

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

Interim Report
September 1, 2013

Progress since July 1, 2013:

- We have had two meetings with Kyle Courtney (HLS) to discuss our project as it relates to copyright. Kyle has generously offered to write recommendations for us and for other libraries that might wish to contribute their own "key content" scans. To that end we have created a spreadsheet with bibliographic information and sample images for him to evaluate.
- We created a macro-enabled Excel file that, in conjunction with MacroExpress, facilitates the formatting of data to populate MARC 856 fields in our target holdings records. The macro also creates labels based on the owner-supplied names returned in our DRS deposit reports that display below the images in HOLLIS (e.g. "Title page," "Back cover", "Inscription"). Because we have included barcode or holdings number data in our file names, we are confident it would be possible to create a macro that will copy and paste the 856 fields in an automated way, eliminating the need to insert the fields one by one.
- We were able to overcome a problem related to the inability to convert files to JPEG2000 formats using the most recent version of Photoshop by downloading a free third-party plugin and utilizing the settings recommended by DRS staff. Unfortunately, the resulting file extensions (jpx) still need to be changed to jp2 in order to be deposited in the DRS, but we are working on ways to automate this through batch processing.
- As part of testing the process, a small number of scans have been deposited into production DRS and have been added to production HOLLIS records. Currently, users see links to the images within the bibliographic record in both HOLLIS and HOLLIS Classic.
- Corinna Baksik of LTS has implemented the necessary changes to incorporate Key Content images in test HOLLIS. When and if the coding is applied to production HOLLIS, users will see the images embedded within search results and records. Details related to precise size and location of the images remain to be worked out. (For sample displays in test HOLLIS, see Appendix below.) Corinna also [documented](#) the general requirements for including scanned key content in HOLLIS for all libraries.

- We created instruction sheets to document the Zeta and Atiz BookDrive Mini workflows from image capture to deposit and linking in the catalog, and are documenting our choices about file naming and other common workflow points.
- We determined that we will not send a selection of materials to Imaging Services to compare imaging results because timeframes and prices for those services can already be readily estimated. However, in September we plan to try an alternative workflow for DRS depositing by transferring our .tif files for processing and depositing by Imaging Services. Because of the time needed to learn and manage the DRS deposit process, we want to see if this workflow could be a more feasible alternative to local deposit management, especially for libraries with limited personnel for these activities.

Financial:

LTS work is continuing until Sept. 1, and has not yet been billed (original estimate \$4000), and we have made no other expenditures to date. We have been pursuing site visits to other institutions involved in distributed scanning activities, but await availability information from our potential host(s). At this time we do not anticipate spending our full allocation as it has been earmarked.

Given that we found we did not require as much funding for site visits or conferences/training, we would like to request permission to spend part of our remaining allocation on a few hardware pieces that will simplify our workflows. These include:

- A cable and/or ethernet card for the Zeta scanner to connect it directly with the processing computer, which will save time and hassle for each scanning session (>\$50)
- An [Atiz ScanDock](#) that would provide even lighting for the iPad, iPod, and camera equipment (\$311.00 including shipping)

We will notify LL as soon as possible when we have more information about a potential surplus. At this time we do not anticipate that we would require an extension.

Signed,

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Appendix: Examples of project images in test HOLLIS:

Sample search results

<http://dag.discovery.lib.harvard.edu/?q=wartime%20canning>

Example records from Schlesinger:

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|013395054>

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|013394998>

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|013395033>

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|013397440>

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|013393811>

3 images:

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|013397427>

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|013397454>

4 images:

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|013393820>

Sample search results (the first two hits are scanned key content)

<http://dag.discovery.lib.harvard.edu/?q=outdoor%20cookery>

Examples created for additional testing purposes:

A record with scanned key content and an item:

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|012044513>

Multiple holdings:

<http://dag.discovery.lib.harvard.edu/?itemid=|library/m/aleph|012184307>