**Scanning Key Content of Text-Based Material
at Point of Accession or Cataloging**

Interim Report
March 1, 2013

We continue work on the project, but at a slightly slower pace. We each aim to spend an average of 3.5 hours a week on the project.

Progress since December, 2012:

- We started an online spreadsheet to help track the images captured and associated metrics (size of files, Aleph# or barcode, file format, type of key content, capture time, etc.).

- We received training from LTS staff on the DRS deposit processes (February 20); credentials for depositing into QA system have been received though some of us are still awaiting installation of software by local IT units.

- We have increased scanning activity and are becoming more expert with the equipment purchased; we plan to have a larger collection of images to review for quality/legibility by April 1.

- We have planned a meeting with LTS staff to discuss their needs/preferences for our image files to facilitate possible displays in HOLLIS (March 6).

- We are planning to reach out to a member of the Berkman Clinical Program for initial discussions about our project as it relates to copyright (March).

- Presentation on the project was made to library staff at Divinity (February 13).

Signed,
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