Second Quarterly Report: Building Collection, Building Services, and Building Sustainability: A Collaborative Model for the HBCU Library Alliance Cornell University Library

October – December 2005

The key organizing activity during this quarter was the offering of training to HBCU library staff. The HBCU-CUL Digital Imaging Workshop was held on November 13 – 18, 2005, at The Georgia State Archives in Morrow, GA. The workshop was attended by a total of fifteen HBCU library staff from the ten participating libraries as well as staff from The Georgia State Archives. Library directors could send one person to the workshop from their institution; however, several directors sent an additional staff and paid registration, travel, and accommodations for the attendees.

Lillian Lewis arranged travel and accommodations for workshop attendees. Cornell University Library staff developed workshop content from August through October. In addition to preparing lectures and exercises, CU staff also produced a binder for each participant in the workshop. The contents of the binder included handouts on lectures, lab exercises, assignments, as well as production information of use to the participants. In preparation for assignments and exercises, the Project Manager, with assistance from The Georgia State Archives staff, set up a training lab. The lab contained the computers and scanners that were purchased for the project. During the lab, workshop participants gained hands-on experience using the hardware and software for the production of digital images and metadata.

Prior to attending the workshop, participants were encouraged to complete an online tutorial *Moving Theory into Practice*. The purpose of the tutorial was to ensure that participants were introduced to base-level information on the use of digital image technology, from conversion to presentation to preservation. It was also used to provide background information on reformatting paper and film-based library and archival materials; demonstrate material preparation, scanning equipment, and storage media; and familiarize participants with various content types, metadata creation, and the use of digital imaging in a networked environment.

The purpose of the workshop was to familiarize HBCU library staff with the scanners, computers, and software they will use to develop digital collections at their home institutions. On Sunday, November 13, workshop attendees enjoyed a catered reception. The reception was held at the Hampton Inn, where staff learned about the schedule for the week ahead. Sessions for the digital imaging workshop were based on Cornell's award-winning tutorial *Moving Theory into Practice: Digital Imaging for Libraries and Archives* and were taught by Cornell University Library staff. Anne Kenney laid the foundation for digital imaging by emphasizing best practices. Peter Hirtle discussed various hardware and software issues and provided an in-depth discussion on assessing copyright and ownership of materials. Ira Revels led a series of hands-on labs using equipment purchased for the project. She also presented information on project activities and next steps. Geri Ingram, Customer Service Specialist from DiMeMa, Inc. taught a

full day on CONTENTdm digital collections management software, which is the content management solution that will be used by the HBCUs. Evaluations indicate that the workshop averaged a score of 3.5 on a scale of 4.0, which CUL staff thinks is exceptional for an initial pilot presentation.

On the final day of the workshop Lillian Lewis introduced a communications plan. The plan contained a list of conferences, their dates, and locations. At least six attendees indicated that they planned to attend several of the conferences that were listed on the communications plan and they agreed to participate in panel discussions or presentations during those conferences. The first panel presentation will be held during the ALA Mid Winter Meeting in San Antonio. Ira Revels will participate on a panel titled *"CONTENTdm: Digital Collection Building through Collaboration and Partnerships."*
The panel will include speakers who will discuss other collaborative projects similar to the HBCU-CUL Initiative. At least two additional panel presentations are scheduled for project advisors and liaisons during the ALA Annual Conference this June in New Orleans and the Joint Conference of Librarians of Color in October 2006.

At the conclusion of the workshop, the computer workstations and scanners were re-packaged and mailed from The Georgia State Archives to the participating institutions. Shortly after the Thanksgiving holiday and as a follow up to the training, the Project Coordinator called the liaisons and asked them the following questions: 1) Whether project liaisons had received the hardware, 2) whether liaisons had met or planned to meet with the library director/dean to discuss what they learned during the workshop, and 3) whether liaisons felt prepared to begin planning their approach to digitizing materials from their archival collections. Everyone responded favorably to all three questions.

Once we returned home, we updated the project website to include 1) the addition of links to Section 108 of the copyright law, which describes limitations on exclusive rights for libraries and archives to reproduce materials, 2) NISO metadata standards providing a detailed description of the Dublin Core metadata elements, and 3) a job description for scanning technicians.

In addition, we implemented a project electronic mailing list for participants to share important updates with their colleagues about building digital collections and to receive project updates. Any participant who is subscribed to the list may post questions to the Cornell consultants regarding issues such as workflow and copyright. Project liaisons, library deans or directors from the ten participating institutions, project advisors, workshop participants, and Cornell consultants are subscribed. Anyone who is subscribed to the list may post freely without having to wait for list manager approval.

One task that has been more complicated than expected has been the preparation of subcontracts to the participating institutions. With the assistance of the Cornell University Office of Sponsored Programs, finalized subcontract agreements were mailed to SOLINET and the library directors and deans of the participating institutions on or before December 12, 2005.

Finally, the CONTENTdm server was installed by Gail McClenney and her staff from the Robert W. Woodruff Library. In addition, the HBCU Library Alliance Program Officer with assistance from Josephine Smith, the Executive Assistant of the Robert W. Woodruff Library arranged a meeting of the project Advisory Committee. During the next quarter, we plan to report on the hiring of scanning technicians and the digitizing and uploading of content to CONTENTdm.