

one more

**DESCRIPTION OF
POTENTIAL TEXT DIGITIZATION PROJECT**

Selector: Marilyn H. Pettit, Director

Holding Library: Columbia University Archives-Columbiana Library

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

Student Handbooks/Columbia Blue Books

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. **See attached finding aid description.**
- 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*
- 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)

Fifty pocket-sized guides to Columbia College on 49th Street, then on Morningside Heights, 1903-1954. Not complete; some are missing or were never published. C. 3000 pages with B/W images, a few B/W photos, and maps.

- 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 as searchable text.

- 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? **Unique guides to student life and activities at the 49th Street campus (origins of “Spectator” and “The Columbian,” to name only two.)**
- 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?
- 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. **Brief finding aid; no metadata; to be cataloged into CLIO, Summer, 2003**
- 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 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)? **Generally intact.**
- b. *[Optional: If not, describe in general terms what types of physical problems are present.]* **Some are a bit fragile from actual usage.**
- c. Are the materials appropriately housed, or will rehousing be part of the project? **Already 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.]*
- e. For archival and manuscript collections, have the materials been fully processed and arranged? **Yes.**

Publications
0.75 cu ft
(two legal manuscript boxes)
408C/04/04/B
(Columbiana CP 2 St9)

Student Handbooks / Columbia Blue Books
Columbia College
1895-1953

University Archives-Columbiana Library
210 Low Memorial Library
535 West 116th Street, MC 4316
New York, NY 10027
Tel. 212/854-1331 FAX 212/854-7320

archives-columbiana@columbia.edu

Marilyn H. Pettit
November, 2002

Introduction

Student handbooks or "Columbia Blue Books" were small pocket-sized guides to Columbia College on 49th street, then to the University at Morningside Heights, containing information and advice about the college/university and about New York City, usually with a street map attached. The "student handbook," published for many years by the Christian Association, the campus name for the Young Men's Christian Association (YMCA), became the "Columbia Blue Book" as of c. 1939 and was known as "the Blue Book." The information was reliable for its stated time period, and is a useful guide to student activities and student life. Publications for a few years are missing or were never published, as noted in the container list, and it appears that the last "Blue Book" was published during the University's Bicentennial year, 1953-54. The "Black and Blue Book" for 1921-22 was a humorous satire of the handbook.

The collection includes a 1903-04 Barnard student handbook published by the YWCA (Young Women's Christian Association). The books have been encased in negative sleeves and folders and moved from 210 Low to 408C in November, 2002. An incomplete box of unsleeved duplicates are located on South Gallery, 02/F.

Container List

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
1	1	Student Handbook, Barnard College (YWCA)	1903-04
	1	Student Handbook	1895-96, 1896-97
Missing or not published: 1897-1904			
	2	"	1904-05, 1906-07, 1907-08
	3	"	1908-09, 1909-10 (2)
	4	"	1910-11, 1911-12, 1912-13
	5	"	1913-14, 1914-15, 1915-16
	6	"	1916-17, 1917-18, 1918-19
	7	" with "Black and Blue Book," 1921-22	1919-20, 1920-21, 1921-22
	8	"	1922-23, 1923-24, 1924-25
	9	"	1925-26, 1926-27, 1927-28
2	1	"	1928-29, 1929-30, 1930-31
	2	"	1931-32, 1932-33, 1933-34
	3	"	1934-35, 1935-36, 1936-37

<u>Box</u>	<u>Folder Title</u>	<u>Dates</u>
Missing or not published		1937-38, 1941-42, 1944-45, 1947, 1948 , 1950-52
2	4 “	1939-40, 1940-41, 1942-43
	5 “ “Navy V-12,” 1943-44	1943-44, 1945, 1946
	6 “	1949, 1953

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