Eastern Illinois University
The Keep

Faculty Research & Creative Activity   Booth Library

December 2010

Digital Collections Manual (Version 1.0)

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Booth Library Subcommittee on Digital Resources, Eastern Illinois University

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BOOTH LIBRARY
DIGITAL COLLECTIONS MANUAL

Subcommittee on Digital Resources
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MISSION STATEMENT

Booth Library recognizes the desire of users to access information electronically and the ever-increasing importance of supplying and preserving content in digital form. Therefore, in conjunction with the library's vision and Eastern Illinois University's mission, Booth Library creates and maintains digital collections to support instruction and research and to enrich the campus environment. Booth Library produces resources consisting of historical, educational, intellectual, regional, or cultural significance, and seeks collaborative opportunities to make these materials uniquely available in digital form. Booth Library's digital collections appeal broadly to diverse user groups while serving the information needs of the library's primary audience—the students, faculty, administration, alumni, and others within the university community.

ABOUT THIS MANUAL

This manual is intended as a working document to guide the development, production, and maintenance of digital collections at Booth Library. As documentation is an ongoing process, the committee plans to review and update the manual on an annual basis. With regard to this first version, it is anticipated that existing guidelines and procedures will be revised and additional policies developed to accommodate the institutional repository. It is also expected that, as project documentation is made more complete, the appendix will be converted into separate documents for each collection.

GUIDELINES FOR DIGITAL PROJECT DEVELOPMENT

This list of criteria, priorities, and other factors is intended to assist Booth Library faculty and staff in planning and evaluating proposed digital projects.

All proposed projects must address at least one of the following concerns: preservation, access, and/or added value or functionality.

- **Significance**
  - o Identify the historical, educational, intellectual, regional, or cultural value of the proposed project
  - o Assess the project's relationship to Booth Library collection strengths and digital collections
- **Audience**
  - o Identify the intended existing or proposed audience, and provide evidence of use (e.g., statistics, survey results, planned curricular/programmatic use, etc.)
    - ▪ Priority will be given to resources that support instruction and research at Eastern Illinois University and that have advocates in the EIU community for being made available in digital form
- **Uniqueness**
  - o Determine the uniqueness of the source material and its availability in digital form
    - ▪ Resources that have already been made publicly available in digital form by another agency will not be duplicated; exceptions in the case of variation may be decided on a case-by-case basis
    - ▪ Priority will be given to materials that are rare or unique to Booth Library or Eastern Illinois University
- **Content**
  - o Define the **scope** of the project, including but not limited to: topic or theme, creator and/or provenance, date range, format
  - o Identify and evaluate items to be included in the project
    - ▪ Consider whether physical materials can be reproduced in usable digital form safely and easily; items in fragile condition or unusual formats (e.g., oversize, 3-D, nonprint, etc.) merit special treatment
  - o Estimate the **size** of the project: how many objects, files, pages, etc. will be included, as well as the total size of digital files
- **Rights and other restrictions**
  - o Ascertain whether the resources are in the public domain, or whether Booth Library has secured the right to make them available in digital form
    - ▪ If not, perform due diligence to obtain permission to digitize and/or provide access to copyrighted resources
    - ▪ Refer legal questions regarding fair use, privacy, etc. to Booth Library Administration for consultation with EIU's General Counsel
    - ▪ Unrestricted public online access is strongly preferred; exceptions may be decided on a case-by-case basis

- **Infrastructure**
  - Determine whether Booth Library has the infrastructure to produce and support the project, both in terms of **equipment** (hardware, software, server space, etc.) and **personnel**
    - If not, investigate collaboration with other institutions or outsourcing
    - Priority will be given to **collaborative** projects (with either campus departments or external organizations such as regional, state, or national libraries or library associations)
  - Determine whether **funding** (grants or other financial support) is available for the production phase of the project as well as long-term ongoing costs such as maintenance, storage, digital preservation
  - Establish a **timetable** for the project, including a deadline for completion
- **Technical issues**
  - Consider the medium (e.g., CD, DVD, streaming, podcast, etc.) and format (e.g., JPEG, TIFF, JPEG2000, MPEG-4, etc.) in which resources will be made digitally available
  - Investigate the existence of documentation or description providing intellectual control of the resource(s) (e.g., cataloging data, inventories or finding aids, captions, transcripts, etc.)
  - Determine the hosting site for the final digital product (e.g., CARLI Digital Collections, Illinois Digital Archives, Booth Library Web site, EIU Online Catalog, etc.), as well as the collection's appropriateness for inclusion in the institutional repository

DIGITAL PROJECTS WORKFLOW

Project initiated by	Dean or faculty member
Define collection	Project manager
Set up specifications	Library Technology Services
Digitize (i.e., scan)	Students, trained by LTS personnel
File versioning, storage and backup	Library Technology Services
Cataloging (MARC records in WorldCat and EIU Online Catalog)	Cataloging Services Faculty
Cataloging (non-MARC metadata)	Digital Collections Coordinator
Files and data uploaded to digital collection management software	Digital Collections Coordinator and/or Institutional Repository Librarian

LIST OF EQUIPMENT AVAILABLE FOR DIGITAL PROJECTS
(as of April 2010)

Booth Library

Hardware
- Scanners
  - Fujitsu fi5750C-HVRS: flatbed scanner; located 3000 South office area; 12x18; has feeder
  - Fujitsu fi6770: flatbed scanner; located in Archives; 11x17; has feeder
- Cameras
  - Canon EOS Rebel XT
  - Nikon D70S

Software
- Adobe Suite (Photoshop, etc.)
- Twain driver

Media Services

Production Services provides professional quality studio and onsite digital photography, format transfer and conversion, large format printing and audio/video tape and disc duplication. *Note: Written clearance must be obtained from the owner of copyrighted materials before materials can be duplicated.*

Hardware
- Scanners
  - Nikon 8000 Film Scanner
  - Epson Expression 10000: Flatbed scanner
- Cameras (Bev)
  - Nikon D100
  - Nikon D70S (two)
- Digital video camera
  - Canon XHA1
- Microphone equipment
- Video editing station

Software
- Audio editing software
  - SoundForge

CATS

Hardware
- iPod

Software

TECHNICAL GUIDELINES FOR CREATING DIGITAL RESOURCES
DIGITIZATION OF TEXT AND IMAGES

MEDIA	SCAN	RAW FILE	MASTER	ACCESS	THUMBNAIL
Text	1-bit bitonal 600 ppi		TIFF	JPEG Medium to high quality Resize to 1024 pixels* along long dimension (*or larger, depending on standard monitor size)	JPEG or GIF Resize to 150 pixels along long dimension
B/W image	8-bit grayscale or 24-bit color 300 ppi				
Color image	24-bit color 300 ppi				

These are the default guidelines for all digital text and image resources created by Booth Library. These minimum recommendations may be adapted to meet the needs of individual projects on a case-by-case basis; any modifications or additional requirements must be noted in the documentation for each project.

(Note: The raw file is the original archival scan or born-digital file, for preservation purposes only. Any minor edits deemed necessary are made to the master file, from which access and thumbnail copies are derived.)

For projects hosted by external organizations, consult the guidelines prescribed by the hosting site:
- CARLI, Digitization Best Practices for Images and Text
http://www.carli.illinois.edu/mem-prod/contentdm/guidelines_for_digitization.pdf
- CARLI, Digitization Best Practices for Audio
http://www.carli.illinois.edu/mem-prod/contentdm/guidelines_for_audio.pdf
- CARLI, Digitization Best Practices for Moving Images
http://www.carli.illinois.edu/mem-prod/contentdm/guidelines_for_video.pdf
- Illinois Digital Archives, Guidelines for Images
http://www.idaillinois.org/guidelines.html

The above guidelines are in compliance with the guidelines established by CARLI Digital Collections and the Illinois Digital Archives as of July 2010.

FILE NAMING GUIDELINES

INTRODUCTION

In order to identify and maintain digital resources efficiently, it is recommended that the following guidelines be applied when naming files. More information about the file names used for a specific project can be found in the project documentation.

Questions regarding these guidelines should be addressed to the coordinator for digital projects: Ellen Corrigan, 581-8456, ekcorrigan@eiu.edu

GUIDELINES

- File names should be unique.
- File names should be assigned consistently within a given project or collection.
- File names should contain only alpha-numeric characters, i.e., lowercase letters of the Latin alphabet and the numerals 0 through 9.
- File names should not include spaces or special characters such as, \ / : * ? " < > | [ ] & $, . except for dashes or underscores as necessary.
- File names should be as short as possible, with a three-character file extension.
- If a file name includes numbers, use leading zeros.
- If a file name uses dates, follow the ISO8601 standard of YYYYMMDD.
- If a file represents a new version of a document, add a version number to the end of the file name.
- Ideally, the file name will include descriptive information about the item (e.g., code indicating project to which item belongs, folder info, item ID from unique numbering scheme already used to represent the item, etc.).

METADATA GUIDELINES

This document outlines the minimum metadata requirements for Booth Library digital collections. While project-specific application profiles may be developed, metadata should be applied as consistently as possible across collections.

As the resource discovery *lingua franca* for metadata, Dublin Core facilitates interoperability and is recommended as the default metadata scheme for two primary reasons:
1. The Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) uses unqualified Dublin Core for metadata exchange.
2. CONTENTdm, the digital collection management system currently available to Booth Library, allows mapping to Dublin Core.

If other metadata schemes are used, application profiles must include a mapping to unqualified Dublin Core elements.

It is further recommended that descriptive metadata content follow current cataloging practice (e.g., AACR2R, RDA) and use established controlled vocabularies (e.g., LCSH, LCNAF) when applicable. Persons responsible for metadata creation and input should also consult current best practices for shareable metadata.

Hosting organizations such as CARLI or the Illinois Digital Archives may have additional guidelines, requirements, or best practice recommendations. The required metadata fields, corresponding unqualified Dublin Core elements or other mappings, repeatability, controlled vocabulary, and CONTENTdm administrative properties are summarized in the chart below. Refer to the appropriate documents for further detail and examples. (The most recent versions are cited below.)

Sources consulted:

Dublin Core Metadata Initiative. *Dublin Core Metadata Element Set, Version 1.1*
http://dublincore.org/documents/dces/
Date issued: 2010-10-11
CARLI. *Guidelines for the Creation of Digital Collections: Best Practices for Descriptive Metadata*
http://www.carli.illinois.edu/comms/board/Metadata_guidelines.pdf
Created: 4/4/2008
CARLI. *Required Metadata Fields for Collections in CARLI Digital Collections*
http://www.carli.illinois.edu/mem-prod/contentdm/mdatafields09.pdf
Revised: 12/20/2009
Illinois State Library, Digital Imaging Program. *Illinois Digital Archives: Metadata Guidelines*
http://209.174.179.53/idaDataDictionary.pdf
Revised: August 2010
Best Practices for CONTENTdm and other OAI-PMH compliant repositories: creating shareable metadata
http://contentdmmwg.wikispaces.com/file/view/Best_Practices_2+0.pdf
Version 2.0 released 10/21/2010

Dublin Core element, definitions and best practices	CARLI required fields & best practices	Illinois Digital Archives guidelines	CONTENTdm best practices	Booth Library
Title A name given to the resource.	Required Searchable	Required Repeatable Searchable	Core Repeatable	Required
Creator An entity primarily responsible for making the resource.	Recommended	Required if known Not repeatable Controlled vocabulary: Yes, if applicable Searchable	Core Repeatable: not preferred Controlled vocabulary: LCNAF, ULAN	Recommended • when known
Subject The topic of the resource.	Recommended	Required Repeatable Controlled vocabulary: Yes Searchable	Core Repeatable Controlled vocabulary: LCSH, LCNAF, AAT, TGN	Required
Description An account of the resource.	Recommended	Required Repeatable Searchable Full Text/Transcript field • Map to Description • Required for documents, audio, and video files • Searchable	Core Repeatable If full text search, map to None	
Publisher An entity responsible for making the resource available.	Optional	Recommended Contributing Institution field • Map to None • Required	Core Repeatable Controlled vocabulary: LCNAF	Required • "Booth Library, Eastern Illinois University"

Dublin Core element, definitions and best practices	CARLI required fields & best practices	Illinois Digital Archives guidelines	CONTENTdm best practices	Booth Library
Contributor An entity responsible for making contributions to the resource.	Optional	Recommended; Interviewer field required for oral histories	Core	
			Repeatable	
			Controlled vocabulary: LCNAF, ULAN	
		Searchable		
Date A point or period of time associated with an event in the lifecycle of the resource. Recommended best practice is to use an encoding scheme, such as the W3CDTF profile of ISO 8601 [http://www.w3.org/TR/ NOTE-datetime]	Recommended		Core	Required • Date Original when known • Use YYYYMMDD format (W3CDTF) • Include estimated dates in description or under time period, not in date field
			ISO 8601 W3CDTF preferred	
		Date Original field • Map to Date.Created • Required • Repeatable • Searchable		
		Date Digital field • Recommended • Hidden		
Type The nature or genre of the resource. Recommended best practice is to use a controlled vocabulary such as the DCMI Type Vocabulary [http://dublincore.org/ documents/dcmi-type-vocabulary/]	Required	Required	Core	Required • DCMI
			Repeatable	
	Controlled vocabulary: DCMI Type Vocabulary	Controlled vocabulary: DCMI Type Vocabulary	Controlled vocabulary: DCMI	
	Searchable	Searchable		
	Not hidden			

Dublin Core element, definitions and best practices	CARLI required fields & best practices	Illinois Digital Archives guidelines	CONTENTdm best practices	Booth Library
Format The file format, physical medium, or dimensions of the resource. Recommended best practice is to use a controlled vocabulary such as the list of Internet Media Types (MIME) [http://www.iana.org/ assignments/media-types/]	Recommended	Required	Core	
		Map to None		
		Repeatable	Repeatable	
		Controlled vocabulary: No?	Controlled vocabulary: MIME (preferred), AAT	
		Digital Format field • Map to Format.Medium • Recommended • Controlled vocabulary: Internal • Hidden		
Identifier An unambiguous reference to the resource within a given context.	Recommended	Required	Core	
		Map to None		
		Repeatable	Repeatable	
		Searchable		
Source A related resource from which the described resource is derived.	Optional	Recommended	Recommended as appropriate	
			Repeatable	
Language An unambiguous reference to the resource within a given context.	Required if a text item or an item with a spoken element (audio, video); Recommended for other types of materials	Recommended	Core	Required • when language element is present
			Repeatable	

Dublin Core element, definitions and best practices	CARLI required fields & best practices	Illinois Digital Archives guidelines	CONTENTdm best practices	Booth Library
Language (cont.) Recommended best practice is to use a controlled vocabulary such as RFC 4646 [http://www.ietf.org/rfc/rfc4646.txt]	Required controlled vocabulary: ISO 639-2	Controlled vocabulary: Yes [http://www.sil.org/iso639-3/default.asp], input full language name	Controlled vocabulary: No, but MARC Code List for Languages preferred [http://www.loc.gov/marc/languages/]	
		Searchable		
Relation A related resource.	Collection field required; Optional for other information		Recommended as appropriate	Required • Name of digital collection • Name of original archival collection when applicable
			Map to Relation.IsPartOf	
			Repeatable	
	Searchable			
	Not hidden			
		Serial Information field • Map to Relation • Recommended		
Coverage The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.	Optional			
		Geographic Coverage field • Map to Coverage.Spatial • Required if known or applicable • Controlled vocabulary: No (Yes on chart?) • Searchable	Location field • Map to Coverage.Spatial • Recommended as appropriate • Repeatable • Controlled vocabulary: TGN, GNIS, LCNAF	

Dublin Core element, definitions and best practices	CARLI required fields & best practices	Illinois Digital Archives guidelines	CONTENTdm best practices	Booth Library
Coverage (cont.)		Time Period field • Map to None • Recommended • Controlled vocabulary: Internal • Searchable • Hidden	Time Period field • Map to Coverage.Temporal • Recommended as appropriate • Repeatable • Controlled vocabulary: AAT	
Rights Information about rights held in and over the resource.		Rights Management field		Required • "Use for publication only with permission" • Contact information • Include citation info when applicable
		Map to None		
	Required	Required	Core	
		Repeatable	Repeatable	
	Not hidden			
		File Size field • Definition: File size in KB and duration of the digital audio file • Map to None • Required for audio/video files only • Hidden		
		Browse Topic field • Map to None • Recommended • Controlled vocabulary: Internal • Searchable • Hidden		

Dublin Core element, definitions and best practices	CARLI required fields & best practices	Illinois Digital Archives guidelines	CONTENTdm best practices	Booth Library
		Digitization Specifications field • Map to None • Recommended • Hidden		

METADATA CONVERSION PROCEDURE

Digital resources may have existing metadata that need to be converted from one scheme to another. If metadata conversion is necessary for a particular project, a crosswalk mapping the fields between schemes (e.g., MARC to Dublin Core) should be included in the project documentation.

These instructions outline the basic process for converting descriptive metadata found in MARC bibliographic records in the EIU Online Catalog.

This procedure requires use of MarcEdit (freeware developed by Terry Reese, Oregon State University). You will need to download this software if it is not already installed on your workstation. See http://people.oregonstate.edu/~reeset/marcedit/html/index.php for more information.

1. Request a WRO (Work Request Online) via the local Voyager administrator (John Whisler). He will identify the bibliographic record IDs, place a .txt file containing the bib IDs into the Voyager FTP directory, and submit the WRO for MARC Extract to CARLI. The raw data will be delivered to the FTP directory as a .mrc file.
2. Create a tab delimited text file in Microsoft Excel by saving a blank workbook as type Text (Tab delimited). (Popups may appear when saving and closing tab delimited text files in Excel. To save only the active sheet, click OK. To keep this format, click Yes.)
3. Open MarcEdit.
4. From the menu toolbar, select Tools > Export Tab Delimited Records. A Utilities Dialog window will open.
5. Step 1: Set File Paths.
    - Click the folder icon next to the first box to browse and select the source file (.mrc) that contains the input data.
    - Click the folder icon next to the second box to browse and select the destination file (.txt) that will contain the output data.
    - From the Select Field Delimiter pulldown menu, select Tab.
    - Click the Next button.
6. Step 2: Define Fields/Subfields to Export.
    - Check the Normalize field data box (to remove subfield and indicator characters in the exported data). The MARC box should already be checked (verifying that the source file is in valid MARC format).
    - Referring to the project crosswalk, enter the MARC fields in the order you wish to export them: type in each Field (or select from the pulldown menu), type in the Subfield or leave blank to import all subfields in a given field, then click Add Field.
    - When you are done, click the Export button. (An error message will pop up if the destination file is in use, so make sure the tab delimited text file is not open in Excel before attempting to export.)

At this point, you may reopen the tab delimited text file in Excel and begin editing the data. Each row contains the data from a single bibliographic record, in columns corresponding to the MARC fields in the order selected in MarcEdit; the first cell in the header row contains all of the MARC labels for the exported data fields.

PROJECT DOCUMENTATION GUIDELINES

Digital projects should be documented by the project manager(s) as thoroughly as possible. Documentation should be made accessible on the library intranet, be reviewed and updated on a regular basis (annually or more frequently for ongoing projects), and include the following information:

- Title of project/collection
- Date(s) of project, including start date, timeline, date of completion, and dates of any other significant events in the project lifecycle
- Name and contact information for project manager(s): The coordinator for digital projects should be listed if no project manager is identified
- Brief description of project: summary of collection content, scope, number of items, strengths, notable items
- Funding source, if applicable, and any accompanying requirements or restrictions
- Technical data: digitization specifications; file naming protocol; file path, including name of server/directory/folders in which files are located; number of files and total collection size in bytes
- Metadata application profile
- Details of Web access: collection homepage URL, name of hosting organization if applicable
- Any additional important information, such as rights, access restrictions, etc.

Questions regarding these guidelines should be addressed to the coordinator for digital projects: Ellen Corrigan, 581-8456, ekcorrigan@eiu.edu

DOCUMENTATION TEMPLATE
Ellen K. Corrigan, Chair, Subcommittee on Digital Resources
4 October 2010

INTRODUCTION
This template was created on behalf of the Subcommittee on Digital Resources to be used as a guide when writing policies and procedures related to Booth Library digital resources.

Questions regarding this template should be addressed to the coordinator for digital projects: Ellen Corrigan, 581-8456, ekcorrigan@eiu.edu

PROCEDURE
All digital resources policies and procedures must include the following information at the beginning of the document:
- Title: identifying the content of the document
- Author: name of individual(s) or committee responsible for writing document
- Date: original date of final version of document; should include month and year

The introductory section of the document must include:
- Name and contact information for person to whom questions regarding the policy or procedure should be addressed. (This is usually the project manager. If no responsible party can be identified, questions should be directed to the coordinator for digital projects, who will handle or refer as appropriate.)

The introduction may also include:
- Background information: brief statement to explain context of policy or procedure, or to include additional relevant information that does not fall within policy or procedure itself

Documents should also include the following information in the footer:
- Path specifying directory\folder\filename location of document
- Version of document: Note the document status (e.g., draft, final, approved, revised), dates of any changes made to the document (day, month, year), and name or initials of those responsible for editing document.
- Page numbering, as appropriate

APPENDIX:
DOCUMENTATION FOR BOOTH LIBRARY DIGITAL PROJECTS

Title of project: Booth Library Postcard Collection
Date(s) of project: 2008?-present
Project manager: Ellen K. Corrigan, 581-8456, ekcorrigan@eiu.edu

Description: The Booth Library Postcard Collection has as its focus the rich history of Illinois communities. Of particular note, strengths include: *Education in Illinois.* The collection is especially rich in both interior and exterior views of buildings for schools, institutes, colleges, and universities. Additionally, photographs of students and teachers are included when available. *Libraries in Illinois.* This collection was developed in conjunction with the Art and Architecture in Illinois Libraries project resident at Booth Library. Funded by the LSTA program of the Illinois State Library in 2006 and 2009 and by Eastern Illinois University, these postcards illustrate the history of libraries across the state. Additionally, library images from other states and nations are included when available.

Technical data:
\\boothsigma\data2\Postcards
16,274 files; 314 GB (as of February 2010)

Web access: All postcards accessible at item level via the EIU Online Catalog.
Collection of Illinois postcards hosted by CARLI Digital Collections,
http://collections.carli.illinois.edu/cdm4/index_eiu_postc.php?CISOROOT=/eiu_postc

Metadata: See CONTENTdm field properties table at right. More detailed application profile under revision.

Field name	DC map	Data type	Large	Search	Hide	Required	Vocab
Title	Title	Text	No	Yes	No	Yes	No
Alternate Title	Title-Alternative	Text	No	Yes	Yes	No	No
Postcard Imprint	Contributors	Text	No	Yes	No	No	Yes
Postcard Publication Date	Date	Text	No	Yes	No	No	No
Postcard Copyright Date	Date	Text	No	Yes	No	No	No
Contributor	Contributors	Text	No	Yes	No	No	Yes
Postcard Subject	Subject	Text	No	Yes	No	No	Yes
Postcard Type	Description	Text	No	Yes	No	No	Yes
Keywords	None	Text	No	Yes	Yes	No	No
Postcard Caption	Description	Text	No	Yes	No	No	No
Description	Description	Text	No	Yes	No	No	No
Postcard Series	Description	Text	No	Yes	No	No	Yes
Postcard Numbering	Identifier	Text	No	Yes	No	No	No
Geographic Coverage	Coverage-Spatial	Text	No	Yes	No	No	Yes
County	Coverage-Spatial	Text	No	Yes	Yes	No	Yes
Estimated or Associated Date	Coverage-Temporal	Text	No	Yes	Yes	No	No
Postcard Use	Description	Text	No	Yes	No	No	No
Postmark Date	Date	Text	No	Yes	No	No	No
Postmark Location	Description	Text	No	No	Yes	No	No
Cancellation Mark	Description	Text	No	No	Yes	No	No
Postage Stamp	Description	Text	No	No	Yes	No	No
Address	Description	Text	No	No	Yes	No	No
Message Transcription	Description	Text	No	No	Yes	No	No
Type	Type	Text	No	Yes	No	No	No
Format	Format	Text	No	Yes	No	No	No
Language	Language	Text	No	Yes	No	No	No
Collection	Relation	Text	No	Yes	No	No	No
Rights	Rights	Text	Yes	No	No	No	No
ISBN	None	Text	No	Yes	No	No	No
URL	None	Text	No	No	No	No	No
Directory Name	Identifier	Text	No	No	Yes	No	No

INTRODUCTION
The permanent location for the postcard collection is Special Collections. However, the postcards are being housed temporarily in Cataloging Services (Room 1047), arranged in binders by geographic location and call number.

Questions regarding this procedure may be addressed to the coordinator for digital projects: Ellen Corrigan, 581-8456, ekcorrigan@eiu.edu.

PROCEDURE
Log on to scanning workstation in the 3000 South office area.
username: warbler
password: lorber64

From Desktop, open Adobe Photoshop.

Take the postcard out of the binder and lay it on the scanner bed, picture side down. Slowly and carefully, close the lid to the scanner.

Select File > Import > Fujitsu fi-5750Cdj.

The Twain Driver window will open.
Select the setting file for Postcards, and verify settings:
> Resolution: 600 x 600
> Scan Type: Flat Bed
> Paper Size: Postcard
> Image Mode: 24bit Color
Click on the Scan button.
Close the Twain Driver window.

Use CTRL+ to enlarge or CTRL- to shrink the image to a workable size.

For horizontally-oriented postcards, or to straighten the image, go to Image > Rotate Canvas and rotate the image as needed.

To crop out any scanned area beyond the edge of the postcard, click on the "Crop" tool in the toolbox. Beginning at the upper left corner of the image, hold down the left mouse button while you move down and across the postcard toward the bottom right corner. You can adjust the selected area by moving the cropping lines. Hit the "Enter" key.

To save, select File > Save. In the save window, select the location \\boothgamma\warbler\postcard. Use the barcode scanner to scan the barcode (located on back of accompanying catalog card in postcard sleeve in binder) into the file name box. (If the postcard does not have a barcode, ask in Cataloging Services.) Be sure that the format is TIFF, then click "OK." The next popup should have default values Image Compression: None and Byte Order: IBM PC; click "OK."

Repeat the above instructions to scan the address side of the postcard.

When saving the address side of the postcard, after scanning the barcode, choose "Cancel" when it asks if you want to replace the existing file. Then add a letter "b" to the end of the scanned barcode number and select "OK."

Remove postcard from scanner and put back in binder in the proper location.

Close the images and repeat with the next postcard.

Title of project: The Little Theatre on the Square in Sullivan
Date(s) of project: 2008-2009
Project manager: David Bell

Description: This Booth Library digitization project provides online access to valuable information about the history of theatrical performance in downstate Illinois. Through an arrangement with Sullivan, Illinois's Little Theatre on the Square, 50-plus years of theater programs and some additional ephemera have been digitized. Opened by Guy S. Little Jr. in 1957, The Little Theatre remains the only Actors Equity theater between Chicago and St. Louis. Over the years, hundreds of shows have been produced and the Little Theatre has become an integral part of central Illinois's cultural heritage. Well-known actors including Mickey Rooney, Alan Alda, Leonard Nimoy, Robert Reed, Vivian Vance, Imogene Coca, Bill Bixby, Bob Crane and many others starred in Sullivan over the years. This collaboration reflects Booth Library's commitment to preserving and providing access to unique materials that provide insight into the history of the surrounding area. The original programs are the property of the Little Theatre on the Square; they are currently on loan to Booth Library.

Technical data:
\\boothsigma\data2\LittleTheatre
256 files; 2.3 GB (as of February 2010)

Web access: Hosted by CARLI Digital Collections, accessible to the public at
http://collections.carli.illinois.edu/cdm4/index_eiu_theatre.php?CISOROOT=/eiu_theatre

Metadata: See application profile on next page.

THE LITTLE THEATRE ON THE SQUARE IN SULLIVAN
METADATA APPLICATION PROFILE

Field name	Uniform Title	Title of Show	Opening Date	Closing Date	Cast	Performance Venue	Document Genre/Form	Description
DC map	Title	Title-Alternative	Coverage-Temporal	Coverage-Temporal	Subject	Subject	Subject	Description
Data type	Text	Text	Text	Text	Text	Text	Text	Text
Large	No	No	No	No	No	No	No	No
Search	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hide	No	No	No	No	No	No	No	No
Obligation	Required	Rec	Rec	Rec	Opt	Rec	Rec	Opt
Vocab	No	Yes	No	No	Yes	Yes	Yes	No
Application guidelines	Drop initial article, add year of production in parentheses at end	Title of show, transcribed	YYYY-MM-DD W3C-DTF	YYYY-MM-DD W3C-DTF	Enter top-billed names only. Use form of name as established in Library of Congress Name Authority File when applicable. Otherwise, use name as found in source. Format as last name, first name. Separate names with a semi-colon.	Little Theatre on the Square (Sullivan, Ill.)	Theater programs LCSH	Note cover autograph, or other irregularities or important details

Field name	Format	Type	Language	Collection	Rights		Directory Name
DC map	Format	Type	Language	Relation	Rights		Identifier
Data type	Text	Text	Text	Text	Text		Text
Large	No	No	No	No	No		No
Search	Yes	Yes	Yes	Yes	No		No
Hide	No	No	No	No	No		No
Obligation	Rec	Required	Required	Required	Required		Rec
Vocab	No	No	No	No	No		No
Application guidelines	image/jpeg Internet Media Types/MIME	Text DCMI Type Vocabulary	eng ISO639-2	The Little Theatre on the Square in Sullivan (Eastern Illinois University) 80-character limit	Reproduced with permission. For permission to publish, distribute, or otherwise use this material, please contact the rights holder: The Little Theatre on the Square, 16 E. Harrison St., P.O. Box 288, Sullivan, IL 61951. Phone: 217-728-2065.		Name of directory containing files to be imported CONTENTdm requires Identifier as last field

Title of project: EIU Theses
Date(s) of project: 2008-present
Project manager: Ellen K. Corrigan, 581-8456, ekcorrigan@eiu.edu

Description: Initiated by Karen Whisler, Head, Collection Management Services, to provide access to Family and Consumer Sciences theses to remote program in Chicago. Retroactive digitization of FCS theses began in October 2008. The project has since expanded to include all new theses.

Technical data:
\\boothsigma\data2\theses
479 files; 16.6 GB (as of February 2010)

Web access: Accessible at item level via the EIU Online Catalog.

THESIS DIGITIZATION PROCEDURE
Revised by: Ellen K. Corrigan/Subcommittee on Digital Resources
13 December 2010

INTRODUCTION

Booth Library usually holds two copies of theses: Copy 1 is located in University Archives, copy 2 in the circulating stacks on the 2000 South level under call number beginning with LB1861.C57x. The Stacks copy is used for scanning, and its barcode is used as the file name.

- Theses submitted in 2008 and later are scanned upon receipt by the library as part of the cataloging workflow prior to binding.
- Theses submitted in 2007 and earlier are retrieved from the stacks and are scanned as bound volumes.

Questions regarding this procedure may be addressed to the coordinator for digital projects: Ellen Corrigan, 581-8456, ekcorrigan@eiu.edu.

PROCEDURE

1. Retrieve theses from shelf using the printed list of titles and call numbers.
2. Take stack of theses to Cataloging Services (John Whisler, Room 1047) to be checked out to "in process."
3. Proceed to scanning workstation in the 3000 South office area. To log on:
   username: warbler
   password: lorber64
4. Open Adobe Acrobat Pro icon on desktop.
5. Go to File > Create PDF > From scanner > Black & White Document.
6. The Twain Driver window will open. Verify settings:
   Scanner: FUJITSU fi-5750Cdj
   Resolution: 600 x 600
   Scan Type: Flat Bed
   Paper Size: Letter (8.5" x 11)
   Image Mode: Black and White

   Note: The above settings apply to bound theses, text-only pages.
   - For unbound theses, you may change the Scan Type to "ADF (Front Side)" and place the pages face down in the automatic document feeder.
   - For pages with black and white illustrations (photographs, charts, etc.), change the Image Mode setting to "grayscale."
   - For pages with color illustrations, change the Resolution to "300 x 300" and the Image Mode setting to "24 bit color."

7. Scan the U.S. Copyright Notice as the first page of the document. After scanning, a message pops up asking for confirmation to scan the next page. Click "next" and the menu from step #6 returns.

8. Open the scanner and place the thesis face down, beginning with the "Thesis Reproduction Certificate" page, in upper left hand corner, oriented so that the top of the page is lined up with the left hand margin of the scanning bed. Click "scan." Click "next" and repeat for the rest of the thesis.

   Note: For theses with thin pages, to avoid bleed-through of the following pages, insert a few blank sheets of paper behind the page being scanned.

   Note: Check the sequential order of pages periodically as you scan for duplicate, omitted, or out-of-sequence pages. Scan the document as accurately as you can and leave a note with that thesis, describing any irregularities or problems you encounter.

9. When all pages have been scanned, click "done." To view an outline of the scanned pages, click on the "pages" tab at the far left of the screen.
10. In case of pages scanned upside down, go to the toolbar menu and select Document > Rotate Pages. In the Direction drop-down menu, select "180 degrees" and click on the radial button marked "all."
11. Double-check the pages one by one. Make sure no pages have been skipped and that the scanning quality is good.
    - If errors are found, select "Create PDF" again (Destination: Append to current document) and re-scan pages as needed. The rescanned pages will appear at the end of the outline in the "pages" tab. Use the mouse to drag the newly scanned pages in the correct order. Then highlight the old copies to be deleted, right-click the mouse, and select "Delete pages".
12. To save the completed document, click on File > Save As. From My Computer, select the "thesis on 'boothgamma\warbler' (X:)" drive, then the "Finished Thesis" folder. Scan the barcode in the file name box, then click Save.
    - To save an incomplete document, click on File > Save As. From My Computer, select the "thesis on 'boothgamma\warbler' (X:)" drive, then the "Partially Completed" folder. In the file name box, type in the author, year and page number last scanned. (Example: For page 21 of the 1983 thesis by Cobble, you would type Cobble198321.) Leave a note for the next scanner so that he or she can pick up where you left off.
13. Mark off the scanned thesis from the list in the folder and place the thesis in the appropriate pile.
14. Return scanned theses to Cataloging Services (John Whisler, Room 1047).
    - He will insert the URL for each scanned thesis into the cataloging record, discharge the theses from "in process," and return them to Circulation for shelving.

Title of project: Eastern Illinois University Yearbook - The Warbler, 1919-1927
Date(s) of project: ca. 2006 (?)
Project manager(s): Carl Lorber (retired), Bob Hillman

Description: Published yearly since 1919, and well illustrated, the Warbler conveys information on students and faculty, chronicles important cultural and sporting events, describes organizational activities, and depicts changes in the campus layout and physical plant. This collection includes every page of the first 11 volumes.

Funding: Funding for this grant was awarded by the Illinois State Library (ISL), a Division of the Office of Secretary of State, using funds provided by the Institute of Museum and Library Services (IMLS), under the federal Library Services and Technology Act (LSTA).

Technical data:
\\boothgamma\d$\datafiles\Warbler\Docs
2147 files, 9.2 GB (as of February 2010)

Web access: Accessible to the public via Illinois Digital Archives (State Library), http://www.idaillinois.org/cdm4/browse.php?CISOROOT=%2Feiu

WARBLER DIGITIZATION PROCEDURE
under development

Title of project: Art and Architecture in Illinois Libraries
Date(s) of project: 2006-
Project managers: Allen Lanham and Marlene Slough, principal investigators

Description: Inventory of artists, works of art, and architects represented in Illinois public, academic, and research libraries.

Funding: Funding for this grant was awarded by the Illinois State Library, a Division of the Office of Secretary of State, using funds by the Institute of Museum and Library Services, under the federal Library Services and Technology Act and by Eastern Illinois University, Booth Library.

Technical data:
\\boothsigma\data2\ArtArch
34,181 items; 512 GB (as of February 2010)

Metadata:

Web access: Collection home page at http://www.library.eiu.edu/artarch/; not yet publicly searchable.

Title of project: Booth Library Digital Photo Archive
Date(s) of project: ca. 2000-present
Project manager: Bob Hillman

Description:

Technical data:
\\boothgamma\docroot\Mediasrv\image_archive
10,666 files; 1.25 GB (as of February 2010)

Metadata:

Web access: Accessible to the public via the Booth Library web site,
http://www.library.eiu.edu/photoarchive/

Title of project: EIU Photo Collection
Date(s) of project:
Project manager: Media Services

Description: Photographs taken by Bev Cruse.

Technical data:
360 files; 7 MB (as of February 2010)

Metadata: None

Web access: Accessible to the public via the Booth Library web site,
http://www.library.eiu.edu/mediasrv/image_archive/Image_archive.html

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Title of project: Booth Library Renovation Pictures
Date(s) of project: 2002?
Project manager:

Description: Construction pictures, Summer 2000-Winter 2002; opening day pictures, February 14, 2002; rededication day pictures, including ceremony, luncheon, reception, September 18, 2002.

Technical data:
\\boothgamma\d$\DataFiles\ImageArchive
1633 photos; 79 MB (as of February 2010)

Metadata: None; file name used as caption.

Web access: Accessible to the public via the Booth Library web site,
http://www.library.eiu.edu/about/renovation/images.html

Title of project: Classic Works of Art
Date(s) of project:
Project manager:

Description: High resolution digital images for 3,139 classic works of art.

Technical data:
\\boothgamma\d$\DataFiles\ClassicArts
3271 files; 8.95 GB (as of February 2010)

Metadata: In-house-developed database for supplied data.
Search title by keyword, or browse indexed list of artist names, museum, period, or material.

Web access: Accessible to the public via the Booth Library web site,
http://www.library.eiu.edu/arts/

Title of project: DEN
Date(s) of project:
Project manager:

Description:

Technical data:
\\boothgamma\d$\DataFiles\DENPDFs
29,900 items; 11.7 GB (as of February 2010)

Metadata:

Web access:

Title of project: Coleman History Project
Date(s) of project:
Project manager:

Description:

Technical data:
\\boothgamma\d$\datafiles\warbler\Coleman
384 items; 230 MB (as of February 2010)