

**Digital Content Creation
Annual Report for FY13
Submitted by Betsy Kruger, Head DCC**

I. Unit Narrative

A. Overview of major activities and accomplishments in FY13

Digital Content Creation's (DCC) major activities and accomplishments in FY13 focused on the digitization of significant special collections, primarily in the RBML, the University Archives, the IHLL, the Sousa Archives, and the Map Library, which are detailed in various sections below, as well as continued digitization with the Internet Archive from our general collections. We digitized a substantial amount of University of Illinois related publications for deposit into IDEALS. DCC in-house projects resulted in the creation of over 190,007 digital files; Internet Archive scanning resulted in the digitization of 12,135 volumes from the Library's collections (approximately 2.8 million pages). We worked closely with CAM metadata personnel on access issues related to our digitized content, and with Kyle Rimkus and programming staff on preparations for ingest of digitized content into Medusa and Hathi Trust. We provided cost recovery digitization services for several campus units, and handled patron requests for digital images. In addition to the digital projects outlined in the chart below, other major activities of the year included:

1. Angela Waarala's position as Visiting Coordinator for Digital Collections was finally made into a permanent academic professional position. Previously Betsy Kruger had been the only permanent staff member in the unit. As the unit has grown, both in volume of projects undertaken, and the acquisition of high-end reprographic camera equipment that requires a high level of imaging expertise to achieve optimal results, so grew our need to achieve more stability in the academic professional position.
2. Submitted a successful proposal to Library Administration to purchase the BC100 Book Capture System from Digital Transitions in New York. The BC100 is designed for the mass digitization of books and will enable DCC to ramp up its digitization of books from the Rare Book & Manuscript Library. The vast majority of RBML pre-1923 books are not candidates for Internet Archive digitization due to transportation and material handling concerns; additionally the cameras used by the Internet Archive, while good, are not on a par with the Digital Transitions equipment currently in DCC or proposed here, and the IA's automated image processing routines do not work well for the irregularities found in early letterpress printing and binding. The BC100 uses two of the 40 megapixel high resolution digital backs that are used with our current RG3040 reprographic camera system. The system will not become obsolete because its modular design will allow us to upgrade the cameras as digital camera technology continues to improve. The equipment will be installed in September 2013.
3. Acquired Room 423 as additional space for DCC operations. Room 423 will house all our digital camera equipment, including the new BC100 when it is received this fall.
4. Oversight of and training for the Library's participation in the IMLS grant funded Copyright Review Management System – World project, a collaborative project with the University of Michigan and 14 other institutions to make reliable copyright status determinations for foreign published titles, which constitute a significant portion of the scholarly works being digitized by projects such as Hathi Trust. Illinois contributed 15,705 reviews to the CRMS system in FY13, the vast majority of which were done by Joshua Shelley.
5. Betsy Kruger and MJ Han (CAM) developed successful proposal to contribute metadata for 13 Illinois digital collections to the Digital Public Library of America; worked with University Legal Counsel to approve the agreement; and prepared and troubleshot our metadata submission.
6. Reorganized content on our server space (libsystmartin) to better separate in process content from content ready for ingest into one of the Library's access systems or into the Medusa preservation repository.

7. Angela Waarala Worked with Cher Schneider, Special Collections Conservator and Henry Herbert, the new Rare Book Conservator to develop new tools for handling rare materials. This included acquiring new magnets, fabricating new book supports for digitizing rare materials in a safer and more expedient fashion.

B. **The major challenge faced by DCC this year** (and in previous years) was the continued insufficient level of technical support to enable us to quickly make much of our digitized content accessible. Mike Tang is the sole research programmer responsible for getting our in-house digitized content online (except for content going into IDEALS or ARCHON), and he has many other responsibilities that consume his time. Mike made more progress in FY13 than in the previous year, but he remains the only programmer dedicated to this activity. The continued lack of a permanent budget poses challenges in planning and scheduling projects.

C. **Significant changes to unit operations, personnel, and service profile or service programs**—Except for Angela Waarala’s maternity leave, DCC personnel remained stable over the last year. The only significant change to our service program was the addition of the Copyright Management Review System World grant participation overseen by Betsy Kruger.

D. **Articulate (with appropriate examples) the ways in which the unit and/or its members contributed to Library-wide programs, including information services, instructional services, scholarly communications, assessment, collection management, digital content creation, staff training and development, diversity efforts, and public engagement.**

1. Information services— Received, billed and processed the imaging and output of 8 individual patron requests. Also completed various other internal library requests including digitizing, processing, printing and sharing content with department libraries and staff.
2. Instructional services—
 - (1) Betsy Kruger and Angela Waarala developed and taught four sessions of the Digital Historian Workshop series through the Scholarly Commons. This workshop provided campus researchers, scholars and students with information about digitizing materials in archives for their own research. The workshop includes teaching attendees about best practices for digital imaging, storage and file formats, tips and methods for taking photographs of materials in unpredictable conditions, technical terms and use of camera, as well as demonstration of tools.
 - (2) Betsy Kruger and Angela Waarala hosted Professor Mara Wade’s GER 199 *Digital Humanities* and GER/CWL 199 *Books Matter* classes.
 - (3) Betsy Kruger worked with one of the Scholarly Common’s GAs to create a LibGuide on Digital Collections at the University of Illinois Library (<http://uiuc.libguides.com/content.php?pid=382509&sid=3134731>).
3. Scholarly communications—a significant amount of DCC’s digitization activities support IDEALS. (See 4, 8, 18, 29, 39, and 40 in chart below).
4. Digital content creation—DCC undertook 40 medium to large digital projects in FY13. Most projects were digitized by DCC staff; one by an outside vendor; five by the Internet Archive scanning center at OSLF; and four were done jointly by DCC and the Internet Archive. DCC in-house projects resulted in the creation of over 191,100 digital files; Internet Archive scanning resulted in the digitization of 12,135 volumes from the Library’s collections (approximately 2.8 million pages).

	PROJECT	STATUS/SCOPE	DIGITIZED BY	FUNDING SOURCE
1	Maps of Africa to 1900, Part II	Digitized approximately 150 maps from Professor Tom Bassett’s personal collection of pre-1900 maps of Africa and African nations and added these to the original collection in CONTENTdm	DCC	IT Fee

		http://imagesearchnew.library.illinois.edu/cdm/landingpage/collection/africanmaps .)		
2	Unica Project	Imaged and processed 118 new books for the Unica Project ; there are now 241 digitized texts this collection (http://illinois.edu/goto/Unica) (RBML)	DCC	IT Fee
3	Illios (University of Illinois at Urbana-Champaign Yearbooks)	Completed the digitization of the Illios. (20 volumes had been digitized in 2007) (University Archives)	DCC and Internet Archive	IT Fee
4	Publications of the Illinois State Geological Survey	Digitized 20 different series, totaling 2,151 volumes; 1,533 volumes digitized by IA; 618 volumes digitized in DCC. Ingested into IDEALS. (Prairie Research Institute Library)	DCC and Internet Archive	IT Fee
5	Sousa Archives Band Instruments	Project continued from previous year. In FY13, we completed the imaging for 272 instruments, of which 136 will have 3D models created. (Sousa Archives)	DCC	IT Fee
6	Government Documents	Digitized over 840 U.S. government documents for deposit into Hathi Trust. Also digitized over 150 Illinois government documents, which will also go into Hathi Trust.	DCC and Internet Archive	
7	Dittenberger-Vahlen and other texts from the Classics Library	140 volumes digitized and added to original Dittenberger-Vahlen Collection of Classical Texts. (Classics Library)	DCC	IT Fee
8	University of Illinois Publications	Digitized over 1,800 University of Illinois publications. These will be made available open access on the Hathi Trust website, and will be ingested into IDEALS.	Internet Archive	IT fee
9	College Catalog ("C") Collection	Continued the digitization of the pre-1923 publications in the college catalog "C" collection. These are all being deposited into the Hathi Trust. Over 5,700 volumes were digitized.	Internet Archive	IT fee
10	Sanborn Maps	Completed digitization of the Sanborn Maps of Illinois (East St Louis, St Louis, Champaign, Urbana and Chicago). 1,063 of the 5,389 maps were completed in FY13. Maps will be going into ContentDM. Project initiated by Jenny Johnson. (Map Library)	DCC	IT Fee
11	ALA Executive Board Proceedings	Digitized 6 of the 9 boxes in FY13. 39 PDFs and 3,265 JP2 files were created. Access will be via ARCHON. (University Archives)	DCC	Cost recovery
12	Illini Union Marketing Photos	3,098 historical photographs of the Illini Union Building digitized. Access will be via ARCHON. (University Archives)	DCC	IT Fee
13	Saga-bon Ise Monogatari	Digitization of all editions of Saga-bon Ise Monogatari, the 13 th millionth book added to the Library's collection. Six of the 7 editions were completed in FY13. This will be an Illinois Harvest collection and also be contributed to Hathi Trust. (RBML)	DCC	IT Fee
14	University High School Yearbooks	Digitized 1921 – 2012 yearbooks; 20 volumes done in DCC and the rest by the Internet Archive. (University High School Library)	DCC and Internet Archive	IT Fee
15	Phi Kappa Illinois Chapter Newsletter	1930's – 1440's (53 issues) for the University Archives.	DCC	IT Fee
17	Antonio Cavagna Collection (RBML)	Digitized over 1,500 volumes of the Antonio Cavagna Collection. All aspects of Italian history, from the Middle Ages to the first years of the twentieth century, are prominently represented in the Cavagna collection, as is literature on Italian art and architecture. The collection will be contributed to the Hathi Trust. To date, more than 3,500 volumes in this collection have been digitized. (RBML)	Internet Archive	IT Fee

18	Railroad Research Reports	Engineering Library; Faculty request (IDEALS)	Internet Archive	IT Fee
20	Digital Manuscript Collection	Digitized and added two manuscripts from RBML to this collection, which also holds the manuscripts of several H. G. Wells novels.	DCC	IT fee
21	Library Annual Report imaging	Digitized the images for the FY13 Library annual report. (Development Office)	DCC	IT fee
22	Digital Rare Book Room Collection	Eleven new titles digitized and added (SHe Book and Early Modern Classroom Projects from RBML)	DCC	IT fee
23	UI Theses and Dissertations	Planned workflow for the digitization of early theses and dissertations held in RBML.	DCC	IT fee
24	Illinois EPA Groundwater Quality Protection Program Well Survey Reports	Completed half the project (447 reports) in FY13; remainder will be completed in FY14. (Prairie Research Institute Library)	DCC	IT Fee
25	Nitrate negatives pilot project	Pilot project for a much larger collection of nitrate negatives held by the University Archives; awaiting further funding.	DCC	IT Fee
26	Illinois Historic County Atlases Project	All 31 digitized volumes of the historic Illinois county atlases were made available online. (Illinois History and Lincoln Library)	DCC	IT Fee
27	Edwin Rae Album, Photographs, Diary	Digitized photographs, photograph albums, and handwritten diary from the Papers of Edwin Carter Rae (1911-2002), Professor of Art History (1939-1942, 1947-1979), and Chief of Monuments, Fine Arts, and Archives section of the United States Army of Occupation in Bavaria, Germany (1945-47)	DCC	IT Fee
28	College of Engineering	Reports to Faculty (9); Faculty meeting minutes (2 cubic feet) (University Archives)	DCC	IT Fee
29	Agricultural Engineering Department News	All issues for 1958-1983 digitized for IDEALS.	DCC	IT Fee
30	2012 Honor's Tablet	Outsourced the photography for the 2012 University of Illinois Honor's Tablet	Vendor	IT Fee
32	NCSA Access Magazine	25 volumes; 3 issues per volume (University Archives)	DCC	IT Fee
33	Gregor Mendel Collection	Imaged 70 selected items from Gregor Mendel Collection (University Archives)	DCC	Cost recovery
34	Shaft Magazine	Digitized 65 issues of the UoI student magazine where the likes of Gene Shallit and Hugh Hefner got their start. (University Archives)	DCC	IT Fee
35	Physics Department Annual Reports	Digitized unbound annual reports for the years 1907-1980 (University Archives)	DCC	IT Fee
36	Illinois Sustainable Technology Center Annual Reports	Digitized annual reports for 1985-2002 and Governor's Awards program booklets (Prairie Research Institute Library)	Internet Archive	IT Fee
37	Building Research Council	Digitized the technical bulletins and circulars; also the Research Publication ; the Research Report series; the Plans and Construction Instruction Sheets; the Technical Notes series. (University Archives)	DCC	IT Fee
38	Joseph Royer Architectural Drawings and Blueprints	Began digitization of architectural drawings of Joseph W. Royer (1873-1954), class of 1895 (blueprints of structural, heating, plumbing, and electrical features of buildings completed by Royer, Danely, and Smith Architects of Urbana, Illinois) (University Archives)	DCC	IT Fee

39	Agricultural Extension Service Bulletins	Approximately 1,200 pamphlet size publications for IDEALS. (ACES Library)	DCC	IT Fee
40	Surface Water Resources for Illinois Counties	Eighty-two (82) volumes digitized for Prairie Research Institute Library and deposited into IDEALS.	DCC	IT Fee

The Library continued to scan materials via the **CIC Google Project** in FY13, but ended our participation in this project at the end of the fiscal year. All our scanned books are deposited into the Hathi Trust by Google. Mary Laskowski will be reporting more on the Google project in her annual report.

5. Staff training and development--Angela Waarala completed her coursework for and graduated with a Masters in Library and Information Science in May 2013.
6. Public engagement
 - (1) Continued to publish PIXELS, a multi-disciplinary blog from the University of Illinois Library and the College of Fine and Applied Arts with announcements and technical tips on finding, creating, and using digital images in teaching, learning, and research. (<http://illinoispixels.wordpress.com/>)

E. Unit activities, current and projected, which advance the Library's strategic initiatives

1. All of DCC's digitization activities as detailed in this annual report support and advance the following Library strategic initiatives:
 - (1) 3.1 Establish a robust and sustainable program supporting access, dissemination, preservation, and curation of digital content created, managed, or acquired by the Library.
 - (2) 4.3 Acquire, process, and make accessible materials scarcely-held among research libraries that align with campus research and teaching emphases and/or with the historic strengths of the Urbana campus collections.

F. Graduate assistant information—DCC had no graduate assistants in FY13.

G. Review of progress made on Unit Annual Goals for FY13

FY13 Goal	Progress
Secure the next round of funding for DCC operations. Our current funding via the IT Fee runs out at the end of FY13. Betsy Kruger has submitted a proposal to make Angela Waarala's AP position permanent, and will be submitting an IT fee proposal to renew our IT fee funding for another 3 years. IT fee monies fund our Internet Archive scanning program and our ever growing in-house digitization program.	We were successful in making Angela Waarala's academic professional position permanent. We received the amount requested for our FY14 budget (\$276,425), however, we still do not have a permanent budget for our operations.
Continue our Internet Archive book scanning program. Targeted collections include: Completion of the Antonio Cavagna Collection and the College Catalog Collection; the University High School Yearbooks; selected Illinois state government publications.	Internet Archive scanning resulted in the digitization of 12,135 volumes from the Library's collections (approximately 2.8 million pages). The Antonio Cavagna Collection and University High School collections were completed. Over 5,700 volumes of the college catalog collection were digitized, as were 150 Illinois state government documents.
Continue and/or complete the in-house digital collections still ongoing from FY2012, including ISGS publications in series; Sanborn Maps; Unica;	The ISGS publications project and the Sanborn maps project were both completed, as were numerous others that came to us during the year. Unica, Illinois theses and dissertations, and the

Illinois theses and dissertations; and the Sousa music instrument collection.	Sousa music instrument collections will all continue into FY14.
Begin the following in-DCC digitization projects: Illini Union Market Photographs for the University Archives (several thousand photos, negatives, and slides); an extensive map collection from the Illinois State Geological Survey; an additional 180 maps to be added to the <i>Maps of Africa to 1900</i> digital collection.	All three of these projects were completed.
Continue our work with Mike Tang and MJ Han to bring the following collections online in FY13: Harry Partch Collection of Original Scores; Illinois Historic County Atlases; Unica; Sanborn Maps; Spanish Plays; Sousa Music Instrument Collection; and the H.G. Wells Manuscript Collection.	The Harry Partch Collection; Illinois Historic County Atlases, and the H.G. Wells Manuscript Collection all came online during FY13, as did much of the Sanborn Maps Collection.

H. Unit goals for FY14

1. Submit proposal to Library Budget Committee to stabilize DCC's funding for a least a three year renewable cycle. This would enable the unit to plan more strategically and assure our partners that digitization projects will be completed if they carry across fiscal years.
2. Installation of BC100 equipment from Digital Transitions and subsequent training of staff and workflow modifications.
3. Continue our Internet Archive book scanning program. Targeted collections include: the college catalog collection; approximately 500 volumes from the area studies libraries; and many of the pre-1923 UIUC theses and dissertations currently held in the RBML.
4. Continue and/or complete the in-house digital collections still ongoing from FY2013: Unica Project; Sousa Band Instruments; ALA Executive Committee Proceedings; Illinois EPA Groundwater Quality Protection Program Well Survey Reports; College of Engineering materials; and the Joseph Royer Collection.
5. Begin the following in-DCC digitization projects: Sandborn Maps II; archives of the Coordinated Science Laboratory; UI theses and dissertations; several new RBML projects; digitization of more emblem books as part of the NEH Digital Emblematica Grant, Phase II; Letters of Diego Jose Carrillo de Albornoz (if NEH grant is successful); Meserve "Faces of Lincoln" Project.
6. Hold open house in the fall to showcase DCC projects.
7. Continue participation in IMLS CRMS-World grant with University of Michigan and other grant partners.
8. Migrate to new server.

II. Statistical Profile

A. Facilities – DCC has no user seating.

B. Personnel

1. Betsy Kruger (Faculty) (100%) (July 2012-June 2013)
2. Angela Waarala (Academic Professional) (100%) (July 2012-June 2013)
3. FTE academic hourly - 2.75 FTE (JP Goguen, Laura Buccholz, Julio Flores, Amy Bennett, HariPriya Elumalai, Joshua Shelley)

C. User Services

1. Gate count – N/A
2. Circulation – N/A
3. Reference and information services – Fulfilled 8 patron requests for digital images.
4. Number of hours open to public per week – N/A

- 5. Number of presentations to groups - 6
- 6. Number of participants in group presentations - 73

III. Preservation Statistics

A. Personnel - 2.25 FTE

B. Expenditures

In the following fields, unit heads should only report the expenditures from budgets managed and supervised by their units. Monies spent through the Friends Preservation Competition, the NEH Competition, and the Preservation and Conservation Departments will be reported by the fund managers responsible for these activities. On the first line, write the dollars spent; on the second, include the project or a description of what the monies funded.

Contract Conservation:	\$	0	_____
Contract Commercial Binding	\$	0	_____
Contract Pres. Photocopying	\$	0	_____
Contract Pres. Microfilming	\$	0	_____
Other Contract Expenditures	\$	0	_____

1. Total Contract Expenditures \$ 0 _____

Preservation Supplies	\$	0	_____
Preservation Equipment	\$	0	_____

2. In-house Conservation/Book Repair Treatments

This section refers to conservation treatments completed in-house, i.e., by staff at the University of Illinois at Urbana-Champaign from your unit. Materials sent to Preservation/Conservation or outsourced for treatment will be counted in other sections.

Number of volumes given a level 1 conservation treatment:	_____	0	_____
Number of volumes given a level 2 conservation treatment:	_____	0	_____
Number of unbound sheets given conservation treatment:	_____	0	_____
Number of photos and non-paper items given conservation treatment:	_____	0	_____
Number of custom-fitted protective enclosures constructed:	_____	0	_____

3. Out-Sourced Conservation/Book Repair Treatments

Number of volumes treated:	_____	0	_____
Number of unbound sheets given conservation treatment:	_____	0	_____
Number of photos and non-paper items given conservation treatment:	_____	0	_____
Number of custom-fitted protective enclosures constructed:	_____	0	_____

4. Reformatting

Outsourced reformatting:

- a) Number of books reformatted to digital via Internet Archive: 12,135 (approximately 2.8 million pages)
- b) Number of images reformatted by vendors: 1

In-house reformatting:

- a) Images and text pages – 191,121