

Marilyn Pettit
5/29/03

DESCRIPTION OF
POTENTIAL TEXT DIGITIZATION PROJECT

Selector: Marilyn Pettit, Director, Columbia University Archives-Columbiana Library

Holding Library: Columbia University Archives-Columbiana Library

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

Columbia University Quarterly, 1889-1919; 1930-1941, Volumes I-XXXIII

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.

Articles written about the University, its faculty, students and administrators, usually written BY same. Table of contents from Vols. I and X attached as examples. Heavily used by researchers and staff; volumes are fragile. Includes important and unique materials, such as the 1900 Commencement speech by Wellington Koo, who went on to found the African National Congress.

- 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 project for permanent retention, attached to CLIO.

- 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)

Thirty-three volumes, 14,580 pages. See attached form, which lists the number of pages in each volume.

- 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 for searchable text. Can be digitized from microform master; see attached print-out from CLIO. Note that CUA-CL does not have a microfilm reader, which means that the actual volumes are in use.

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

Should be indexed.

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?

Permanently retained and unique evidence of late nineteenth and early twentieth century Columbia University.

- b. Does this material relate to the collection development policies of the holding library or the Libraries as a whole? **Permanent retention and preservation.**
- c. Are there other comparable or related digital collections already available publicly? **NA**

4. Value to Columbia Research & Teaching

- a. How would this project serve current, recognized research, study or curricular needs of Columbia?
- 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. **The tables of contents were photocopied and bindered for reference use, to spare wear and tear on the friable volumes. The microform copies in Butler Library are not indexed.**
- 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.]* *we will catalog into CIO.*

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 wholly owned by CU.**
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8. Physical Condition

- a. Are the physical items intact, in good condition, and playable (where appropriate, e.g. videotapes)? **Exists on microform.**
- 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? No re-housing at present.
- 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.]* **Scan from microform.**
- e. For archival and manuscript collections, have the materials been fully processed and arranged? NA

**Columbia University Quarterly
1889-1919, 1930-1941, Volumes I – XXXIII
210 Low Memorial Library
Cabinet 5, upper shelves**

The tables of contents of each volume are photocopied and bindered herein, as well as a short article celebrating the resumption of publication in 1930 and another explaining the Quarterly's demise in 1941.

The Quarterly was published by the Alumni Association through 1919, and by Columbia University Press from 1930-41.

Please use this volume of tables of contents to locate information, and avoid leafing through the volumes themselves, which are fragile.

**Marilyn H. Pettit
April, 2001**

Columbia University Quarterly Volume	Pages
1	430
2	430
3	430
4	600
5	600
6	600
7	460
8	460
9	550
10	540
11	540
12	470
13	490
14	450
15	440
16	480
17	430
18	420
19	400
20	360
21	360
22	470
23	500
24	490
25	380
26	380
27	490
28	320
29	260
30	320
31	340
32	350
33	340
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