

## **Linscheid Library Digital Library Plan**

The Linscheid Library will concentrate on digitizing items that are unique to the collection, or cases where holdings are complete or nearly complete and materials are of local interest.

### **Long-term solutions**

A digital library project requires server space, a specialized scanner and asset management software. The library will use a large format scanner with the Opus preservation starter pack for work flow, and the Media Management module of the Innovative Library system for asset management and presentation. The Opus software can produce files in multiple formats, including text searchable PDF. Any color management should be done in an attempt to minimize human error and provide greater consistency, rather than an attempt to provide absolute color accuracy.

Color management software is specialized software, which is used to make scanners, cameras, monitors and printers agree on color. Current thinking is that color management software will take the human factor out of color management making it easier to correct any errors at a later date. Studies from the Munsell Color Science Institute suggest that color management software does not really produce more accurate color at this point, but rather that it reduces the human factors and produces more consistent color. Generally, color management software is used in graphics shops to produce consistent color in publications

The library cannot calibrate patron's monitors, therefore, the use of color management software will not guarantee that patrons see the correct colors. It will be useful when (not if) the library makes duplicate prints of photographs and other materials. Use of color management software is fairly routine in digital library programs. However, it is an added expense in the neighborhood of \$3000 and other solutions may be acceptable. As color is not a significant attribute of the majority of materials to be scanned, the library will forgo color management software and hardware at this time.

### **Access**

Patrons will access digital files via the library's web server. Materials will be accessible from the catalog. Newspapers and other text heavy documents will be made available as text searchable PDF files. Photographs and other illustrations will be made available as JPEG (.jpg) files. In all cases, the original TIFF files created at the time of scanning will be available upon patron request. Because the TIFF files are so large, they will not be maintained on the library server, but kept on hard drives and other storage media accessible by library faculty and staff. To ensure equal access to materials by patrons with disabilities, files will be converted to formats requested by individual patrons

when it is technically possible. For instance, OPUS allows the creation of text to speech derivatives, so newspaper pages and other text heavy documents can be converted to an audio file for use by blind or partially sighted patrons.

### **Copyright**

Copyright is always a tricky issue in the special collections environment. Legally, physical property rights and copyright are two separate issues. Unfortunately, it was not common practice until very recently for libraries to ask for copyright along with physical property rights when accepting materials. Preservation efforts generally receive some latitude under fair use. The library will make reasonable efforts to find the copyright holder of materials being digitized. Reasonable efforts would include contacting donors, original authors, or children of the original authors. All efforts to contact copyright holders will be documented. The library has received copyright clearance for *The Journal*, the East Central University student newspaper.

### **Priorities**

The digitization project began in 2009, the centennial of the founding of East Central University. Increased interest in university history due to the centennial makes university records the highest priority for digitization.

*The East Central Journal* is not archived in accordance with commonly accepted preservation practices. The only known complete archive is in the library's Special Collections. Further, the newspaper is the most comprehensive record of the university's history. Therefore, it is our highest priority digitization project. The archive consists of bound issues, which are deteriorating due to high acid content in the paper. Some of the bindings are too tight or do not follow the grain of the paper causing breakage and text loss when handled. Many volumes are heavily oversewn, which makes scanning without disbanding impossible. Use of a large format flatbed scanner will require most issues to be disbound. Again, newer issues should be archived using original digital files if possible.

The Martin Hauan Collection is a unique collection of regional and national interest. The collection includes campaign realia, political ads, speeches and other correspondence relating mostly to Oklahoma politics, but featuring a few figures of national importance. Some of the films of political ads are suffering from vinegar syndrome and require intervention as soon as possible if they are to be preserved. The Oklahoma State Historical Society will digitize the film for \$.09 an inch. All other materials can be digitized in house.

The James Admire Collection will provide insight into life in the early days of Oklahoma. This collection can be digitized in house with no difficulty.

The Johnson Tal Crawford Collection contains very little that has not been digitized elsewhere. However the few unique pieces should be digitized.

The large format panorama photos in Special Collections are in poor condition due to being rolled up for many years. They are gradually being relaxed and flattened as time permits. To preserve what the library can of these images, they must be digitized as soon as possible.

Special Collections features several unique scrapbooks, most of which are in very poor condition. The few that are currently in fair condition will eventually deteriorate as well. Because of their unique and fragile nature, scrapbooks should be digitized soon. Once the scrapbook is digitized, it may be advisable to remove individual items for better long-term preservation.

Photos and other documents in Special Collections should be digitized as time permits with those in the worst physical condition receiving attention first. Photos could be digitized as part of web exhibits.

### **Technical Specifications**

Photos will be digitized at a resolution of 600 dpi when the quality of the original allows. When the quality of the original does not allow, photos will be scanned at the highest resolution that will produce a good quality image. In some cases, Genuine Fractals will be used on low-resolution scans to increase the resolution of small images. Letters and other documents will be scanned at 300 dpi or the highest resolution the original will allow. All images will be saved both as TIFF and high quality JPEG. Lower resolution screen images will be made as needed. Most scanning will be done using Opus preservation software.

### **Time**

The project will require two or three student workers for a total of 40 hours. The librarian's time needed for the project would vary widely. It would be highly desirable to devote 20 hours of one paraprofessional's time to this project as well. When training new students, the librarian would probably need to devote about 10 hours a week to the task for the first couple of weeks. Once the students are trained, the librarian's time devoted to the project will decrease to about 5 hours a week devoted to quality control and troubleshooting. However, unexpected tasks could crop up. The librarian will do most of the disbinding and other conservation treatments. It may be possible to train a competent and interested student, but this is not likely.