

**Digital Content Creation  
Annual Report for FY12  
Submitted by Betsy Kruger, Head DCC**

**I. Unit Narrative**

**A. Overview of major activities and accomplishments in FY12 and major challenges faced**

- i) Digital Content Creation's (DCC) major activities and accomplishments in FY12 focused on the digitization of significant special collections, primarily in the RBML, the University Archives, the IHLL, the Sousa Archives, and the Map Library, which are detailed in various sections below. We also digitized a substantial amount of University of Illinois related publications, including dissertations, for deposit into IDEALS. We worked closely with CAM metadata personnel and the Visual Resources Coordinator at FAA on access issues related to our digitized content. We provided cost recovery digitization services for several campus units, and handled numerous patron requests for digital images. In addition to the digital projects outlined in the chart below, other major activities of the year included:
  - (1) Developing and issuing a successful RFP for Digital Imaging Services, along with HPNL and the Preservation Department;
  - (2) Oversight of and training for the Library's participation in the IMLS grant funded Copyright Review Management System – World project, a collaborative project with the University of Michigan and 14 other institutions to make reliable copyright status determinations for foreign-published titles, which constitute a significant portion of the scholarly works being digitized by projects such as HathiTrust.
  - (3) Began work on a Library funded initiative to assess the needs of non-Library, non-FAA units on campus for digitization and image management services. Our partners include representatives from FAA, CITES, and LAS/IT.
- ii) The major challenge faced by DCC this year (and in previous years) was the continued insufficient level of technical support to enable us to quickly make much of our digitized content accessible. Mike Tang is the sole research programmer responsible for getting our in-house digitized content online (except that going into IDEALS or ARCHON), and he has many other responsibilities that appear to consume his time.

**B. Significant changes to unit operations, personnel, service profile or service programs—DCC's acquisition of a high-speed sheet-fed document scanner enabled us to take on several large scale projects (more details below). DCC also purchased a new MacBook Pro, Canon 5D Mark II and 3 prime lenses for imaging projects.**

**C. Unit contributions to Library-wide programs**

- i) Information services—fulfilled 16 patron requests for digital images.
- ii) Instructional services—
  - (1) Betsy Kruger and Angela Waarala developed and taught four sessions of the Digital Historian Workshop series through the Scholarly Commons. This workshop provided campus researchers, scholars and students with information about digitizing materials in archives for their own research. The workshop includes teaching attendees about best practices for digital imaging, storage and file formats, tips and methods for taking photographs of materials in unpredictable conditions, technical terms and use of camera, as well as demonstration of tools.
- iii) Scholarly communications—A significant amount of DCC's digitization activities support IDEALS. (See 3, 8, 12, 17, 18, and 19 in chart below).
- iv) Assessment—Betsy Kruger compiled extensive data on our digital collections for ARL's Survey on Digitized Special Collections, much of which focused on assessment issues.
- v) Collection management—Angela Waarala created an assessment process for items from Special Collection that present unique handling and digitization concerns for DCC staff. Assessment includes testing the condition of the materials, the spine, the type of material it is, the durability of items, what use of supports, magnets, a cradle, foam wedges or other tools to aid during imaging will be needed. Determination of

size, best equipment, turnaround time and scheduling are all determined from the information gathered during a digitization assessment

- vi) Digital content creation—DCC worked on 24 large digital projects in FY12. Eighteen projects were digitized by DCC staff; two by vendors; and three by the Internet Archive scanning center at. DCC projects resulted in the creation of over 191,000 digital files; Internet Archive scanning resulted in the digitization of 5,743 volumes from the Library’s collections (approximately 860,000 pages).

	PROJECT	STATUS/SCOPE	DIGITIZED BY	FUNDING SOURCE
1	<b>Motley Collection of Theatre and Costume Design</b>	Digitized the remaining 400 images from the Motley Collection of Theatre & Costume Design.	DCC	IT Fee
2	<b>Unica Project</b>	Imaged and processed 28 new books for the <b>Unica Project</b> ; there are now 241 digitized texts this collection ( <a href="http://illinois.edu/goto/Unica">http://illinois.edu/goto/Unica</a> ).	DCC	IT Fee
3	<b>College &amp; Research Libraries, vols. 1-57</b>	All imaging, OCR, and PDF creation was done in-house by the DCC’s staff utilizing our high-speed Inotec document scanner and Adobe Acrobat; all the XML metadata was created by MJ Han and her students in the Library’s Cataloging and Metadata Unit. A total of 63,449 files were created during the course of this project. It has been ingested into IDEALS, and files have been supplied to HighWire.	DCC	IT Fee
4	<b>Anthropology Filmstrips</b>	Performed quality review of over 1,000 images digitized by Northern Micrographics.	Vendor; QA by DCC	Preservation Department funds
5	<b>Illinois State Geological Survey Field Notes</b>	Digitized 165 volumes of historical Field Notes for the ISGS on our new high-speed Inotec document scanner. This project resulted in the creation of over 68,000 files.	DCC	Cost Recovery
6	<b>Ken Tabler Papers</b>	Digitized the correspondence of UI alum Pat Webster Tabler to her mother written while she was attending UIUC between 1949-54.	DCC	Funding from the Tabler Family
7	<b>Surface Water Resources</b>	Digitized 174 volumes of <i>Surface Water Resources</i> for each Illinois county at the request of the Prairie Research Institute library.	DCC	IT Fee
8	<b>University of Illinois Publications</b>	Digitized over 1,000 University of Illinois publications. These have been made available open access on the Hathi Trust website, and will be ingested into IDEALS.	Internet Archive	IT fee
9	<b>College Catalog (“C”) Collection</b>	Began the digitization of the pre-1923 publications in the college catalog “C” collection. These are all being deposited into the Hathi Trust.	Internet Archive	IT fee
10	<b>Sanborn Maps</b>	Began digitization of the Sanborn Maps of Illinois (East St Louis, St Louis, Champaign, Urbana and Chicago). 4,326 of the approximately 7,000 maps were completed in FY12. Maps will be going into ContentDM. Project initiated by Jenny Johnson.	DCC	IT Fee
11	<b>W. S. Merwin Papers</b>	Digitized approximately 1,900 pages of poems from the W. S. Merwin Papers in the RBML in a cost recovery project for Library of America.	DCC	Cost recovery
12	<b>Antonio Cavagna Collection (RBML)</b>	Digitized over 2,000 volumes of the Antonio Cavagna Collection. All aspects of Italian history, from the Middle Ages to the first years of the twentieth century, are prominently represented in the Cavagna collection, as is literature on Italian art and architecture. The collection will be contributed to the Hathi Trust.	Internet Archive	IT Fee

13	<b>I-CHASS Proceedings</b>	Digitized 1,000 pages of I-CHASS Proceedings for I-CHASS.	DCC	Cost recovery
14	<b>H. G. Wells Manuscript Collection</b>	Began the digitization of the manuscripts for H. G. Well's <i>Time Machine, War of the Worlds, and Island of Dr. Moreau</i> . Project initiated by Chatham Ewing and a Wells scholar at Oxford University.	DCC	IT Fee
15	<b>Spanish Plays Pilot</b>	Completed the Spanish Plays digitization pilot (136 plays), undertaken for P. Carnes to determine digitization costs for a larger grant funded project.	DCC	IT fee
16	<b>Library Annual Report imaging</b>	Digitized the images for the FY12 Library annual report.	DCC	IT fee
17	<b>Handbook for Architects and Builders</b>	At request of an Architecture Department faculty member, we digitized 38 pre-1923 volumes of the Handbook for Architects and Builders.	Internet Archive	IT fee
18	<b>UI Theses and Dissertations</b>	Began an ongoing project to digitize UI theses and dissertations. 160 dissertations from the Electrical Engineering Department were digitized in FY12 and deposited into IDEALS.	DCC	IT fee
19	<b>University of Illinois Agriculture Experiment Station Circulars.</b>	Completed the digitization of the <b>University of Illinois Agriculture Experiment Station Circulars</b> . Of the 1,348 circulars, 1,004 were completed in FY12. The circulars were digitized for deposit into IDEALS.	DCC	IT Fee
20	<b>UIUC Corn and Soybean Trials</b>	Project initiated by Ralph Esgar, UI Dept. of Crop Sciences. Historical trials dating back to the 1920s were digitized and deposited into IDEALS.	DCC	IT Fee
21	<b>Illinois Historic County Atlases Project</b>	Digitized 31 volumes of the historic <b>Illinois county atlases</b> held in the IHLL. These are not yet available online.	DCC	IT Fee
22	<b>PLATO email correspondence</b>	Completed quality review of vendor digitized content for the PLATO email correspondence. PLATO was an early computer assisted instruction program developed at UIUC. This project was initiated by a researcher at the UIC campus, provided much of the funding for digitization. There were approximately 7,000 pages of correspondence.	Vendor; QA by DCC	Cost recovery
23	<b>Krannert Art Museum's print collection</b>	Completed the digitization of approximately 5,500 prints in the <b>Krannert Art Museum's print collection</b> . DCC is performing this work on a cost-recovery basis. In FY12, the last 1,000 prints were imaged. As imaging was completed, the images were uploaded into ARTstor's Shared Shelf where they are being cataloged by Sarah Christensen, FAA Visual Resources Coordinator. Once cataloged, the collection will be contributed to the ARTstor Digital Library.	DCC	Cost recovery
24	<b>Sousa Band Instruments</b>	Photographed 78 of the 400+ instruments in the Sousa Archives and Center for American Music. The project includes six still images from various angles of each instrument; additionally, we are using the Strata 3D software to create 3D interactive models of each instrument. A total of 145 instruments have now been imaged, although most are not yet available online. Website: <a href="http://images.library.illinois.edu/projects/sousa/index.asp">http://images.library.illinois.edu/projects/sousa/index.asp</a>	DCC	IT Fee
25	<b>ABSEES Bibliography</b>	Completed a multi-year project to digitize, OCR, and correct the OCR for the early print volumes of the <b>ABSEES Bibliography</b> so that these records can be added to the ABSEES online database. This project was initiated by Beth Sandore and Irene Kolchinsky.	DCC	Cost recovery
26	<b>2011 Honor's Tablet</b>	Outsourced the photography for the 2011 University of Illinois Honor's Tablet	Vendor	IT Fee

27	Harry Partch	Digitization of thirteen Harry Partch original scores from the Sousa Archives.	DCC	IT Fee
----	--------------	--	-----	--------

The Library continued to scan materials via the **CIC Google Project** in FY12, although Google has now significantly reduced the number of volumes they will be scanning from our collection from over 2 million to approximately 260,000. All our scanned books are deposited into the Hathi Trust by Google. Mary Laskowski will be reporting more on the Google project in her annual report.

vii) Staff training and development

- (1) Betsy Kruger attended a two-day Library sponsored workshop on copyright programming with Nancy Sims, Copyright Program Librarian from the University of Minnesota, who lead a series of conversations around what it means to have a robust library-based copyright education/consultation program.
- (2) Betsy Kruger attended an ARL Webinar on digitizing special collections
- (3) All staff attended a webinar on Adobe PDF/A, the archival format for PDF.

viii) Public engagement

- (1) Angela Waarala, with Jennifer Teper, taught a workshop to the Illinois Association of Museums. Included teaching best practices for digitization for photographs, text and materials commonly found in archives using several different types of equipment including flatbed scanners, film scanners, reprographic copy camera (included SLR and Medium Format camera review) as well as large format sheet fed scanners.
- (2) DCC provided digitization support services for RBML's summer program with the American History Teachers' Collaborative is funded by the U.S. Department of Education through the Teaching American History Grant Program and coordinated by Urbana School District #116.
- (3) Continued to publish the PIXELS, a multi-disciplinary blog from the University of Illinois Library and the College of Fine and Applied Arts with announcements and technical tips on finding, creating, and using digital images in teaching, learning, and research.

**D. Unit activities, current and projected, which advance the Library's strategic initiatives**

i) All of DCC's digitization activities as detailed in this annual report support and advance the following Library strategic initiatives:

- (1) 3.1 Establish a robust and sustainable program supporting access, dissemination, preservation, and curation of digital content created, managed, or acquired by the Library.
- (2) 4.3 Acquire, process, and make accessible materials scarcely-held among research libraries that align with campus research and teaching emphases and/or with the historic strengths of the Urbana campus collections.

**E. Graduate assistant information**—DCC had no graduate assistants in FY12.

**F. Issues of concern related to the unit's physical facilities**—DCC has been temporarily relocated to three rooms within Room 425 during the chimney repair project on the 4<sup>th</sup> floor. We hope to be able to retain use of Room 425c for one year after we move back to Room 413 so that we can continue to use it as our photography studio for the Sousa Music Instrument Project.

**G. Issues of concern related to information technology available to users of the unit**—DCC continued to experience considerable slowness when uploading and moving digital files around on Library servers. Late in the FY, Jason Strutz and Chuck Kibler began to address this issue for us and we hope to see considerable improvements in the months ahead.

**H. Review of progress made on Unit Annual Goals for FY12**

FY12 Goal	Progress
Continue our book digitization program with the Internet Archive. In FY2012 we will be scanning University of Illinois publications, the Official Gazette of the Patents and Trademarks Office, the	In FY12, we 5,743 volumes digitized via our Internet Archive scanning center at OSLF. All of the 1923-1963 publications in the IHLL collection for which no record of copyright renewal was found were digitized, as were all the scannable volumes of

Cavagna Collection from the RBML, and publications in the IHLL collection published between 1923 and 1963 for which no record of copyright renewal has been found.	the Official Gazette of the Patents and Trademarks Office. Several thousand U of I publications were digitized (mostly for IDEALS), and approximately half of the Cavagna collection was completed.
Complete the in-house digital collections still ongoing from FY2010, including the Krannert Art Museum Print Collection, the Sousa Music Instrument Collection, and the Illinois theses and dissertations project.	We completed the digitization of the last 1,000+ prints in the Krannert Art Museum Print Collection and uploaded them to ARTstor Shared Shelf where FAA staff is now cataloging them. Approximately 60 more Sousa instruments were imaged and 3D models are still being created. Several hundred Illinois dissertations were digitized for IDEALS.
Move our Harry Partch Music Scores and Illinois Historic County Atlases projects from pilot to production.	We completed the Harry Partch Music Scores as well as all of the Illinois Historic County Atlases that could be digitized. Many were in too poor of condition to be imaged without further damage.
Begin new in-house digitization projects, including College & Research Libraries (for ACRL); UI band scores (from Sousa Archives); and the Ricker Travel Scholarship Reports (Art & Architecture Library).	College & Research Libraries was completed; the other two projects moved to lower priority to accommodate other proposed/requested projects.
Outsource and perform quality assurance on 7,000+ pages PLATO Correspondence Project (University Archives).	Completed.
Pilot the use of transcription software in conjunction with the 1,300+ handwritten UI theses and dissertations which will be scanned in FY 2011. Explore with Sarah Shreeves possibilities for crowd-sourcing this transcription project.	Unfortunately, no progress was made on this, although the RBML is now working with a programmer at NCSA in piloting the use of an OCR package for handwriting that he developed.
Along with Melinda Miller, Scholarly Commons GA, begin offering user workshops on using digital tools in archival research.	Angela Waarala and Betsy Kruger taught the "Digital Historian" workshop four times in FY12.
Purchase a high-speed sheet-fed document scanner.	We purchased this scanner, and it made possible the digitization of College & Research Libraries (59 volumes) and the Illinois State Geological Survey Field Notes (approximately 200 volumes).
Continue documenting workflow, specifically for digitization of special collections.	All new projects were extensively documented.
Continuing to work with Mike Tang, MJ Han, and Kirk Hess on streamlining the procedures and timelines for making digitized content accessible online to our users.	This continues to be a struggle due to the time commitments of these three individuals on non-DCC related work. This is probably the unit's biggest area of frustration.
Complete the ABSEES OCR correction project so that the historical backfiles of ABSEES can be added to the ABSEES Online. This is a project we are working on for Beth Sandore and Irene Kolchinsky.	Completed.
Revamp our processes for keeping production statistics.	Needs more work.

I. Unit goals for FY13

- i) **Secure the next round of funding for DCC operations. Our current funding via the IT Fee runs out at the end of FY13. Betsy Kruger has submitted a proposal to make Angela Waarala's AP position permanent, and will be submitting an IT fee proposal to renew our IT fee funding for another 3 years. IT fee monies fund our Internet Archive scanning program and our ever growing in-house digitization program.**

- ii) Continue our Internet Archive book scanning program. Targeted collections include: Completion of the Antonio Cavagna Collection and the College Catalog Collection; the University High School Yearbooks; selected Illinois state government publications.
- iii) Continue and/or complete the in-house digital collections still ongoing from FY2011, including ISGS publications in series; Sanborn Maps; Unica; Illinois theses and dissertations; and the Sousa music instrument collection.
- iv) Begin the following in-DCC digitization projects: Illini Union Market Photographs for the University Archives (several thousand photos, negatives, and slides); an extensive map collection from the Illinois State Geological Survey; an additional 180 maps to be added to the *Maps of Africa to 1900* digital collection.
- v) Continue our work with Mike Tang and MJ Han to bring the following collections online in FY13: Harry Partch Collection of Original Scores; Illinois Historic County Atlases; Unica; Sanborn Maps; Spanish Plays; Sousa Music Instrument Collection; and the H.G. Wells Manuscript Collection.

**II. Statistical Profile**

A. Facilities – DCC has no user seating.

B. Personnel

- 1. Betsy Kruger (Faculty) (100%) (July 2011-June 2012)
- 2. Angela Waarala (Visiting Academic Professional) (100%) (July 2011-June2012)
- 3. FTE academic hourly - 2.75 FTE (JP Goguen, Laura Buccholz, Julio Flores, Amy Bennett, Haripriya Elumalai, Hiromi Morikawa)

C. User Services

- 1. Gate count – N/A
- 2. Circulation – N/A
- 3. Reference and information services – Fulfilled 16 patron requests for digital images.
- 4. Number of hours open to public per week – N/A
- 5. Number of presentations to groups - 4
- 6. Number of participants in group presentations - 41

**III. Preservation Statistics**

A. Personnel - 2.25 FTE

B. Expenditures

In the following fields, unit heads should only report the expenditures from budgets managed and supervised by their units. Monies spent through the Friends Preservation Competition, the NEH Competition, and the Preservation and Conservation Departments will be reported by the fund managers responsible for these activities. On the first line, write the dollars spent; on the second, include the project or a description of what the monies funded.

Contract Conservation:	\$	0	_____
Contract Commercial Binding	\$	0	_____
Contract Pres. Photocopying	\$	0	_____
Contract Pres. Microfilming	\$	0	_____
Other Contract Expenditures	\$	0	_____

1. Total Contract Expenditures \$ 0 \_\_\_\_\_

Preservation Supplies \$ 0 \_\_\_\_\_

Preservation Equipment                      \$     0     \_\_\_\_\_

2.        In-house Conservation/Book Repair Treatments

This section refers to conservation treatments completed in-house, i.e., by staff at the University of Illinois at Urbana-Champaign from your unit. Materials sent to Preservation/Conservation or outsourced for treatment will be counted in other sections.

Number of volumes given a level 1 conservation treatment:            0      
Number of volumes given a level 2 conservation treatment:            0      
Number of unbound sheets given conservation treatment:                0      
Number of photos and non-paper items given conservation treatment:            0      
Number of custom-fitted protective enclosures constructed:            0    

3.        Out-Sourced Conservation/Book Repair Treatments

Number of volumes treated:        0      
Number of unbound sheets given conservation treatment:                0      
Number of photos and non-paper items given conservation treatment:            0      
Number of custom-fitted protective enclosures constructed:            0    

4.        Reformatting

Outsourced reformatting:

- a) Number of books reformatted to digital via Internet Archive: 5,743 (approximately 860,000 pages)
- b) Number of images reformatted by vendors: 8,001

In-house reformatting:

- a) Images and text pages – 191,121