Digitisation in academic libraries: Experience from Makerere University Library, Kampala Uganda

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Outline

- Introduction

- Defining a digitisation project

- In-house or out-sourced operations?

- Scanning requirements

- Metadata

- Storage of final products

- How to cost the project

Introduction

- Digitisation as the creation of digital objects from physical originals

- Aim to reduce the handling of fragile material

- Enhance access to what was not accessible

- Protection of the material from risks e.g damage

- Foster research.

Defining a digitisation project

- Project goals and a strategy

- Project scope- identify the best approach

  ✓ Specific materials, entire collection, Discipline or format?

- Timeline for the project

- Expected outcomes-number of materials digitised

- Expected benefits

MAKERERE UNIVERSITY

- Permissions and access parameters for the digitised materials

- Method of digitisation for the project-In-house or out-sourcing?

In-house or out-sourced operations

- Analysis of the nature of the project i.e. one time

  project or continuous?

- Advantages and disadvantages of each depending on

  the nature of the project

In-house or out-sourcing? Comparison

In-house

- Easy monitoring by the lib
- Fragile materials retained on-site
- Foundation for expertise

- Compliance to copyright
- Physical space required

Out-sourcing

- No control over operations
- Fragile materials sent off-site
- Expertise not retained at the library
- Abuse of Copyright
- In most cases, digitisation is done off-site

*In-house preferred for sustainability purposes

Scanning requirements

- Scanning equipment
- Need to identify minimum standards

Details	File formats	Scanning resolution
Documents with smallest character and text only	TIFF PDF	150 dpi
Handwritten notes/markings, photographs or poor legibility	TIFF PDF	200 dpi gray scale
Documents and items where colour is important for accurate representation	TIFF PDF	300 dpi Colour

*TIFF and PDFs do not lose image readability over time

Metadata

- Data that describes digital objects

- Dublin core metadata elements used most

  – Common elements e.g creator, title year, subject

  – Schema can be extended with additional attributes and sub-attributes

  – Elements can be placed in a random sequence

  – Compatible with Dspace

Storage of final products

Analysis of the purpose of the storage

- Access

- Preservation

Storage…

- Previously, removable storage media/offline

  – CD-R (CD-Recordable)

  – DVD-R (DVD-Recordable)

- Now, online storage systems

  – Locally managed storage system e.g IR

How to cost the project

Metrics / Variables affecting cost

• Project Planning-Managerial costs

• Scanning- Unit cost per page

• Processing-correcting errors and quality control

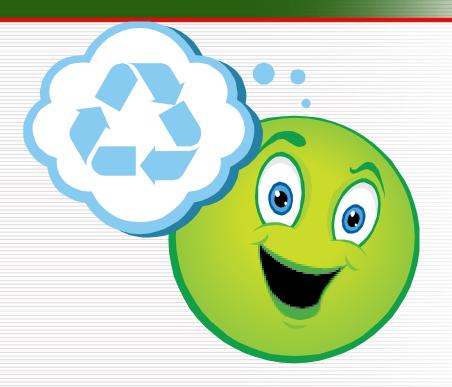• Making collection available-Online access

How to cost the project...

Specific costs therefore cover:

- Hardware e.g scanning equipment,

- Software (editing and hosting digital content online)

- server costs (Storage and access)

- Motivation for staff

Thank you so much for your attention