Matching a digitization project’s workflow to the collection and its owner

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Introduction

Overview

• Who we are
  – Tim Logan, Director, Electronic Library
  – Darryl Stuhr, Manager, Digitization Projects Group

• What we’re going to talk about
  – Engaging clients as integral parts of digitization projects
Engaging the client

How to work with a broad range of partners

- Define the process up front
- Don’t try to do it all ourselves
- Engage client in the process
  - Make use of their skills and resources
Spencer Sheet Music

- What: 30,000 pieces of sheet music
- Description: collection from 1850-1930
- Who: Fine Arts Library, Baylor
- Why: Increase access to and awareness of collection
Spencer Sheet Music

- Digitization by: student workers, summer temps
- Metadata by: Bib access and outsource
- Equipment: XL flatbeds and OS10000
- What we learned: metadata was the bottleneck
- “It’s just digitizing and storage.”
Guthrie Civil War Letters

• What: 32 letters
• Description: Correspondence between Confederate officer and his fiancée
• Who: Library Development
• Why: Potential Library donor
Guthrie Civil War Letters

- Digitization by: DPG staff
- Metadata by: DPG staff
- Equipment: flatbed scanner
- What we learned: Get a clear project definition.
- “Just do it ourselves.”
Black Gospel Music Project

• What: Analog recordings, mainly disc
• Description: Gospel music from 1940s-1970s
• Who: Baylor faculty member, Robert Darden. External donor.
• Why: Save deteriorating analog recordings
Black Gospel Music Project

- Digitization by: Audio engineer
- Metadata by: MD librarian
- Equipment: audio digitization studio, flatbed-scanning workstations
- What we learned: Provide resources for a metadata librarian, as well as audio tech.
- “Hire the pros from Dover.”
19th Century Women Poets

- What: Books, approx. 325
- Description: Collection of women poet publications.
- Who: Baylor’s Armstrong Browning Library
- Why: Provide online access for ABL and 19th century scholars.
19th Century Women Poets

- Digitization by: ABL students
- Metadata by: copied from OPAC
- Equipment: Kirtas APT2400
- What we learned: We supply the equipment and training. The interested party can supply the labor.
- “Use what you’ve got.”
Oral History collection

- **What:** 400 transcripts; 5,000 hrs. of audio
- **Description:** Provide online access to audio and full transcripts
- **Who:** Baylor’s Institute for Oral History
- **Why:** Greater access and availability
Oral History collection

- Digitization by: Audio engineer and student workers
- Metadata by: DPG staff, then OH faculty
- Equipment: Kirtas APT, Benchmark ADC1
- What we learned: Use embedded client resources (students, OH faculty with MLS)
- “Get them to do it.”
Other projects

- Electronic theses and dissertations
- University construction drawings
- University Archives
Questions

Q & A