Digital Projects

Institution	Creighton University Law Library
Contact	Corinne Jacox
Contact Email	corinnejacox@creighton.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	Digitization of a collection of papers originally owned by Thomas Ronald Delaney (Creighton Law '30). Mr. Delaney was part of the Tojo prosecution team during the International Military Tribunal of the Far East from 1947-1948. He donated the papers to the Creighton School of Law Library in August 1985.
URL	http://culibraries.creighton.edu/tokyopapers
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	
Worked with another organization	
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	DSpace
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	

Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	08-Feb-2017

Institution	Case Western Reserve University Law Library
Contact	SaraJean Petite
Contact Email	sjw3@case.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	A collection of legal and general correspondence records pertaining to the United Kingdom, mainly Scotland and Great Britain, from the 18th through 20th century. The people who created these records either lived in or were from the United Kingdom. The general topics of the collection are transfers of property, legal matters, business matters, or family matters.
URL	http://digital.case.edu/collections/ksl:UKDocs
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	2 boxes
Worked with another organization	Our institution's main library hosts the collection on its digital repository
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	Bookeye
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	A student organized the physical collection, scanned selected documents, and created an EAD finding aid for her MLIS practicum project.
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	The EAD finding aid is located at: http://ead.ohiolink.edu/xtf-ead/view?docId=ead/OCIW-L0009.xml&query=&brand=default The university library's digital repository uses Dublin Core metadata.
Master copies	Located in the Law Library's archive room
Any advice?	
Any further comments?	We are hoping to scan additional documents from this collection at a future date.
Entry date	27-Oct-2016

Institution	University of Colorado
Contact	Erik Beck
Contact Email	erik.beck@colorado.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Government Documents
General description of the project	Colorado Session Laws: comprises all enactments, resolutions, and memorials passed by the Colorado General Assembly from the first territorial legislature in 1861 to the close of the second session of the 58th General Assembly in 1992. This digital archive makes available over 27,000 downloadable documents and offers search features that are specially built for the collection's content.
URL	http://lawlibrary.colorado.edu/colorado-session-laws
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	217 volumes
Worked with another organization	
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	DSpace, Drupal
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	Custom MODS.
Master copies	uncompressed JPEG
Any advice?	
Any further comments?	
Entry date	

Institution	Creighton University Law Library
Contact	Corinne Jacox
Contact Email	corinnejacox@creighton.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	A collection of documents from the International Military Tribunal for the Far East that was originally owned by Thomas Ronald Delaney (Creighton Law '30) and came into his possession during his participation as part of the Tojo prosecution team during the International Military Tribunal of the Far East from 1947-1948. He donated the papers to the Creighton School of Law Library in August 1985.
URL	http://culibraries.creighton.edu/tokyopapers
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	24 documents
Worked with another organization	
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	DSpace
Inhouse: Camera	
Inhouse: Scanner	Xerox WorkCentre 7120
Inhouse: Service	
Inhouse: Software	ABBYY FineReader
Inhouse: Other Tools	
Inhouse: Additional Staff	Project was worked on by 1 librarian, 1 library intern, 1 library associate, and 2-3 student workers

Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	Files were derived from a 300 dpi uncompressed PDF file that was scanned from the original using a Xerox WorkCentre 7120, color configuration. ABBYY FineReader (Build 10.0.104.206; Part #700/28) was used for text recognition
Metadata	Modified Dublin Core schema; metadata includes title, author, abstract, date, subject, pages
Master copies	Master copies are stored in 3 archival boxes in the Law Library's Venteicher Rare Book Room
Any advice?	When scanning single sheets, have a piece of plastic to lay on top of the document to hold them in place on the scanner. Otherwise, closing the lid of the scanner would move the sheet and it would be skewed. This caused us to re-scan the documents 2-3 times before we got it right.
Any further comments?	
Entry date	12-Apr-2016

Institution	The Ohio State University Moritz Law Library
Contact	Sara Sampson
Contact Email	sampson.8@osu.edu
Project Coordinator (if different from Contact)	Mary Hamburger
Coordinator Email	hamburger.11@osu.edu
Type of Collection	Law School Publications and History
General description of the project	This is a growing collection of the law school's law reviews, alumni publications and class composite photos.
URL	https://kb.osu.edu/dspace/handle/1811/49883
Format of originals (use Ctrl to select all that apply)	Photos/Images
Size (number of items, boxes, etc.)	
Worked with another organization	We worked closely with our University Libraries staff. We also purchased some content from Hein and outsourced digitization of the alumni publications. The Knowledge Bank is built on dspace.
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	

Institution	LSU Law Library
Contact	Travis Williams
Contact Email	travis.williams@law.lsu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	Speeches were selected from the personal files of Paul M. Hebert, who was the longest serving dean of Louisiana State University's Law School. During his life, Hebert held several positions within LSU, he served as a civilian judge in the Nuremberg Trials, he was active in numerous civic groups, and he was an advocate for legal education. Hebert was a highly sought after public speaker; this collection is comprised of speeches given throughout his academic and legal careers between 1929 and 1976. The selected works here were chosen as a representative sample of the collection as a whole. The full collection (containing 184 files) resides in the Archives of the LSU Law School Library and is available to researchers upon request.
URL	http://digitalcommons.law.lsu.edu/hebert_speeches/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	50 pages of documents.
Worked with another organization	
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	Bookeye
Inhouse: Service	Digital Commons
Inhouse: Software	
Inhouse: Other Tools	

Inhouse: Additional Staff	No additional staff or training needed.
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	
Any further comments?	This was a test project to see how our archival collections might be placed on Digital Commons to increase access.
Entry date	

Institution	LSU Law Library
Contact	Sarah Buras
Contact Email	sarah.buras@law.lsu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	This is a collection of the law reviews and journals published by the Law School. It includes 3 journals - Louisiana Law Review, Journal of Civil Law Studies, and LSU Journal of Energy Law and Resources
URL	http://digitalcommons.law.lsu.edu/journals/
Format of originals (use Ctrl to select all that apply)	Born digital, Text-based (letters, manuscripts), Websites, Photos/Images
Size (number of items, boxes, etc.)	Louisiana Law Review - 75 volumes; JCLS - 7 volumes; JELR - 3 volumes
Worked with another organization	Journals provide PDFs of new issues and information such as editorial board, description of journal, etc.
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	ColorQube, BookEye
Inhouse: Service	
Inhouse: Software	Gimp, Adobe Acrobat Pro
Inhouse: Other Tools	
Inhouse: Additional Staff	Staff consisted of a library associate and 2-3 student workers; student workers were trained to use scanners and Acrobat Pro
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	Items were scanned on BookEye scanner, edited if necessary (for fingers on pages), and OCR'd using Acrobat Pro.
Metadata	No specific metadata schema is used. Generally, we have journal title, volume, and issue; article title; author(s); keywords; and document type
Master copies	Print copies are part of library collection, digital copies are saved on
Any advice?	
Any further comments?	
Entry date	

Institution	LSU Law Library
Contact	Sarah Buras
Contact Email	sarah.buras@law.lsu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Government Documents
General description of the project	Digitization of the Compiled Edition of the Civil Codes of Louisiana. This is two volumes that present each article of the Civil Code of 1870 with corresponding or source provisions of the Digest of 1808, the Code of 1825, the French Civil Code of 1804 and the Projet of 1800, in English and in French.
URL	http://digitalcommons.law.lsu.edu/la_civilcode/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	Approximately 2200 pages
Worked with another organization	
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	BookEye
Inhouse: Service	
Inhouse: Software	Gimp, Adobe Acrobat Pro
Inhouse: Other Tools	
Inhouse: Additional Staff	Staff included library associate and 3 student workers; trained in using BookEye scanner, Gimp, and Acrobat Pro
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	Books were scanned using BookEye scanner, then edited in Gimp to remove image of fingers on pages from scanning. Compiled into separate books and titles, then OCR'd using Acrobat Pro
Metadata	No specific schema; metadata includes title, article numbers, publication date, keywords, disciplines, citation, author
Master copies	Original books are part of library collection, digitized pages are saved on library's shared drive
Any advice?	Hefty size of books made scanning pages difficult; large file size took too long to open online so it was necessary to break up the sections of the book; took some experimentation to determine the best way to organize material to present in repository so it was easy to navigate
Any further comments?	
Entry date	

Institution	LSU Law Library
Contact	Sarah Buras
Contact Email	sarah.buras@law.lsu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	The Center of Civil Law Studies Newsletter keeps you informed of the activities of the Russell B. Long Eminent Scholars Academic Chair and the Center of Civil Law Studies, as well as any related programs at the LSU Paul M. Hebert Law Center.
URL	http://digitalcommons.law.lsu.edu/cclsnews
Format of originals (use Ctrl to select all that apply)	Born digital, Websites
Size (number of items, boxes, etc.)	31 newsletters
Worked with another organization	Center of Civil Law Studies provided their back issues
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	No, done by one library associate
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	Materials were already digitized
Metadata	No specific schema; metadata includes title, author, document type, publication date, keywords, citation
Master copies	Saved on library's shared drive
Any advice?	
Any further comments?	
Entry date	

Institution	LSU Law Library
Contact	Sarah Buras
Contact Email	sarah.buras@law.lsu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Books
General description of the project	This collection includes published books, book chapters, and journal articles written by the LSU Law Center faculty.
URL	http://digitalcommons.law.lsu.edu/scholarship/
Format of originals (use Ctrl to select all that apply)	Born digital, Text-based (letters, manuscripts), Websites
Size (number of items, boxes, etc.)	Over 400 articles and book sections
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	ColorQube, BookEye
Inhouse: Service	
Inhouse: Software	Gimp, Adobe Acrobat Pro
Inhouse: Other Tools	
Inhouse: Additional Staff	Project was worked on by 1 librarian, 1 library associate, and 3 student workers
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	Items were scanned using BookEye or ColorQube, then OCR'd using Acrobat Pro
Metadata	No specific schema; metadata includes book/journal title; article/section title; author; date; volume number; issue number; page numbers; repository and Blue Book citations; keywords; discipline
Master copies	Print copies in library collection, digital copies saved on library's shared drive
Any advice?	Trying to locate all publications by faculty members was difficult since CVs are often out of date; some items were not in public domain and professors didn't understand why we couldn't put it online anyway; couldn't locate some items that were not owned by library and professors did not have personal copy; trying to establish relationship with faculty to keep up-to-date on new publications
Any further comments?	
Entry date	

Institution	University of Colorado
Contact	Erik Beck
Contact Email	erik.beck@colorado.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	The William A. Wise Law Library has a Digital Collection policy that prioritizes the digitization of intellectual output of the University of Colorado Law School and primary legal documents that are of relevance to the Rocky Mountain region.
URL	http://lawlibrary.colorado.edu/find?qt-find_search=4#qt-find_search
Format of originals (use Ctrl to select all that apply)	Audio, Born digital, Text-based (letters, manuscripts), Video, Photos/Images
Size (number of items, boxes, etc.)	Our digital collections comprise something on the order of about 350 mpg files and over 100,000 jpg/pdf files
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	Additional funding home institution
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons, Digitool, Islandora
Inhouse: Camera	Cannon EOS Rebel T2i/EOS 550D
Inhouse: Scanner	ATIZ Bookdrive Pro
Inhouse: Service	
Inhouse: Software	ATIZ Bookdrive Capture and Bookdrive Editor Pro. Adobe Photoshop
Inhouse: Other Tools	ABBYY FineReader for OCR and access file creation. Google Cloud Platform for backup storage. Buffalo Nas Drive for working storage. Server for repository hosting.
Inhouse: Additional Staff	We have a workflow manager and a student worker staff of 5-7 people.

Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	We adhere to FADGI's "Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files for Imaging Standards" For Metadata we use the "University of Colorado Digital Library Metadata Best Practices."
Metadata	We use MARC XML, Dublin Core and MODS for descriptive metadata. We use persistent identifiers, a handle server, and METS/MODS objects to document structural relationships. Our repository software records technical metadata.
Master copies	We store Master files in three geographically distributed locations. Directory structure is mirrored in each location and is mapped. File types are limited to mpg, tiff and ing
Any advice?	I wish I would have had a better understanding of quality standards. I implemented methods based on the limitations of our systems and equipment. Consequently, most of our digital assets do not meet accepted standards for image quality. We have since upgraded our digitization resources to meet higher standards, but I wish I would have know what the standards were in the beginning so that we would have been able to accurately calculate the "cost of admission" for digitization projects.
Any further comments?	
Entry date	

Institution	University of Nevada, Las Vegas
Contact	Andrew Martineau
Contact Email	andrew.martineau@unlv.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	We are in the process of digitizing newsletters published by SALT (Society of American Law Teachers).
URL	http://scholars.law.unlv.edu/salt/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	Approximately 40 volumes
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	Bepress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	Adobe Acrobat
Inhouse: Other Tools	
Inhouse: Additional Staff	No; we trained a RA to assist with the scanning.
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	Scanned at 300dpi, then OCR'd using Adobe Acrobat.
Metadata	Dublin Core
Master copies	We will likely back them up the next time that we download copies of our content on bepress.
Any advice?	
Any further comments?	
Entry date	

Institution	Quinney Law Library, University of Utah
Contact	Valeri Craigle
Contact Email	craiglev@law.utah.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Briefs
General description of the project	The Utah Supreme Court Briefs Digitization Project will digitize SC briefs from 1929-2000. Digitized briefs will be available to the public from Brigham Young University's Bepress website at: http://digitalcommons.law.byu.edu/utah_court_briefs/
URL	http://digitalcommons.law.byu.edu/utah_court_briefs/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	Approximately 600 volumes, 480,000 pages.
Worked with another organization	We are adding to BYU's existing Appellate Court briefs collection and partnering with the Marriott Library at the University of Utah on digitization.
Status	In Progress/Ongoing
Funds beyond budget	We also supplied a match for 25% of a library worker's salary
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	Metadata cataloging in MS Excel
Inhouse: Additional Staff	
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	The Kirtas APT BookScan 2400RA incorporates two 16 megapixel Canon EOS-1DS Mark II digital cameras to photograph both right- and left-handed pages simultaneously through the cameras; 24-105mm Zoom EF lenses.
Metadata	
Master copies	We have just implemented an instance of Rosetta (Ex Libris) for ingestion and permanent storage of preservation-quality digital images.
Any advice?	Make sure your outsourcing agency understands the nature of the material. Be sure to do a thorough pilot test first and make sure both sides are realistic about what can be accomplished
Any further comments?	Capture using a fluorescent white balance, 1/80s shutter speed, a F-9 aperture, and an ISO of 200. We scan at 400 ppi which saves file space while also allowing a direct one to one printing aspect ratio quality of 300 dpi if needed. Limb software is used to process the images and output multiple file formats. Save all scans to uncompressed TIFFs for long-term storage. The uncompressed TIFF format is the current accepted standard within the digital preservation community due to its well-supported and documented lifespan as well as the fact that it is not a proprietary format. JPEG and PDF derivatives are created from the tiffs for optimal web viewing.
Entry date	

Institution	Quinney Law Library, University of Utah
Contact	Valeri Craigle
Contact Email	craiglev@law.utah.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	The College of Law Digital Collections contain Centennial photographic and administrative history of the College of Law from 1913-2013; all of our Law Reviews from 1949-present; and a collection of faculty publications.
URL	http://www.law.utah.edu/library/digital-collections/centennial-collection/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	There are currently 6,839 digital assets in the collection
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	CONTENTdm
Inhouse: Camera	
Inhouse: Scanner	CanonScan 5600F as a color photograph (24-bit) at 400 ppi
Inhouse: Service	
Inhouse: Software	Photoshop, Adobe Acrobat Pro
Inhouse: Other Tools	
Inhouse: Additional Staff	We hired a digitization and metadata specialist.
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	We used the Mountain West Digitial Library's Metadata Application Profile.
Master copies	They will be stored in Rosetta, which is managed by the main campus library.
Any advice?	When I hired my metadata/scanning technician, I should have emphasized web development skills in the job description.
Any further comments?	
Entry date	

Institution	Washington & Lee University School of Law
Contact	John Jacob
Contact Email	jacobj@wlu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	Digitizing the SCOTUS case files and other materials from the Lewis F. Powell, Jr. Papers.
URL	http://scholarlycommons.law.wlu.edu/powellarchives/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	c. 136 cu. ft./400,000 pages.
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	Bepress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	Epson GT-20000
Inhouse: Service	
Inhouse: Software	Acrobat X
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	BePress's metadata schema
Master copies	2
Any advice?	Wish I knew more about metadata and standards. Biggest obstacle was finding staff time.
Any further comments?	
Entry date	

Institution	University at Buffalo Law Library
Contact	Beth Adelman
Contact Email	eadelman@buffalo.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Government Documents
General description of the project	New York - superseded regulations:Includes NY regulatory history (NYCRR "Takeouts") from 1945-2001.
URL	http://law.lib.buffalo.edu/nycrr/index.asp
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	
Worked with another organization	This project was planned and funded jointly by librarians at the Charles B. Sears Law Library, University at Buffalo; The Supreme Court Law Library (Buffalo, NY); and the Appellate Division, Fourth Department Law Library (Rochester, NY)
Status	In Progress/Ongoing
Funds beyond budget	The project was funded by the 3 institutions listed
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	D4, LLC (http://d4discovery.com/)

Reasons for outsourcing	Not enough staff available in-house
Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	

Institution	University of Cincinnati College of Law
Contact	Kenneth J. Hirsh
Contact Email	ken.hirsh@uc.edu
Project Coordinator (if different from Contact)	Akram Sadeghi Pari
Coordinator Email	akram.pari@uc.edu
Type of Collection	Books
General description of the project	A collection of legal books was donated to the University of Cincinnati Law Library by the Cincinnati Law Library Association in December of 2008. The collection consists of approximately 18,000 volumes of law and legal history. Including constitutional history and early English law, laws and constitutions of American colonies, states, and territories,18th century volumes with accounts of English trials, and key works in American legal and constitutional history. Cataloging and classification of the collection is ongoing and the Law Library is collaborating with William S. Hein & Co to digitize many of the rare titles contained within collection. URL points to the bibliographic information on the digitized items. Full text will be available soon.
URL	http://uclid.uc.edu/search/f?SEARCH=CLLA+Collection+Digitized
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	Approximately 3000 volumes. Though not sure. As of January of 2015, 1200 volumes out of 6000 volumes have been digitized by William S. Hein & Co.
Worked with another organization	Marx Law Library has signed a contract with the William S. Hein & Co with regard to digitization of the rare books and special collections.
Status	In Progress/Ongoing
Funds beyond budget	William S. Hein & Co.
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	

Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	William S. Hein & Co.
Reasons for outsourcing	To preserve the fragile rare items, provide access to scholarly, out of print books on English and American legal history, and generate revenue for the law library. William S. Hein & Co provides law library with 10% discount on all library's purchases.
Method/Standards for Conversion	
Metadata	
Master copies	Currently the digital copies are in pdf format saved in a Drive. They will be available via Digital Depository in future.
Any advice?	Knew more about value of rare and out of print items.
Any further comments?	
Entry date	

Institution	University of Wisconsin Law School Library
Contact	Kris Turner
Contact Email	kris.turner@wisc.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	We are in the early stages of creating a digital repository for the law school, which will include scholarship, journal articles, photos, special collections and more. We will link to our website and have the repository freely available online
URL	
Format of originals (use Ctrl to select all that apply)	Born digital, Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	Not sure yet, we are still in the planning stages, though it will be large.
Worked with another organization	
Status	Planned for the Future
Funds beyond budget	Not sure yet, we will be applying for grants, other funding comes from in-house
Copyright	
Inhouse: Digital Assset Management System	Omeka and Fedora
Inhouse: Camera	
Inhouse: Scanner	Scannx
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	In-house built tools for collecting copyright permissions and storing scholarship temporarily
Inhouse: Additional Staff	We are using student help for scanning and locating articles. No special training was required yet.

Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	Still in progress
Metadata	Still working them out
Master copies	
Any advice?	Quality of scans, OCR capability.
Any further comments?	
Entry date	

Institution	Hofstra Law School
Contact	Courtney Selby
Contact Email	lawcls@hofstra.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	
URL	http://scholarlycommons.law.hofstra.edu/
Format of originals (use Ctrl to select all that apply)	Audio, Born digital, Text-based (letters, manuscripts), Video, Photos/Images
Size (number of items, boxes, etc.)	So far we have just over 3,000 artifacts, but we will continue to grow.
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	ScanPro2000
Inhouse: Service	Be Press Digital Commons
Inhouse: Software	Adobe Pro and ScanPro software
Inhouse: Other Tools	
Inhouse: Additional Staff	We trained tech services staff on the scanner and Adobe Pro, as well as on the use of the Digital Commons interface.
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	All text based materials are converted to PDF and OCR'd. Photos are scanned at the highest resolution available on our scanner.
Metadata	All journal articles uploaded have keywords added that were assigned by Index to legal Periodicals (for lack of a better controlled vocabulary). Abstracts not originally provided with the articles have been pulled from SSRN where available. We have not
Master copies	in our physical archive (which is just a set of compact shelves in our library)
Any advice?	I could write an article on this! My best advice--keep VERY detailed notes on your decision making as you go. It is easier to revisit a decision when you have some clarity about how/when/why it was made.
Any further comments?	
Entry date	

Institution	Maryland State Law Library
Contact	Steve Anderson
Contact Email	steve.anderson@mdcourts.gov
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Government Documents
General description of the project	The Maryland State Law Library is committed to improving public access to its comprehensive collections of legal and government information. Consequently, the Library has embarked on a program to digitize those printed Maryland materials that are both fairly unique to the Library and frequently used by legal researchers. Please note that for purposes of this digitization survey, we are not including our participation in the Chesapeake Digital Preservation Group. Our current collections include: •Maryland Rules Committee Meeting Minutes & Agendas. •Maryland Task Force Reports. These reports are often helpful sources of information used to determine legislative intent. Transactions of the Maryland State Bar Association. entire set ((Vo. 1 896 - vol. 96 -1991 . Proceedings of the Maryland Judicial Conference. 1947 to 1997
URL	http://mdlaw.ptfs.com/portal/index.html
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	Several thousand volumes and documents
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	Additional funding home institution
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	

Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	PTFS for the hosting system, and a variety of scanning vendors over the years.
Reasons for outsourcing	We comply with the Maryland Judiciary's procurement department regulations, which require public bidding on most projects.
Method/Standards for Conversion	We follow Library of Congress recommendations.
Metadata	We apply all three, depending on the collection.
Master copies	We have TIF images on disk.
Any advice?	Prospective project managers should consider the uniqueness of each digitized collection, e.g., documents require different metadata and search strategies than periodicals or monographs.
Any further comments?	
Entry date	

Institution	Western New England University School of Law
Contact	Nicole Belbin
Contact Email	nbelbin@law.wne.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	We use SSRN & Digital Commons to promote access to faculty scholarship.This is an ongoing project. We also digitize law school publications for preservation purposes.
URL	http://digitalcommons.law.wne.edu/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	Ricoh Aficio MP 6002- we have two that are printer/scanner combos
Inhouse: Service	
Inhouse: Software	included on the printers
Inhouse: Other Tools	
Inhouse: Additional Staff	basic scanning skills needed, such as book placement, resizing, etc.
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	
Master copies	master copies are kept in archives
Any advice?	
Any further comments?	
Entry date	

Institution	St. John's University Law Library
Contact	Joseph Hinger
Contact Email	hingerj@stjohns.edu
Project Coordinator (if different from Contact)	Astrid Emel
Coordinator Email	emela@stjohns.edu
Type of Collection	Law School Publications and History
General description of the project	We have been digitizing our yearbooks and our many law school publications.
URL	
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	We have started off digitizing the titles that are most used, but we will grow and continue to digitize all of our publications as time permits.
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	

Institution	American University, Washington College of Law
Contact	Billie Jo Kaufman
Contact Email	Bkaufman@wcl.american.edu
Project Coordinator (if different from Contact)	Shannon Roddy
Coordinator Email	roddy@wcl.american.edu
Type of Collection	Law School Publications and History
General description of the project	Working through the archives to digitize law school records, newspapers, and photos. The law school was founded by women as was the DC women's bar.
URL	
Format of originals (use Ctrl to select all that apply)	Born digital, Text-based (letters, manuscripts), Video, Photos/Images
Size (number of items, boxes, etc.)	Actually unsure
Worked with another organization	DC women's bar and DC women's bar foundation
Status	In Progress/Ongoing
Funds beyond budget	DC women's bar
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	

Institution	UCLA
Contact	Kevin Gerson
Contact Email	gerson@law.ucla.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	Law school history, such as photos, student newspaper
URL	http://escholarship.org/uc/uclalaw_docket
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	11,000 photos 200 issues of student newspaper
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	hired graduate student to do the scanning
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	

Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	

Institution	Coleman Karesh Law Library, University of South Carolina School of Law
Contact	Pamela R. Melton
Contact Email	prmelton@law.sc.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	Newspaper of the Student Bar Association, University of South Carolina (1969-1982)
URL	http://usclaw.omeka.net/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	3 volumes
Worked with another organization	USC School of Library & Information Science
Status	
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	Omeka.net (free version)
Inhouse: Camera	
Inhouse: Scanner	Konica Minolta Bizhub 223 & KIC BookEye 4
Inhouse: Service	
Inhouse: Software	Adobe Acrobat Pro & KIC BookEye 4 editing software
Inhouse: Other Tools	
Inhouse: Additional Staff	This was done by students in the Digital Libraries class at the USC School of Library and Information Science. The class content provided the training.
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	Scanned as tiff. Tiff converted to PDF for display on Omeka.
Metadata	Dunlin Core
Master copies	Tiff format saved on external hard drive.
Any advice?	Wish we had the money for better cms options. Wish we had more knowledge of html & CSS. Wish we had used a smaller group for this project. Too many participants involved proved to be chaotic.
Any further comments?	
Entry date	

Institution	Roger Williams Univ. Law Library
Contact	Raquel Ortiz
Contact Email	rortiz@rwu.edu
Project Coordinator (if different from Contact)	Stephanie Edwards
Coordinator Email	sedwards@rwu.edu
Type of Collection	Law School Publications and History
General description of the project	To create a collection highlighting the publications, scholarship and history of the Roger Williams University School of Law. The School of Law digital collection resides within the DOCS@RWU Repository, a University-wide digital repository.
URL	http://docs.rwu.edu/law/
Format of originals (use Ctrl to select all that apply)	Audio, Born digital, Text-based (letters, manuscripts), Websites, Video, Photos/Images
Size (number of items, boxes, etc.)	The School of Law collection consists of 7 sub- collections (Law School History, Faculty Scholarship, Marine Affairs, etc.) dating from 1993 to the present. There are currently 1870 individual articles, documents, photos, and other items in the collection
Worked with another organization	BePress, RWU University Library
Status	In Progress/Ongoing
Funds beyond budget	We joined in our institution's existing repository at no additional cost
Copyright	
Inhouse: Digital Assset Management System	BE Press Digital Repository and BePress Digital Commons
Inhouse: Camera	various digital cameras used in-house
Inhouse: Scanner	KIK Click Scanner T2T, Scan Mate i1120 scanner, Konica Minolta BizHub 223
Inhouse: Service	III Encore Harvester
Inhouse: Software	AdobePro
Inhouse: Other Tools	
Inhouse: Additional Staff	We used existing staff for the project and divided the work up. In-person training was provided by the University Library and remote training and

	technical support were provided by BePress.
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	Articles and documents are converted to PDF format before uploading. Law Review issues are batchloaded using spreadsheets. Realia (physical items pertaining to the law school's history) can be photographed using a digital camera and the image is then uplo
Metadata	Descriptive
Master copies	This has not been determined. At the present time, we use Dropbox primarily to store master copies.We have looked into commercial services such as Amazon, Red Hat, etc.
Any advice?	Work out protocols and procedures ahead of time, as consistency helps to avoid confusion for the user.
Any further comments?	Although much of the collection has been digitized in-house, our Faculty Scholarship and Law Review repositories include digital files that have been purchased from HeinOnline or that we negotiated permission for from HeinOnline.
Entry date	

Institution	UNC Chapel Hill Law Library
Contact	Julie Kimbrough
Contact Email	jkimbro@email.unc.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Briefs
General description of the project	North Carolina Supreme Court Briefs We are digitizing NC Supreme Court briefs from our print collection (1890s to 1999). We are scanning in reverse chronological order.
URL	
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	2,400 volumes
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	Additional funding home institution
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	William S. Hein, Co.
Reasons for outsourcing	Budget, limited staffing and equipment in-house

Method/Standards for Conversion	300dpi CCITT Group 4 compressed TIFFs. The OCR process will create .txt files for each individual image. The OCR process will also create an individual searchable PDF for each image.
Metadata	
Master copies	Secure server
Any advice?	Staffing and training challenges
Any further comments?	
Entry date	

Institution	McGeorge School of Law
Contact	Monica Sharum
Contact Email	msharum@pacific.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	We have just started an institutional repository.
URL	http://digitalcommons.mcgeorge.edu/
Format of originals (use Ctrl to select all that apply)	Born digital
Size (number of items, boxes, etc.)	
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	Bepress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	a vareity of scanners are being used
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	Adobe Pro
Inhouse: Additional Staff	Yes we did hire some temporary and student workers
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	

Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	

Institution	BYU Law Library
Contact	Laurie Urquiaga
Contact Email	urquiagal@law.byu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Briefs
General description of the project	The U of U and BYU have both been digitizing Utah appellate briefs. We have most of the last 20 years, and some from the early 20th century ... we're working our way towards the middle.
URL	http://digitalcommons.law.byu.edu/utah_court_briefs/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	35000 briefs and counting, about 7000 other BYU law publications/papers
Worked with another organization	We started on our own, but we're now working with the U of U
Status	In Progress/Ongoing
Funds beyond budget	Repurposed idle staff time and other library resources
Copyright	
Inhouse: Digital Assset Management System	network folders, dvd backups, then Digitool and now finally Bepress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	has varied (Xerox Digipath, Fujitsu, Sharp copier/scanner, Plustek, KiC, etc.)
Inhouse: Service	
Inhouse: Software	ABBYY and Acrobat
Inhouse: Other Tools	
Inhouse: Additional Staff	We figured things out as we went along, and trained student help as needed.
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	Started with dublin core, then switched to bepress standard when their system was implemented
Master copies	Copies are stored in network and on DVDs
Any advice?	Given the status of technology in 2002, we're comfortable with the way we've operated – but, obviously, if we were starting now we would use different technology.
Any further comments?	Since our goal is access, the discovery options sort of define the metadata standards. Google and other search providers don't use dublin core, so neither does Bepress, and now neither do we. The >250,000 document downloads we've had during the past 16 months validate the wisdom of that choice, but it makes us less able to interface with state and regional initiatives. Libraries may need to rethink the way we develop standards if we want to stay relevant.
Entry date	

Institution	Campbell University School of Law
Contact	Kim Hocking
Contact Email	hockingk@campbell.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	
URL	http://scholarship.law.campbell.edu/archives/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	ScannX Book Scan Center 5030
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	

Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	

Institution	University of Chicago, D'Angelo Law Library
Contact	Sheri Lewis
Contact Email	shl@uchicago.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	We are uploading scans of the backfile of the Law School's alumni magazine into our digital repository.
URL	http://chicagounbound.uchicago.edu/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	about 100 issues
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	Additional funding home institution
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	
Master copies	The University Library maintains an archive servers and all files will be deposited there.
Any advice?	
Any further comments?	
Entry date	

Institution	Vanderbilt Law School
Contact	Jason Sowards
Contact Email	jason.r.sowards@vanderbilt.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	Papers donated to us by one of the judges of one of the Nuremberg Trials. The judge was a Tennessee native (Judge Hu Anderson).
URL	
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	25,000 pages
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	HP ScanJet flatbed scanner
Inhouse: Service	
Inhouse: Software	Photoshop, Adobe Acrobat
Inhouse: Other Tools	
Inhouse: Additional Staff	Not completed. Special training provided using a detailed desk manual but student workers learned quickly.
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	Scanning resolution is 300 dpi for the documents; images were scanned at a higher resolution (2400 dpi)
Metadata	We are not at the metadata stage yet
Master copies	Not determined yet, but likely to be stored off-site in a location coducive to maintaining archival collections.
Any advice?	Let this be one person's sole job who doesn't do digital projects on an ad hoc basis. If we had a dedicated person to do nothing but digital projects, our project would have been finished by now. Work with your university's special collections department (if applicable) for historic projects.
Any further comments?	
Entry date	

Institution	University of Oklahoma Law Library
Contact	Marilyn Nicely
Contact Email	mnicely@ou.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Government Documents
General description of the project	19th Century Documents from the Congressional Serial Set identified pertaining to Native Americans by Steven L. Johnson's biblioggraphy, "Guide to American Indian Documents in the Congressional Serial Set 1817-1899" Clearwater Press, 1977 It will be freely, publicly available on the internet through University repository
URL	
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	10,000 titles - many thousand pages. We have scanned 5,000 titles and 175,000 pages
Worked with another organization	Oklahoma Department of Libraries University of Oklahoma Main Library (Bizzell)
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	Share OK University Repository
Inhouse: Camera	
Inhouse: Scanner	Plustek Optic Book A300 Flatbed Scanner
Inhouse: Service	
Inhouse: Software	Adobe Acrobat Pro X
Inhouse: Other Tools	Main Library will use other equipment to scan included maps
Inhouse: Additional Staff	

Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	Commercial vehicle - Adobe Acrobat
Metadata	Descriptive, Dublin core, creation of database will be done through Main Library I'm not sure how that will work
Master copies	We have created PDFA's in addition to character recognized PDFs, Main library will handle storage/archiving
Any advice?	I don't think I would have begun at all given the size and time period required for its completion. There are many hidden costs spread out among many departments, Law School IT, University digitization lab, student staff and my time post retirement.
Any further comments?	It is my passion and I'm glad I am doing it. Will continue working on this after I retire June 30, 2015. We have completed 5,000 titles and 175,000 page
Entry date	

Institution	University of Georgia School of Law
Contact	Sharon Bradley
Contact Email	bradleys@uga.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	
URL	http://digitalcommons.law.uga.edu/ga_code/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	31 volumes
Worked with another organization	
Status	Completed
Funds beyond budget	Paid for with special foundation funds for library materials
Copyright	Most out of copyright; 1933 Code with permission of Thomson Reuters
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	Lyrasis Mass Digitization
Reasons for outsourcing	Lyrasis acquired grant funds to encourage large digitization projects. The lower cost and quality of scans were important decisions as was the public access to these materials that were often requested from the library.

Method/Standards for Conversion	Lyrasis scanning partners, see Internet Archive, https://archive.org/details/ugalaw
Metadata	
Master copies	Held in the library's locked archives
Any advice?	
Any further comments?	
Entry date	

Institution	University of Georgia School of Law
Contact	Sharon Bradley
Contact Email	bradleys@uga.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	Nuremberg Trials materials donated to the law school in 1948 by General Eugene Philliphs (ABJ '39)
URL	http://libguides.law.uga.edu/phillips
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Video, Photos/Images
Size (number of items, boxes, etc.)	20 archival boxes
Worked with another organization	
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	Bepress Digital Commons
Inhouse: Camera	Canon PowerShot SD1000
Inhouse: Scanner	HP Scanjet, Fuji ScanSnap, scan feature of Xerox machines, KIC Bookeye
Inhouse: Service	
Inhouse: Software	AdobePro, ScanSnap has it's own software that also works with AdobePro
Inhouse: Other Tools	LibGuides
Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	
Master copies	Held in the library's locked archives
Any advice?	
Any further comments?	
Entry date	

Institution	University of Georgia School of Law
Contact	Sharon Bradley
Contact Email	bradleys@uga.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	Law school publications and documents including speeches and oral history materials
URL	http://digitalcommons.law.uga.edu/
Format of originals (use Ctrl to select all that apply)	Audio, Text-based (letters, manuscripts), Video
Size (number of items, boxes, etc.)	hundreds, really no way to tell as some of the "projects" are on-going, e.g. materials from the Communications office are added to each year.
Worked with another organization	
Status	
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	Canon PowerShot SD1000
Inhouse: Scanner	HP Scanjet, Fuji ScanSnap, scan feature of Xerox machines, KIC Bookeye
Inhouse: Service	
Inhouse: Software	AdobePro, ScanSnap has it's own software that also works with AdobePro
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	We've not adopted separate standards. We use the fields present in Digital Commons and catalog the items (MARC, RDA). We make a lot of effort to link items together between the website, LibGuides, Digital Commons, and catalog.
Master copies	Held in the library's locked archives
Any advice?	There really is no end. You find the next collection that needs to be digitized and by the time you've finished that "project" the next collection is waiting. Biggest obstacle is not having any dedicated staff, relying on student workers means the project will take so much longer. Advice: Get started today. Just go digitize something. Particularly seek out the administrative offices in the institution, Admissions, Development, Communications, etc. they will be thrilled and become your biggest fans.
Any further comments?	
Entry date	

Institution	Jerome Hall Law Library, Indiana University Maurer School of Law
Contact	Nonie Watt
Contact Email	wattn@indiana.edu
Project Coordinator (if different from Contact)	Michael Maben
Coordinator Email	mmaben@indiana.edu
Type of Collection	Government Documents
General description of the project	The Brevier Legislative Reports were published biennially from 1858 to 1887 and are a verbatim report of the legislative history of the Indiana General Assembly during those years. The volumes also include veto statements and other messages from the Governor. These are a unique set of documents because there is no other detailed and comprehensive record of the debates and speeches from the floor of the Indiana Senate chamber and the Hall of the House of Representatives for this time period. The volumes also contain a record of each bill introduced in the House and Senate, and on a broader scale they are rich with detailed firsthand accounts that reflect the conditions of the times and aid in the understanding of the issues present in Indiana in the mid to late nineteenth century.
URL	http://www.dlib.indiana.edu/collections/law/brevier
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	1 title, 19 volumes
Worked with another organization	Indiana University Digital Library Program
Status	Completed
Funds beyond budget	Grant
Copyright	
Inhouse: Digital Assset Management System	eXtensible Text Framework (XTF)
Inhouse: Camera	
Inhouse: Scanner	Epson Expression 10000XL
Inhouse: Service	
Inhouse: Software	ABBYY FineReader
Inhouse: Other Tools	

Inhouse: Additional Staff	I have one digital services assistant who handles the day-to-day (and he really could have filled this out). He learned how to use the new flatbed scanner
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	Scanning w/Epson scanner; storage of the images in the Fedora repository; OCR using ABBYY FineReader; and text marked up using TEI.
Metadata	Text Encoding Initiative (TEI)
Master copies	Local e-text repository (Xubmit) with images stored and delivered by the Indiana University Digital Library Program's Fedora repository.
Any advice?	Always assume the project will take longer than to complete than you expect. Partnering with a digital library program for their expertise and guidance will greatly help with completing a project
Any further comments?	
Entry date	

Institution	Jerome Hall Law Library, Indiana University Maurer School of Law
Contact	Nonie Watt
Contact Email	wattn@indiana.edu
Project Coordinator (if different from Contact)	Michael Maben
Coordinator Email	mmaben@indiana.edu
Type of Collection	Law School Publications and History
General description of the project	The I-Witness was a Law School publication intended for alumni, published from 1959 to 1968. The publication contained items of interest to alumni, including class reunions, faculty and building news, obituaries of notable alumni, speeches by the University President, and comments from the Dean. The I-Witness ceased publication after the May 1968 issue when the Indianapolis Division was split off from Bloomington and became a free-standing law school.
URL	http://www.dlib.indiana.edu/collections/law/iwitness/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts)
Size (number of items, boxes, etc.)	1 title, 8 volumes
Worked with another organization	Indiana University Digital Library Program
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	eXtensible Text Framework (XTF)
Inhouse: Camera	Epson Expression 10000XL
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	ABBYY FineReader
Inhouse: Other Tools	
Inhouse: Additional Staff	Most of the scanning is done by a library associate. This library associate and 2 librarians are responsible for creating metadata and uploading files to

	the site. Additional staff included students to do the scanning
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	Scanning with Epson scanner; storage of the images in the Fedora repository, OCR using ABBYY FineReader; and text marked up using TEI.
Metadata	Text Encoding Initiative (TEI)
Master copies	Local e-text repository (Xubmit) with images stored and delivered by the Indiana University Digital Library Program's Fedora repository.
Any advice?	Most of the scanning is done by a library associate. This library associate and 2 librarians are responsible for creating metadata and uploading files to the site. Additional staff included students to do the scanning, OCR, and markup of the text. Knowledge of XML was necessary for the markup, and training in XML (TEI specifically) was required for students and the Project Manager.
Any further comments?	Partner with a local digital library program for their expertise.
Entry date	

Institution	Santa Clara School of Law Library
Contact	Whitney Alexander
Contact Email	walexander@scu.edu
Project Coordinator (if different from Contact)	David Brian Holt
Coordinator Email	dholt@scu.edu
Type of Collection	Law School Publications and History
General description of the project	We have a BePress Digital Commons website . All three of our law school reviews are archived on the site. In addition we have faculty research materials, law school historical documents and photographs, library and law school related publications, and several print special collections.
URL	http://digitalcommons.law.scu.edu/
Format of originals (use Ctrl to select all that apply)	Born digital, Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	There are 5141 total files. Not including individual law review articles the total is 2483 files. This includes 87 images, 13 monographs, 3 journals, and 2 newsletters. The rest are print files associated with various collections.
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	Zeutschel OS 12002 BC
Inhouse: Service	Digital Commons
Inhouse: Software	OmniScan,BookCopy, Adobe Acrobat Pro, Ifranview,
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	

Reasons for outsourcing	No additional staffing; .5 FTE is devoted to scanning documents, creating metadata, and uploading files. Several librarians also contribute to our Digital Commons project. We have been trained how to use the Zeutschel scanner as well as the OmniScan and BookCopy software packages.
Method/Standards for Conversion	
Metadata	We harvested metadata from the Index to Legal Periodicals for our student journals. For faculty publications, we copied the keywords used in SSRN postings. For special collections, we created ad-hoc metadata but did not create a controlled vocabulary.
Master copies	We maintain master copies of most law school related materials in the library. Other materials are retained in the library on a case-by-case basis.
Any advice?	The biggest obstacle is time and money. We only have .5 FTE scanning materials and she splits her time between cataloging and scanning projects. We cannot afford to hire any more staff, so we have a large backlog of material waiting to be processed.
Any further comments?	Our project has been a great success. There have been almost 1.6 million full text downloads from our site since going live 4 years ago. Our most popular journal article has been downloaded over 21,000 times.
Entry date	

Institution	LSU Law Library
Contact	Travis Williams
Contact Email	travis.williams@law.lsu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	The photos and documents presented in the Hebert Nuremberg Collection were selected from the files of Paul M. Hebert, who served as Dean of the Louisiana State University Paul M. Hebert Law Center from 1937 until his death in 1977. Between 1947 and 1948, Hebert was appointed as a judge for the United States Military Tribunals in Nuremberg. As judge for the Tribunals, Hebert most famously presided over the I.G. Farben trial (Case Six), concerning the use of slave labor, and is well-known for his lone dissenting opinion, in which he disagreed with the majority's acquittal of fifteen of the twenty-three named defendants who were members of the Vorstand, the principle governing corporate board of I.G. Farben. Hebert's Nuremberg files, as well as many of his professional and personal papers, now reside in the Louisiana State University Paul M. Hebert Law Center Library.
URL	http://digitalcommons.law.lsu.edu/nuremberg/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	Approximately 200 items (photographs and documents)
Worked with another organization	
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	Bepress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	ColorQube
Inhouse: Service	Digital Commons
Inhouse: Software	

Inhouse: Other Tools	
Inhouse: Additional Staff	None
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	This project was completed before I came into this position. I wish there had been documentation created about what items were chosen for digitization and which weren't so we had a sense of what percentage of the collection is available digitally.
Any further comments?	
Entry date	

Institution	New York Law School
Contact	Michael Roffer
Contact Email	michael.roffer@nyls.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	Judge Miner donated to the law school the entirety of his papers from his tenure as a Judge in the Second Circuit and District Court in the Northern District of New York. Thus far we have digitized all of his speeches and articles as well as hundreds of news clippings (many hundreds remain to be done). We have not yet begun to digitize his case files.
URL	http://libguides.nyls.edu/content.php?pid=471654
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Video, Photos/Images
Size (number of items, boxes, etc.)	Potentially enormous. There are more than 250 boxes of files.
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	Funds raised from donations made to support the Roger J. Miner Reading Room and Archive
Copyright	
Inhouse: Digital Assset Management System	LibGuides as an interim platform. We are about to begin using Digital Commons
Inhouse: Camera	
Inhouse: Scanner	Konica-Minolta BizHub printer/copier. now beginning to use newly acquired Zeutschel Omniscan OS15000 Advanced Plus
Inhouse: Service	
Inhouse: Software	Omniscan OS15000
Inhouse: Other Tools	
Inhouse: Additional Staff	Librarians and Library's Administrative Assistant. Training became necessary once we acquired Zeutschel scanner.

Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	not yet determined
Metadata	not yet determined
Master copies	not yet determined
Any advice?	Large scale digitization requires more funding, staffing and time than anticipated. Consult with others who have already plowed the fields.
Any further comments?	I look forward to seeing the results of the survey
Entry date	

Institution	UNH School of Law
Contact	Jon Cavicchi
Contact Email	jon.cavicchi@law.unh.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Pleadings, NGO Documents
General description of the project	IP Mall: Our mission is to offer unique content not available on these other Websites. This content includes UNH Law produced papers and scholarship, collections of public domain content not online or spanning time periods before other Web collections, unique dedicated topical portals (e.g. Bayh Dole Central) as well as miscellaneous content from IP Mall users looking for a place to host their works
URL	http://www.ipmall.info/
Format of originals (use Ctrl to select all that apply)	Audio, Born digital, Text-based (letters, manuscripts), Websites, Photos/Images
Size (number of items, boxes, etc.)	Site contains dozens of collections. The site size is 57,000 files comprising 42GB.
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	None
Inhouse: Camera	various
Inhouse: Scanner	various
Inhouse: Service	
Inhouse: Software	Adobe Acrobat Pro, OmniPage Pro
Inhouse: Other Tools	Microsoft Office Suite, FTP
Inhouse: Additional Staff	This site has been active for around 20 years. It's the oldest academic Intellectual Property Law collection in the U.S. It's the oldest academic

	Intellectual Property Law collection in the U.S. During the first 15 years content was prepped by students
Outsourced: Company	Outsourced
Reasons for outsourcing	
Method/Standards for Conversion	None
Metadata	None in the current site. To be determined if moved to a content management system in the future.
Master copies	Server back ups.
Any advice?	Creating a giant site that grows each year requires regular diligence in removing any content to be removed, updated, link checked. The site look and feel requires regular update to mirror that of the law school site. Obtaining new content grow more difficult with time as content creators that once looked for hosting sites offer their own content. One consideration is to host one or two high profile web assets. That is what most other law school with ranked IP programs undertook after the IP Mall was available. I would advise others to consider using free content management systems to avoid dependency on outsource providers, lower that part of the budget. This requires local capacity on how to manage sites on platforms like Drupal. The capacity might come from the organization at large or on the department level.
Any further comments?	The IP Mall is considered of service to the global IP professional community. Any readers of this survey are encouraged to submit ideas for new content and improvements to me.
Entry date	

Institution	Cleveland-Marshal College of Law
Contact	Sue Altmeyer
Contact Email	s.altmeyer@csuohio.edu
Project Coordinator (if different from Contact)	Elizabeth Farrel
Coordinator Email	e.a.farrell79@csuohio.edu
Type of Collection	Special Collection
General description of the project	Sam Sheppard case - some of it is online
URL	http://engagedscholarship.csuohio.edu/sheppard/
Format of originals (use Ctrl to select all that apply)	Audio, Text-based (letters, manuscripts), Video, Photos/Images
Size (number of items, boxes, etc.)	Over 50 boxes
Worked with another organization	The donor was the Cuyahoga County prosecutor's office. Also worked with our university library, Michael Schwartz Library, Cleveland State University.
Status	Completed
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	

Institution	University Minnesota Law School Library
Contact	Michael Hannon
Contact Email	mhannon@umn.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Special Collection
General description of the project	Digitization of private papers of Clarence Darrow acquired in 2004 and second set of letters by Clarence Darrow to his wife Ruby spanning the years 1902 to 1936; digital collection of primary and secondary material about Darrow's life (1857–1938) and his legal career (1879–1936) and the important legal, social and political events of his time (we scanned some material and others we acquired from publicly available scanned sources)
URL	http://darrow.law.umn.edu/index.php?
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	personal letters (over 800), primary and secondary material (over 900 documents including original trial transcripts from some of his most important cases), photos and images (over 1,100) and comprehensive written narratives about Darrow's life and legal
Worked with another organization	University of Minnesota Digital Collection Unit scanned both sets of letters.
Status	Completed
Funds beyond budget	Additional funding home institution
Copyright	Owned by institution 34; In public domain 21; Negotiated permissions 11; Creative Commons 1
Inhouse: Digital Assset Management System	LAMP [Linux (Ubuntu), Apache, MySQL, PHP] server system in a virtual server environment administered remotely.
Inhouse: Camera	
Inhouse: Scanner	
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	Graphic tool - GIMP

Inhouse: Additional Staff	
Outsourced: Company	
Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	Copyright issues, orphan works
Any further comments?	
Entry date	

Institution	Hofstra Law Library
Contact	Linda Russo
Contact Email	linda.p.russo@hofstra.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	Institutional repository of law school journals, faculty scholarship and special faculty collections, lectures, and some student works
URL	http://scholarlycommons.law.hofstra.edu/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	4 law journals, about 400 faculty publications.
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	Scannx bookscanner 6167, Xerox DocuMate 3125
Inhouse: Service	
Inhouse: Software	
Inhouse: Other Tools	
Inhouse: Additional Staff	no.
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	keywork-Index to legal periodicals abstracts-SSRN
Master copies	for now, yes.
Any advice?	
Any further comments?	
Entry date	

Institution	Georgia State University College of Law Library
Contact	Deborah Schander
Contact Email	dschander@gsu.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	Faculty scholarship (list and full text); historical materials about creation of law school; business court documents; event materials; brochures; student publications; law review and symposia
URL	http://readingroom.law.gsu.edu/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Websites, Photos/Images
Size (number of items, boxes, etc.)	3,000 records+
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	Bepress Digital Commons
Inhouse: Camera	
Inhouse: Scanner	KIC Scanner; Canon Scanner; BookEye Scanner
Inhouse: Service	
Inhouse: Software	Photoshop; Adobe Acrobat Pro
Inhouse: Other Tools	
Inhouse: Additional Staff	Additional work completed by librarians and student workers as available/needed. Training on the bepress system was given in house and by bepress.
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	600 dpi whenever possible
Metadata	most metadata will be added later
Master copies	2 print copies retained indefinitely
Any advice?	
Any further comments?	
Entry date	

Institution	Creighton University Law Library
Contact	Heather Buckwalter
Contact Email	heather.buckwalter@creighton.edu
Project Coordinator (if different from Contact)	Corinne Jacox
Coordinator Email	corinne.jacox@creighton.edu
Type of Collection	Law School Publications and History
General description of the project	To digitize material relevant to the history of Creighton University School of Law; provide access to unique collections in the Law Library.
URL	https://dspace.creighton.edu/xmlui/handle/10504/7908
Format of originals (use Ctrl to select all that apply)	Born digital, Text-based (letters, manuscripts), Video, Photos/Images
Size (number of items, boxes, etc.)	All volumes of Creighton law reviews; Approximately 20 years of Nebraska Supreme Court Briefs; Faculty Publications including Oral Histories.
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	DSpace
Inhouse: Camera	
Inhouse: Scanner	Xerox 7120
Inhouse: Service	
Inhouse: Software	Abbyy FineReader; Adobe Professional
Inhouse: Other Tools	
Inhouse: Additional Staff	We used current staff and students but additional full time staff would have been beneficial. Training students to use the scanner and train staff to use Abbyy FIneReader and Adobe Professional; training on DSpace.
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	
Metadata	Modified Dublin Core
Master copies	Long term storage is maintained in DuraCloud.
Any advice?	Biggest obstacles were equipment and staffing. Consider privacy issues before making a collection public.
Any further comments?	Having a reliable backup system during the digitization process is essential prior to the material being loaded into DSpace.
Entry date	

Institution	Albany Law School
Contact	Colleen Smith
Contact Email	csmit@albany.law.edu
Project Coordinator (if different from Contact)	
Coordinator Email	
Type of Collection	Law School Publications and History
General description of the project	Our goal is to digitize Law School historical material housed in the library's "archival" collection. We participate through our 3R council, CDLC. Our images are ultimately available in newyorkheritage.com, search "Albany Law School"
URL	http://www.nyheritage.org/
Format of originals (use Ctrl to select all that apply)	Text-based (letters, manuscripts), Photos/Images
Size (number of items, boxes, etc.)	Not sure
Worked with another organization	CDLC
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	
Inhouse: Camera	
Inhouse: Scanner	Epson V750 Pro in the past; Epson Expression 10000XL from now on
Inhouse: Service	
Inhouse: Software	CONTENTdm
Inhouse: Other Tools	
Inhouse: Additional Staff	Used existing staff. Received CONTENTdm and digitization best practices training from Ilka Morse at CDLC.
Outsourced: Company	

Reasons for outsourcing	
Method/Standards for Conversion	http://www.nyheritage.org/about#resources
Metadata	Dublin Core
Master copies	In the library's archives collection
Any advice?	Get training; start with a small collection
Any further comments?	
Entry date	

Institution	Shepard Broad College of Law, Nova Southeastern University
Contact	Eric W Young
Contact Email	younge@nsu.law.nova.edu
Project Coordinator (if different from Contact)	Becka Rich
Coordinator Email	richr@nsu.law.nova.edu
Type of Collection	Law School Publications and History
General description of the project	We are digitizing all faculty publications, student run journal issues, and law school publications and history to host on Digital Commons/Selected Works
URL	http://nsuworks.nova.edu/law/
Format of originals (use Ctrl to select all that apply)	Audio, Born digital, Text-based (letters, manuscripts), Websites, Video, Photos/Images
Size (number of items, boxes, etc.)	Unknown
Worked with another organization	
Status	In Progress/Ongoing
Funds beyond budget	
Copyright	
Inhouse: Digital Assset Management System	BePress Digital Commons / Selected Works
Inhouse: Camera	
Inhouse: Scanner	Book 2 Net Spirit, Fujisu ScanSnap ix500
Inhouse: Service	
Inhouse: Software	Adobe Creative Suite
Inhouse: Other Tools	
Inhouse: Additional Staff	Hired several additional student workers
Outsourced: Company	
Reasons for outsourcing	

Method/Standards for Conversion	
Metadata	
Master copies	
Any advice?	
Any further comments?	
Entry date	