# The Digital Assembly line:

## Running an effective and efficient digital lab

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# What does a high volume digital lab need?

- Digitization equipment

- Sufficient long term budget

- Project planning

- Student workers

What is the Texas Tech University Libraries Digital Lab like?

# Equipment

We have two Kirtas APT 2400 book scanners.

# Equipment



One large format scanner

# Equipment



One product table

# Learning in 2006

- High learning curve

- Low workload

- Standards within the lab

- Establish workflows

# Learning in 2006

- Document workflows

- Verify we were processing items correctly

- Quality over quantity

- Dealing with errors and mistakes

# Efficiency in 2008

- High project workload

- High volume output

- Quantity over quality

- Using human resources more effectively

- Procuring equipment to meet digital lab efficiency needs

A shift in priorities means a shift in approach…

# Work Philosophy

## Then…

- Craft

- Rigorous quality control

- Focus on specialty

- 1-2 students per project

- If a student was absent, the project didn't get worked on

## Now…

- Assembly line

- Quality control not as rigorous

- "Jack of all trades" approach with training

- All students can work on any project

- Work is completed faster

# Student Employees

## Then…

- Few highly skilled students working

- Dedicated to one project

- 3-7 students

- The lab open only 9 hours a day from 8 am to 5 pm

- 1-2 people working at a time.

## Now…

- More students working more hours

- Able to work on any project

- 24-36 students

- The lab open 14 hours a day from 8 am to 10 pm

- 5-8 people working at a time.

# Student Assets needed

## Then…

- Technical writing

- Photography

- Computer maintenance

- Digital image editing

## Now…

- Ability to focus on one task for long periods of time

-  Detailed orientated instead of skills orientated

- Consistency in product produced not perfection

# Project Priorities

## Then…

- First project in, was the first project out

- Equal effort on all projects

## Now…

- Effort dictated by the project's priority

- Higher priority projects get done first, more time/effort

- Lower priority items get worked on, but at a slower rate

# Item Tracking

## Then…

- Spreadsheet

- Little feedback to project owners about progress

## Now…

- Database

- Monthly feedback for project owners on status of projects and expected end date based on current work

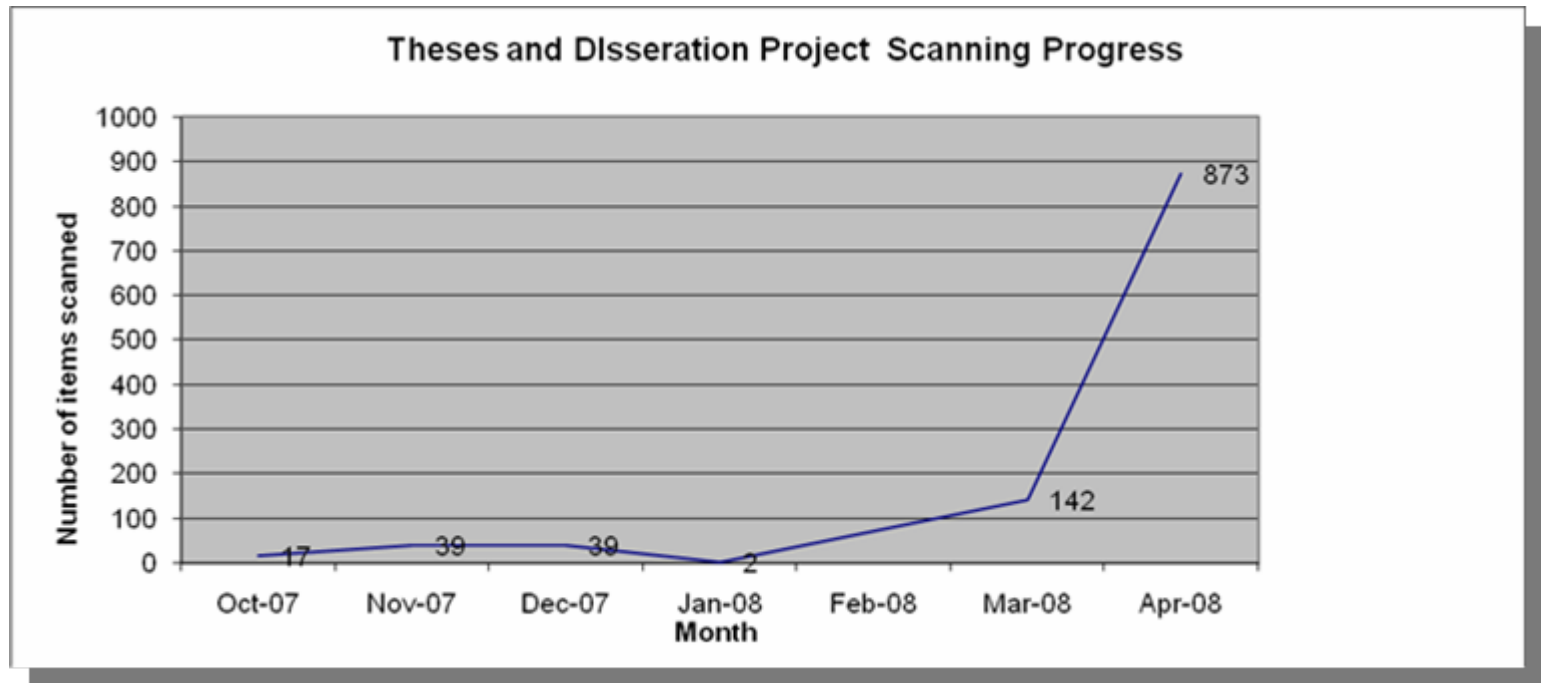# Theses & Dissertations Digitization Project

## Then

- 14,000 Books to be digitized

- Completing 17-39 books

- Expected finished date 2045

## Now…

- Completing 500-800 books

- Expected finish date 2011-2015

# Theses & Dissertations Digitization Project



Theses and Disseration Project Scanning Progress

# So, what have we learned?

- It takes time to develop workflows

- Keep documentation up to date

- Quality control is a teaching tool

- You can never check 100% of the work, but you can train someone well enough that they rarely make mistakes.

# Conclusion

- We had to change as the work changed

- We tried to look to the future

- Our lab grew in equipment, in the number of hours the lab is available, and in human resources

- As our lab grew, people thought of more projects to propose.