Digitization Service for the GALILEO Knowledge Repository Grant

Andy Carter, Digital Projects Archivist
Digital Library of Georgia
cartera@uga.edu
Topics

- Grant Responsibilities
- Background on Digital Library of Georgia
- Content and Metadata Committee
- GKR Drupal site
- Digitization requests
  - Form
  - Scoring
- Memorandum of Understanding
- Scanning
  - Hardware
  - Workflows
  - Costs
- Questions/Discussion
D.2) **Digitization Service:** A multitude of scholarly works are locked up in print, which makes it difficult for GKR partner sites to disseminate them digitally. Scholarly materials like theses and dissertations, research reports, working papers, and research data are not easily accessed in print. The Digital Library of Georgia (DLG) has extensive experience in digitizing collections. Student assistants (IMLS funded) and existing DLG staff will carry out digitization. The GKR Content and Metadata Committee will conduct an approval process for digitization requests, as well as determine priorities for digitization efforts. **Schedule:** Establish service by January 2010 and continue to Sept. 2012.

http://hdl.handle.net/1853/30580
Welcome to the Digital Library of Georgia

The Digital Library of Georgia is a gateway to Georgia's history and culture found in digitized books, manuscripts, photographs, government documents, newspapers, maps, audio, video, and other resources.

The Digital Library of Georgia connects users to a million digital objects in more than 200 collections from 50 institutions and 100 government agencies. Though this represents only a fraction of Georgia's cultural treasures, the Digital Library of Georgia continues to grow through its partnerships with libraries, archives, museums, government agencies, and allied organizations across the state.

Based at the University of Georgia Libraries, the Digital Library of Georgia is an initiative of GALILEO, the state's virtual library. Please also visit the Civil Rights Digital Library, built in partnership with the DLG and GALILEO.

Partners & Sponsors

- GALILEO
- Georgia Public Library Service (Board of Regents of the University System of Georgia)
- Georgia Humanities Council
- Institute for Museum and Library Services
- National Endowment for the Humanities
- The University of Georgia Libraries
- More Partners »

http://dlg.galileo.usg.edu/
The members of this committee are responsible for recruiting and collecting their respective campuses’ scholarly content, submitting it to their IRs with metadata, and for reviewing any rights issues. This committee reviews common issues at the institutions to establish and maintain GKR-wide processes. They are responsible for maintaining the GKR Metadata Guidelines and assisting with the management of the GKR’s IR-related services of digitization, rights assistance, content submission, and preservation.
http://www.library.gatech.edu/gkr/
The GALILEO Knowledge Repository (GKR) Digitization Service aims to facilitate access to digital research and scholarly materials from partner University System of Georgia institutions. The GKR Content and Metadata Committee will prioritize digitization requests, recommend priorities to the Digital Library of Georgia (DLG), and work together with the DLG to match recommendations with pragmatic considerations. The DLG, in consultation with the Content and Metadata Committee, will select within the top few for the final selection and sequence based on available staffing and equipment.
Information gathered:
- Collection description: type, extent, physical dimension
- Access: copyright
- Collection management: is it processed? Is there descriptive metadata?
- Significance: current use, potential use, part of larger digital collection
Structure of Service: Digitization Form

Collection Management

Organization: □ Yes □ No

Has the collection been processed? □ Yes □ No

Description: Which of the following descriptive formats are available for the materials (check all that apply): □

- MARC records
- Finding aids
- Metadata
- Other

Please describe other available descriptive formats:

Significance

Current use: □ Daily □ Several times a week □ Once or twice a month □ Several times a year □ Once a year

How often is the material accessed in analog form? □ □ □ □ □

Potential use: □

One a scale of 1-5, 1 highest and 5 lowest, to what extent would your institution benefit from access to the material in digital format? □ □ □ □ □

Barriers: □

One a scale of 1-5, 1 highest and 5 lowest, to what extent do the analog form limit use of the material? □ □ □ □ □
Structure of Service: Prioritization guide

- http://www.library.gatech.edu/gkr/node/62

Prioritization Guide

Weighted system for prioritizing digitization requests

<table>
<thead>
<tr>
<th>Collection Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extent of the collection:</td>
</tr>
<tr>
<td>&gt;500 loose pages +1</td>
</tr>
<tr>
<td>&gt;100 maps or photographs +1</td>
</tr>
<tr>
<td>&gt;50 video or audio tapes +1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Condition of the materials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent +2</td>
</tr>
<tr>
<td>Good +1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Access:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public domain +1</td>
</tr>
<tr>
<td>Copyright held by the institution +1</td>
</tr>
<tr>
<td>Permission to digitize +1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection Management:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed +1</td>
</tr>
<tr>
<td>MARC records +1</td>
</tr>
<tr>
<td>Finding aids +1</td>
</tr>
<tr>
<td>Metadata +1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Significance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current use:</td>
</tr>
<tr>
<td>Daily +2</td>
</tr>
<tr>
<td>Several times a week +1</td>
</tr>
<tr>
<td>Once or twice a month +1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Potential use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 = +2</td>
</tr>
<tr>
<td>2 = +1</td>
</tr>
</tbody>
</table>
Structure of Service: Decision Making

- Digitization requests were considered on a semester basis
- Submitted forms were automatically sent to all committee members
- All submissions were scored and ranked
- At regular committee meeting, requests were evaluated and final selections were made
Memorandum of Understanding

I. PARTIES
This document constitutes an agreement between the Digital Library of Georgia (DLG) based at the Main Library of the University of Georgia, Athens, Georgia, and [institution name and address].

II. PURPOSE
The purpose of this agreement is to state clearly the terms under which [    ] allows the DLG temporary custodianship of materials and permits digitization of those materials.

III. BACKGROUND & DESCRIPTION OF LOANED MATERIALS
As part of GALILEO’s Knowledge Repository initiative, the [    ] and the DLG are collaborating to make selected materials related to the Medical College of Georgia available in the GALILEO Knowledge Repository. The DLG will be responsible for transporting the materials and for all steps of the digitization process.

The loaned materials are listed and described in Schedule A attached to this agreement.
Structure of Service: Scanning

- Student workers
  - Hired with grant money
  - Worked 15-20 hours per week
- Flatbed scanners
  - Epson 10000XL
- Networked stations
  - All work backed up
Structure of Service: Workflow

- **Scan**
  - Settings
  - File naming

- **Rotate/Crop/Split**
  - Book Restorer software

- **Process files**
  - JRA Publish for creating compressed PDFs
    - OCR

- **Quality Control**
  - At every step
  - Crucial to catch problems early
Structure of Service: JRA Publish

Welcome to JRAPublish
Compose the list of files or folders to process here.
Then select each item from the list and edit its processing settings on the right.

Processing Settings

PDF
- Create PDF Documents
- Compress PDF Output
- PDF to PDF Processing
- PDF Compress Settings
- PDF Text Settings
- Compression Methods
- Bitonal Method
- Color Method
- PDF Properties
- Viewing
- Hyperlinks
- Metadata
- Security
- Save Settings
- Load Settings
Structure of Service: Cost Estimate

- Travel, Student labor, my salary, snacks...
- $.70 per page for PDFs
- Context/variables
Thank You

Questions?

cartera@uga.edu