

**South Central Regional Library Council Digitizing Plan of Action, 2007**  
**Tools of History: Online Access to Historical Materials of South Central New York**

SCRLC will begin a regional digitizing project called *Tools of History: Online Access to Historical Materials of South Central New York*. [www.toolsofhistory.org](http://www.toolsofhistory.org)

**Goals:**

- Establish a regional repository of digital assets branded for this region.
- Make the repository widely available to the general public, K-12, and researchers.
- Offer an easily used system for regional libraries and cultural organizations to develop digital collections.
- Develop a regional cadre of people trained and able to digitize resources to contribute to the regional repository. Create a regional, structured community to promote digitizing efforts.
- Establish accepted standards/best practices and consistency in the digitizing and metadata for the regional repository.
- Participants will be able to develop excellent local digitizing plans.
- Implement the 2002 Regional Digitizing Plan.
- Add items to the greater New York State digital collection.

**Scope:**

- Identify and digitize resources related to the region's history, geography, culture, economy.
- Digitize unique items related to regional/local history and culture.
- Digitize regional resources of renown beyond the region.
- Concentrate on digitizing documents but other objects will not be excluded if relevant to the scope.
- Digitize items with clear copyright and ownership rights.
- Phase 1: Start with 5-10 pilot libraries representative of the membership.
- Phase 2: Start adding libraries to represent more libraries and each county in the region.
- Phase 3: Begin to digitize newspapers (another separate project).

**Hardware/Software:**

- Purchase and maintain a regional license to CONTENTdm.
- Purchase a laptop, scanners, camera, etc. for use at SCRLC or for loan to participants.
- The regional repository project will be hosted at OCLC. Participants will also control and retain their own digital files.

**Training:**

- A training institute is underway and includes the following :
  - Introduction to, and developing, a digital project.
  - Managing digital projects.
  - Copyright and ownership of digital projects.
  - Scanning and digital imaging.
  - Metadata for digital projects.
  - Using CONTENTdm to create digital collections.
  - Hands-on session – practice creating a digital project.
  - Preserving digital collections.
  - Sustainability and maintenance of digital collections.
  - Promotion and use of digital projects.

**Financial plan:**

<b>Tools of History SCRLC Digitizing Project</b>					
<b>INCOME</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Senator Winner	10,000.00				
Friends of the TCPL	2,903.00				
One Time State Aid	20,000.00	25,000.00			
One Time State Aid		5,000.00			
RBDB 2007		19,271.00	10,000.00	15,000.00	15,000.00
SCRLC Operation Aid		5,000.00	20,000.00	20,000.00	20,000.00
LSTA		5,000.00	5,000.00	5,000.00	5,000.00
Cash Balance - Rollover		32,903.00	60,474.00	41,093.00	34,712.00
<b>Total Income</b>	<b>32,903.00</b>	<b>92,174.00</b>	<b>95,474.00</b>	<b>81,093.00</b>	<b>74,712.00</b>
<b>EXPENSE</b>					
Resource Sharing Manager		5,000.00	20,000.00	20,000.00	20,000.00
Member Grants			20,000.00	20,000.00	20,000.00
Digitizing Consultant		5,000.00			
Scanners			3,000.00		
Workstations			1,000.00		
CONTENTdm		16,700.00			
CONTENTdm Annual Maintenance Fee			4,381.00	4,381.00	4,381.00
Marketing			2,000.00		
Web Site			2,000.00		
Training		5,000.00	2,000.00	2,000.00	5,000.00
<b>Total Expense</b>	<b>0.00</b>	<b>31,700.00</b>	<b>54,381.00</b>	<b>46,381.00</b>	<b>49,381.00</b>
<b>TOTAL BALANCE</b>	<b>32,903.00</b>	<b>60,474.00</b>	<b>41,093.00</b>	<b>34,712.00</b>	<b>25,331.00</b>

**Ongoing maintenance:**

- CONTENTdm license
- Member grants for digitizing projects: Determined by ACITS/Review Panel
- Ongoing training as needed: Included in CE program
- Web-site development: One time funding.
- Web-site maintenance: SCRLC staff
- SCRLC management: Betty Mauté & Jean Currie.
- PR for site: SCRLC staff, committee.

**Timeline:**

<i>When</i>	<i>What</i>
February, 2007	Board gets business plan
February, 2007	Committee begins meeting
March, 2007 -	Training program planned
April, 2007 -	Training program started
March, 2007	Project name selected
April, 2007	Purchase domain name
April, 2007	Develop RFP for member grants
April, 2007	Committee begins policy & decision making process
May, 2007	Purchase CONTENTdm
June, 2007	HRVH demo in Ithaca
June, 2007	Board discusses plan
Summer, 2007	Get CONTENTdm set up with authos. etc.
Summer, 2007	Get a few items digitized to see how it works?
Summer	Committee start work on standards, metadata, forms, etc.
Summer, 2007	Investigate equipment, plan digitizing room in office
September	Board final approval of program
Fall	Purchase equipment
Fall, 2007	Committee complete the various documents
Fall, 2007	Send out RFP for member grants for 2008?
2008	RBDB includes funding for digitizing project
2008	Get some projects going in a small way
2008	Recruit other potential participants
Summer or Fall, 2008	Public announcement

**Communications plan:**

- Who, what when to be determined.
- Syracuse SLIS students? 2007/2008??
- Brochure required: graphics, text and printing.

**SCRLC staffing of program:**

- Currie will oversee the program.
- Mauté will manage the program. She became a full-time staff member in 2007 – .46 FTE will be assigned to this program. Funding is included in the 2007/2008 operating budget.

**SCRLC responsibilities:**

- Manage the project: planning, PR, funding, work with advisory committee [Betty Mauté, Jean Currie]
- Purchase software, hardware etc. [SCRLC]
- Continue software maintenance agreements/payments [SCRLC]
- Develop training institute: [Nora Hardy]
- Help develop the regional standards/best practices: scanning, metadata etc. [Advisory Committee]
- Host the repository [OCLC]
- Develop business plan for funding the program [Jean Currie]

**Participant responsibilities:**

- Commit to project: attend training, digitize a minimum number of resources.
- Early participants provide advisory committee members.
- Do their own scanning and metadata.
- Keep hardcopy and digital archival copies.
- Commit to using regionally determined standards/best practices.

**Advisory Committee:**

- In planning stage, develop the regional standards/best practices.
- Set policies.
- Establish technical specs. (perhaps a separate committee?)
- Be the first participants in the project.
- Help determine resources to be digitized.
- Become the ongoing advisory committee?

**Possible early participants and projects:**

- Elmira College: Mark Twain Archives (letters, photos)
- Elmira College: Early education of women primary sources. NYS Federation of Women's Clubs
- Wells College: Cleveland papers
- The History Center: Verne Morton photographs.
- Binghamton University: Link Collections.
- Broome Community College: College Archives.
- Corning Museum of Glass: Blaschka glass flowers archives?
- Ithaca College: Smith Photographs.
- New York Historical Association: Continue existing projects on regional murder mysteries.
- Broome County Public Library: Local history materials.
- Tompkins County Public Library: Ezra Cornell materials.
- Interlaken Historical Society: Glass plate negatives related to local agriculture.
- Cherry Valley Historical Society: Primary source material used in K-12 local history curriculum.
- Cornell University: Aerial photos of Tompkins, Seneca, Cayuga, Cortland counties, 1938 –
- Chemung Valley Historical Society:

February 18, 2009