yes | No | |
| Native peoples | Yes | No | |
| Other (Explain) | Yes | No | |
| Industry | | | |
| Labor | Yes | No | |
| Forestry / Logging | Yes | No | |
| Food processing | Yes | No | |
| Textiles (e.g., Glove-making, etc.) | Yes | No | |
| Electronic equipment | Yes | No | |
| Horse racing | Yes | No | |
| Other (Explain) | Yes | No | |
| Other | | | |
| Education | Yes | No | |
| Environmental issues | Yes | No | |
| Human/civil rights | Yes | No | |
| Tourism | Yes | No | |
| Outdoor life | Yes | No | |
| Underground Railroad | Yes | No | |
| The arts | Yes | No | |
| Other (Explain) | Yes | No | |

Survey Form for Member/Regional Collections

Please complete this survey by March 31, 2004. Thank you.

Return this survey to: Digitization Survey, CDLC, Essex Street, Albany, NY 12206

Institution Name: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ County: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

1. Has anyone in your institution attended training session on digitization? Yes No
If *yes*, what topics were covered in the training?

If *no*, would you be interested in attending training sessions on digitization? Yes No
What topics would you like to see covered?

2. Has your institution considered digitizing any of the materials held by the institution? Yes No

3. Has your institution digitized any of the materials held by the library? Yes No

If yes:

What types of materials were digitized? (e.g., postcards)

What subject areas or themes are covered by the digitized materials?

How are the materials currently being used?

What standards or criteria were used in selecting and digitizing the materials?

Are the materials available on the Internet?

Did your institution receive outside (e.g., grant) funding for the project? (Approximately how much and from whom?)

If no, why not?

4. CDLC is trying to compile a list of historic events or themes that run through this region. Please review the list below and **note which themes are present in your collection**. We encourage you to add other events or themes that are in your collection. You can use the Comments column to give us additional information.

| Historic or Modern Themes in the region | My institution has items related to this | | Comments (who, what) |
|--|---|----|-----------------------------|
| War | | | |
| Revolutionary War | Yes | No | |
| Civil War | Yes | No | |
| Wars with Canada | Yes | No | |
| World War I/World War II | Yes | No | |
| Prisoner of war/Refugee camps | Yes | No | |
| Other (Explain) | Yes | No | |
| Important Individuals | | | |
| Charles Steinmetz | Yes | No | |
| Erastus Corning | Yes | No | |
| William Kennedy | Yes | No | |
| "Uncle Sam" | Yes | No | |
| NYS governors | Yes | No | |
| Other NYS politicians | Yes | No | |
| Other (Explain) | Yes | No | |
| Transportation | | | |
| Erie Canal | Yes | No | |
| Ships / barges | Yes | No | |
| NYS Thruway construction | Yes | No | |
| Railroads | Yes | No | |
| Other (Explain) | Yes | No | |
| Immigration / Migration | | | |
| Dutch settlers | Yes | No | |
| Early settlers | Yes | No | |
| Native peoples | Yes | No | |
| Other (Explain) | Yes | No | |
| Industry | | | |
| Labor | Yes | No | |
| Forestry / Logging | Yes | No | |
| Food processing | Yes | No | |
| Textiles (e.g., Glove-making, etc.) | Yes | No | |
| Electronic equipment | Yes | No | |
| Horse racing | Yes | No | |
| Other (Explain) | Yes | No | |
| Other | | | |
| Education | Yes | No | |
| Environmental issues | Yes | No | |
| Human/civil rights | Yes | No | |
| Tourism | Yes | No | |
| Outdoor life | Yes | No | |
| Underground Railroad | Yes | No | |
| The arts | Yes | No | |
| Other (Explain) | Yes | No | |

5. Does your institution own any other historic materials that are significant on a national or international level? Yes No
If yes, please describe.
6. Do local schools use historic materials from your institution? Yes No
If yes, what types of materials do they use?
7. Does your collection contain historic materials that you believe relate to topics covered in K-12 education? Yes No
If yes, please give examples of the materials used.
8. In your institution, what are the ways your collections can be accessed? Please check all that apply.
- Collection description Printed guide Card catalog
- Container and/or folder list Automated database (e.g., OPAC)
- Other (Please describe): _____
9. What digitization related services would you like CDLC provide to you? Check all that apply.
- Training
- Consulting on digitization options for your collection
- Review of your collection for potential digitization
- Locate potential collaborators
- Assist your institution in writing a grant for a digitization project
- Provide information on suitable digitization vendors
- Provide information on hardware and software for use in digitization
- Assist with project management
- Assist in identifying funding sources
- Establish a regional digitization center for your use
- Digitize collections on your behalf
- Other; please specify _____

Survey of Public Library Collections Results

Surveys were sent to all public libraries and public library systems in CDLC's region, and 26 were returned. The libraries and library systems that returned surveys were:

- Mohawk Valley Library System
- Southern Adirondack Library System
- Upper Hudson Library System
- Town of Ballston Community Library
- Brunswick Community Library
- Caldwell-Lake George Library
- Canajoharie Library and Art Gallery
- Town of Chester Public Library
- Clifton Park-Halfmoon Public Library
- Cohoes Public Library Corinth Free Library
- Corinth Free Library
- Crandall Public Library
- Guilderland Public Library
- Hadley-Luzerne Public Library
- Town of Inlet Library
- Johnstown Public Library
- Town of Lake Pleasant Public Library
- Mechanicville District Public Library
- Raquette Lake Free Library
- RCS Community Library
- Schenectady County Public Library
- Schuylerville Public Library
- Stephentown Memorial Library
- Stony Creek Free Library
- Troy Public Library
- Valley Falls Free Library
- Voorheesville Public Library
- Unidentified (2)

1. Has anyone in your library attended training session on digitization? Yes-3
No-26

If *yes*, what topics were covered in the training?

- Overview session at the Lake Ontario Archives Conference
- At NYLA Buffalo an overview of a Cornell project
- Rochester Public – From soup to nuts overview of Women’s Rights, NYS program and Skidmore

If *no*, would you be interested in attending training sessions on digitization? Yes-13
No-9

What topics would you like to see covered? Maybe-1

- Basics
- Ideas/tips on design of websites, linkages, choices of software
- Metadata
- Scanning
- Copyright
- Management of digital images of the long run
- What we should be digitizing and once digitized what’s next
- Cost/benefit considerations
- Archival preservation of scanned images
- Types of media to be used for long term stability
- (How to digitize) Books and pamphlets
- Methods (photographing vs. scanning)
- Making items accessible/usage in an online environment (ex. Using thumbnails, resolution of images)

One library director noted, “I have no idea what topics there are”, but also noted “I have no time for workshops.”

2. Has your institution digitized any of the historic materials held by the library? Yes-7
No-22

If yes, describe what was digitized? How are the materials being used?
Are they available on the Internet? How did you fund the project?

- Canajoharie Library answered "no", but noted that some of its "photos are in the FMCC archives and have digitized artwork in the collection."
- Clifton Park-Halfmoon Public Library:
 - Has digitized the finding aid to and images of the Pre-Shenendehowa Schools Collection.
 - Will be mounting the student census data from 1920 – 1950 as part of the Pre-Shenendehowa Schools Collection.
 - Has digitized 2000 images from the library's archives, 1968 – present.
- Crandall Public Library has digitized photographs upon request from patrons. Not a funded project, however, there is now a "growing set of images that could be grouped thematically to make small virtual exhibits."
- Johnstown Public Library wrote, "We have not digitized our materials, but Fulton-Montgomery Comm. College included us in their photo archive project (<http://fmphotoarchives.org>)"
- Veteran's photos – many people come in to get copies. Digitized by a volunteer. Scanned into computer & saved onto CD. Not available on the Internet. Funded by a donation. (Mechanicsville District Public Library)
- Photos, books / used for genealogical and historical research. Not funded. Available at <http://www.schenectadyhistory.org>. (Schenectady Cty.)
- We worked with UHLS on the global NICHE project, partnering with the New Scotland Historical Society. (Voorheesville)
- Holdings from each member library were scanned or photographed in 1999 for "the Documentarian". This was funded by MVLS, LSTA funds and a legislative grant. Newspapers, scrapbooks, images maps, and artwork were all included. (MVLS)

3. Do local schools use historic materials from your institution? Yes-15
No-13

- Digitization would make materials more available (Caldwell-Lake George)
- Local history, books, pamphlets (unknown)
- Elementary students on occasion for assignment on local history (Ballston)
- 5th graders need to see original documents. They look at logbooks we have from the Fire Dept. from 1860s. (Cohoes)
- Local history (Cornith)
- Local history & regional history collection (Guilderland)
- Primarily written history (Voorheesville)
- Local history, newspapers (Troy)
- Pamphlets on local history produced by town historical society (Stephentown)
- Local histories, school histories (Schenectady Cty.)
- Primarily vertical files, obituary index and books (Johnstown)
- They are too inaccessible (RCS)
- Historic photographs, books on the revolution (Schuylerville)
- Yes, at present they are using all historical materials. We have a NYS Archives grant bringing teachers into the library to search out materials related to 4th, 7th and 8th grade curriculum and preparing assignments using images and manuscripts. (Clifton Park-Halfmoon)
- Books, maps, a few manuscripts – so far not images (Crandall)
- Books, pamphlets (unknown)
- Schools do use materials from out member libraries. (MVLS)

4. What digitization related services would you like CDLC provide to you? Check all that apply.

- 14 Training
- 12 Provide information on suitable digitization vendors
- 12 Provide information on hardware and software for use in digitization
- 12 Assist in identifying funding sources
- 11 Establish a regional digitization center for your use
- 10.5 Digitize collections on your behalf
- 10 Consulting on digitization options for your collection
- 10 Review of your collection for potential digitization
- 8.5 Assist your institution in writing a grant for a digitization project
- 6 Locate potential collaborators
- 5 Assist with project management
- 1 Other; please specify

Other comments:

- We have city directories that need to be put on microfilm or fiche or computer (Cohoes)
- RCS Community Library noted that this (digitization) has not been a priority. However, they would be interested in:
 - Digitizing local weekly newspaper, 1873 - .
 - Collaborating with historical societies on topics noted in the themes on the second page of the survey.
 - Digitizing yearbooks from the local high school.
- It would be useful to have a central place that would have more expensive equipment, e.g., something to scan atlas-size objects. (Schenectady Cty.)
- We would not be able to pay for any digitization services. (Stephentown)
- We are a tiny library with very little except local history. (Valley Falls)

5. CDLC is trying to compile a list of historic events or themes that run through this region. Please review the list below and **note which themes are present in your collection**. We encourage you to add other events or themes that are in your collection. You can use the Comments column to give us additional information.

| Historic or Modern Themes in the region | # of inst. | Comments |
|--|-------------------|---|
| War | | |
| Revolutionary War | 10 | <ul style="list-style-type: none"> Regiment lists, old histories, biographies, communications (Schuylerville) Books – A few titles are considered rare (WWII) (Unknown) |
| Civil War | 10 | <ul style="list-style-type: none"> The Fire House log books reflects current events (Cohoes) Regiment lists (Schuylerville) |
| Wars with Canada | | |
| World War I/World War II | 7 | <ul style="list-style-type: none"> Scrapbooks of local WWII services (Schuylerville) A few school documents (Clifton Park-Halfmoon) |
| Prisoner of war/Refugee camps | 1 | |
| Other (Explain) | 3 | <ul style="list-style-type: none"> French & Indian War – Gentleman’s Magazine, 1755 (Caldwell-Lake George) Alcove Reservoir – newspaper (RCS) National Guard (Crandall) |
| Important Individuals | | |
| Charles Steinmetz | 1 | |
| Erastus Corning | 1 | |
| William Kennedy | 1 | |
| "Uncle Sam" | 2 | |
| NYS governors | 3 | <ul style="list-style-type: none"> A bit of Gov. Dix, who had a house at the other end of the bridge (Schuylerville) |
| Other NYS politicians | 4 | <ul style="list-style-type: none"> Dewitt Clinton (Hadley-Luzerne) Local politicians only (Clifton Park-Halfmoon) |
| Other (Explain) | 5 | <ul style="list-style-type: none"> Stephen Van Rensselaer (Stephentown) Stephen Van Rensselaer indenture (Voorheesville) Important individuals and Native Americans in the Adirondack/Central NY region (Raquette Lake) Cornell Elsworth – 1st Union soldier to die in Civil War. Personal friend of Pres. Lincoln. (Mechanicsville) Philip Schuyler family (Schuylerville) General John Burgoyne (Schuylerville) Some people from the entertainment world (Crandall) |

| Transportation | | |
|-------------------------------------|----|---|
| Erie Canal | 5 | <ul style="list-style-type: none"> Books (Hadley-Luzerne) No...but have photographs of feeder canal, canal boats, motor boats, rowboats, etc. (Crandall) |
| Ships / barges | 3 | |
| NYS Thruway construction | 1 | |
| Railroads | 8 | <ul style="list-style-type: none"> Stephen Van Rensselaer (Stephentown) ADK railroads (Hadley-Luzerne) Rail yards – local publications (RCS) 50+ old books on major lines (Schuylerville) |
| Other (Explain) | 2 | <ul style="list-style-type: none"> Development of local roads, Northway (Clifton Park-Halfmoon) Trolleys, automobiles, horse-drawn vehicles (Crandall) |
| Immigration / Migration | | |
| Dutch settlers | 7 | <ul style="list-style-type: none"> Stephen Van Rensselaer (Stephentown) Bicentennial publications (RCS) |
| Early settlers | 10 | <ul style="list-style-type: none"> Some source material, some books (Voorheesville) Bicentennial publications (RCS) |
| Native peoples | 3 | |
| Other (Explain) | 7 | <ul style="list-style-type: none"> City directories (Troy, Cohoes) Italian immigrants (Mechanicsville) Bicentennial publications (RCS) Rural African Americans (RCS) Some 20th century European immigrants (Crandall) Several local family genealogies (Unknown) |
| Industry | | |
| Labor | 5 | <ul style="list-style-type: none"> Paper factory (Mechanicsville) |
| Forestry / Logging | 6 | <ul style="list-style-type: none"> Especially as it relates to International Paper (Corinth) |
| Food processing | 3 | <ul style="list-style-type: none"> Mushroom growers – newspaper (RCS) |
| Textiles (e.g., Glove-making, etc.) | 2 | |
| Electronic equipment | 1 | <ul style="list-style-type: none"> Items related to General Electric Co. (Ballston) |
| Horse racing | 3 | <ul style="list-style-type: none"> Not much (Crandall) |
| Other (Explain) | 5 | <ul style="list-style-type: none"> City directories (Cohoes) Ice industry (RCS) Molding sand (Clifton Park-Halfmoon) Baking soda factory (Clifton Pk-Halfmoon) Farming (Clifton Park-Halfmoon) Store ledgers (Clifton Park-Halfmoon) |

| | | |
|----------------------|---|---|
| | | <ul style="list-style-type: none"> • Toy making, paper mills (Crandall) |
| Other | | |
| Education | 7 | <ul style="list-style-type: none"> • School sports teams (Mechanicsville) • 19th century school board minutes (Schuylerville) |
| Environmental issues | 5 | <ul style="list-style-type: none"> • Flora & fauna project (RCS) • EIPs – dump, waterfront (RCS) • Clippings of town affairs, 1970+ (Clifton Park-Halfmoon) |
| Human/civil rights | 2 | |
| Tourism | 7 | <ul style="list-style-type: none"> • Adirondacks / Sacandaga (Johnstown) • History, Adirondack Park Authority, Biographies, Wildlife, Maps, etc. (Lake Pleasant) |
| Outdoor life | 9 | <ul style="list-style-type: none"> • Seneca Ray Stoddard stereoptics (Caldwell-Lake George) |
| Underground Railroad | 4 | |
| The arts | 4 | |
| Other (Explain) | 6 | <ul style="list-style-type: none"> • History pertaining to the Adirondack Mountains and specifically Raquette Lake. (Raquette Lake) • Photographs and postcards, letters, etc. of our town. (Inlet) • Books from local hospital (Cohoes) • Log book from Masonic Lodge (Cohoes) • Stereoptics collection – worldwide (Caldwell-Lake George) • Records of local poorhouse (Clifton Park-Halfmoon) • Hudson River (Crandall) • History of local libraries in system; history of SALS (SALS) |

Comments:

- Historical Society of Lake Luzerne has most items related to area history. (Hadley-Luzerne)
- The local historical society has unique items – we are hoping to start a cooperative collection. (Guilderland)
- We have a small number of items on almost all these topics. Our local history collection focuses on Town of Ballston and Saratoga County. (Ballston)

Survey of Special Library Collections Results

Surveys were sent to special libraries that are members of CDLC. 19 surveys were returned. The libraries that returned surveys were:

- Albany Institute of History and Art
- Bellevue Alumnae Center for Nursing History
- Chapman Historical Museum
- Daughter of Charity Archives of the Northeast Province
- Dudley Observatory
- HANYS
- Irish American Heritage Museum
- NYS Dept. of Economic Development Library
- NY State Military Museum
- NYS Nursing Association
- NYS Supreme Court
- Plug Power
- Questar III School Library System
- Rensselaer County Historical Society
- Saratoga Springs History Museum
- Schenectady County Historical Society
- Schenectady International, Inc.
- Schenectady Museum and Planetarium
- Warren County Historical Society

1. Has anyone in your institution attended training session on digitization? Yes-5
No-14

If *yes*, what topics were covered in the training?

- NEDCC's off the wall and online: Issues, online audience, collaboration, project management, technology choices, metadata, user studies, copyright, preservation, sustainability, multipurposing (two responses)
- Our director of education & programming does digitize material. (RCHS)
- School for Scanning
- IPI/GEH Preserving Photos in a Digital World
- Scanning, Photoshop, sizing
- Photos
- Managing a digitization project -- NARA

- If *no*, would you be interested in attending training sessions on digitization? Yes-12
No-3

What topics would you like to see covered?

- Basics of planning & implementing a digitization project of images of historical documents, photos, maps, etc.
- Selecting a database – of the shelf system or customized.
- Digitizing photographic collection.
- Digitization for small archives uses and abuses
- Financial aspects of digitization
- Best practices
- Planning digitization project
- Integration of digitized materials into collections and services
- Database management, Storage
- At this point, we need to know what options re available and whether they are appropriate for our collection (archives and library).
- General information, cost, where are they stored, whose server, what works best to digitize.
- Archiving records (hardcopy)
- Not sure – papers and manuscripts
- Scanning techniques (i.e., stitching)
- Digital preservation

2. Has your institution considered digitizing any of the materials held by the institution?

Yes-13

No-5

?-1

- We have digitized individual items for clients of the Society, for our web site, etc. (RCHS)
- Internal documents are stored on CD-ROM but acquired library materials are not digitized. (YANYS)
- As this point, we are hoping to create entries for seven libraries and all chambers and courts in seven counties for a court-wide system. This is and will be all consuming for some time. We have very old books that are rapidly deteriorating which were commercially produced and I'm less concerned about them; but we have tried transcripts, including some from the Burden family of Troy that would be of local interest. I would be open to marking these materials available for assessment, but simply have no time & interest – including writing or administering a grant. If anyone is interested, I'd be happy to discuss possibilities. The material has been long neglected. (NYS Supreme Court)
- We are continuously entering our photos into PastPerfect. (CHM)
- (Yes) but have not started any projects yet...still researching. (IAHM)
- Not yet, too soon, no funds. (WCHS)

3. Has your institution digitized any of the materials held by the library? Yes-9
No-9

If yes:

What types of materials were digitized? (e.g., postcards)

- Photographs, manuscripts, ephemera, maps (Albany Institute)
- Photographs, chiefly (RCHS)
- Photographs – about 2,000 (SMP)
- Internal HANYS documents – memos, press release, etc.
- Photographs (Daughters of Charity)
- Archival materials such as correspondence, drawings and astronomical publications (Dudley)
- Historical photographs, association documents (NYSNA)
- Photos, diplomas (Bellevue)
- Photographs (Chapman)
- Postcards, photos (SCHS)
- Civil War material (NYS Military Museum)

What subject areas or themes are covered by the digitized materials?

- Varied topics relating to art, history and culture of the Upper Hudson Valley (Albany Institute)
- History of Rensselaer Co. including military history [Civil War] (RCHS)
- G.E., industrialization, 20th century, home life, Schenectady, electrification, transportation (SMP)
- Health care & hospital management (HANYS)
- Hospitals, orphanages, schools, social services (Daughters of Charity)
- Astronomy (Dudley)
- Nursing, association history (NYSNA)
- New York State nursing listing (Bellevue)
- Local history – architecture, events, commerce, landscapes, Glens Falls area, Adirondacks (Chapman)
- Schenectady history, buildings, places (SCHS)
- Civil War (NYS Military Museum)

How are the materials currently being used?

- Rights and reproduction requests, presentations, exhibits. (Albany Institute)
- Web site; researcher's publications (TCHS)
- Exhibits, researches, stored (SMP)

- They are not really being used, just archived (HANYs)
- Currently digitized photos are reproduced for exhibits and researchers. No large series/collection digitized. (Daughters of Charity)
- Display, publication (Dudley)
- For association related research (NYSNA)
- Web site, illustrating materials to potential exhibitors, catalog (PastPerfect) (Bellevue)
- These are accessioned/photographed in PastPerfect software to minimize handling/retrieval of actual photos when conducting research. (Chapman)
- Advertising on web site (we sell reproductions), storing images for users (SCHS)
- See policy statement (WCHS)
- Posting to web (NYS Military Museum)

What standards or criteria were used in selecting and digitizing the materials?

- Based on needs of customers (Albany Institute)
- No idea (RCHS)
- Depends on use. Try to do 600 dpi for exhibits and reproduction purposes. (SMP)
- Too much space being used on company hard drives (HANYs)
- Based on needs of researchers (Daughters of Charity)
- Digitized selected material related to current astronomy events. (Dudley)
- Being digitized on an as needed basis (NYSNA)
- Selected on as needed basis –if we need a digital image, we create it (Bellevue)
- Most researchers look for photos (Chapman)
- Items we thought would be popular (SCHS)
- Related to specific units from NY in Civil War (NYS Military Museum)

Are the materials available on the Internet?

- No (Albany Institute, Daughters of Charity, SMP, Chapman)
- Not except on our web site (RCHS)
- No – internally available only (HANYs)
- Partially (Dudley)
- Some are web enabled by access is restricted (NYSNA)
- Some (Bellevue)
- No, not for the most part (SCHS)
- Yes (NYS Military Museum)

Did your institution receive outside (e.g., grant) funding for the project? (Approximately how much and from whom?)

- No (Albany Institute, RCHS, HANYS, Daughters of Charity, Dudley, NYSNA, Bellevue, SCHS, NYS Military Museum)
- Not yet. It has been done in-house and on demand, for researchers and exhibit projects. (SMP)
- About \$9,000 from Leo Cox Beach Philanthropic Foundation. (Chapman)

If no, why not?

- No. This is a very informal activity done on demand by external and external customer requests. It is not an organized, formal digitization program. (Albany Institute)
- Many national funding sources are moving beyond basic digitization grants (IMLS, Museums Online, NSF). The museum will be applying to the NEH Preservation and Access on July 15 to complete the Photo Collection re-housing and create a 15,000-image database. (SMP)
- No interest. Older materials are sent to State Library or State Archives. (Dept. of Econ. Dev.)
- Funding and staffing, we have just received a grant to have our library catalogued and placed on your network. (IAHM)
- Money (Questar)
- Did not apply for funding (Dudley)
- Burden of time to apply and track small grants – it's easier to simply do the project. (NYSNA)
- Haven't created a large-scale digitization project – just minor digitizing every now and then. (Bellevue)
- Has been done sporadically rather than systematically as a collection (SCHS)
- Small collection – growing, not ready yet, lack of funding to consider this, all work currently done by Collections Committee (WCHS)

4. CDLC is trying to compile a list of historic events or themes that run through this region. Please review the list below and **note which themes are present in your collection**. We encourage you to add other events or themes that are in your collection. You can use the Comments column to give us additional information.

| Historic or Modern Themes in the region | My institution has items related to this | Comments (who, what) |
|--|---|---|
| War | | |
| Revolutionary War | 8 | <ul style="list-style-type: none"> The Irish influence in these wars, limited number of volumes (IAHM) John & Ferris paintings (Chapman) |
| Civil War | 10 | <ul style="list-style-type: none"> The Irish influence in these wars, limited number of volumes (IAHM) Register of Civil War soldiers treated in St. Mary's Rochester (Daughters of Charity) War of the Rebellion series, various correspondence (Chapman) |
| Wars with Canada | 1 | |
| World War I/World War II | 10 | <ul style="list-style-type: none"> Mostly WWII (SCHS) Cadet nursing (Daughters of Charity) Limited files (WCHS) Newspaper clippings. WWI prisoner of war book (Chapman) Photos, records, & uniforms of nurses (Bellevue) GE & ALCO role in WWI & WWII (SMP) |
| Prisoner of war/Refugee camps | 3 | <ul style="list-style-type: none"> Vietnamese; Cambodian refugees in U.S. & Cambodia/Thailand (Daughters of Charity) |
| Other (Explain) | 4 | <ul style="list-style-type: none"> Statue of Library (Questar) Some info on most wars (Military Museum) Other wars (RCHS) French & Indian / Old military records (WCHS) Gulf War letter (Chapman) Korea, Vietnam, Desert Storm, Iraq (Bellevue) |
| Important Individuals | | |
| Charles Steinmetz | 3 | <ul style="list-style-type: none"> GE publicity photos, Steinmetz's personal glass negative photographs (1,700) and papers, correspondence, and published materials (SMP) |
| Erastus Corning | 1 | |
| William Kennedy | 1 | |
| "Uncle Sam" | 3 | <ul style="list-style-type: none"> Elem. Level (Questar) |

| | | |
|--------------------------|---|--|
| NYS governors | 7 | <ul style="list-style-type: none"> • Some (SCHS) • Gov. Dix, Rockefeller (Harthway) (WCHS) • John Dix, photos (Chapman) • Photos/??? of governors involved in nursing legislation (Bellevue) • Small number of photos of politicians visiting GE/WGY (SMP) |
| Other NYS politicians | 3 | <ul style="list-style-type: none"> • Local mostly (SCHS) |
| Other (Explain) | 6 | <ul style="list-style-type: none"> • NYS Freedom Train/Hudson River Artists (Questar) • Many related to Saratoga (SSHM) • Marcus T. Reynolds (Albany Institute) • U.S. Grant house – Wilton (photo) (Chapman) • Many prominent Trojans (RCHS) • Irish Americans and Irishmen (IAHM) • St. Vincent’s asylum occupied Schuyler Manson (Daughters of Charity) • Leaders in Warren Co., Floyd Bennett, Edward Eggleston, artists, Other surname files (WCHS) • Historic NYS nursing figures and Florence Nightingale (Bellevue) |
| Transportation | | |
| Erie Canal | 7 | <ul style="list-style-type: none"> • As the Irish labor in canals and railroads; general information not necessarily specific to Erie. (IAHM) • Feeder canal (WCHS) • Photos mostly (SMP) |
| Ships / barges | 7 | <ul style="list-style-type: none"> • Photos on Lake George, Hudson River, barges on Feeder Canal (Chapman) • Hospital ships (Bellevue) • 3,000 photos (SMP) |
| NYS Thruway construction | 2 | <ul style="list-style-type: none"> • Unknown (Albany Institute) • A little local (SCHS) |
| Railroads | 8 | <ul style="list-style-type: none"> • Delaware/Hudson (Questar) • Photos – Hudson Valley Railroad, Adirondack Railroad, others (Chapman) • 30,000 locomotive photos, locos produced by GE, ALCO (SMP) |

| | | |
|--------------------------------|----|--|
| Other (Explain) | 4 | <ul style="list-style-type: none"> • Hudson River History, NYC (Questar) • Stagecoaches; trucking (Albany Institute) • Streetcars, early boats "Schenectady" (SCHS) • Stagecoach, Plank Rd., Old Military Road (WCHS) • Aircraft photos, autos (SMP) |
| Immigration / Migration | | |
| Dutch settlers | 3 | |
| Early settlers | 5 | <ul style="list-style-type: none"> • Quakers, Thman Caldwell (WCHS) |
| Native peoples | 4 | |
| Other (Explain) | 9 | <ul style="list-style-type: none"> • Ellis Island/Immigrant experience (Questar) • Irish/Italian/African American settlement in Saratoga (SSHM) • Irish/Scottish/Italian/African/etc. (Albany Institute) • Modern (20th C.) ethnic groups (RCHS) • Current migration (last 50 years) (Dept. of Economic Dev.) • Irish (IAHM) • Register of immigrants treated at St. Mary's Rochester (Daughters of Charity) • Jewish, Italian, French-Canadian – Limited (WCHS) • NYC immigrants (Bellevue) • Late 19th and early 20th century immigrants who came (SMP) |
| Industry | | |
| Labor | 12 | <ul style="list-style-type: none"> • Health care focus (NYSNA) • Federal and state documents (Dept. of Economic Dev.) • As it relates to Irish-American (IAHM) • Daughters of Charity dedicated to serving poor through education, social services, healthcare (Daughters of Charity) • Finch Pruyn Paper Co. (Chapman) • Nursing unions (Bellevue) • Photos of workers, some strikers (SMP) |

| | | |
|-------------------------------------|----|--|
| Forestry / Logging | 4 | <ul style="list-style-type: none"> • Pruyn-Morgan lawsuit papers (Chapman) • Product photos by GE of local and national firms (SMP) |
| Food processing | 1 | <ul style="list-style-type: none"> • Unknown (Albany Institute) • Product photos by GE of local and national firms (SMP) |
| Textiles (e.g., Glove-making, etc.) | 9 | <ul style="list-style-type: none"> • Collar, shirt – Cluett records (RCHS) • Some (SCHS) • Early Irish Americans (IAHM) • McMullen and Leavens (WCHS) • Troy Shirt Co. / McMullen Leavens Co. Collection (Chapman) • Product photos by GE of local and national firms (SMP) |
| Electronic equipment | 1 | <ul style="list-style-type: none"> • Unknown (Albany Institute) • Product photos by GE of local and national firms (SMP) |
| Horse racing | 5 | <ul style="list-style-type: none"> • Especially in winter (WCHS) • Glens Falls Horse Racing Tack Poster (Chapman) |
| Other (Explain) | 11 | <ul style="list-style-type: none"> • Light houses, Catskills Mt. House (Questar) • Hospital management ((HANYS) • Health care (NYSNA) • Chemical manufacturing; water industry (SSHM) • Iron, stove making (RCHS) • Economic impact of industry (Dept. of Economic Dev.) • Engineering (Plug Power) • GE, ALCO (SCHS) • Bricks, lime (WCHS) • Hospitals/healthcare (Bellevue) • GE photo archive, 1.5 million photos; industrial research; trade literature for GE products; papers of GE execs, researcher & engineers; films oral histories (SMP) |
| Other | | |
| Education | 10 | <ul style="list-style-type: none"> • Federal and state documents (Dept. of Economic Dev.) • Orphanages and schools (Daughters of Charity) • Union Free School District Collection, Robert King Collection, Alexander W. Miller Collection – history of G.I. schools (Chapman) |

| | | |
|----------------------|---|---|
| | | <ul style="list-style-type: none"> • Nursing schools (Bellevue) |
| Environmental issues | 3 | <ul style="list-style-type: none"> • Power along the Hudson (Queststar) |
| Human/civil rights | 3 | |
| Tourism | 4 | <ul style="list-style-type: none"> • Two books, postcards (Albany Institute) • Lodging, travel, economic impact (Dept. of Economic Dev.) • Postcards & photos – Lake George, Adirondack camps, hotels, resorts (Chapman) |
| Outdoor life | 4 | <ul style="list-style-type: none"> • Postcards & photos – Lake George, Adirondack camps, hotels, resorts (Chapman) • Steinmetz, skiing, boating, camping (SMP) |
| Underground Railroad | 5 | <ul style="list-style-type: none"> • And other info about slavery (Albany Institute) • Research by ... ²⁰(WCHS) • Some info in vertical files (Chapman) |
| The arts | 8 | <ul style="list-style-type: none"> • Local organizations (SCHS) • Artist in Warren Co. (WCHS) • Douglas Crockwell Collection – Illustrations, photos (Chapman) • Contemporary art collection (SMP) |
| Other (Explain) | 8 | <ul style="list-style-type: none"> • Hudson River Artists; Architecture; Geography; flowers & birds of NY; folklore (Questar) • Law (Supreme Ct.) • Astronomy (Dudley) • Business/management (Plug Power) • Genealogy materials (SCHS) • Irish culture and history (IAHM) • Hospitals/healthcare; women's history; history of nursing (Daughters of Charity) • Appliances, home life, main streets around the world, 1,000 motion picture films (SMP) |

²⁰ Handwriting is unclear.

5. Does your institution own any other historic materials that are significant on a national or international level? Yes-10
No-5
Maybe-1

If yes, please describe.

- Original documents relating to the settlement of Schenectady and local area. (SCHS)
- Archeological collection – Old Quaker Burying Ground/Queensbury (WCHS)
- Photographs by Seneca Ray Stoddard, Adirondack photographer and environmentalist (CHM)
- Records of the first schools of nursing in the U.S.; Florence Nightingale letters; items relating to the World Trade Center (BACNH)
- A variety of nursing materials from 1860 – present (NYSNA)
- Records of 1st Catholic orphanage in U.S. (Daughters of Charity)
- Fuel cell information – historical and current (Plug Power)
- Ancient Egypt (Albany Institute)
- Cluett, Peabody, & Co. archives – very important source for history of advertising (RCHS)
- GE Photo Archives, 1.5 million photos, one of largest collection in the world; 40,000 objects; early trade literature and advertising (SMP)

6. Do local schools use historic materials from your institution? Yes-8
No-9

If yes, what types of materials do they use?

- Several teachers have worked on developing DBQs from our documents – many types. (SCHS)
- Underground Railroad curriculum kit (WCHS)
- A variety of nursing materials from 1860 – present (NYSNA)
- Photos and primary documents for collaborative project. (SSH)
- Photos, artifacts and other materials (Albany Institute)
- All varieties and formats (RCHS)
- GE materials (photos, writing samples, advertising, films, oral histories). National History Day projects, Schenectady Schools history project, college students, teaching students how to use primary records. (SMP)

7. Does your collection contain historic materials that you believe relate to topics covered in K-12 education? Yes-7
No-6
Maybe-1

If yes, please give examples of the materials used.

- Quakers, logging, Underground Railroad, aviation, schools (WSHS)
- Nursing history, New York State History (BACNH)

- The Great Hunger (now part of NYS required curriculum) (IAHM)
- Collection materials used in video teleconferencing exhibition tours, online curricula (Albany Institute)
- All varieties and formats re: to local history (RCHS)
- Invention, home life, immigration, clothing styles, photographs, immigrant writing samples, advertising, films, museum school programs are developed with teachers in conjunction with NYS learning standards. (SMP)

8. In your institution, what are the ways your collections can be accessed? Please check all that apply.

- 10__ Collection description 6__ Printed guide 7__ Card catalog
 9__ Container and/or folder list 12__ Automated database (e.g., OPAC)
 __ Other (Please describe): _____

9. What digitization related services would you like CDLC provide to you? Check all that apply.

- 11 Assist in identifying funding sources
- 11 Provide information on hardware and software for use in digitization
- 10 Assist your institution in writing a grant for a digitization project
- 9 Training
- 8 Digitize collections on your behalf
- 7 Consulting on digitization options for your collection
- 7 Provide information on suitable digitization vendors
- 6 Review of your collection for potential digitization
- 6 Locate potential collaborators
- 3 Assist with project management
- 5 Establish a regional digitization center for your use
- 1 Other; please specify: General info on process

Other Comments:

- AHIA is writing a technology plan that includes digitization of library and archives collections. We will be writing grant applications to obtain funding.

Survey of Hospital Library Collections Results

Surveys were sent to hospital libraries that are members of CDLC. 5 surveys were returned. The libraries that returned surveys were:

- VA Medical Center Library
- Saratoga Hospital Medical Library
- St. Peter’s Hospital
- Albany Memorial Hospital/Samaritan Hospital
- St. Mary’s Hospital

1. Has anyone in your institution attended training session on digitization? Yes
No-5

If *yes*, what topics were covered in the training?

If *no*, would you be interested in attending training sessions on digitization? Yes-1
No-3

What topics would you like to see covered?

2. Has your institution considered digitizing any of the materials held by the institution? Yes
No-5

3. Has your institution digitized any of the materials held by the library?

Yes
No-5

If yes:

What types of materials were digitized? (e.g., postcards)

What subject areas or themes are covered by the digitized materials?

How are the materials currently being used?

What standards or criteria were used in selecting and digitizing the materials?

Are the materials available on the Internet?

Did your institution receive outside (e.g., grant) funding for the project? (Approximately how much and from whom?)

If no, why not?

4. CDLC is trying to compile a list of historic events or themes that run through this region. Please review the list below and **note which themes are present in your collection**. We encourage you to add other events or themes that are in your collection. You can use the Comments column to give us additional information.

| Historic or Modern Themes in the region | My institution has items related to this | Comments (who, what) |
|--|---|---|
| War | | |
| Revolutionary War | | |
| Civil War | | |
| Wars with Canada | | |
| World War I/World War II | | |
| Prisoner of war/Refugee camps | | |
| Other (Explain) | | |
| Important Individuals | | |
| Charles Steinmetz | | |
| Erastus Corning | | |
| William Kennedy | | |
| "Uncle Sam" | | |
| NYS governors | | |
| Other NYS politicians | | |
| Other (Explain) | | |
| Transportation | | |
| Erie Canal | | |
| Ships / barges | | |
| NYS Thruway construction | | |
| Railroads | | |
| Other (Explain) | | |
| Immigration / Migration | | |
| Dutch settlers | | |
| Early settlers | | |
| Native peoples | | |
| Other (Explain) | | |
| Industry | | |
| Labor | | |
| Forestry / Logging | | |
| Food processing | | |
| Textiles (e.g., Glove-making, etc.) | | |
| Electronic equipment | | |
| Horse racing | | |
| Other (Explain) | 1 | <ul style="list-style-type: none"> Healthcare – histories of AMH & Sam. Hospitals (Albany Medical) |
| Other | | |
| Education | | |
| Environmental issues | | |
| Human/civil rights | | |
| Tourism | | |
| Outdoor life | | |
| Underground Railroad | | |
| The arts | | |
| Other (Explain) | 1 | <ul style="list-style-type: none"> Nursing education in the area (Albany Memorial) |

5. Does your institution own any other historic materials that are significant on a national or international level? Yes
No-4
If yes, please describe.
6. Do local schools use historic materials from your institution? Yes-1
No-3
If yes, what types of materials do they use?
7. Does your collection contain historic materials that you believe relate to topics covered in K-12 education? Yes
No-4
If yes, please give examples of the materials used.
8. In your institution, what are the ways your collections can be accessed? Please check all that apply.
- Collection description 1 Printed guide 2 Card catalog
 Container and/or folder list 1 Automated database (e.g., OPAC)
 Other (Please describe): _____ Browse – OCLC – GAC - Cadillac_____
9. What digitization related services would you like CDLC provide to you? Check all that apply.
- 1 Training
 - 1 Consulting on digitization options for your collection
 - 1 Review of your collection for potential digitization
 Locate potential collaborators
 - 1 Assist your institution in writing a grant for a digitization project
 - 1 Provide information on suitable digitization vendors
 - 1 Provide information on hardware and software for use in digitization
 Assist with project management
 - 1 Assist in identifying funding sources
 Establish a regional digitization center for your use
 Digitize collections on your behalf
 - 1 Other; please specify
 - Explain why this would be beneficial to our hospital library

Handouts from the June 17 workshop
