

# The Texas Digital Library Digital Imaging Inventory Project

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Elizabeth Buchanan

**MSIS Candidate, Spring 2020**

# Summary

A member survey of the Texas Digital Library suggests that while libraries and archives of all sizes have some capacity to digitize their own collection, there is also a strong need to partner with outside organizations for the digitization of some materials, particularly for fragile and audiovisual collections, as well as very large collections. The need is the highest for trustworthy, reputable vendors with the correct equipment to digitize their materials and the experience to communicate well and effectively about the particular needs of an archival digitization program. Members reported a wide variety of collections in need of further digitization funding, and a high level of interest in working together on applying for digitization grants.

With these requirements in mind, the Texas Digital Library Lab Location Tool was designed. At its simplest, the Tool is a table of providers and their contact information, along with the formats they digitize and any digitization standards they are able to meet. With continued engagement from the TDL community, the tool could develop into a valuable resource for collecting institutions across the state of Texas. Suggestions for community engagement include presenting examples of collections within member institutions that were digitized by particular providers, as well as the keeping of a list of members who are willing to be contacted for further recommendations.

# Introduction

The Texas Digital Library (TDL) is a consortium of twenty-four higher education institutions in the state of Texas, dedicated to building capacity for digital preservation and access to their member institutions' unique collections through the development of technology infrastructure and the facilitation of collaboration amongst their member community. To fulfill the Capstone requirements for my Master's program at the University of Texas School of Information, I worked with TDL over the course of the Spring semester of 2020 to plan and carry out the *Digital Imaging Inventory Project*, composed of the following deliverables:

- **Member Needs Survey** - A survey instrument to be distributed to TDL's member institutions to better understand the state of their current digitization programs, as well as their future needs. TDL also requested that the survey serve to identify "hidden" collections that would particularly benefit from digitization.
- **Lab Location Tool** - A database, website or list of digitization service providers, designed to allow TDL's members and other preservation programs in the state of Texas to locate and partner with digitization service providers. This section of the project was also to include a data hygiene plan for its continued maintenance.
- **Results Report** - A written report containing an analysis of the results of the Member Needs Survey and the Data Hygiene plan section of the Lab Location Tool. At the outset, the scope of the project was very wide, including the possibility of a search for possible sources of funding for future digitization collaboration and the identification of member institutions with similar collections which could benefit from such collaboration. The results of these searches are included in this written report.

# Texas Digital Library Member Needs Survey

## Methods

A draft of the Member Needs Survey was shared in early February 2020 with TDL's new Imaging Group, whose members are predominantly digitization practitioners across the state of Texas, both within and without TDL member institutions. The feedback shared by members of the Imaging Group was incorporated into the survey, which was then edited by TDL Communications Manager Lea DeForest and Deputy Director Courtney Mumma. The survey tool was drafted in Google Docs and distributed as a Google Form.

The final survey was divided into the following four sections:

- Institutional Information
- Digitization Program/Outside Partners
- Hidden Collections
- Funding and Grants

The Member Needs Survey was made public on March 1, 2020 and announced to members through the TDL listserv. Multiple responses from the same institution were encouraged, due to Imaging Group feedback that respondents from large institutions with multiple departments were likely to know only the answers to some sections of the survey. For example, one lab director commented "Special Collections might know about underutilized collections, but I'm the one who would know what equipment we have and what we've digitized in the last year."

Non-responding member institutions were solicited for their feedback by email in the middle of March; this strategy led to roughly  $\frac{1}{3}$  of the final responses. The survey was due to close in the last week of March 2020. However, because of the outbreak of Covid-19 and the subsequent disruption of work experienced by every institution targeted by the study, it was decided to leave the survey open for late respondents. The survey was officially closed on May 1, 2020.

The Member Needs Survey received 21 responses representing 14 of TDL's 24 member institutions:

Angelo State University	Texas Woman's University
Baylor University	University of Texas at Austin
Texas State University	University of Houston
Texas A&M International University	University of North Texas
Texas A&M University	University of Texas Medical Branch
Texas A&M Corpus Christi	University of Texas Southwestern
Texas Tech University	University of Texas Rio Grande Valley

Additional non-survey responses and follow-ups were received from the University of North Texas, Texas Tech University, Trinity University and the University of Texas Dallas; these responses may be quoted in the following analysis, but will not be included in the numbers. Additional qualitative information about TDL's member institutions was gathered from searching program websites and by consulting the *Texas Digital Library Member Institution Digital Collections* report, conducted by Rachael Zipperer in 2019.

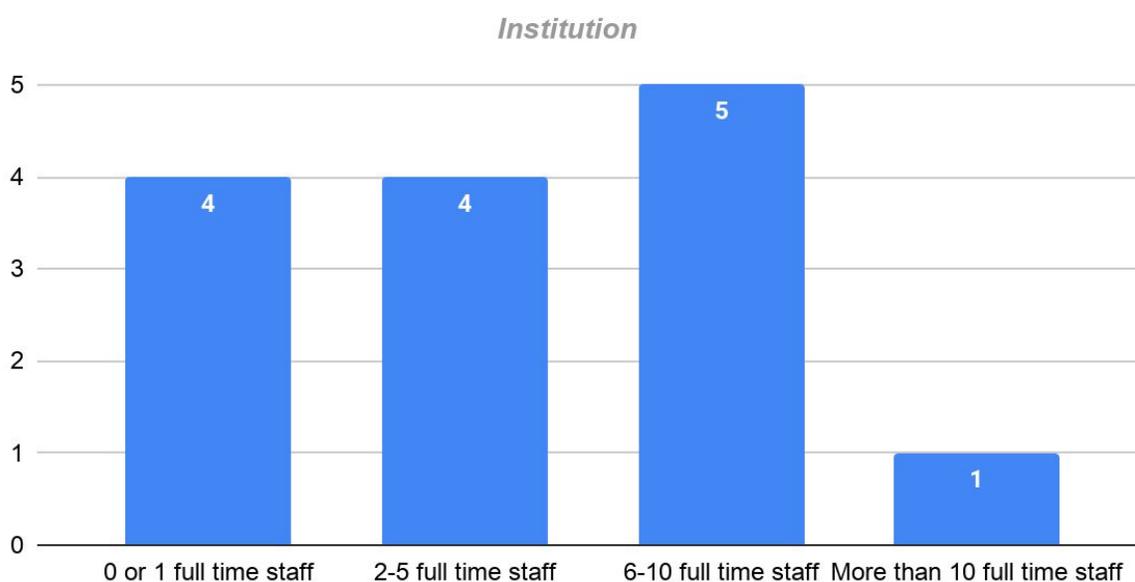
Analysis of survey data was complicated by the previously mentioned encouragement of multiple responses from the same TDL member institution. Furthermore, some questions in the survey required the individual respondent's preferences, whereas others asked about the institution for which they work. To ease this process, each question in the instrument was designated either **Individual (D)** or **Institution (N)**. For this reason, numbers in the analysis below will reflect two different "totals": either 14 total institutions represented by respondents or 21 total individual survey responses. The complete survey instrument with these designations is included in the Appendix section of this report. For the ease of reading, all data in the analysis below will be clearly marked as either **Individual** or **Institution**.

When multiple answers were received to questions designated **N** from the same institution, the responses were examined and either **a)** determined to be the same (in which case they were counted as a single response for that institution) or **b)** determined to be different. In the case of **b1)**, qualitative answers, such as those designed to identify hidden collections, different responses from the same institution were simply combined. In the case of **b2)**, differing responses in need of quantitative analysis, clarifying e-mails were sent to the individual respondents where possible, while organizational charts and consultation with TDL staff was used when such follow-up was not possible. The method utilized in the analysis of each question is noted in the individual sections below.

## Institutional Information

Perhaps unsurprising for members of the Texas Digital Library consortium, **all** survey respondents replied ‘Yes’ to the question: *"Does your institution currently have collections of digitized materials?"* The majority (18 of 21) also replied ‘Yes’ to the question: *"Does your institution have specific individuals whose jobs include the management of digitized materials?,"* including functions such as digitization, metadata creation and maintenance. These responses were further broken down by institution as follows:

### Number of Full Time Employees Responsible for Managing Digital Materials at Your Institution



**(In cases where respondents from the same institution answered this question differently, org charts showed that in all cases the department of the respondent giving the higher answer contained the department of the user giving the lower estimate. Thus, the highest answer given by each responding institution is represented in this breakdown.)**

Individual respondents were asked the name of their Department within their institution as well as their job title. Although these questions were asked chiefly for administrative

purposes, the answers can be helpful when attempting to understand whose opinions and needs the Member Needs Survey reflects. Some insights include:

**Administration:** Seven of these titles reflected some level of administrative power within their programs, including “Associate Dean for Digital Libraries,” “Dean of Academic Engagement,” “Coordinator of Digital Preservation & Digitization” and “Director of Digital Scholarship.”

**Existing Digitization Programs:** 11 of 21 respondents held positions specifically containing the word “Digital,” again probably a reflection of the institutions who have made it a priority to belong to a digitally-focused institution such as TDL, as well as the staff members within these institutions who are likely to engage with TDL surveys. It is however worth mentioning the clear division between respondents holding titles containing “digital” and those who did not. “Digital Title” respondents were without exception staff members of larger libraries (as determined by the number of staff listed on their public library staff pages); they are practitioners of digitization or administrators with experience in the area. By contrast, “Non-Digital Title” respondents without exception represented smaller library programs, many of which are found in less populous and economically advantaged areas of the state (such as the Rio Grande Valley and West Texas). These “Non-Digital Title” respondents show wildly varying amounts of interest and experience in digitization: some have had huge successes in grant-based digitization, while others rank digitization low on their list of institutional priorities. Nonetheless, we infer that these “Non-Digital Title” respondents are a population who must balance the digitization needs of their institutions against other library functions in a way that “Digital Title” respondents may not. As the TDL Lab Location Tool was conceived and designed in part to benefit such institutions, the responses of “Non-Digital Title” respondents will be highlighted in certain areas below.

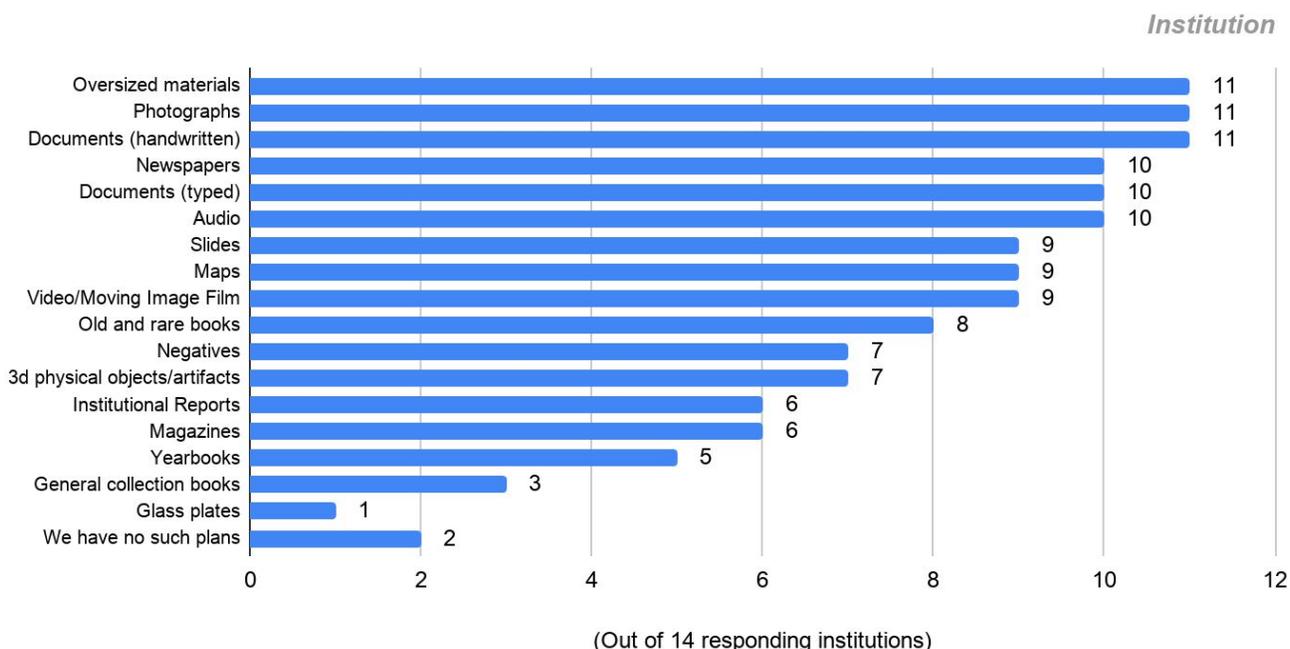
## Current Digitization Program

One of the largest findings of the Member Needs Survey is that digitization is a capability expected of (and generally found in) all of TDL’s member organizations. All but one respondent replied ‘Yes’ to the question, “Does your institution currently have the capacity to digitize any of your own collections?” Even Trinity University, whose University Archivist is new to the job and has noted that she has no active digitization program (with neither full-time staff nor the ability to

train student workers to carry out digitization work), has scanners and the ability to digitize on-demand projects, as well as a backlog of collections identified as future digitization projects.

When asked what items their institution planned to digitize within the next two years, only 2 of the 21 individual respondents (each the sole representative of their “Non-Digital Title” institution) indicated that their institution had no such plans; the remaining 12 institutions represented in the sample reported a wide range of material types. A complete breakdown of these responses is available in the chart below.

### Which of the Following Items Do You Have Plans to Digitize in the Next Two Years



Almost every responding institution had plans to digitize paper collections (such as loose documents, oversized materials such as maps and posters, and newspapers), while all “Digital Title” and some “Non-Digital Title” respondents also had such plans for photographs, film, audio formats and slides. Special collections and archival materials were the most reported items in this question, while mass-produced materials such as general collection books and magazines and even institutional reports were among the items least likely to be included in current digitization plans. Yearbooks were also among the least represented in this sample, although

perusal of all respondents' existing digital collections showed that many of those institutions that do not report planning to digitize yearbooks have already completed digitization of their institutional yearbooks. On the whole, the majority of responding institutions who reported plans for digitization within the next two years show either an existing internal capacity to scan these types of media, or existing contracts with digitization partners.

## Outside Digitization Partners

One of the most relevant survey questions to the Lab Location Tool project was the following: *"If your institution has some digitization capacity, are there some collections that you would still need or prefer to have digitized by an outside provider?"* 11 of 14 institutions replied 'Yes' to this question, while the 3 institutions replying "No" were "Non-Digital Title" institutions whose surveys indicated a lack of institutional interest in digitization more generally (including a lack of future digitization plans and small number of "collections in need of digitization" identified by their respondents). A further question, intended to generate provider recommendations for the Lab Location Tool, discovered that only 3 of the 14 responding institutions had never contracted with a digitization provider in the past. These results suggest that the use of outside providers is an integral part of a library digitization program, rather than a service necessary only for smaller or less-equipped programs.

A wide array of responses were given to the question, "What about those collections requires the help of an outside provider?" The two most typical responses were "We do not have the appropriate equipment" for those materials or, in the case of particularly large collections, "the quantity of work would be too much" to process the collection without a vendor. One respondent specified, "we do not have enough staff to digitize all of the papers that come to us in donated collections; at the moment we have 4 large paper collections that are backlogged." In several cases, the respondent specified that "large and uniform" collections were the most likely candidates to be selected for digitization in a vendor-digitization program.

Materials specifically mentioned by respondents as requiring outside vendors to digitize due to their programs not owning the proper equipment were: newspapers, bound materials, reel-to-reel media (both video and audio), analog video and audio, film, microfiche and microfilm collections. Another respondent indicated that they would prefer to contract out the digitization

of fragile materials, particularly non-paper media such as film or analog sound recordings, “rather than risk damaging those items in house.” Some respondents specified that their institutions had also utilized outside providers for services such as cataloging or providing subtitles to digitized or born digital video materials.

Further questions asked respondents both to name any service providers they had worked with in the past and to rank the importance of the following requirements for digitization service providers among the following: “files work with current repository”; “lowest cost/meets contractor stipulations set by funding provider”; “quick turnaround time”; “creation of metadata that meets accessibility guidelines”, “the creation of metadata fitting institutional schema”; “production of high quality, lossless archival images”; “the creation of high quality images for printing”. Respondents were also given the choice to name their own considerations for choosing a provider. A partial breakdown of these numbers is available in the chart below.

**Importance of Requirements for Digitization Provider**

(Individual)

	High Quality Archival Images	Fit With Current Repository	Cost/Meets Funding Requirements	Accessibility Metadata	High Resolution for Printing	Turnaround Time	Fits Institutional Schema
Ranked #1 (Most Important)	10	6	4	0	1	1	1
Ranked #2	5	4	4	6	4	3	3

Some respondents detailed experiences with particular providers:

“For a recent collection of analog A/V materials to be digitized, the vendor contract was submitted by an outside project partner. The vendor contract specified an extremely high bit rate for the resulting digital files, resulting in a digital collection that is far larger than it ought to be, and far too big to easily work with. We have had to adapt our digital processing and preservation workflows to accommodate this issue.”

“We used History Associates to process the Hector P Garcia collection and digitize a large portion of it. The digitizing was fine. No metadata was created by them - I wonder why this was not included in the service. I loaded all the digitized content into our repository for public access.”

“We outsourced some newspaper digitization. It was fine. It was cheaper to buy the equipment and do it in house.”

“Still working on a microfilm digitization project. One vendor, Crowley, has been easy to work with and has understood project guidelines easily. Another, Iron Mountain, has had more limitations and has been a bit more challenging.”

“People are often concerned with quality without really knowing what that means. Any good provider will be able to provide good quality images. We have our own metadata people and workflow, and I wouldn't trust a digitization provider with that anyway. I care if they have the equipment and the people needed, and if they understand what they're doing.”

In conclusion, while the production of high-quality images and functional metadata is obviously important to the respondents, respondents indicated a more general requirement for providers who understand the particular needs of preservation programs and who would thus be able to communicate effectively and be trusted to handle and work with the collections in need of digitization.

## Hidden Collections

The questions of the third sections of the survey were designed to help identify “hidden” or under-utilized collections in need of digitization within TDL’s member institutions. The four questions of the section were as follows:

1. “Does your institution have any unique focus areas that you would be particularly interested in having available digitally?”
2. “Can you think of any collections held by your institution which would particularly benefit from digitization? (This could include unprocessed collections.)”
3. “In your experience, does your institution have collections that are often requested by patrons but cannot always be shared, due to physical fragility or rarity of the materials?”
4. “Does your institution have under-utilized and undigitized collections that particularly fit your special focus or special collection areas?”

Respondents identified a wide range of under-utilized collections in need of digitization. On the whole, individual respondents from the same institution were in remarkable agreement on which of their collections were in need of digitization, though this may be an artifact of the

limited population among which the Member Needs Survey was circulated. In response to question 3, many respondents indicated that their digitization workflows prioritize requested materials:

*“I think we can usually find a way to fulfill patron requests digitally. One exception might be our extensive AV materials because of the cost of digitizing that.”*

*“There are too many to name. We are having to prioritize collections that have high usage on TARO and requests in the reading room.”*

*“We have been working to prioritize the digitization of collections that are most requested. We have a very large AV collection that can always use digitization and transcription services.”*

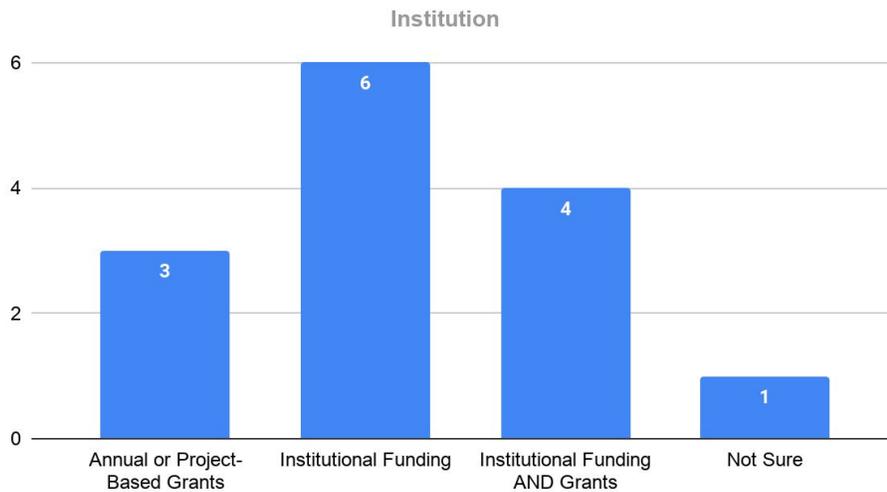
Some respondents also chose to give reasons for the fact that certain collections were not yet digitized. These reasons were overwhelmingly lack of funding and time. Other reasons reflected earlier responses on what collections would require the work of an outside digitization lab; fragile manuscripts and scrapbooks, newspapers, and AV materials in need of specialized equipment were all identified as collections that would benefit from digitization.

From even the small scope of this survey, it is obvious that TDL’s member institutions hold a treasure trove of materials that would benefit from digitization. Some specific examples of hidden collections shared by survey respondents can be found in Appendix B of this report, **“Suggestions for Future Digitization Collaborations.”**

## Funding and Grants

This final section of the Member Needs Survey was added at the suggestion of members of the TDL Imaging Group, as part of an ongoing discussion of the place of the digitization practitioner within the larger picture of any ongoing digitization project, including the funding and selection of the materials they digitize. The questions of this survey section were designed to discover where the funding for members’ digitization projects derived, as well as to puzzle out levels of interest and ability within member institutions to work together in the funding of future digitization projects.

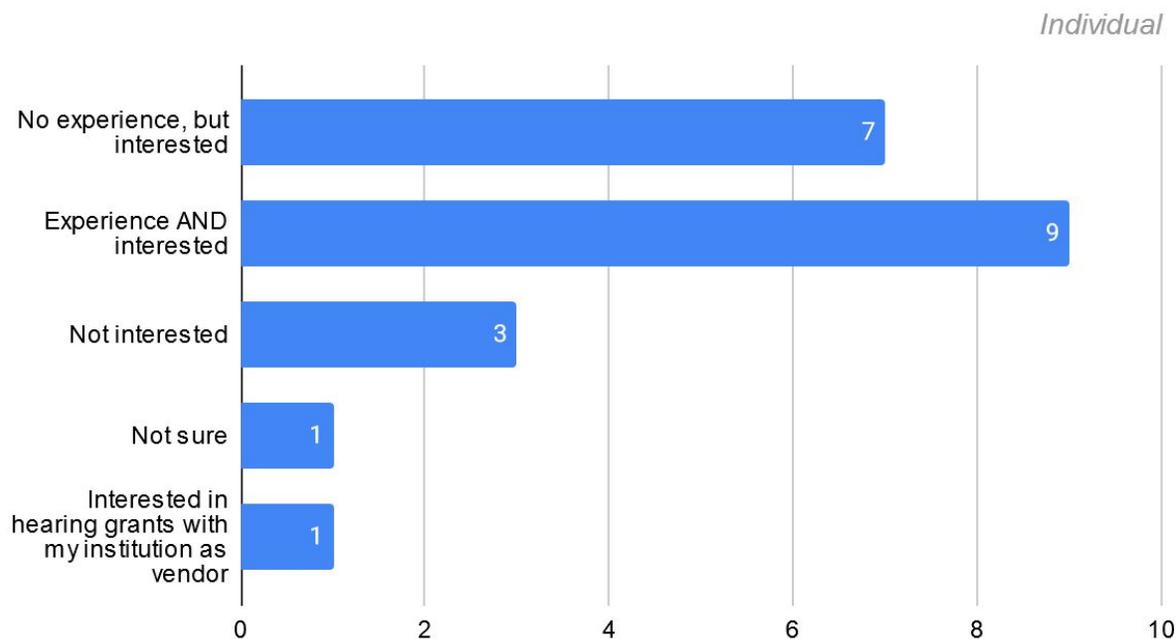
## Main Source of Funding for Your Digital Projects



When the institutional breakdown was performed on the question “What is your main funding stream for digitization or digital library projects?” individuals representing the same institution answered differently without exception - this was the only survey question in which no cohesion was found in the responses of individuals within the same institution. This could either indicate different sources of funding between programs/departments or confusion about the sources of funding for their programs. It is nonetheless safe to conclude from the existing data that the majority of responding TDL institutions derive at least a portion of funding for their digital projects from their institutions.

In the final question of the survey, individual respondents were asked if they or anyone within their department had interest or experience in applying for digitization grants in conjunction with other TDL member institutions. The complete breakdown of these responses can be seen in the chart below. In general, respondents were overwhelmingly interested in the idea of coordinating with other member institutions to apply for group digitization grants, and the coordination of such grants in the future by TDL would probably receive great member interest and support.

## Do you have experience or interest in group digitization grants?



## Survey Conclusions

Based on the small sample of responses analyzed in this paper, it is safe to conclude that all TDL member institutions have some capacity for digitization and have existing digital collections. An interesting division can be seen between institutions who fund “Digital Title” positions whose responsibilities lay chiefly in the creation and curation of digital collections and those smaller institutions whose staff members, while they may be very experienced in the production and care of digitized collections, must balance that work with “Non-Digital Title” duties. The specific needs of these different types of programs should be explored further and considered in the development of the Lab Location Tool and in future collaborations.

Survey results conclude that contracting with outside providers is a part of all active preservation digitization programs, with very large collections and audio/visual collections as the top collections in need of outside services. Respondents overwhelmingly require a digitization provider with an excellent reputation who will understand their directions and the needs of their institutions. The Texas Digital Library community shows a high level of interest in further collaboration in the area of funding and digitizing their materials.

# TDL Lab Location Tool

## Summary

For ease of use and update, the Texas Digital Library Lab Location Tool will take the form of a table on the Texas Digital Library page.

## Formats

A vital component of the TDL Lab Location tool is its listing of the formats that providers are able to digitize, to allow institutions in search of digitization partners to locate those able to process the materials they are seeking to digitize. However, the complete listing of all specific media types - particularly in areas such as film and video - would render the tool hard to navigate. It is also expected that providers will continue to develop their programs to stay competitive in the market, acquiring the ability to handle different media types over time. For these reasons formats in the tool are limited to the following categories:

<b>Bound Paper</b>	Non-destructive scanning of bound paper materials, including books, magazines, pamphlets, and bound reports.
<b>Paper Documents</b>	20th century or newer paper documents that may be processed through a high-speed scanning system
<b>Archival Loose Paper</b>	Loose paper materials of a fragile or unique nature (archival or special collections) which may require skilled handling.
<b>Manuscripts</b>	Bound paper documents of a fragile or valuable nature, often handwritten, which require skilled handling and specialized equipment. Scrapbooks are included in this category.
<b>Large Format</b>	Paper materials whose size is ISO Standard A1 (23.4 x 33.1 inches) or larger. Includes but is not limited to: posters, blueprints.
<b>Maps</b>	A specific sub-section of large format materials that may require specific dpi or metadata formats. Given the large number of survey responses indicating a need for map

	digitization, it was decided that maps should be considered a separate format. Certain digitization providers also specialize in maps.
<b>Newspapers</b>	Another specific sub-section of large format materials, periodicals printed on thin and acidic “newsprint” type paper. Certain providers specialize in newspaper digitization.
<b>Photographs</b>	Printed photographs of all process types.
<b>Microfilm/Microfiche</b>	16 or 35 mm cards designed to be read by microfilm or microfiche readers. Also includes aperture cards.
<b>Slides/Negatives</b>	Reversal film in enclosures and film negatives.
<b>Fine Art</b>	Painting, drawings, prints and types of that may require particularly high precision as well as extreme care in shipping and handling.
<b>3D Objects</b>	Sculpture; archival artifacts
<b>Textiles</b>	
<b>Film</b>	Super 8; 8mm; 16mm; 35mm
<b>Analog Audio</b>	Vinyl; cassette; reel-to-reel; magnetic tape recording
<b>Digital Audio</b>	CD; mp3 files
<b>Analog Video</b>	VHS; Betamax; Mini Cassettes; U-Matic
<b>Digital Video</b>	DVD; files such as .mov, .mpeg, .Mp4
<b>Digital Files</b>	Hard drives; cd-roms; floppy disks; jump drives; flash drives; computers ( We expect that as members develop their programs and acquire more born-digital materials, a need will develop for this category to be expanded or another added to better address different types born digital file types.)

## Standards

Although “the production of high quality archival images,” was one of the top requirements of digitization providers chosen by respondents to the TDL Member Needs Survey, comments of individual respondents and discussions within the TDL Imaging Group suggests that adherence to any particular standard of image production often falls below day-to-day concerns such as pricing and the need to digitize a large backlog of materials. Nonetheless, the national standards which are currently developed (such as the Library of Congress’ National Digital Newspaper Program Technical Guidelines<sup>1</sup> and the Federal Agency Digitization Guidelines Initiative<sup>2</sup>) offer some of the only available yardsticks by which to measure the quality of digitization work done by different providers. A column for ‘Standards’ has therefore been included within the Lab Location Tool table, listing only such standards as identified by the provider themselves.

Definitions of all standards, with a link to their defining organizations, will be provided further down the Lab Location Tool page. I also strongly recommend that a link to the ‘Scanning Standards By Type of Material’ page developed by the University of North Texas<sup>3</sup> be provided on the same page as the Lab Location Tool.

## Past Work

Rarely, a digitization provider will list public links to past projects they have carried out for other institutions; these have been included in the current version of the Tool where possible. Given the scope of the TDL Lab Location Tool, this section will be greatly improved if linked examples of past work also belong to Texas Digital Library members. I suggest that the initial introduction of the Lab Location Tool include a call for members to submit examples of their collections which have been digitized by providers included within the tool, perhaps with a caveat that they only include work from providers with whose services they were pleased.

## Data Hygiene Recommendations

It is recommended that the TDL Imaging group run an annual audit to manually check the tool once a year, to ensure the following information is correct: Company Name/Company Website/Contact Information. Every two to three years, it is also recommended that an email be sent to all listed providers asking them to review their entries, add any formats or special concentration areas that have developed in that time, and to give permission for their continued inclusion in the tool. This could be handled as a recurring project of the TDL Imaging group, and should be carried out every 2-3 years.

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<sup>1</sup> <https://www.loc.gov/ndnp/guidelines/>

<sup>2</sup> <http://www.digitizationguidelines.gov/guidelines/>

<sup>3</sup> <https://library.unt.edu/digital-projects-unit/standards/>

Once it is released for public use, the future success of the Lab Location Tool will depend entirely on continued engagement from the TDL community and other users. Community members who did not contribute to the survey should be encouraged to give feedback and perhaps include their services; an annual call for additions to the tool could be made by the TDL Imaging group around the same time as their annual audit. Individuals with experience working with specific providers should be encouraged to share their experiences. In service of these goals, the Lab Location Tool should also include the following:

- 1. Feedback Link** - An easily located e-mail address should be listed for tool users both to report any issues discovered within the tool (broken links, incorrectly listed formats) and also any experiences with included providers. Privacy concerns dictate that such reviews should not be made public. However, a list should be maintained of members who report having worked with any of the listed providers
- 2. “Add My Service” Option** - A link to a google form which will allow service providers to nominate their companies for inclusion in the Lab Location Tool.
- 3. Disclaimer** - For the protection of the Texas Digital Library, a disclaimer should be included with the Lab Location Tool to the effect of “The services listed are not endorsed by the Texas Digital Library.”

# Appendix A: Member Needs Survey Questions

## Section 1: Institutional Information

**1a.** First Name **(D)**

**1b.** Last Name **(D)**

**1c.** Institution **(D)**

**1d.** Department **(D)**

**1e.** Title **(D)**

**1f.** “Does your institution currently have collections of digitized materials? (ie: scanned or photographed versions of physical materials owned by your institution)” **(N)**

**1g.** “Does your institution have specific individuals whose jobs include the management of digitized materials? (For example - digitization, version control, metadata creation and management)” **(N)**

**1h.** “If yes, what is the number of full time employees responsible for managing digitized materials in your institution?” **(N)**

## Section 2: Digitization

**2a.** “Does your institution currently have the capacity to digitize any of your own collections? (Definition: scan or photograph existing physical materials into digital versions.)” **(N)**

**2b.** “(If Yes) What types of digitization equipment do you have in your lab/institution?” **(N)**

**2c.** ““Is your institution also a digitization service contractor? (Do you digitize materials for institutions or persons outside of your own institution, for a fee?)” **(N)**

**2d.** “(If you answered Yes above) Would your institution be interested in being included in the TDL Lab Location Tool? ” **(N)**

**2e.** “If your institution has some digitization capacity, are there some collections that you would still need or prefer to have digitized by an outside provider?” **(D)**

**2f.** “(If you answered Yes above) What collections are those? What about those collections requires the help of an outside provider (i.e. need of specialized equipment, size of collection)?” **(D)**

**2g.** “How does your institution make use of the digitized images/digitized collections that you have already created?” (Options: Digital Exhibits; Public Outreach (online/social media); Public Outreach (print); Add to Catalog/Make Available for Public Browsing; Institutional Support; No Existing Digital Collections; Other (Please Specify) **(N)**

**2h.** “What considerations are most important to your institution when choosing a digitization provider? (Options: “files work with current repository”; “lowest cost/meets contractor stipulations set by funding provider”; “quick turnaround time”; “creation of metadata that meets accessibility guidelines”, “the creation of metadata fitting institutional schema”; “production of high quality, lossless archival images”; “the creation of high quality images for printing”) **(D)**

**2i.** “What other considerations (not specified above) are important to your institution when choosing a digitization provider?” **(N)**

**2j.** “What kind of materials owned by your institution do you hope to digitize in the next two years?” **(N)**

**2k.** “Have you contracted with any outside institutions to digitize your collections in the past?” **(D)**

**2l.** “Would you recommend this provider to others?” **(D)**

**2m.** “If yes, please name the digitization provider that you’d recommend. **(D)**

### **Section 3: Hidden Collections**

**3a.** “Does your institution have any unique focus areas that you would be particularly interested in having available digitally (for example: Texas history, LGBT rights, map collections)? Please list.” **(N)**

**3b.** “Can you think of any collections held by your institution which would particularly benefit from digitization? (This could include unprocessed collections.)” **(N)**

**3c.** “ In your experience, does your institution have collections that are often requested by patrons but cannot always be shared, due to physical fragility or rarity of the materials? If so, what are they?” **(N)**

**3d.** “In your experience, does your institution have under-utilized and undigitized collections that particularly fit your special focus or special collection areas? If so, what are they?” **(N)**

### **Section 4: Funding**

**4a.** “What is your main funding stream for digitization or digital library projects? (Options: “Institutional Funding,” “Ongoing Grants,” “One-Time Grants,” “Foundation Program,” “Endowment,” “Not Sure,” “Add Option”) **(N)**

**4b:** “To your knowledge, does your institution have restrictions on the kind of funding for which your institution can apply?” **(N)**

**4c:** “If you replied yes, please list any funding restrictions below.” **(N)**

**4d:** “Do you have personnel with experience or interest in applying for group imaging grants? (Working with other institutions to find funding for digitization work). (Options: “I have experience AND interest in applying for group imaging grants;” “I have experience and would be willing to consult with other institutions, but have no interest in applying for group grants for my institution;” “I have no experience applying for group imaging grants, but would be interested in learning more;” “I am not interested in group imaging grants”) **(D)**

## Appendix B: “Hidden Collections” Highlights

One of the possibilities discussed at the beginning of the Digital Imaging Inventory Project was the identification of TDL member institutions with similar collections, who might be connected for the purpose of further collaboration on group imaging grants. Unfortunately, the Member Needs Survey did not uncover any immediate matches between the collections of responding institutions. Some outside research has suggested the following possible collaborations between responding institutions and other (non-responding) TDL members.

- Kris Helge, the Assistant Dean of Academic Engagement at **Texas Woman’s University**, is actively looking for a grant or partnership to help digitize their Woman Air Force Pilots collection. The History of Aviation archives at UT Dallas (<https://www.utdallas.edu/library/special-collections-and-archives/history-of-aviation-on-archive/>) might be able to point them to aviation specific funding. The Portal to Texas History at the University of North Texas has done digitization work for the WASP Museum in Sweetwater (<https://waspmuseum.org/collections/>) and recommends reaching out to ask what granting organization they worked with.

It was not possible in the limited time period of this project to match the many amazing hidden collections mentioned by respondents with possible collaborative partners. However, the general enthusiasm of respondents suggests that publicizing the existence of these collections is the first step in creating ongoing, collaborative relationships between institutions. In this spirit, an edited list of all Hidden Collections identified as in need of digitization by the TDL Member Needs Survey follows. (Responses from the same institution have been combined.):

- **Angelo State University:** “Regional Texas history (San Angelo/West Texas); Local history manuscript collections and regional/small town newspapers”
- **Baylor University:** “Materials in the Keston Center -- rare materials associated with religious activities in soviet-block countries from the 1960’s - 1990’s. The metadata challenges (Russian or other Cyrillic languages) need to be addressed.”; Archival materials within the Texas Collection that could be added into Baylor’s digital collection on Black Preaching
- **Texas A&M Corpus Christi:** “We have South Texas survey maps and job files (Conrad Blucher Map collection). We have begun digitizing these collections, but the project has stalled due to interruption in funding.”
- **Texas A&M International:** “Many materials on the U.S./Mexico border region; Audio tapes with interviews of local (Laredo/Nuevo Laredo) personalities. Rare materials from a poetry collection.”
- **Texas Tech University:** “Texas Political Groups; Certain scrapbook collections. The Southwest Collection Special Collections Library has a lot of materials on ranching, sports, and some on NASA. Those are already in the works to be digitized at some point...We are working through them in priority order. “

- **University of Texas at Austin, LILLAS Benson/Latin American Studies and Collections:** “Latin American culture and history; US Latinx culture and history; African diasporic culture and history; We are always looking for further funding to continue digitizing our Genaro Garcia collections. These are the foundational collections to our institution, and are too large to fully digitize in any one project. The Relaciones Geograficas collection (which have been digitized), materials from the Dorothy Schons Papers, and any A/V materials, which we do not allow to be accessed on-site for fear that they will be damaged.”
- **University of Texas Austin, LILLAS Benson/Archive of the Indigenous Languages of Latin America:** “Audio, video, photographic and paper materials that are in or about indigenous languages and cultures; Our unprocessed & undigitized collections, esp. Klein (languages of Argentina and Costa Rica), Grimes and Freeze (languages of Mexico and Guatemala) and Beam de Azcona.”
- **University of Houston:** “Oil and gas history (One example is our collection of Texas Oil Well Log Reports, which could be considered a huge 450,000 page data set that should be scanned and ocr'd for data. We have probably millions of pages of oil and gas serial publications that aren't available digitally anywhere.) LGBT rights and publications, Feminism, Houston history, Houston HipHop & Rap Collections”
- **University of North Texas:** “We are known for hosting texas, lgbtq, local news, and music collections....We have a very large AV collection that can always use digitization and transcription services.”
- **University of Texas Medical Branch, Galveston/Moody Medical Library:** “Texas medicine, UTMB history; 127th General Hospital newsletters, Texas Surgical Society papers, papers from different schools within UTMB; early UTMB ledgers and scrapbooks (oversized and fragile).”
- **University of Texas Southwestern Medical Branch:** “Center Times newspaper.”