

**DESCRIPTION OF  
POTENTIAL TEXT DIGITIZATION PROJECT**

**Selector:**

**Holding Library:**

University Archives-Columbiana Library

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

Columbia University Catalogue Student Directories 1896/97-1944/45

**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 University Catalogue contains the student directories for 1896/97-1944/45 organized by each academic year. The directories list the name of the student alphabetically by surname, school attending, address, class and sometimes list previous degrees received.

- 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)

47 bound volumes with approximately 7,500 pages of text. No illustrations.

- 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 is preferred so that the material will 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?

As far as I know, we are the only repository that has a complete run of the student directories. Since we have limited reading room hours and are closed on weekends, digitization would make this heavily used resource more widely available to the CU community as well as outside researchers. In addition, there will be less handling of the originals which are in poor condition.

- 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 am aware of.

### 4. Value to Columbia Research & Teaching

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

The directories are unique to Columbia University, are in poor condition, and are heavily utilized by alumni, genealogists, faculty, and students. They are enormously helpful to researchers looking at CU alumni.

- 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?

Various Alumni Associations might want to partner with us in this digitization 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.

The Catalogues are cataloged in the University Archives-Columbiana Library local card catalog.

- 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 owned 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)?

Catalogues are bound separately for each academic (with the exception of 1941/42 through 1944/45). Most volumes are in poor condition with brittle pages and broken spines. Duplicates exist in the University Archives.

- 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?