Scanning Key Content of Text-Based Material
at Point of Accession or Cataloging
Final Report
November 15, 2013

Final project summary (May 2012-November 2013)

When we started our project we wanted to:
- Scan title pages, tables of contents, etc. in our cataloging units.
- Find somewhere to deposit the images we captured.
- Display the images to create a more content-rich and appealing public catalog.
- Convert the images to searchable text for discovery and to aid the cataloging process.
- Enable crowdsourcing to let users interact with this content.

What we accomplished:
- We researched then acquired a variety of scanning devices (Atiz BookDrive Mini, Zeutschel Zeta, Atiz ScanDock, cameras, iPod, iPad and more) to digitize content at our desks.
- We have DRS accounts for the project at each of our libraries.
- We have been trained in depositing into the DRS (special thanks to Vitaly Zakuta).
- We created start-to-finish workflows at each of our libraries.
- We established file naming conventions.
- We created macros to automate the creation of linking fields and to eliminate tedious cutting and pasting.
- We worked with LTS staff to determine how the images should display in HOLLIS and to establish formatting for the 856 MARC field to allow this display; documentation is now available on the LTS site for any Harvard library that wishes to display images in HOLLIS in this manner (special thanks to Corinna Baksik).
- We received advice and initial recommendations about our project relating to fair use and copyright from Harvard's copyright advisor (special thanks to Kyle Courtney).
- We have met with numerous librarians (at Harvard and elsewhere) to discuss our project goals and to seek insight about project logistics.
- We identified another university library that would like to collaborate on this project and move it forward.
- We have deposited and linked hundreds of images, now visible to the public in HOLLIS. (For recent examples, see HOLLIS # 013646717, 001476246, 004264138, 13648218, 001362895.)

While our complete dream has not been realized, we have made significant strides towards it. We are proud to have achieved a major goal with which we started: "Make our catalog more like Amazon's Look-Inside-the-Book."

We are grateful for the support of the Arcadia Fund, the support of the Library Lab project staff, and the support of LTS. We hope that our library colleagues will take advantage of this functionality, and that they, along with our patrons, will appreciate the added value of this content.

Detailed progress since September 1, 2013

- Kyle Courtney (HLS) has written brief recommendations relating to fair use and copyright for us and for other libraries that might wish to contribute their own "key content" scans.

- In the previous reporting period, we created a macro to format MARC 856 field data based on our DRS deposit reports. Building on that success, we created another macro that will take the formatted 856 data, call up the corresponding holdings record, and insert the field(s). The macro can work through an entire report in this manner; eliminating the need for back and forth cut and pasting between our spreadsheet and Aleph.

- With the generous cooperation of Imaging Services, we tested another potential deposit workflow. We submitted a file of 99 images in TIFF format to Imaging Services, where they were converted to JPEG2000 and deposited into the DRS. While this is not a service that Imaging Services has committed to offering at this time, we believe this workflow (libraries capture images, Imaging Services deposits them) would make distributed scanning activities much more feasible--especially for smaller libraries.

- We purchased and immediately began testing a Atiz ScanDock--equipment designed to provide even lighting for capturing images with a smartphone--at Schlesinger.

- We are actively scanning and depositing into production DRS and creating links in production HOLLIS. At present hundreds of images are available to view in the online catalog.

- We conducted basic time studies and identified several places where further automation could be applied.

External collaboration and outreach:

- We travelled to Philadelphia for a conference related to crowdsourcing (one of the areas for exploration we identified at the very beginning of this project) where we were able to meet with like-minded colleagues from the University of Pennsylvania who would like to partner with us to develop our project further.

- We heard from a Folger Shakespeare Library staff member who had read about our project in a Facebook post (not a post by a SKC project participant) and expressed interest in our project and shared Folger experiences with scanning during accession/cataloging.

Financial:

Our expenses during this period consisted of a group trip to a conference in Philadelphia, a ScanDock (equipment), and an ethernet card for the Zeta scanner. We note that the estimated $4000 expense for the configuration of HOLLIS by LTS has not yet been journaled.

Travel expenses: $1699.30
ScanDock: $374.65
Ethernet card + shipping: $29.83
Total expenses: $2103.78

[Still to be debited: LTS work to configure HOLLIS: $4000 estimated]

Signed,

    Amy Benson
    Nell Carlson
    Debbie Funkhouser
    Karen Nipps