

Houston Cole Library Digitization Plan

**Houston Cole Library
Jacksonville State University
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Houston Cole Library Digitization Plan

1. Introduction

1.1. Goal

The goal of Houston Cole Library's digitization projects is to create, maintain, and provide access to electronic resources which support the scholarly and informational needs of the Jacksonville State University community; secondarily, to also make these resources available to the local community, businesses, schools, and Alabama libraries, thereby contributing to the educational, cultural, and economic wellbeing of the area; and to increase knowledge about the development of the Library's digital collections.

1.2. Statement of Purpose

Digitization is the process by which an electronic representation of a tangible item is created. Transferring materials from tangible to digital format protects the original item from damage while providing public access to materials that might otherwise be restricted. The Houston Cole Library Digitization Plan has been developed in accordance with the objectives of the Library's Annual Plan in order to facilitate the accession and digitization of selected materials and collections. The Digitization Plan is intended to provide a framework for selecting, cataloging, digitizing, digitally storing, and providing electronic access to resources within the Library's collection.

1.3. Objectives

1.3.1. Preservation

The Library seeks to preserve valuable items and collections by creating digital copies. These copies will be used in lieu of the original item in order to provide public access to the content of the item. Physical handling of the original item will be limited, thereby protecting and preserving the item.

1.3.2. Access

Digitization of valuable items provides enhanced access to materials that might otherwise be unavailable for public use. The Library also seeks to digitize materials of great interest and items whose present format obstructs ease-of-use. Through the Library's online catalog and other methods, users will have the ability to access digitized information both on site and remotely.

1.4. Staffing

The staffing needed to implement digitization projects will include: the members of the Digitization Committee, a full-time technical services assistant, a full-time circulation assistant, and (pending funding) a full-time temporary archivist.

1.5. Audience

The Library digitization projects serve the students, faculty, staff, and administration of Jacksonville State University; the resident of Alabama; and also users worldwide who access and benefit from the Library's digitized resources.

2. Digitalization Plan and Management

This digitization plan provides a framework and guidelines for selecting, cataloging, digitizing, digitally storing, and providing electronic access to resources within the Library's collection.

2.1. Collection Policy/Development

2.1.1. Selection for Digitization (Appendix A: Selection for Digitizing Matrix)

A set of criteria for selection of items and collections to be digitized is provided with the intention of insuring the best allocation of Library resources and the avoidance of digitizing materials that are not significant assets to the Library's collection. The principles of selection set forth in the Digitization Plan are in accordance with the Library's *Collection Management and Development Policy* which has as its primary criteria for selection that the item or collection "is relevant to the curriculum, improves the overall library collection, aids in the research needs of the University's faculty and staff, and/or enhances the Library's access to information". In addition to these criteria, those evaluating materials for digitization should also consider the following points:

2.1.1.1. Appropriateness

Items selected for digitization must fall within the scope of the Library's collection development focus.

2.1.1.2. Value

Items selected for digitization should be those that are unique or whose intrinsic value justifies digitization when compared with other materials in the Library's collection.

2.1.1.2.1. Faculty Involvement & Classroom Use

Collections will be chosen for digitization based on their potential for integration into the classroom environment and to be a valuable source of teaching materials.

2.1.1.2.2. Scholarly Research

Collections meet the research or teaching needs of Jacksonville State University and scholarly community at large.

2.1.1.2.3. Preservation and Use

Highly used and fragile collections are priority. Digitizing a collection and providing alternative access to it decreases use of the original materials, therefore facilitating preservation.

2.1.1.2.4. Public Relations

Collections that have potential value; collections that are unique to Jacksonville and the region; collections that have intrinsic and/or monetary value; and collections that give Jacksonville State University prestige in the scholarly community are candidates for digitization.

2.1.1.3. Interest & Demand

When compared with the demand for other materials held by the Library, there should be a reasonable demand for the materials selected to be digitized. High interest materials should be given priority.

2.1.1.4. Availability of Use

Digitization should be utilized when the materials being considered are inaccessible due to factors including, but not limited to, poor preservation condition, closed stacks or off-site storage, and awkwardness due to size or format.

2.1.1.5. Other Factors

The size of the collection, the types of formats in the collection, the metadata needed, advance work that may be required to prepare the collection for digitization, and available staff and budget for the project will all be weighed.

2.1.2. Legal Issues

There are many legal issues to address when considering projects for digitization. All materials and collections being considered will be reviewed before digitization begins to assure that all legal requirements have been met.

2.1.2.1. Copyright

Title 17 of the *U.S. Code* outlines the protections provided to the authors of “original works of authorship” under copyright. The Library respects copyright and all other legal rights associated with the materials being considered for digitization. For this reason, the Library will review items being considered for digitization on a case-by-case basis to determine the item’s copyright or public domain status before the digitization process begins. Items in the public domain are those that are openly available to all and are not subject to copyright protection. For an examination of copyright and the expiration of works into the public domain, see Appendix B.

2.1.2.2. Right of Privacy

The body of legislation based upon the Right of Privacy is intended to protect citizens from intrusion into their personal affairs or disclosure of information that could be considered private. In order to insure that no privacy rights are violated, the Library will exercise special caution when evaluating the digitization of materials or collections that could potentially violate the privacy rights of those concerned.

2.2. Selection Process

Materials submitted for digitization must go through a three-tiered selection process. This process insures that problematic materials are identified and weeded out, while appropriate items are selected and prioritized for digitization.

2.2.1. Nomination

Materials may be nominated for digitization by librarians, faculty, staff, or patrons using the form found in Appendix C.

2.2.2. Evaluation

The Digitization Committee will evaluate the nominations to determine those that meet the criteria for selection and will be approved for digitization (See Appendix D).

2.2.3. Prioritization

Due to limitations in staff and funding, all approved digitization projects cannot be completed simultaneously. Therefore, after having approved a project, the Digitization Committee will then rank the materials based on value and predicted usage.

2.3. Digitization Process

Digitization process includes collection preparation, scanning, metadata creation, and collection delivery. (See Appendix E).

2.3.1. Collection Preparation

Conservation, disbinding, tagging, organizing (physical volume, slides, etc.), and safe handling and storage directions of selected physical collections are required before actual scanning. User requirements, metadata analysis, digitization requirements, and system features issues need to be addressed.

2.3.2. Scanning

Technical parameters such as image resolution, bit-depth, threshold, dynamic range, file formats, compression techniques, file naming, etc. should be decided before starting a new project.

2.3.3. Metadata Creation

The types and functions of metadata can be classified into three broad categories: descriptive, structural, and administrative. These categories do not always have

well-defined boundaries and often exhibit a significant level of overlap. Appendix E summarizes the goals, elements, and sample implementations of the three categories of metadata.

2.3.4. Methods of Access to Digital Content

Delivery encompasses the process of accessing digital content and auxiliary files. If resources allow, the best approach is to offer multiple versions of content, taking advantage of greater capacity where it exists, but also supporting low bandwidth connections with lower quality content. One of the Library's main objectives with regard to digitization is to provide access to the materials being digitized. This can be accomplished by utilizing several different methods of access:

2.3.4.1. Library Catalog

All digitized materials and collections shall be processed and added to the Library's catalog in order to provide bibliographic organization and control.

2.3.4.2. Website

In addition to providing access through the Library's online catalog, digital materials may be made available through links on the Library's website or other websites as appropriate.

2.3.4.3. Finding Aids

When appropriate, the Library will create finding aids in order to promote ease of access to digital collections.

2.4. Sustainability of Digital Collections

Although the current prevailing perception is that information in digital format will last indefinitely, this is a misconception based on the failure to realize the fragility of digital formats. In addition to deterioration of the storage medium, other causes for concern include changing file formats and technology obsolescence. In order to sustain the Library's digital collection, it is imperative to evaluate the storage media

and technology periodically to determine if migration to a new medium, technology upgrade or backing-up is needed.

2.4.1. Back-up

It is recommended that regardless of the method of digital access, a back-up/preservation master of digitized materials should be maintained in a secure location.

2.4.2. Testing

Both access and preservation copies of digital materials should be tested periodically to guarantee that the storage medium has not deteriorated or been damaged in any way. It is recommended that CD-ROMs be tested every five years. If the access copy shows signs of damage or deterioration, a new access copy should be created from the preservation master. If the preservation copy shows signs of deterioration, a new digital master should be made from the original document or collection when possible.

3. Digitization Projects Summary

3.1. New Project

3.1.1. Photo Negative Collection/Library Photo Collection

This collection is made up of approximately 35,000 negatives (16,000 4 by 5 negatives and 19,000 medium format negatives) acquired from the JSU Photographic Services Department in 2009. These photographs represent an important visual historical record of Jacksonville State University and the surrounding community dating back to the turn of the century.

3.2. Ongoing Project

3.2.1. Mimosa Yearbook

The Jacksonville State University yearbook began in 1926 under name of *Teacola*. Later was changed to *Mimosa*. The Library is digitizing the yearbooks for preservation and online access. The yearbooks will be managed under ContentDM.

3.2.2. Harry Strange Collection

The Harry Strange Collection of Alabamian is a collection of more than 200 items, from letters to Congressional documents, relating to early 1800s Alabama history. The Library began digitization of the collection as part of its participation in the Alabama Mosaic digital repository initiative, and the digitization and creation of metadata for the Collection is still underway. Many of the materials in the Collection are in fragile condition, and they are currently housed in closed stacks in the Library's Alabama Gallery.

3.3. Accomplished Projects

The projects down below have been accomplished at the digitization stage, a digital content management system is sought for managing content in an effective way for access.

3.3.1. The First Hundred Years

The First Hundred Years: The History of Jacksonville State University, 1883-1983 was written and published as a brief history of Jacksonville State University by Effie White Sawyer, who served as secretary to two Jacksonville State University Presidents. The book was digitized as part of the Library's participation in the Cornerstone Project, which has since evolved into the Alabama Mosaic digital repository initiative.

3.3.2. Jacksonville Republican

The Jacksonville Republican, one of the oldest newspapers in Northeast Alabama, first appeared as a weekly paper in January of 1837, published by J.F. Grant. The paper was in almost continuous publication (with a brief month-long cessation at the end of the Civil War) in various formats until it ceased permanently in 1904. The Houston Cole Library's digital archives of the *Republican* range from 1837 to December of 1895.

3.3.3. Glen Browder Collection

The Library has digitized Dr. Browder's Analytic Guidebook, a detailed overview and finding aid for the Collection. The Glen Browder Collection is made up of information, documents, manuscripts, scrapbooks, and other materials relating to the life of Glen Browder, a political scientist and Eminent Scholar in American Democracy at Jacksonville State University. Dr. Browder's experience as a participant and observer in Alabama and American politics has spanned the latter third of the 20th Century and into the first years of the 21st Century. Dr. Browder has served as an Alabama State Legislator, Alabama Secretary of State, and U.S. Congressman. The Collection consists of over 300 boxes of materials which are currently being processed and housed at the Jacksonville State University McClellan Center.

3.3.4. Houston Cole Library, 1836-1988

This chapter from the book *A Dynamic Tradition : the history of Alabama academic libraries from their establishment through 1988* edited by Vicki L. Gregory, was authored by Thomas J. Freeman and Martha Merrill, former Library employees. The

chapter recounts the history of the Library from 1836 through 1988, covering the institution, the collection, the librarians, and the physical facilities.

3.3.5. The Life and Times of Houston Cole

This biography was commissioned, produced, and distributed under the auspices of the Friends of the Houston Cole Library. Authored by various former Jacksonville State University faculty and administration, as well as Dr. Cole's nephew, this biography chronicles the life of Houston Cole, the former Jacksonville State University president for which the Library is named.

3.3.6. Oral History Collection

The Library's Oral History Collection grew out of a project assigned by a Jacksonville State University history faculty member to her American History (HY202) students. Some of the interviews in the Collection were also part of a similar project the professor gave to her students at Reinhardt College in Waleska, Georgia. The project consisted of having the students interview an individual who lived through some pivotal era of U.S. History, so the interviewees discuss subjects such as the Great Depression, World War II, the Cuban Missile Crisis, and much more. The Collection consists of approximately 250 interviews with accompanying print materials. The digitized interviews are available for listening in MP3 format, with the print materials in PDF.

3.3.7. Chanticleer

The Chanticleer, the Jacksonville State University student newspaper, is published weekly and has a print circulation of approximately 5,000. The newspaper began publication in 1939 under the name of *The Teacola*, which changed soon afterward to *The Collegian*. The newspaper changed to its current name and tabloid-sized format in 1967. The backlog issues have been processed. New issue is added weekly. A content management system is needed to improve the search capability.

4. References

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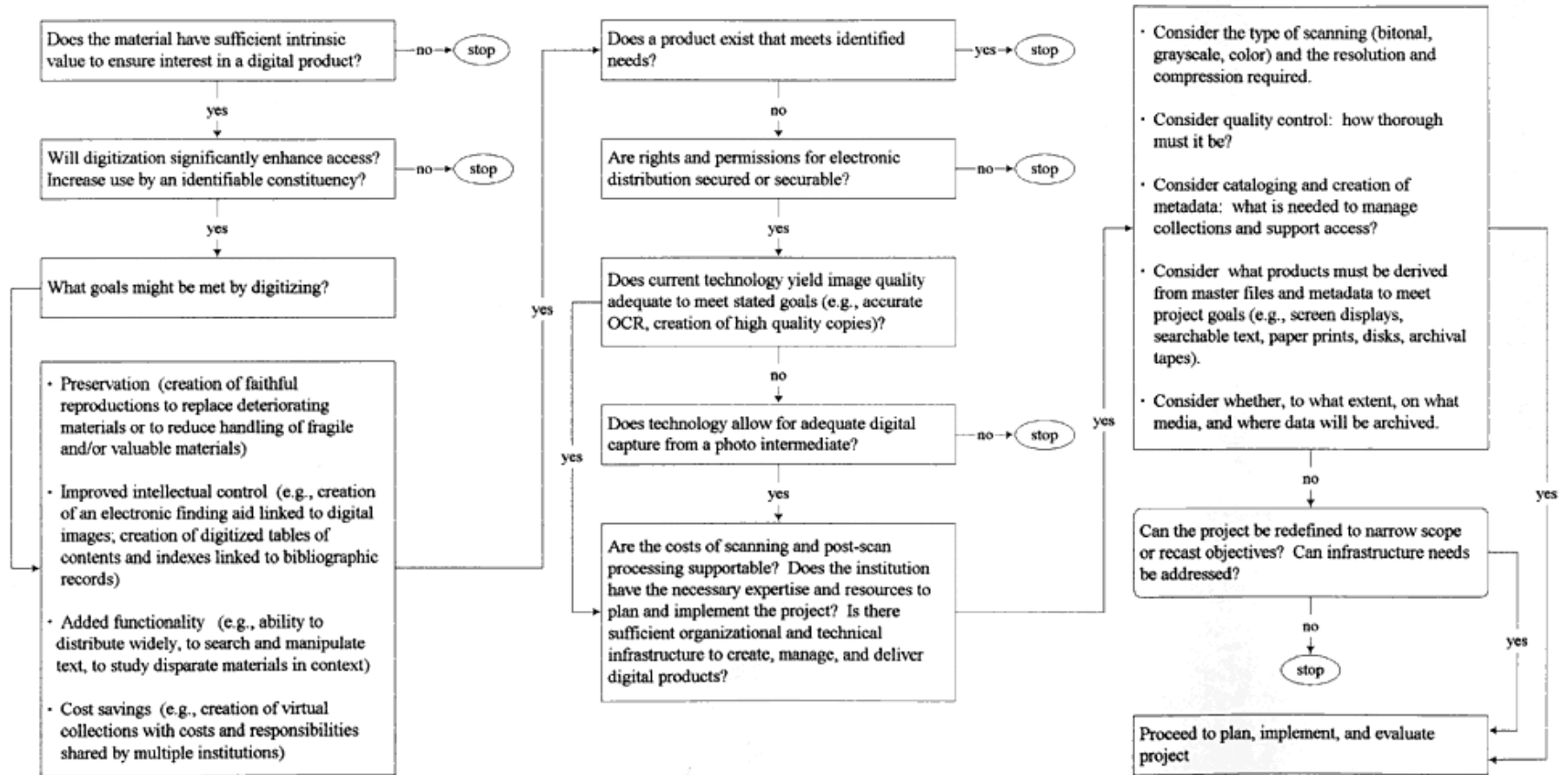
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Sitts, Maxine K., ed. Handbook for Digital Projects: A Management Tool for Preservation and Access. Andover, MA: 2000.

Sywetz, Betsy. Central New York Library Resources Council CLRC Regional Digitization Plan, Final Report for the Preparing Central New York History for the Future LSTA Project. Syracuse, N.Y.: 2003. <<http://clrc.org/lstadigital/DraftDigiPlanPart1.shtml>> Accessed 5 May 04.

SELECTION FOR DIGITIZING: A Decision-Making Matrix



Appendix B

Library Digitization Projects:
 Copyrighted Works that have Expired into the Public Domain
 Mary Minow, LibraryLaw.com

CURRENT YEAR	Published or Registered before 1978		Unpublished (and not Registered)	
	Publication or Reg. date + 95 yrs The dates below are conservative, representing the maximum term. Exceptions: - Published before 1964 and no renewal - Published before 1978 and no © notice - Created over 120 years ago	Libraries & Archives Not Public Domain (and doesn't apply to subsequent users) but may copy in final 20 years if not subject to normal commercial exploitation	Works Made for Hire and Anonymous Authors Creation date + 120 years	Personal Authors Life plus 70 yrs; last to die if joint authors Death Year:
2002	1922	1926	NONE	NONE
2003	1922	1927	1882	1932
2004	1922	1928	1883	1933
2005	1922	1929	1884	1934
2006	1922	1930	1885	1935
2007	1922	1931	1886	1936
2008	1922	1932	1887	1937
2009	1922	1933	1888	1938
2010	1922	1934	1889	1939
2011	1922	1935	1890	1940
2012	1922	1936	1891	1941
2013	1922	1937	1892	1942
2014	1922	1938	1893	1943
2015	1922	1939	1894	1944
2016	1922	1940	1895	1945
2017	1922	1941	1896	1946
2018	1922	1942	1897	1947
2019	1923	1943	1898	1948
2020	1924	1944	1899	1949
2021	1925	1945	1900	1950
2022	1926	1946	1901	1951
2023	1927	1947	1902	1952
2024	1928	1948	1903	1953

Section 1.01 Nomination for Digitization

Date: _____

Name/Position:

Title of item, materials, or collection being nominated:

Number of items that would need to be digitized:

Reasons for nomination:

Additional Comments:

Appendix D

Section 1.02 Evaluation for Digitization

Date: _____

Title of item, materials, or collection being evaluated:

➤ Appropriateness: _____

➤ Value

Faculty Involvement & Classroom Use: _____

Scholarly Research: _____

Preservation and Use: _____

Public Relations: _____

➤ Interest & Demand: _____

➤ Availability of Use: _____

➤ Other Factors: _____

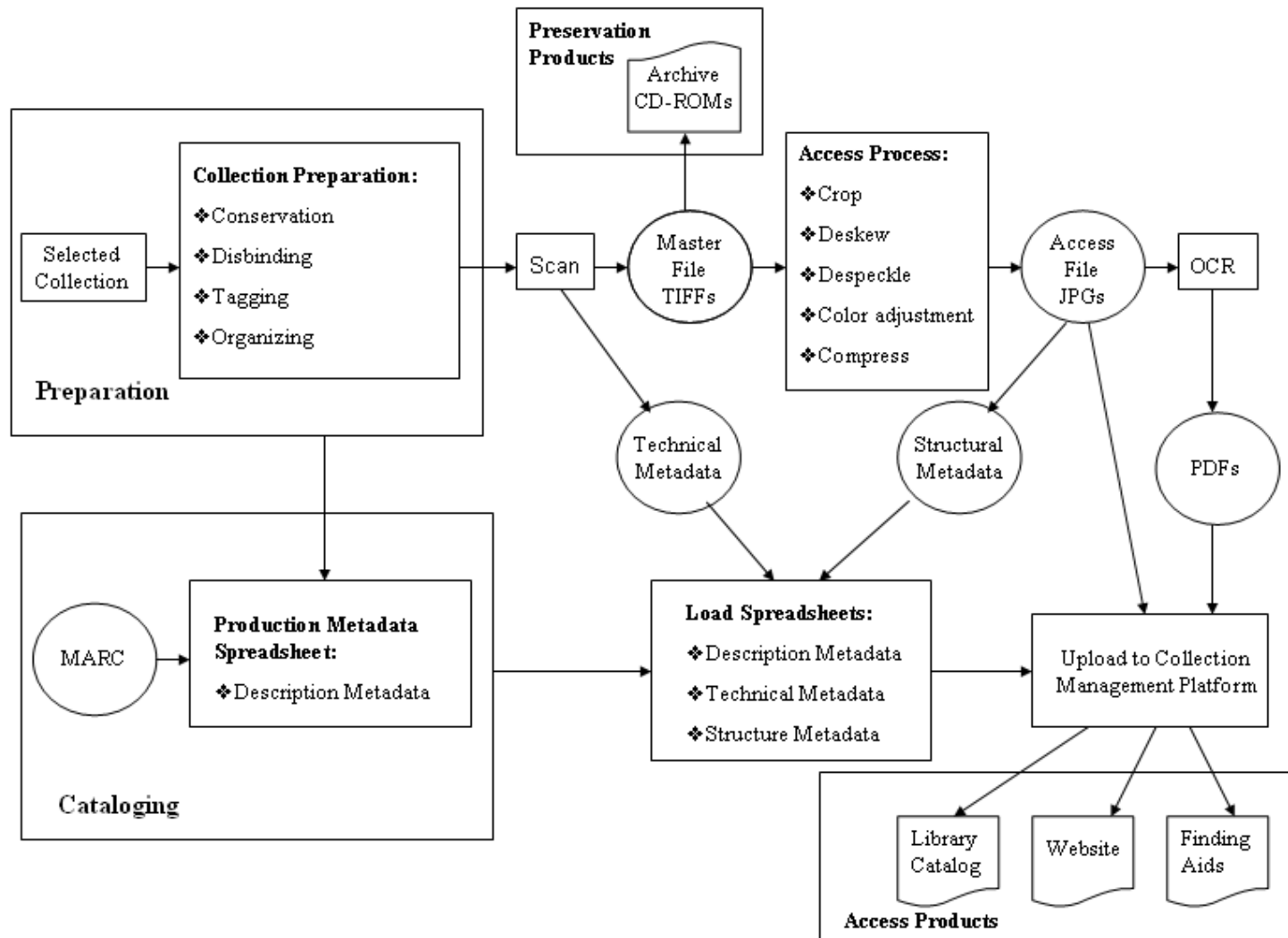
➤ Legal Issues

Copyright Clearance: _____

Right of Privacy: _____

➤ Additional Comments: _____

Houston Cole Library Digitization Workflow



Three Categories of Metadata

TYPE	GOAL	SAMPLE ELEMENTS	SAMPLE IMPLEMENTATIONS
<i>Descriptive Metadata</i>	describing and identifying information resources <ul style="list-style-type: none"> • at the local (system) level to enable searching and retrieving (e.g., searching an image collection to find paintings of animals) • at the Web-level, enables users to discover resources (e.g., search the Web to find digitized collections of poetry). 	<ul style="list-style-type: none"> • unique identifiers (PURL, Handle) • physical attributes (media, dimensions condition) • bibliographic attributes (title, author/creator, language, keywords) 	Handle PURL (Persistent Uniform Resource Locator) Dublin Core MARC HTML Meta Tags <i>controlled vocabularies such as:</i> Art and Architecture Thesaurus Categories for the Description of Works of Art
<i>Structural Metadata</i>	facilitates navigation and presentation of electronic resources <ul style="list-style-type: none"> • provides information about the internal structure of resources including page, section, chapter numbering, indexes, and table of contents • describes relationship among materials (e.g., photograph B was included in manuscript A) • binds the related files and scripts (e.g., File A is the JPEG format of the archival image File B) 	structuring tags such as title page, table of contents, chapters, parts, errata, index, sub-object relationship (e.g., photograph from a diary)	SGML XML Encoded Archival Description (EAD) MOA2. Structural Metadata Elements Electronic Binding (Ebind)
<i>Administrative Metadata</i>	facilitates both short-term and long-term management and processing of digital collections <ul style="list-style-type: none"> • includes technical data on creation and quality control • includes rights management, access control and use requirements • preservation action information 	Technical data such as scanner type and model, resolution, bit depth, color space, file format, compression, light source, owner, copyright date, copying and distribution limitations, license information, preservation activities (refreshing cycles, migration, etc.)	MOA2. Administrative Metadata Elements National Library of Australia, Preservation Metadata for Digital Collections CEDARS