

Marilyn Pettit
5/29/03

**DESCRIPTION OF
POTENTIAL TEXT DIGITIZATION PROJECT**

Selector: Marilyn H. Pettit, Director

Holding Library: Columbia University Archives – Columbian Library

Collection Title (Please Provide a Name for this Project):

Columbia Daily Spectator, 1877 to 2000, and *Acta Columbiana*, 1873-1885

1. Nature of Digitization Project

- a. Briefly describe the materials to be digitized, including their subject or discipline-related content, chronological or geographical coverage, languages and character sets, etc. ***Acta Columbiana* was a student publication that pre-dated Spectator but overlapped with it for a few years. Spectator for 2000-2003 has been digitized; the previous 123 years are deserving of digital archiving, since it offers a unique window on student activities, both social and intellectual, and on student life.**

- b. [Optional: Indicate whether the project assumes external funding or should be considered for accomplishing in-house with existing staff resources; indicate too whether the project might be considered a demonstration project for the purposes of attracting funding for a larger project.] **In-house. Could attract other funding.**

- c. Describe the priority this project has relative to other possible projects in your area by selecting one of the following options:

___ Immediate ___ Short-Term ___ Medium-Term **XX** ___ Long-Term

2. Scope of Digitization

- a. Specify the types/genres and amount of material to be digitized (e.g., 10 volumes amounting to ca. 1800 pages of text, ca. 100 volumes amounting to ca. 30,000 pages of text with many black and white illustrations, 2 folio volumes of ca. 400 pages with ca. 150 oversized color images)

Approximately 80,000 pages of chiefly folio text, with many B/W illustrations. A very few color images.

- b. For textual materials, indicate whether they will be also need to be OCR'd and presented as searchable text, or whether page images only are needed.

OCR'ed as searchable text, no index.

- c. *[Optional :For other materials, please indicate any requirements or assumptions about the quality of scans, derivatives, indexing, etc.]* **Most can be scanned from microfilm.**

3. Value to Columbia Libraries Collections

- a. How would this project strengthen, complement or otherwise relate to existing paper (etc.) or digital collections at CUL? **Unique collection, high priority for preservation.**
- b. Does this material relate to the collection development policies of the holding library or the Libraries as a whole?
- c. Are there other comparable or related digital collections already available publicly?

4. Value to Columbia Research & Teaching

- a. How would this project serve current, recognized research, study or curricular needs of Columbia?

Unique materials on student affairs and student life. Reports on events not found in other archival materials, such as lectures by visiting scholars.
- b. Which Columbia faculty members work in the area covered by this project? Have they indicated they would make use of these materials, or materials of this type, in digitized form?

5. Partnerships

- a. Are there other Columbia groups that we can or should partner with in this type of project?
- b. Are there other institutions that are particularly strong in these or related materials that we can or should partner with?

6. Scope of Cataloging

- a. Have these materials been cataloged, described in a finding aid, or have another kind of metadata? Please describe and include links to cataloging or finding aids if available. **No finding aid, no metadata other than the Spec. as digitized for issues from 2000-present.**
- b. *[Optional: If not, please give details of type and amount of cataloging / description being proposed within the context of this grant and how it would be accomplished.]* **Revise current catalog record and update link to the electronic version of Spec.**

7. Rights / Permissions

- a. Identify copyright issues and other potential restrictions. Are these materials in the public domain? Does Columbia hold rights for copying and dissemination? (If you are not sure of the answers to the preceding, what percentage of the material was published prior to 1923? What percentage between 1923 and 1963?) **Wholly owned by CU.**
- b. *[Optional: Describe approach to resolving or managing these restrictions within the context of the project.]*

8. Physical Condition

- a. Are the physical items intact, in good condition, and playable (where appropriate, e.g. videotapes)?
- b. *[Optional: If not, describe in general terms what types of physical problems are present.]* **Older bound volumes are extremely friable and not indexed, which leaves them vulnerable.**
- c. Are the materials appropriately housed, or will rehousing be part of the project? **If bound volumes are dis-aggregated for scanning, must be appropriately re-housed.**
- d. *[Optional: Will any conservation treatment or other physical work be needed to enable the materials to be digitized? For instance, it may not be possible to digitize a book that is tightly bound and has narrow margins without disbinding it.]* **See c, above.**
- e. For archival and manuscript collections, have the materials been fully processed and arranged? NA