

**DESCRIPTION OF
POTENTIAL TEXT DIGITIZATION PROJECT**

Selector:

Holding Library:

Columbia University Archives-Columbiana Library

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

Columbia Matriculation Books/Registers, 1754-1777, 1785-1896

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.

Four volumes of 18th and 19th century matriculation information for Columbia College. Handwritten lists of student names. Also includes (depending on the volume): class affiliation (e.g, freshmen, sophomore), age, address, name of guardian and occasional notes about the student's enrollment. The King's College volume and the 1832-1881 volumes also contain information concerning commencement during those years. The 1832-1881 volume contains a map of the Park Place campus area.

[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)

4 volumes (1 small book, three oversized ledgers) amounting to ca. 1,445 pages of handwritten text. The King's College volume (1754-1777) is available in both original handwritten form and in transcribed typescript.

- 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.

Not sure if these pages should be OCR'd as not in typescript form and would probably have to be fully transcribed in order to become 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?

These matriculation books are unique historical artifacts of Columbia University. In light of increased interest in C.U. history due to the 250th, these items will provide an informative glimpse into the composition of the student body of the early College days up until the move to Morningside Heights. A digitized version would make them more widely available to the Columbia research community (and beyond?) and would also lessen the wear and tear on the sole 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 pertaining to the early history of the University or 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 deal in current student records).

- 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.

1754-1777 book (typescript) has the call # CH M42 (see attached copy of catalog card).

1785-1831 ledger has the call # CH M422.

1832-1881 ledger has the call # CH M423.

1882-1896 ledger has no call number and was received from the Office of the Registrar in 2000.

None of these volumes appear to be cataloged electronically in CLIO.

- 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 King's College volume is in the poorest condition of the four volumes (e.g., fragile pages, loose cover boards), but on the whole, the four volumes are in good shape considering their age. Handwriting is difficult to decipher in places and ink is fading in others. These volumes should not be disbound in order to digitized.

- 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?

CH
M42

The matricula or register of admission and
graduations and of officers employed in King's
college at New York [1754-1777]
Columbia university.

For other copies or editions see Columbia uni-
versity.