

## DESCRIPTION OF POTENTIAL TEXT DIGITIZATION PROJECT

**Selector:**

**Holding Library:**

Columbia University Archives-Columbiana Library

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

Columbia Commencement Programs and Photographs, 1890-2003

### 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.

114 years worth of commencement programs and degree recipient listings. For each year from 1890 to 2003 there is a program for the commencement ceremony and from 1890 to 1988 (with the exception of 1982) there are also lists of degree recipients within the program or in a supplemental publication. No composite lists of degree recipients exists in the archives for 1989 forwards. These publications also include lists of honorary degree recipients, prize and award winners and, in the commencement bulletins of 1952-1973, speech transcriptions. Digitized photographs of past commencements may be included with the digitized programs to add some sort of illustration amidst all the text.

*[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.]*

- b. 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    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)

114 individual programs and 48 supplementary bulletins amounting to ca. 8,387 pages of text. Archive photograph collection contains black & white images for 56 of the 114 years represented in this project (covering the years 1909-1977). At maximum, 56 photos would be included in this project, but probably less. Print in the programs is usually blue ink on cream colored, heavy bond paper. Sometimes black ink is used (particularly in the supplemental booklets and bulletins). These supplemental publications may also have colored covers (usually shades of blue).

- 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.

The text information should be OCR'd in order to be searchable.

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

### 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?

These commencement programs/bulletins/degree recipient lists are unique historical artifacts of Columbia University and a primary source of information concerning those who have obtained degrees from this institution over the years. In their present paper format, these sources are constantly referenced by archives staff to answer questions, primarily genealogical questions. A digitized version would make the information in these sources more widely available to the Columbia research community (and beyond?) and would also lessen the wear and tear on the existing copies.

- b. Does this material relate to the collection development policies of the holding library or the Libraries as a whole?

Yes.

- c. Are there other comparable or related digital collections already available publicly?

Not that I'm aware of.

### 4. Value to Columbia Research & Teaching

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

If these volumes are digitized they could become a very accessible and useful research tool for both students and professors engaging in projects related to

the history of the University in the late 19<sup>th</sup> and 20<sup>th</sup> centuries as well as for people engaged in genealogical research.

- 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?

No one specifically at present, but I assume professors, such as Robert McCaughey who teaches a class on the history of Columbia University, would welcome the ability to view these publications in the electronic format in addition to viewing the original paper versions.

## 5. Partnerships

- a. Are there other Columbia groups that we can or should partner with in this type of project?

UDAR (for fundraising?), Office of the Registrar (since they supplied candidate recipient lists/commencement bulletins from 1952-1988).

- 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.

Some of the commencement programs have been cataloged on cards in Columbiana (see attached photocopies), but these entries were never migrated electronically into CLIO. Extra copies in the collection (without a call number) have been noted in assorted shelf lists in the archives.

- 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.]*

## 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?)

Copyright is held by Columbia University.

- 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)?

The programs and bulletins are, on the whole, intact. The earliest years represented are the most brittle and dirty – some covers are broken off or torn, but still useable.

- b. *[Optional: If not, describe in general terms what types of physical problems are present.]*
- c. Are the materials appropriately housed, or will rehousing be part of the project?
- 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.]*
- e. For archival and manuscript collections, have the materials been fully processed and arranged?

Columbiaiana

CK2

C721

Columbia University.

The Commencement exercises of the ... academic year. 20, 23, 25, 48, 50, 54-58, 62-72, 79-91, 93-96, 98-79, 101-123, 105-149, 149-209, 1774, 1787, 1789, 1802, 1804, 1808-1812, 1816-1831, 1833-1845, 1847-1850, 1852-1853, 1854-1877, 1879-1901, New York, v. 14-28cm. 1703-1963

NNC

CONTINUED ON NEXT CARD

Columbiaiana

CK2

C721

Columbia University.

The Commencement exercises ... (Card 3)

1959, Commencement number; 1960-1961, Commencement)

Pt. 2, 1952-1962, is Columbia University. Bulletin, ser. 52-62; 1963-1964, Columbia University. Register, ser. 63-

Columbiaiana

CK2

C721

Columbia University.

The Commencement exercises ... (Card 2)

NNC

Title varies: 1861-1881, Commencement of Columbia College; 1892-1952, Annual commencement order of exercises; 1953, Installation of the University's fourteenth President and the commencement exercises; 1954, Annual commencement exercises and the second Bicentennial Convocation.

Issued in two parts, 1925-1932 (title of part 2: List of candidates for degrees and certificates), 1952-1953 (title of part 2: 1952-1953)

NNC

CONTINUED ON NEXT CARD

Columbiana

CK2 Columbia University.

C721

The Commencement exercises ...

20, 1774	48, 50, 54-58, 62-	136-147, 149-	179-176, 1924-
	77, 79-81, 93-96,	151, 1890-	1930 in l v.
	98-99, 101-123,	1901, 1903-	177-209, 1924-1926
	125, 135, 1802,	1905 in l v.	with -
c33, 1787	1804, 1808-1812,	152-156, 1906-	
	1816-1831, 1833-	1910 in l v.	
c35, 1789	1845, 1847-1850,	157-164, 1911-	
	1852-1853, 1855-	1918 in l v.	
	1877, 1879-1889	165-169, 1919	
	in l v.	-1923 in l v.	

COLUMBIA UNIVERSITY LIBRARIES

Columbiana

CK2 Columbia University. Annual Commencement

C721

Order of exercises

1890	1902	1914	1924	1936
1891	1903	1915	1925	1937
1892	1904	1916	1926	1938
1893	1905	1917	1927	1939
1894	1906	1918	1928	1940
1895	1907	1919	1929	1941
1896	1908	1920	1930	1942
1897	1909	1921	1931	1943
1898	1910	1922	1932	1944
1899	1911	1923	1933	1945
1900	1912		1934	1946
1901	1913		1935	1947

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Columbiana

CK2 Columbia University. Annual Commencement  
C721 Order of Exercises (card 2)

1948	1960	1972	1984
1949	1961	1973	1985
1950	1962	1974	
1951	1963	1975	
1952	1964	1976	
1953	1965	1977	
1954	1966	1978	
1955	1967	1979	
1956	1968		
1957	1969	1981	
1958	1970		
1959	1971		

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