Surviving Your Digitization Project

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Combined Arms Research Library (aka CARL)
2007 Federal Library of the Year
Combined Arms Research Library

Fort Leavenworth, Kansas
These electronic collections are largely composed of digital versions of paper documents from the Combined Arms Research Library collections. The collections of digitized materials are uploaded in the ContentDm® Digital Collection Management System which allows for greater search and retrieval of the individual documents. For example, you can find CGSC MMAS theses and SAMS monographs here.

Browse individual collections by clicking the icon below or go to more Search Options:

Want an easy way to search CARL’s Digital Library? Personalize your iGoogle page with this digital library search gadget created by library staff. Just click on the link to select the Add to Google and the CARL iGoogle gadget will automatically appear on your personalized iGoogle Home Page.
Samples from CARL’s collections
CARL’s Digital Library Statistics

- 11 Collections
- Over 8000 Titles
- Around 33 GB on server
- 232,469 unique visits in 2007
- 824% increase in visits between 2004-2007!!
CARL’s Number of Monthly Visits

Monthly and Yearly Visits

- January (Jan)
- February (Feb)
- March (Mar)
- April (Apr)
- May
- June (Jun)
- July (Jul)
- August (Aug)
- September (Sep)
- October (Oct)
- November (Nov)
- December (Dec)

Months and Years

- 2004
- 2005
- 2006
- 2007
- 2008

Visits:
- 0
- 5000
- 10000
- 15000
- 20000
- 25000
- 30000
- 35000
- 40000
Educate yourself

- Read
- Consult the experts
- Ask questions
- Attend training
- Management software
Make a plan

• Create a best practices

• Standard operating procedures (SOPs)
Make a plan

- Survey and identify items
- Draft a long term plan
- Final product
Outsource vs. In-house

- Money
- Manpower
- Equipment
- Technical Knowledge
If you decide to outsource…

- Write up your statement of work (SOW)
- If outsourcing, will you have to bid out the contract?
Finalize items to be digitized

• Materials you are actually going to scan
Tracking

• Keep a spreadsheet or some other database
• Keep track of what goes and condition, when it’s returned, when you receive the digits, when you receive the copy or original
Quality Control

- QC the digits and the reproduction copies
- 100% for the first several documents
- Sample if not many problems found
Communication

• KEY!!!!
• Let your vendors and staff know what you expect
• Know what they expect from you
Get the word out

- Register for OAIster, Google, Infomine, Intute
- Harvest your metadata for online catalog, WorldCat
- RSS feed, Flickr, Google widgets
- Pamphlets
- Conference presentations
- Email colleagues, listservs, faculty, etc.
- Teach class on how to use
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