759 Final Grant Proposal

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Project Title: The Digitization of a Special Botany Collection

The original print collection has been at the library for fifty years. It has been available for use by request as the journals and field notes are in delicate condition. There has also been a concern about preserving the sketches and watercolors as they cannot be replaced and there is not current way to create high quality duplicates. This collection receives frequent requests to be viewed and as a result the library staff have decided to pursue getting the collection digitized. Part of this collection was made possible by an endowment from a benefactor and the library wishes to further honor that donation by making the collection open while keeping it preserved.

The significance of this collection is that it contains some sketches and drawings of rare and extinct plants from North America. It is important to preserve information about these species because it is hard or not possible to find them in the wild. Part of this collection was also made possible by the endowment of a wealthy family and the library wants to honor their generosity by making this collection available to the public.

The collection includes field journals, notes, and scientific drawings of flowers and plants. The scientific drawings are accompanied by a watercolor sketch of the plant as it was seen by the scientists. These are the original copies of the items and they are in an analog print format. There are no duplicated of any of the pieces. There are some digitized pictures already. The field journals and notes have not been digitized at all.

There is some yellowing of the illustrated pages due to the aging process of paper. The bindings on some of the field notes and journals are in fragile condition and need to be handled carefully to avoid damaging the books further. There would be interest in having the journals and field notes taken to a conservator to be repaired as they are an important part of the collection. They also serve to provide context for the rest of the illustrations in the collection.

There are 50 journals that have 6x4 inch pages. Each book has about 200 pages. There are 50 field note books that are sized 6x4 inches. Each field note book has about 150 pages. There are 10,000 illustrations and sketches of plants and flowers that are 12x 14 inches. The scientific field notes and journals are available to be seen by appointment in the library due to their fragile nature. The illustrations are also available by appointment.

All of the journals and field notes have been cataloged using Library of Congress standards. The illustrations have been cataloged using Dublin Core.

The goal of this grant project is to create fully digitized replicas of the journals, field notes, and sketches of plants and flowers from North America. The sketches will be organized based on

the journal they were found in. There will be metadata that will further preserve and encode the information provided in the journals, field notes, and descriptive metadata for the flower and plant sketches.

At the end of the project there will be a repository, metadata records, and digital surrogates of the analog materials. The analog materials will be sent to a conservator to restore them so they will continue to remain in the collection. Having this public collection will expand the audience for the library and generate for use for the collection overall. The goal is that having an open collection will mean that there will be more awareness and appreciation for botany scholarship. There is also the hope that users will take the collection and maybe use it for art projects. The library having a digitization lab will create a valuable opportunity to assist with digitization projects for local smaller libraries.

The metadata specifications for creating records will be Dublin Core (DC). Technical metadata will also be in Dublin Core (DC). Digital storage will be provided by the university IT department. There will be access to a cloud-based storage and the library will be able to manage it in tandem with the IT department.

There will be a planning period of 3 months that will finalize any unresolved issues or questions that staff have in terms of their roles and timelines. This planning period will allow staff to look over the project plan and have their concerns addressed. Next will be the assessment of the collection. This period will last 5 months. There will be an official inventory where any already existing metadata records will be gathered. There will also be an assessment of the physical collection to see how objects should be grouped together for the repository. The digitization period will take 23 months and that will consist of digitizing the field notes, journals, sketches, and watercolors. There will be around 10,000 digitized items when the digitization is completed. The final phase will be the development phase. This phase will be used to create the repository and to link the images of plants to the specimens that can still be found in the wild. This will also be the period used to work out any remaining technical glitches. This phase will take 5 months.

The project will be managed by the Director of Digital Library Services, and the Technology Director. The staffing requirements are: Metadata Librarian, Project Librarian, Analyst/Programmer, Digitizing Lab Manager, Systems Administrator, Special Collections Librarian, and Repository Developer. The Metadata Librarian will focus on creating Dublin Core records for all the illustrations, sketches, field notes, and journals. The Project Librarian will help coordinate all the staff and ensure that the project timeline goals are being met. The Analyst/Programmer will be in charge connecting the images of plants to webpages that give information about the plants that are rare or endangered. The Digitizing Lab Manager will be in charge of creating digital versions of the field notes, journals, watercolors, and sketches. The Digitizing Lab Manager will also be in charge of building the initial digitizing lab to meet the requirements for this project. The Special Collections Librarian will focus on educating the library and community about the significance of the collection. The Repository Developer will be in charge of create a searchable repository for all the images and text that is in the collection.

Overall, the staff will spend about a third of their time on this project over the course of the next 3 years. The staff was given tasks based on job descriptions so there can be minimal staff training and the project can be completed faster. Any special projects they were working on before this project will be temporarily be put on hold until the completion of the digitization work.

All intellectual property rights remain with the library. The library has been given permission by the donors to make the collection public. The library has permission to own, digitize, and to show the work publicly. The users of the collection have the right to view, download, and print images from the collection. The users are asked to cite the collection if it is used in a meaningful way in a visual art project.

The total cost of the digitization project will be $378,643. The majority of the costs will consist of staff and student salaries. The library already has the majority of the equipment needed to start this project and there will not be any more buys after the initial equipment purchases in year one. The amount that the university will request from IMLA is $114,606. The university will provide $270,357 to get this project started.

The library will roll out beta testing that will be accompanied by user surveys to get feedback on how quality of the digitization meets or does not meet user needs. Users will also be able to send feedback on what else needs to be addressed.

The project evaluation will be conducted by digitization consultants and will be brought in during the project and in the final stages of the project. This will make sure that the project will continue on the right path and there will be minimal issues towards the end of the project. The final project evaluation will take about 2 months to complete to give the library staff time to address any final issues.