Digitization On Demand
Access Through Collaboration

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Collaboration

- Special Collections
- Interlibrary Loan (ILL)
- Digitization

Previously

Special Collections had worked with ILL
And
Special Collections had worked with Digitization
Project Summary

• Special Collections materials do not circulate.
• ILL request for Special Collections materials was generally canceled.
• ILL reviews incoming requests for Special Collections materials and sees if the item is a candidate for digitization.
• Candidates for digitization are then evaluated.
• The item is brought to the Digitization department to be scanned.
• A digital copy is made available both to the borrowing library and then widely through HathiTrust.
• The project both increases lending access and the permanent digital collections.
How This Came About:

- **September 2010: Meeting with ILL & SPEC**
  - Learned that between 6/08 - 9/10
    - 1756 requests
    - 840 were eligible

- **9/22/11: OCLC Scan & Deliver Webinar**
  - Informal meeting followed

- **10/3/11: Formal meeting between the 3 departments (including dept. heads and assist. directors.**

- **10/3-10/24/11: Discussion & review of models**
Models and Literature

- University of Wisconsin
  http://www.wils.wisc.edu/lend/digitdemand.html
- Harvard University
  http://hcl.harvard.edu/info/imaging/
- University of Michigan
  http://www.lib.umich.edu/interlibrary-loan/digitization-demand
- Kristine J. Shraugera & Lee Dotsona
How This Came About (cont):

• 10/24/11: Draft of project workflow
• 10/28/11: Scanned our first book as a test
  – Using a Zeutschel 12000 HQ
• 11/11/11: Pilot project announced to Library
Workflow

Pilot Process - CDC On-Demand Scanning for ILL and AskSpec Requests

1. Request for SC Material via AskSpec
   - CDC Scan Appropriate
     - Yes: E-mail Request to CDC
     - No: Respond to Requestor with options
2. Special Collections (SC)
   - Scan Requested Material
   - Distribution Copy placed on share
3. Center for Digital Collections (CDC)
   - Deliver Material to CDC
4. Interlibrary Loan (ILL)
   - Request for pre-1923 SC Material via ILL
   - Deliver Material to CDC
   - Deliver Scan to Requestor
   - Deliver Scan to Requestor
   - Request for pre-1850 Material via ILL
   - Pull Material from Stacks
   - E-mail Request to CDC
   - Retrieve Material from CDC
   - E-Mail Confirming Completion
Interlibrary Loan Pricing

1-50 pages, 20IFM or $25
51-100 pages, 30IFM or $35
101-150 pages, 40IFM or $45
151-200 pages, 50IFM or $55
201-250 pages, 60IFM or $65
251+ pages, by estimate only
Sample Email Request

• Special Collections,

Please bring the following item to the Center for Digital Collections so it can be digitized for ILL:

Call Number: SPEC GEN Trade Catalog / ok to digitization fee
Location: special collections

Title: Illustrated catalogue of hardware / manufactured by the Reading Hardware Company.
Author: Reading Hardware Company
Imprint: Reading, Pa. ; The Company, 1891

ILLiad Transaction Number: 191108
Assessment

• As of 10/23/12:
  55 titles digitized
  2 items awaiting digitization
  110 requests for items that were digitization candidates, but the borrowing library did not pursue a digital copy
  27 requests were cancelled because of material condition, existing availability, etc
Recommendations & Lessons Learned

• Can’t digitize everything:
  – Binding too fragile, pages too brittle
  – Uncut pages
  – Print too close to the gutter

• Size does matter!
  – Items > 60cm x 43cm cannot scan
  – (because it doesn’t fit on the scanner)

• Have backups:
  – Staff (coverage if someone is out)
  – Equipment (don’t rely on just one machine)
• Invest in high quality equipment.
• Monitor turnaround time
  – ILL requests only have four days to be fulfilled before the request is canceled.
• Trust that materials will be handled properly.
• Communication between partners.
• Commitment to the project.
Thank Yous!

- Megan Gaffney, Coordinator of Interlibrary Loan
- Thomas Pulhamus, Center for Digital Collections
- Mary Durio, Head of Center for Digital Collections
- Tim Murray, Head of Special Collections
- Gregg Silvis, Assistant Director (over Center for Digital Collections)
- Nancy Nelson, Assistant Director (over Interlibrary Loan)
- Justin Wing, Head of Library IT
- Theresa Hessey, Center for Digital Collections
- Alex Johnston, Special Collections
- Sherri Sobocinski, Interlibrary Loan
- Anita Robbins, Interlibrary Loan