

Central New York Library Resources Council

Regional Digitization Plan 2008

CLRC Mission

CLRC is an innovative information and resources partnership whose mission is to connect all types of systems, libraries, and information.

Purpose of the Plan

CLRC has a longstanding tradition of supporting resource-sharing to bridge gaps in access to information. Since CLRC was established in 1967, it has coordinated or implemented the regional Union List of Serials, interlibrary loan, delivery services, and Union Catalogs including a virtual Regional Catalog and web information services. The Digitization Plan seeks to continue the CLRC philosophy of resource-sharing to include digitization of significant resources held within the region.

The primary goal for digitization projects sponsored by CLRC is enhanced access for the people of the region to digital resources created from collections in Central New York's libraries, archives and museums. The Plan:

- Describes how CLRC will work with libraries and other cultural heritage organizations to develop digital collections, making support for digitization an organizational priority.
- Encourages the development of collaborative relationships to achieve this goal consistent with CLRC's mission, and compatible with other CLRC activities.
- Clarifies roles for CLRC and cultural heritage organizations wishing to participate in digitization projects.
- Encourages innovations in services by libraries and other cultural heritage organizations in the region.
- Describes how CLRC will help participating organizations build a strong knowledge base through training to increase expertise.
- Sets standards, best practices, and expectations for digitization collections.
- Commits CLRC to search for funding to support digitization projects.
- Sets a timeline for the pilot digitization project.

Digitization: An Organizational Priority

CLRC recognizes that digitization is an important next step in providing resource-sharing opportunities throughout the region. To facilitate the Council's digitization efforts, it will:

- Create a committee of local digitization experts to guide its efforts, and to research, choose, and adhere to best practices and standards that will guide all the Council's digitization projects.
- Develop and maintain a digitization training program.
- Commit fully to planning, executing and marketing a pilot project by 2010.

The Benefits of Collaboration

CLRC recognizes the strength inherent in collaborative relationships. For its pilot project, it will:

- Seek partners for the pilot who will share the development and cost of the initial project, and who will bring a diversity of collections to the pilot.
- Seek a partner willing to host a digital content management license.
- Collaborate with digitization and harvesting efforts instigated by other NY3Rs Councils.
- Actively seek other collaborative opportunities as they arise.

Name and Scope of Project

The pilot project will be entitled CNY Heritage, and will be accessible via a website: cnyheritage.org.

Participation in the project will be limited to CLRC members or members of CLRC members only. CLRC particularly welcomes cultural heritage organizations that are eligible for the Documentary Heritage Program. Organizations wishing to become Council members in order to participate in CNY Heritage should contact CLRC administration. All materials included in the pilot project, and any additional projects, must be fully accessible to the public.

Organizations interested in selecting appropriate collections may use this [resource](#).

Criteria:

Materials for the pilot project will:

- Have regional and historical interest to the Central New York community, especially the CLRC region: Onondaga, Oneida, Madison and Herkimer counties.
- Have copyright clearance. All project participants will be expected to sign a [Participant Agreement](#) which includes Copyright and Right to Use Statement. CLRC will be held harmless for all copyright challenges.
- It is the responsibility of the owning organization to select, digitize, create metadata, upload and preserve its digital content.

The pilot project will be limited to the following materials:

- Photographs
- Postcards
- Finding aids
- Flyers
- Letters
- Pamphlets.

The pilot project will **not** include:

- Audio
- Video
- Books
- Oversized maps
- Any newspapers.

The CLRC Digitization Committee reserves the right to review and approve all possible projects before inclusion. All participants will submit a [Participant Profile](#) to the CLRC Digitization Committee describing the size and number of images.

CLRC Digitization Services

CLRC will purchase a content management system that will be accessible to all participating organizations at minimal cost.

In addition, the Council will provide the following to all pilot project participants:

- Mandatory, extensive training workshops for all participants (at least one permanent staff member) before beginning the project, including best practices and standards for all aspects of the digitization process
- Ongoing support following basic training: mentoring, e-mail lists, FAQs, wiki access
- Installation acquisition station software support
- Guidelines on using metadata standards
- Content management system maintenance and updates.

CLRC will **not** offer the following:

- Scanning services
- Image creation
- Digital preservation services (storage of master images)
- Local software and hardware support beyond acquisition station software
- Metadata creation.

The participating organization will be fully responsible for digitizing the proposed collection including organizing, scanning, retouching, describing, and assigning metadata. Additionally, the participating organization is responsible for funding, staffing and providing computers for staff to work with the CONTENTdm acquisition station software. All pilot project participants will create their own images and metadata. A list of acceptable vendors who can assist with scanning and metadata creation may be found [here](#).

Training

In order to create a consistent product, CLRC will offer an extensive training program for all organizations planning to participate in the pilot project. The training will include but will not be limited to:

- Why digitize?
- Choosing a collection for digitization
- Scanning basics
- Image creation
- Digitization vs. preservation
- Creating metadata
- Copyright basics
- Collection maintenance.

Standards, Best Practices, and Project Expectations

To participate in CNY Heritage, an organization will agree to the standards and guidelines established by the CLRC Digitization Committee, in agreement with prevailing expertise. The Committee will regularly review standards and best practices to ensure that CNY Heritage adheres to current practices.

For metadata guidelines, click [here](#).

For metadata best practices, click [here](#).

For digital imaging best practices, click [here](#).

CLRC seeks diverse and innovative collections. The Council expects each participating organization to manage and maintain its own collection to the prevailing standard.

Funding Digitization Projects

CLRC has a commitment to digitization projects and will seek appropriate funding to continue its efforts. For example, RBDB grants have funded many [projects](#) throughout the region. To support the Council's future efforts, it will seek LSTA, community foundation funding, and funds from local legislators.

Timeline

CLRC commits to a pilot project online by 2010:

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| July 2008 | Project partners identified |
| August 2008 | Digitization Plan revised |
| October 2008 | Project/Training Manual created |
| December 2008 | Project participants identified |
| January 2009 | Purchase of digital content management system and first images uploaded |
| July 2009 | Pilot project marketing plan created |
| April 2010 | Pilot project evaluation begins |

Approved by the CLRC Board of Trustees
April 22, 2009