

**DESCRIPTION OF
POTENTIAL TEXT DIGITIZATION PROJECT**

Selector:

Holding Library:

Columbia University Archives-Columbiana Library

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

Columbia Alumni News, 1909-1957

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.

The Columbia Alumni News, at first a weekly and then eventually a monthly publication, was created and distributed by the Alumni Federation of Columbia University, Inc. between September 1909 and July 1957. This publication presented stories about activities at the University and activities of her constituents (professors, administrators, alumni). Also includes "class notes" for alumni classes, necrology, announcements of activities on campus and similar items of interest to alumni and friends of the University. A lot of period advertising is also included within each issue.

- 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.]*

- 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 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)

48 volumes amounting to ca. 25,900 pages of text. Includes many black and white illustrations and photographic images. Also a fair amount of two-toned

pages (blue or maroon on cream paper), cover pages with b/w photos and blue title banner, and some color advertising on back covers of issues.

- 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.

Yes to OCR – searchable text is a must!

- 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?

Although copies of Columbia Alumni News are held off site by Butler Library and also held by the Health Sciences Library, the issues are currently most accessible through the UA-CL – which has limited reading room hours and is closed on weekends. A digitized version would make it 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?

Columbia Alumni News is a rich resource of information pertaining to the history of Columbia University – both the institution and her people. Currently, this publication is only partially indexed. If it is digitized and OCR'd it will be searchable and become a very useful research tool for both students and professors engaging in projects pertaining to the history of the University in the first half of the 20th century.

- 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?

Professor Robert McCaughey (author of the C.U. 250th history), Professor Michael Rosenthal (currently working on a biography of N.M. Butler). They have not indicated they would make use of these materials in the digitized form (it has never come up in conversation), but I assume they would both welcome the ability to search 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?)

- 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.

See attached catalog record from CLIO and list of holdings in UA-CL.

- 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)?

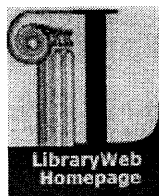
The first volume of issues is in poor condition (e.g., torn pages, fragile paper), but on the whole, the issues we have are in good shape as they were printed on

heavy bond or glossy paper. We have both multiple loose copies and multiple bound volumes of this publication, though the first volume issues are only found in bound versions.

- 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?

Loose copies are housed in acid free folders and boxes. Bound volumes are in various states of disrepair, some could probably stand re-binding.

- 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?



CLIO

Columbia Libraries Online Catalog

Long View

Search: Title Browse = ALUMNI NEWS
Record: 1 of 15

- [Location Guide](#)
- [Not Found In CLIO?](#)
- [My Circ Records](#)
- [BorrowDirect](#)
- [Request It](#)
- [Ask a Librarian](#)

[New Search](#) [Brief View](#) [Previous Record](#) [Next Record](#) [Back](#)

Title: Columbia alumni news.

Description: v. : ill. ; 28-33 cm.

Frequency: Monthly (except July-Aug.)
Weekly

Published: New York : Alumni Council of Columbia University, 1909-
Vol. 1, no. 1 (Sept. 27, 1909)-

LC Subjects: Columbia University --Alumni and alumnae--Periodicals.

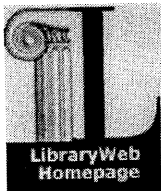
Other Authors: Columbia University.
Columbia University. Alumni Council.
Alumni Federation of Columbia University.

Notes: Title from caption.
Vol. 1- issued by the Alumni Council of Columbia University; <1947>-
issued by the Alumni Federation of Columbia University.

LCCN: sn 89039451

Location	Call Number
ANNEX (GL) Ask at circ desk	378.7CQ3 A183
Summary Holdings	
LIBRARY HAS: For volume holdings, see departmental catalog.	

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CLIO

Columbia Libraries Online Catalog

Long View

Search: Title Browse = COLUMBIA ALUMNI NEWS
 Record: 2 of 4

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- [Not Found in CLIO?](#)
- [My Circ Records](#)
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Location	Call Number
HEALTH SCIENCES STACKS	Serial C
Summary Holdings	
LIBRARY HAS: 21-48 1929-1957	

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COLUMBIA ALUMNI NEWS – LOCATIONS AND COPIES

As with many of our publications, we have numerous copies of *Columbia Alumni News* in various locations. Below is a listing of where and what you can find of bound volumes and loose copies of this publication.

210 Low, Cabinets #4 and #5:

Bound Volumes, vol. 2 (1910-1911) to vol. 48 (1956-1957). One copy of each volume.

South Gallery (10/A-C):

Bound Volumes, vol. 1 (1909-1910) to vol. 37 (1945-1946). One copy of each volume.

North Gallery (lower level, shelves closest to east side entrance):

11 boxes (8 RC and 2 MS) of loose issues in acid-free folders.

BOX 1: vol. 2 – vol. 6

BOX 2: vol. 6 – vol. 9

BOX 3: vol. 9 – vol. 13

BOX 4: vol. 13 – vol. 17

BOX 5: vol. 17 – vol. 20

BOX 6: vol. 20 – vol. 23

BOX 7: vol. 24 – vol. 29

BOX 8: vol. 29 – vol. 35

BOX 9: vol. 35 – vol. 44

BOX 10: vol. 45 – vol. 47

BOX 11: vol. 47 – vol. 48

Bound Volumes, vol. 1 (1909-1910) to vol. 48 (1956-1957). Multiple copies of vols. 1, 3, 7, 8, 11, 18, 20, 21, 39, 40, 41, 42, 43, 44, 45, and 48. Volume 4 is missing.