VICTORIA VISUALISED
The Victorian Local History Digitisation Study

**A Report Conducted for the State Library of Victoria
by Swinburne Library Information Service (SLIS)**

**Melbourne
Library Network Unit
State Library of Victoria
March 2001**

Library Board of Victoria

VICTORIA VISUALISED:
The Victorian Local History Digitisation Study

Contents

Acknowledgements

Our thanks to the following, who have provided input to focus groups and through structured telephone interviews. Our thanks also to the public library services which have taken time and care in completing the survey questionnaire.

Sheila Atley	Goulburn Valley Regional Library Corporation
Judith Bell	Moreland City Libraries
Lloyd Brady	Maribyrnong Library Service
Ann Brown	Moreland City Libraries
Judith Bilszta	Royal Historical Society of Victoria
Michael Byrne	State Library of Victoria
Ray Carter	Dandenong & District Historical Society
Vicki Court	Whitehorse Manningham Regional Library Corporation
Elaine Craig	Whitehorse Manningham Regional Library Corporation
Alison Daams	Hume-Moonee Valley Regional Library Service
Leony Graham	Bayside City Council Library Service
Pat Grainger	Port Melbourne Historical Society
Janet Hawkins	Woodend & District Heritage Society
Paul Hiddle	City of Boroondara Library Service
Alleyne Hockley	Castlemaine Historical Society Inc.
Joan Hunt	Woady Yaloak Historical Society Inc.
Sandra Jeffries	Mornington Peninsula Libraries
Sue Kelly	Central Highlands Regional Library
Adele Keanneally	Glenelg Regional Library Corporation
Con Lannan	Geelong Regional Library Service
Anna Long	Museums Australia (Victorian Division)
Arthur Lunt	Dromana & District Historical Society Inc.
Stephanie McGinchley	Monash Public Library
Heather McKay	Yarra-Melbourne Regional Library
Peter Mansfield	Central Highlands Regional Library
Paul Michell	Darebin Libraries
Rhonda Rathgen	Wyndham City Library Service
Sally Routledge	North Central Goldfields Regional Library Corporation
Kay Rowan	Port Phillip Library Service
David Tuck	Stonnington Library & Information Service
Gail White	Eastern Regional Libraries

Steering Committee

Anne Beaumont	State Library of Victoria
Margaret Monro	State Library of Victoria
Judy Peppard	State Library of Victoria
Julie Rae	Bayside City Council Library Service
Claire Turner	Casey-Cardinia Library Corporation

Project Team

Julie Bailey	Eastern Regional Libraries
Helen Hazard	SLIS
Derek Whitehead	SLIS
Robin Wright	SLIS

Part 1
STRATEGIES – Summary Report

The strategies described here are derived from the studies which have been undertaken as part of this project – a survey of Victorian public library local history collections and of their digitising activity, a contextual study, a funding study, and a technical study. They also stem from the contributions of many people we have consulted during this study.

This section incorporates recommendations which have arisen as conclusions from the various components of the study. These are brought together in a proposed stepped plan to a large, useful body of digital historical resources located throughout Victoria but accessible to all.

1.1   Goals

The study team has considered what would be realistic goals for a statewide approach to digitising. There are two basic goals of a statewide approach to digitising history – valid also as goals for a local approach.

- Maximise the amount of Victorian historical material accessible online.
- Ensure that this material forms part of a statewide resource accessible to all through a common standards-based approach.

At present the main collections of digitised Victorian historical material are those of the State Library of Victoria and of Museum Victoria, which between them have almost 350,000 images digitised, although most of the MV images are not online. The National Library of Australia and the Australian War Memorial also have significant collections of Victorian images. However, only a small proportion of the hundreds of thousands of images in local history collections are in digital form, and very few are accessible online (through Web sites). The same is true for printed and manuscript resources, and for oral history. The first goal aims to digitise as much as possible of this resource.

The second goal aims to make it accessible to everyone. Almost everyone we spoke to saw great value in providing online access to resources from all parts of the state, and agreed that the best way to do this would be through a common approach to standards and practices.

In pursuing these goals, a number of issues arise.

1.2   Issues and choices

Our research has shown resources which are, collectively, very large and diverse, and potentially much greater. Local history resources in Victorian public libraries form one part of a resource which is also held in state and national institutions and in historical societies and museums, and private hands. The survey takes in only what is held by public libraries, but that is one part of a larger picture.

Some of the main issues which emerged:

- **What is local history?**   There is a great variety of approaches to the subject matter of local history. Some collections are based on the archives of their local government community, while others are wholly private. When does history start? – the term local studies may convey better the variety of subjects, which might include local geography, natural history and business history, for example, up to the present. To document the recent past now might be more effective than waiting for it to grow old, especially since information resources can go directly into digital formats.   In the end, local history is what serves its users' needs.

- **Professionalisation vs local needs, ownership and control**.   There is a tendency to professionalisation in the management of local collections, but there remains a strong element of management by local societies and enthusiasts. Some of the issues which arise are training, levels of skill and knowledge, the use of volunteers, and relationships between library-based collections and society-based collections. Each local configuration is different. In the foreseeable future, professionals and volunteers will need to work together to achieve anything.

- **National collaboration and resource-sharing vs local significance and relevance**.   There is a significant variation in the extent to which people see the need to provide national access to local resources, especially if it involves significant extra effort and cost. Overseas, projects are based at all levels – national, regional or local.

  - **Who can play**? This project is based on local history in Victorian public libraries, and the core players are therefore public libraries, including regional systems; it is important, according to our discussions, to include councils as well, since many have a strong focus on local history. Overseas, many projects involve a wider range of partners – museums, local or state government, large cultural institutions, education (schools, colleges, universities, publishers) and many others. It is clear that projects with broad support have a better chance of being funded.

  - **Interoperability**. This is a term which everyone should know. Victoria has pioneered, within Australia at least, the use of a standard with its origin in libraries (Z39.50) which facilitates searching of multiple databases. Within several years, virtually all library systems will be Z39.50 compliant; already, Liblink provides access using this standard to several Victorian library catalogues. See http://liblink.geac.com.au:8010/   The standard is currently not widely used outside the library sphere, and is not used significantly at present in accessing local history resources online.

- **Centralised data vs local data**. The database options range from a fully centralised approach (such as the SLV's Pictoria or Multimedia Catalogue), to a fully decentralised and non-interoperable "system" – which is effectively what we have now. Models in between include distributed but interoperable models, such as Zavier and hybrid models such as AMOL and PictureAustralia. In our view the clearest way ahead is the model represented by PictureAustralia, which provides a centralised index to decentralised digital resources and catalogues.   Although within Victoria there is already considerable development of a statewide approach which relies on aggregating local data as well as providing access to centralised data – see the Victorian Virtual Library at http://www.libraries.vic.gov.au/ - there seems little point in attempting to impose a common standard at this stage.   It may be that some libraries would use a central database if there was one; this should be further explored as part of the proposed system design project (Step 5).

  - **Central roles vs local roles**. Few public libraries wanted to go it alone. All saw a role for the State Library of Victoria, and the consensus in the focus group was that this role included setting standards (although willingness to adhere to these might have had a lower level of consensus), providing advice, visits, lending or leasing equipment for very small projects, providing services

from Vicnet, and providing advice on procedures. Besides the State Library, Museums Australia and the NLA's PictureAustralia were known.

❑ **Standards – ideal vs practical: digitising**. Public libraries have diverse and evolving practices. There is no clear "standard" which can be recommended here, and the best approach will be to provide a straightforward online manual which represents best practice. This will include clear advice on resolution for different formats, workflows and procedures, definition of terms, and advice on equipment. This, backed up with training and advice, would be the most appropriate way to develop adherence to a de facto state standard approach.

❑ **Standards - ideal vs practical: access**. The de facto standards for cataloguing are InMagic's DBTextWorks and MARC – these two, with Microsoft's Access software account for almost all of the machine-readable catalogues of local history material. The ideal might be seen as one which spans sectors, such as Dublin Core, or one which maximises information, such as MARC or an enriched form of DBTextWorks, created and used by many. In reality, we must pragmatically use the lowest common denominator for sharing, as PictureAustralia does. In the same way, there is a dichotomy between information-rich data and sketchy data, and **Proprietary vs open standards** - most small museums and historical associations use a proprietary system, DBTextWorks. The most realistic and practical approach is to accept limited diversity in practice, and provide assistance through the State Library and the National Library to map this data to a common mimimum standard, Dublin Core.

❑ **Insourcing vs outsourcing**. We regard both approaches as valid and appropriate, depending on the circumstances, and have provided a guide to assessing options, in Part 5. At present, because of the small scale of most digitising, work is done inhouse, but there are good examples of outsourcing.

❑ **Priorities for digitising.** In consulting with local history collections, we have become aware of several priorities, including
  ❑ **Photographs** are the most common current subject for digitising, and the most straightforward, but it is a serious mistake to assume that photographs are the major concern. They are not.
  ❑ Many people would also like to digitise the content of **directory or list type resources** – Sands & MacDougall street directories, rate books, and so on. The intent could be more efficiently met in many cases by re-keying the data into a database rather than scanning, but this is a major need, and needs to be explored further.
  ❑ **Reformatting** for usability is another concern, and would be best considered at a national or state level. It particularly relates to newspapers, the major local history resource.

❑ **CD-ROM vs network access**. This is partly an issue for country libraries – bandwidth may just not be adequate to provide good access to large online image databases.   There is a strong move to provide digitised resources via the Web as access gets better, and this should be encouraged as a means to interoperability.

❑ **Small grants vs coordinated or concentrated funding approaches**. At present the situation is clear – we have a pattern of small grants for digitising, and not many of them. With small grants there is often pressure to produce a visible product to be launched or celebrated. However, one way or another there is a need to fund both local projects (the bulk of funding) and also an infrastructure which will make it all work for everyone. There is also a need for advice to small players on seeking funding, and a need to develop connections with potential partners at local and state level.

❑ **Copyright.** Victoria's public libraries and small museums have a robust and practical attitude to copyright which has served them well. However, it is important for libraries to be aware of the law in

these areas, so that considered judgements about the use of copyright material may be made. There is a need for (a) good clear and practical advice; and (b) easily-usable tools and templates.

1.3 Six Steps to Virtual Victoria

We propose the following steps as a staged approach to achieving the goals which we set out above. The steps are thematic as much as chronological; for example, there is a case for moving as quickly as possible to elements of stage 3 and funding them internally in 2001/03.

1 Leadership
2 Partnerships
3 Standards
4 Regional digitising programs
5 A Victorian system
6 All together

1 Leadership and information

There is a need for a leadership in this area, because current activity is diffuse and unsystematic. The roles of leadership include raising awareness of issues, training, seeking funding, developing standard approaches, providing advice and further developing a strategy. It is reasonable that leadership be exercised by the State Library of Victoria, though not essential or inevitable. The State Library of Victoria has very impressive achievements in the areas of digitising local history resources through its Pictoria program, its role in the National Library's outstanding PictureAustralia, its early and strong program of microfilming newspapers and genealogical source materials, and the role of the La Trobe collections, and these make it a natural leader for local history digitising.

Other possible focuses for a statewide historical digitising program include the museums sector, or a regional centre like Bendigo or Ballarat.

Linked to leadership is information. Many overseas projects have had in their early stages an extensive introductory information campaign which creates awareness of possibilities and a demand for digital resources. A useful model for this is the training and information program used to introduce the Gulliver online information resource to Victorian public libraries in 1999. We estimate that an information and basic training program could be developed, ideally with Museums Australia, the Public Record Office of Victoria and others, for approximately $15,000 and delivered to 20 Victorian locations by a single trainer for approximately $20,000.

Recommendations:
❑ The State Library of Victoria should be a leader in promoting the digitising of Victorian local history material.
❑ Information and basic introductory training workshops should be held in regional areas, perhaps based on the Ohio model.
❑ Funding might be provided from statewide networks funding for some seed projects and for putting in place some basic infrastructure.
❑ A state-based Web site will be an important long-term resource for information, training, access to resources, and resource-sharing. Stage 1 of this could be created now as part of the Victorian Virtual Library.

2   Creating Partnerships

There are several key players, and an early step must be to create a partnership to take this project forward. Players include

- The State Library of Victoria, which brings technical expertise and experience in digitising historical collections.
- The Local Government Branch , Department of Infrastructure, which provides State Government funding for the public library system.
- The Victorian Public Library system and local government more widely, which provide the bulk of funding and manage the system.
- The museum and local history community, through individual societies and museums, and through their associations and groupings, particularly Museums Australia Victorian Division.
- The Public Record Office of Victoria
- The National Library of Australia
- Other sectors, such as universities, TAFE and the Victorian schools system.

There is a case for a strong funding submission, which could apply in several contexts, for 2002/03 – Arts Victoria, the Department of Infrastructure, the Networking the Nation program, or the Victorian Government Connecting Victoria policies (Multimedia Victoria.

PictureAustralia is working well and as soon as possible pilot public libraries could, with assistance from the State Library and the National Library, join the system.

Recommendations:
- ❑ The State Library should make copies of this report widely available to other players in the field.
- ❑ The use of PictureAustralia should be trialled with several public libraries during 2001, with the State Library of Victoria as sponsor, and with the assistance of the National Library.
- ❑ Recognising that digital resources are an important educational resource, collaboration with the education sector should be sought at an early stage through schools and educational content creators and vendors.
- ❑ A major funding proposal should be developed for the 2002/03 financial year.

3   Agreement on Standards and Other Fundamentals

Common and agreed standards are an essential pre-requisite for interoperable statewide access to online historical resources. The agreement needed goes wider than technical standards.   It includes standard approaches in the three main areas of (a) creation and capture, (b) description, and (c) data management. In particular, currently a variety of description formats are used – four main ones – while there is no common data storage approach and no common approach to resolution.

Major international web sites are not adequate for Victorian use as information sources, since there needs to be some local adaptation and linking. An informational web site at state level is a reasonable step to take. Detailed information does not need to be maintained there – reference to other sites for this is adequate. We estimate that a public-library focussed Web site could be created for approximately $20-30,000, depending on the scope, but including an online manual and some work on advisory standards. We also see a need, which will anyway arise in conjunction with a PictureAustralia trial, for investigating the mapping of different data structures to Dublin Core.

The main requirement of local programs appears to be advice on what is, in general terms, the most appropriate

- File format for the material type
- Resolution and tonality
- Scanning hardware and software
- Workflow and procedures to be followed
- Advice on outsourcing methods and available contractors
- Cataloguing software and formats

Recommendations:
- That the State Library, or other appropriate agency, in active consultation with other stakeholders such as public libraries and the National Library, develop a range of advice or standard approaches to local history digitizing, within an online digitizing manual. This should also include a requirement for public libraries seeking funding to commit to adopting a core set of standard approaches.
- That a central online digitising information point be created and promoted to public libraries as a means of providing information on standards and procedures, including basic advice on copyright (with appropriate templates included).
- That the mapping of data between MARC, Dublin Core metadata and DBTextWorks be investigated.
- That advice be developed and provided to local history collections on the best way of converting structured directory-style information resources to a form which enables efficient searching.
- A major funding proposal should be developed for the 2002/03 financial year (see Step 2, above).

4   Active and informed regional digitising programs

Local history digitising belongs locally, and should be driven by local needs – there is no real demand for someone to take over and do it all in a centralised program. We see local activity as the generator of local content, and the main engine for any statewide program of actual digitising of original materials. There is no doubt that it will be impossible to digitise everything, or that to aim to do so would be setting an impossible and undesirable goal. In a statewide approach, we can develop a consensus on what the priorities are.

Our study makes it clear that priorities include images, creation of machine-searchable text or text databases, local manuscript material such as rate books and minute books, and perhaps oral history. The work of digitising this should be based locally, albeit through programs of wider scope, and with a degree of coordination and collaboration. Much of this study has aimed to provide advice on ways to achieve a high volume of digitising work. Much will also be done in association with partners, such as schools or business.

Recommendations:
- Public libraries should seek partnerships at the local level with local government, local historical societies and museums, schools, universities and TAFEs, and local business.
- That the State Library in collaboration with other stakeholders conduct regionally-based training based on an agreed practical and technical approach and aimed at developing skills for new projects.
- A volunteer program should be developed, to provide advice, support and training in the use of volunteers in local history work.
- That the State Library and other stakeholders seek funding for pilot projects which will provide further information about the most appropriate strategies and approaches including system design.

5 System design

A system design stage would see learned lessons incorporated into a clearly agreed statewide approach, and the development of systems which enhance interoperability. We believe that this is likely to be a hybrid system – not a centralized single database, and not an uncoordinated free for all. To achieve this, there should be commissioned a detailed system design for Victoria. This is a logical next stage in the process begun by this study, and we estimate that it might be done for around $50,000, excluding any hardware or software costs other than those developed by the design study.

Recommendations:
❑   That a study be commissioned to develop a system which will provide convenient general access to Victoria's digitized historical resources and that that study consider the range of options for providing this access, ranging from centralized to distributed.

6 Putting it all together – system implementation.
We believe that the six steps we describe could be implemented in a 3-5 year time-frame, and that the overall strategy would require a limited amount of funding – we have provided some estimates for various stages.

Part 2
INTRODUCTION

2.1 Introduction

This study is a statewide project funded by a Library Development Grant, administered by the State Library of Victoria's Library Network Unit and overseen by a steering committee. According to the project brief, preservation and access to local history collections in public libraries has been identified as an area of concern for many years. However, while it is acknowledged that preservation is an important issue, the required focus of the study is making the collections more accessible. It is known that a number of public libraries have current digitisation projects and that some are considering options with other local history groups.

2.2 Terms of Reference

2.2.1 Broad aim
To identify sound strategies for digitising and making accessible local history collections across the State. These strategies will need to last the distance and be financially viable. Strategies required by the brief are to investigate current practices in digitising local history collections; to identify the extent of local history collections in public libraries; and to examine current best practice in other organisations.

2.2.2 Outcome
To produce a written report which summarises current issues; examines the extent of local history collections in Victoria's public libraries; identifies alternative options and makes recommendations on the most appropriate strategy within financial restraints; and identifies potential sources of funding for digitising local history collections.

2.2.3 Required report components
To include – an audit of local library collections based on a survey of all 44 library services with questions on current digitising practices; a checklist of what is recommended for digitising; recommendations on appropriate digitising standards for use by public libraries based on research of practice in other projects, library sectors and cultural institutions in Australia and overseas including consideration of the adoption of standards used by the State Library of Victoria; an implementation plan with options and recommendations on appropriate infrastructure platform, addressing the issue of whether data is stored centrally or locally and an economic analysis of the benefits of contracting in or contracting out of the digitisation.

2.3 The Report

2.3.1 The Project team

Swinburne Library Information Service (SLIS) was appointed in December 2000 to conduct relevant research and present a report within the framework of the project's terms of reference. SLIS is the business name for Swinburne University of Technology Library's fee-based information service to the wider community. The SLIS team consists of three members from Swinburne University Library and one from a public library service, Eastern Regional Libraries.

2.3.2 Project goal

To enable the development of an effective strategy to improve the accessibility of local history collections held in Victorian public libraries.

2.3.3 Strategy

To provide an overview or a conceptual map of the territory involving collections, locations, practices, plans, technologies and stakeholders. The final report will incorporate the results of both original research focusing on the needs and experiences of Victorian public libraries and an investigation of the broader international context of library and local history digitisation projects.

2.3.4 Agreed outputs:

- An audit of collections and digitising projects in the Victorian public libraries.
- A contextual study of what studies have been undertaken elsewhere, what is regarded as best practice, in Victoria, Australia and overseas.
- An overview of digitising strategies currently being used in Victoria and elsewhere as well as including a number of issues listed in the project specification.
- A funding study dealing with information about possible funding strategies and providing examples of funding strategies used elsewhere.
- The report.

A draft version of the report was completed and provided to the members of the steering committee on Monday 5th March as required, and a final report was provided to the Library Network Unit on Monday 19th March. Slight extensions to the timeline were negotiated with the Library Network Unit.

2.4 Methodology

2.4.1 Survey

A survey was carried out to ascertain the current state of local history collections in the care of Victoria's public library services and to identify any current or future digitising activities. A questionnaire was developed based on the aims of the study and on an examination of relevant literature. It was mailed to all 44 Victorian library services in January 2001, with a duplicate sent by email. The survey dealt with current collections, and with digitising. A more detailed summary of the survey results is given in the appendices, while a copy of the survey questionnaire is given as Appendix 2.

Opinion was sought from a reference group, including members of the steering committee, before the questionnaire was distributed. The survey form included open-ended questions with a facility for comments and extra information. Although the response timeline was very short, telephone inquiry lines and email addresses were made available so that respondents could seek clarification or assistance with the survey. The number of libraries responding to the survey was expected to be greater than 44 as many services had a number of branch libraries.

2.4.2 Focus groups and telephone interviews

Two focus group meetings were held, one with members of the Steering Committee, and the other with a group of selected public library representatives. Particular issues arising from the study were discussed at these meetings and were incorporated into the report. Telephone interviews were also held with a sample of 8 public library services and 7 historical societies on collaborative issues.

The focus groups, the telephone interviews and the open-ended questions on the survey form supplied some qualitative data, which helped to clarify issues and add validity to the results as well as giving added depth to the report. Results of the survey, telephone interviews and focus groups are referred to in the body of the report with more detailed information about the survey in the Appendices:

2.4.3 Contextual study

An investigation was undertaken of what is being done elsewhere, what other studies have been undertaken, what is regarded as best practice in other projects, library sectors and cultural institutions in Australia and overseas. Although sources in hard copy were examined, most information was gained from relevant websites and databases on the Internet. An annotated bibliography is produced as Part 6, a Guide to Further Information. It is felt that the most effective way of presenting the issues generated by this contextual study is to use selected examples or case studies. Although there are a large number of international digitising projects and initiatives on the web, the examples were chosen within the parameters of the project. Most are very recent initiatives and deal with a statewide or area project involving the digitising of local history material held in public libraries. Some were selected as they exemplified issues generated by the project as the results of the postal survey, telephone interviews and focus groups were analysed. Each example is briefly described and followed by a summary of issues or lessons, which could be relevant to the Victorian project.

Part 3
CONTEXTUAL STUDY

3.1 Introduction: What is Local History?

This study is a brief overview of some relevant projects and activities from Australia and other countries. In investigating these digitisation projects, however, it became apparent that there were various interpretations and definitions of what is meant by a local history collection. In Australia the term local studies is also used, for example with ALIA (Australian Library and Information Association) local studies sections and National Local Studies Conferences. The term is also sometimes interchangeable with documentary heritage. In discussing this study with local museums and historical societies there is a further dimension of understanding.

For the purposes of this report there will not be a formal definition of local history. The varied ways in which people understand local history collections in Victoria can be found in the survey responses, in this study, and elsewhere in the report. One of the key characteristics of local studies material identified in the UK Peoples Heritage project http://hosted.ukoln.ac.uk/scl/heritage.htm is that it is largely locally generated, held locally, managed by local agencies and used primarily by local people. In the focus group conclusions of the UK "Virtually New" Report it was stated that the "sum of local histories comprise the national history and the importance of local priorities and content must be recognised in any national programme." (*Virtually New* p.112) Overseas, there is often a strong overlap between local history and education. In practical terms therefore, local history is what the stakeholders define it to be, and a very wide range of material, extending well beyond traditional library collecting scope and overlapping with museums, constitutes "local history". This is apparent from the types of items held and the user groups of the local history collections, shown in the survey of Victorian collections.

3.2 Case Studies

The Colorado Digitization Project (US)
http://coloradodigital.coalliance.org/cdp.html

The CDP was established in 1998 by state and later federal funds to develop a model for statewide library/museum collaboration, with digitisation being a principal activity. Its purpose was to increase access to the special collections and unique resources of the cultural heritage institutions through digitisation. The partners in the collaborative identified ongoing and planned digitisation projects, developed guidelines for digitisation projects, conducted a pilot project and identified future funding options. A NINCH announcement in 1999 considered the project an example of best practice, mentioning its Digital Toolbox as a feature worth watching. http://www.cni.org/Hforums/ninch-announce/1999/0031.html The Toolbox contains a large number of links to all stages of digital project planning.
http://coloradodigital.coalliance.org/toolbox.html

The pilot digital collections can be browsed by location, or by media format. Further grants in 1999-2000 funded the establishment of regional scanning centres, training, creation of a union catalogue of metadata, support of 20-25 collaborative digitisation initiatives, research studies and the creation of 50,000 new digital

images. One of the project's goals is to assist the institutions in the digitising of materials and managing digital projects through training programs and consultation. Images will all be housed on a decentralised basis by the organisations generating the images with each participant being responsible for maintaining its own web site and archive. The State Library of Colorado is collaborating with the CDP to create a global metadata catalogue.

What the Colorado Digitization Project tells us

- The CDP demonstrates how a state wide collaborative initiative can involve museums and archives as well as public libraries in its digitising of cultural heritage collections.

- It shows that current or planned digitisation projects need to be identified at the start of the project. In the CDP these plans were identified by an initial survey of the collections of the cultural institutions followed by a later questionnaire on particular subject areas.

- Through an examination of the site it can be seen that the project looked to leaders in the field before setting up their standards and guidelines. They have made their information available to libraries, archives, museums and educational institutions provided credit is given to the CDP.

- The CDP is an example of images being housed on a decentralised basis. It is a model which gives assistance to the institutions in digitising and managing digital projects. Training programmes and consultation are offered, regional scanning centres have been set up and guidelines and standards have been published on the website.

- A role for educators is indicated as one of the components of the CDP – the role is to explore the value of using digital collections in Colorado schools. A pilot project to create lesson plans for schools can be seen by following a link from 'Educators' on the website.

- Lessons can be learnt from reading about the experiences and issues of the project team. These have been made public by documentation on the web site or by publication of papers. Issues and experiences include:
  - Project participants need to be at the table at the start of proceedings in order to reach commonality in standards and address the interoperability issues according to the project director, (Bishoff 2000).
  - It was found that the institutions had a number of different approaches to provide access to their collections and that there was a lack of common vocabulary, software and standards. This led to the setting up of a working group on metadata which recommended the development of a union catalogue of metadata.
  - In general the institutions were pleased to have standards and best practice guidelines as they develop their plans for digitisation, (Bishoff 2000). In a "distributed networked environment standards are the key to success." (Allen 2000).
  - A key factor was the working groups and their activities. Groups of representatives from each type of institution held regular meetings, corresponded by email and posted their guidelines on the website.

Ohio Memory and Our Town's Digital Library (US)

Ohio Memory Digital scrapbook, 1703-1903
http://www.ohiomemory.org/index.html

This recent project was funded in February 2000 by the Ohio Public Library Information network (OPLIN). Its goal is to "provide access to the digitized record of Ohio's history as contained in and preserved in Ohio's local historical societies, archives, museums and libraries" and is modelled on the large Library of Congress "American Memory" project, http://memory.loc.gov/ammem/amhome.html and another online Ohio project "The African American Experience in Ohio", http://memory.loc.gov/ammem/award97/ohshtml/aaeohome.html An advisory group oversees the project. Decisions have been made to accept at least one item from every institution that submits material and not to accept material submitted or owned by individuals. OhioLINK agreed to store and provide access to the images.

Twelve workshops were held in September and October 2000 at various public library and historical centres and involved more than 220 participants from cultural institutions in Ohio. The project was explained to the participants, who in turn were able to inform the team of their needs and suggestions. The sessions included an introduction to digital history web sites, how to decide what to submit, how to submit, a brainstorming session on what institutions can submit and the digitisation process. A web site has been designed to make information available and provides extensive links to digitisation resources in the United States and elsewhere. A selection will be made of the best material from each community and will be credited to the submitting institution. Hyperlinks will be made to the web sites of all participating institutions. OPLIN agreed to host a listserve for the project. Contact was also made with regional library consortiums with the result that some with scanning equipment were willing to allow use of their equipment for the Ohio Memory project. Ohio Historical Society has incorporated the project into its strategic planning process and hopes to involve teachers and students to use the scrapbook for educational purposes.

Our Town's Digital Library
http://www.townlibrary.org

Most of the information about this project is available from the very detailed grant application on the website. This is a partnership of public libraries and historical societies in the Ohio towns of Worthington and Shaker Heights. The 2000 grant application stated that the project design is intended to serve as a model collaborative project and will be a pilot for the Ohio Memory project. The five goals of the project are collecting, preserving, providing increased access to local history materials, increasing public awareness of local history and serving as a model for other co-operative projects.

The application states the intention to create digital libraries of local history collections and proposes to recruit volunteers from the communities to assist with digitising and repair of documents. It is considered crucial that communities are engaged in the process of creating their own "townlibrary.org" and thought that the proposed plan provides an excellent model for smaller organisations by utilising volunteers to achieve results. One library in particular has had experience managing large volunteer projects.

The project provided for key participants to attend a "Moving Theory into Practice Workshop" at Cornell University. Procedural manuals with technical specifications will be developed for training staff and volunteers and serve as a model for other libraries and historical societies which undertake similar projects. These manuals will be available on the web site as well as the project design, planning documents and progress reports.

What Ohio Memory and Our Town's Digital Library tell us

- The projects are in their very early stages and the documentation on their web sites could serve as a model for beginning similar collaborative projects, either state wide as in the case of Ohio Memory or a smaller regional partnership in the case of Our Town's Digital Library.

- The use of a number of workshops for information and training purposes across the state in Ohio Memory and the example of the training workshop on digitising for the Our Digital Town reinforces the need for widespread project information dissemination and training for staff and volunteers.

- Ohio Memory in particular recognises the role for education.

Washington State Library Digital Images Initiative (US)
http://www.statelib.wa.gov/projects/Digitize/index.htm

This digitisation project is a collaborative effort between libraries and historical associations targeting historical collections in Washington State. It has been funded in 3 phases:

Phase I 1999, was to determine best practices for the "acquisition, digital capture, storage and Web-based delivery of documents of interest to citizens in Washington State". It included surveying the interest of libraries and historical organisations in digitisation topics; determining a best practices model, testing collection and digitisation of objects, conducting grant workshops to assist in gaining funding and creating training and guidance materials. A steering committee was set up to give guidance.

A pilot test was completed in October 2000 to test standards and determine best practices. Historical collections were targeted in five sites using formats such as maps, photographs, manuscripts and newspapers. These sites can be seen on the best practice section of the project site and the collections have been duplicated on three servers at Washington State Library, University of Washington and Washington State University. Documentation of testing steps and results has been included as well as adopting standards to be used in the pilot tests. CONTENT software, developed at the University of Washington, was utilised.

In Phase 2, 2000-2001, funding has been approved for projects for five libraries and nine collaborating libraries or heritage organisations. Further objectives are to administer the grants, continue research and testing of best practices and methodologies and complete the Digital Best Practices site.

Phase 3, 2001-2002 is a digital images initiative grant cycle. Funds are to be made available for further digitisation projects for collections held by libraries and heritage organisations.

What the project tells us
- A statewide collaborative project, it includes University library collections as well as the State Library, public libraries, museums, archives and historical societies.

- A report, *Issues in digitisation*, prepared for the Washington State Library Council in 1999 presented the base knowledge of the project team as the project began.
  http://www.statelib.wa.gov/projects/Digitize/Digitization10.html Some of the beliefs and expectations include the fact that creation of digital files makes economic sense for reasons of access, not preservation and that collaboration among library organisations would be promoted.

- The detailed reports available on the digital projects could be of use in setting up similar projects. These give details of the problems and issues the pilot projects faced as well as practical information. One example, Ellensburg Public Library, described how many hours were spent scanning images, training staff, and indexing. The challenges faced by a small library developing access to local history material included consulting with Washington State University on the use of the CONTENT software. It was difficult sometimes communicating by email and it considered it would be better to have some on site consulting.

- The results of the project's preliminary digital imaging survey are linked from the website and are interesting to compare with the results of the Victorian study. Photographs, newspapers and manuscript collections were among the first materials the libraries would select for digitising. Highest training needs were indicated in the areas of metadata, standards and storage/archiving of electronic files.

- In response to the survey demand for training, a 3 day workshop has been scheduled for March 2001 to train participants from Washington libraries, museums, archives and historical societies to acquire enough knowledge to begin their own digitisation projects. Earlier training was held in Seattle in 2000.

- The pilot "digital projects site" contains interesting links ranging from planning a digital project to following a scenario. An example is "Then and Now in Green Valley", a step by step scenario for digitising historical photographs of use to 8th grade students.

Tomorrow's History (UK)
http://www.thenortheast.com/info-north/tomorrows-history/

This is a major 2 year project in north east England funded by the Heritage Lottery Fund in 1999. Its vision statement includes improving access to local studies information about the northeast region by selection and digitisation of appropriate content. The project is managed by Information North, the regional development agency for libraries and information, and involves a partnership of libraries, museums, archives and record offices. Information will be accessible over network systems - intranet and Internet. The content is being produced in 2 levels: Level 1, involves the creation of a major regional history database with links to library and archive catalogues and other regional resources. It will digitise over 30000 images and pages of text. A provisional list of material has been identified, including items such as maps photographs, postcards posters, minute books, text information and handbills. Extracts from the provisional list, organised under particular libraries, museums or archives, are provided from a link on the project website. Digitising and indexing are proceeding from November 2000. Level 2, "The Community Projects", provides the infrastructure and funding for 100 individual local heritage projects over 2 years and involves local organisations, schools, local history societies and other community bodies.

Images of the North, http://www.thenortheast.com/northlib/ is a pilot project for Tomorrow's History. Each of 13 library authorities submitted about 100 photographs or documents from their local collections for digitising and mounting on the website. A selection of photographs and ordnance survey maps from *The Durham Record* forms part of this pilot project.

The Project director stated that it will be accessible in schools, colleges and universities and will support Lifelong Learning. Tomorrow's History formed a special partnership recently with the Northern Children's Book Festival. Each organising library service had a stall at the event focusing on some aspect of local history.

What Tomorrow's History tells us
- This is an example of a centrally managed regional collaborative project involving museums and archives as well as public libraries.
- The fact that it is a regional collaborative promotes pride in local history and the cultural inheritance of the people of the north.
- The success of the pilot site was instrumental in gaining the Lottery funding.
- A variety of users are targeted by the use of search routes.
- The project supports Lifelong Learning and has an education role.

Knowsley Project (UK)
http://history.knowsley.gov.uk/

This was funded by the Public Libraries Challenge Fund in 1997. One of the criteria for funding was that the project had to relate to a town centre library. The Knowsley Metropolitan Borough project's aim was to improve access by digitising a range of material, "focusing on maps, text and photographs". It covers nine townships in the borough and identified the central role its local history and archive resources played for research, leisure and contribution to the cultural identity of area. The project's partners were Connect (part of Liverpool University Computer Science Department), the Prescot Museum and the Lancashire Record Office.

The local history resources are organised under the nine townships and famous people from or associated with the borough. Images are stored on the web server according to the relevant township. Each township contains a history tour, a timeline and a browse function particularly directed to photographs in the township. There is a search box for free text searching, either on the relevant township or the whole site. Maps and plans are included and town trails provide a "present day walking guide". 'Previous' and 'Next' navigation aids appear on the screen.

The project will serve a wide range of users. It is hoped that it will be incorporated into the curriculum of local schools. Eileen Hume of Knowsley was awarded a Library Association's Local Studies award in 1999 for her work in the creation of the Knowsley Local History Web site.

What the Knowsley Project tells us
- According to an article by Simon Wilson, the success of the project was due to the openness of the regular project meetings between the Knowsley Libraries and Connect, (Wilson 1998). It is an example of a regional collaborative initiative involving libraries, a museum and a record office.
- The Knowsley project, like the other examples described from the United Kingdom, has an educational role.
- It is targeted at a wide range of users and makes provision for these by the use of navigational aids.

The Powys Project (UK)
http://history.powys.org.uk/

This was established in 1998 in the Mid-Wales county of Powys by the Powys County Archives Office. A small pilot project was developed in November 1996 to January 1997 and the project was then expanded to cover the whole of the county. One year's funding was obtained from the Llwbyr/Pathway Fund, administered by the Powys Shire Committees. The focus of the project was on communities with an Internet

connection in the local library and with the initial funding six of these communities were selected. The aims of the project were:

> "To provide a focal point for the study of local history in the rural communities of Powys through the use of the Internet.
> To promote the use of information technology across the county.
> To publicise the history and culture of Powys to an international audience, and to encourage tourism."

Multimedia archives websites were to be produced in English and Welsh for each of the selected towns. Particular topics were to be covered as a minimum. These included crime and punishment, history of the community and treatment of the poor. Records for the topics included contemporary and historical mapping, contemporary and historical photographs, sound and video clips, background information and a glossary of unfamiliar words and phrases.

Phase 2 of the Project was funded by the Heritage Lottery Fund to enable the site to be developed for primary school children. New content will be added throughout 2001 to the Local History for Schools section. Prior to the development of the project it was recognised there were few original sources from mid Wales for children to study history. The Powys project was cited as an example of good practice by the New Opportunities Fund.

What the Powys Project tells us
- This project is an example of an initiative from a County Archives Office assisted by the county libraries and museums. The selected communities were from those who had internet access in their local library.
- Documentation on the website showed the project team had learnt some lessons from their pilot project. One was the fact that users referred to the transcripts most often, despite the attractiveness of the images. It was also found that to present archival information on the Internet a great deal of background information has to be provided. They also found there was need for a glossary.
- The design of the website has a strong local focus which helps retain a pride in the area and communities involved.
- It is a good example of a digitising project being further developed as an educational resource. Information from the website described a series of roadshows held around the county to allow local people to contribute to the project. Members of the public brought in items to be scanned. The project team said they learned that using libraries as a venue was helpful as it was more familiar to the local people.

Virtually New Review (UK)
http://www.ukoln.ac.uk/services/lic/digitisation/intro.html

The research for this report was carried out in 1998 by Information North for the Library and Information Commission. It investigated the digitisation projects in local authority libraries and archives in the United Kingdom and produced a report within the policy context of "New Library: The Peoples' Network". "New Library" presented a strategy for networking public libraries and had suggested that the areas of local studies and special collections were key public library content for a proposed network. "Virtually New" identified 62 completed digitisation projects and 41 either current or planned. Most were joint projects with museums or archives.

The key recommendation of the report is that there is "real need for a central source of expertise in digitisation in the local authority library sector.."(*Virtually New*, p.v). This would include advice on standards and technical issues, on selection and copyright, and on the recording and monitoring of projects. It would

have operational as well as advisory functions and could be delivered on both national or region levels as appropriate.

The review identified core genres for digitisation as local newspapers and other local publications, photographs, historic maps and plans, manuscripts, sound recordings, local art collections and film and video. It found that there was a need for guidance on standards.

What Virtually New tells us
- The review presented a directory of digitisaton projects as an appendix. This could be a useful model to follow in reporting the collections and digitisation projects in the Victorian project
- It presents an action plan for implementation in which it recommends that the key need is for a central source of expertise. It outlines the essential and optional functions of the body, its regional dimension and sectoral scope, and its identity and relationship with other initiatives.
- Various funding options were discussed together with the funding information found in the survey. Although these related to the United Kingdom, some parallels can be drawn.
- Virtually New documents its methodology and results of its survey and focus groups in detail in the report. This allows scope for other initiatives to replicate parts of the study.

PictureAustralia (Australia)
http://www.pictureaustralia.org/

PictureAustralia is not a local history project, but is a national project which in some ways provides a key to digitised Australian images. It is the most innovative and practically-useful use of metadata in Australia and represents an obvious model and facility for Victorian public libraries.

"PictureAustralia is a web service based on a metadata index held at the National Library in Canberra which links to pictorial images held on the web sites of participating cultural agencies around Australia. The service has a "hybrid" architecture with a centralised search index and distributed images."
(http://www.pictureaustralia.org/about.html)

It started as ImageSearch, a collaborative project of the National Library of Australia, in 1998. The follow up project, PictureAustralia, was launched with further participants in September 2000 and now includes almost 500,000 images. The participating institutions are the Australian War Memorial, National Archives of Australia, National Library of Australia, State Libraries of NSW, Tasmania and Victoria and the University of Queensland Library. The digitisation project won the Australian Financial Review's Australian Internet Award 2000.

The scope is broad as it includes any image of Australia or created by an Australian. The user does not have to know where the images are held as it is possible to search the collections of participating institutions through a single access point. The system works by regularly gathering metadata including thumbnail images from participants and providing users access to a database of this metadata, with the facility to link directly to the image wherever it is. The project has used the Dublin Core metadata schema, but a large proportion of the records in participating institutions are MARC records mapped to Dublin Core. Text is excluded unless it forms part of an artefact, and thematic approaches or trails are also used as access points to the images.

PictureAustralia recommends a newly developed thesaurus; the Australian Pictorial Thesaurus based on the PICMAN thesaurus of the State Library of New South Wales. The value of this thesaurus is in the use of Australian terms.

The National Library (NLA) seeks to include as many small institutions as possible – such as public libraries and local museums – within the scope of PictureAustralia. Although metadata must be created in Dublin Core format or converted to it, the NLA is willing to help with the conversion process. PictureAustralia represents a relatively low technical and financial investment for participants, but provides users of digitised images with an easy to use interface to a huge distributed collection. The cost of participation is small, and public libraries in Victoria would be able to join as a consortium, via the State Library of Victoria.

What PictureAustralia tells us

- The success of PictureAustralia is due to the collaboration across the Australian cultural sector and also partly due to its unobtrusive nature, according to a recent article by Debbie Campbell, the Director of Infrastructure Projects at the National Library, (Campbell 2001).
- This collaboration is at a national level. Its success may be mirrored at state or regional level with a collaboration of libraries, museums, historical societies and archives, or else states might use the existing national facility.
- The user can search across the collections and is able to use advanced searching on phrases as well as keywords.
- PictureAustralia is already well-known and appreciated. Its use could be readily integrated into a Victorian strategy.

3.3 The Australian scene – Australia and Victoria

The Australian context for this study consists of national and state digitisation plans/strategies and examples of major digitising initiatives. A brief description of these gives a reference point for discussion of the issues and needs arising from the survey, telephone interviews and focus groups, as well as for the recommendations and strategies of the study.

3.3.1 The National Scene

National Library of Australia Digitisation Policy 2000-2004 http://www.nla.gov.au/policy/digitisation.html

This policy provides a framework through which future digitisation activities will be undertaken. The "creation and management of digital collections is increasingly a fundamental element of its broader strategic directions".

The National Library recognises that the internet is an important mechanism to deliver services to all Australians and that Australians increasingly expect to be able to access information using the internet at times and places of their choice. For goals of this policy see PictureAustralia case study (3.2)

The policy contains 14 principles forming a foundation for the Library's digitisation activities. These include the prime purpose of enhancing access to materials relating to Australia and Australians; ensuring activities will be responsive to the needs of users; and seeking opportunities to work collaboratively with other institutions.

Material will be digitised in accordance with the Copyright Act. The selection criteria include projects that will increase access and contribute to preservation. The Library will adhere to established international standards and the collections will be arranged for ease of use by providing navigational aids to cater for

infrequent and advanced users. The users, both current and potential, should be involved in decisions concerning the material to be digitised.

Other National Library digitisation projects that are consistent with the principles of the Digitisation Policy are:

PictureAustralia   This is detailed as a case study in 3.2

Pandora project   http://pandora.nla.gov.au/   and a summary of its progress
http://pandora.nla.gov.au/documents.html

In 1996 the National Library established an archive of selected Australian online publications, developed policies and procedures for preservation and access to online publications, proposed a national approach to long term preservation and established a service for indexing and archiving agencies. It is working towards a national model of distributed archives. The ultimate goal is to "preserve access to a collection of significant Australian digital publications", (RLG DigiNews, Editor's interview with Colin Webb)
http://www.rlg.org/preserv/diginews/diginews5-1.html#feature1

Digital Services Project http://www.nla.gov.au/dsp
This was established in order to write the specifications for a technical infrastructure for the Library's digital collections.

PADI (Preserving access to digital information) http://www.nla.gov.au/padi/
This is a subject gateway to digital preservation resources, with news, a discussion forum and links to information on various digitisation topics. One of the directions it is taking is in the area of closer working relationships with overseas programs.

Australian digitisation projects http://www.nla.gov.au/libraries/digitisation/
 Established for recording and making accessible information about digitisation projects undertaken by Australian cultural organisations, this library gateway also has links to international sites.

National Museum of Australia http://www.nma.gov.au/site.htm
A number of collections in the National Museum relate to Land, People and Nation. The showcase section on the web site is an example of mounting stories and multimedia programs

AMOL Australian Museums Online http://www.amol.org.au
AMOL is the national online portal to Australia's cultural heritage held in our museums and galleries. It is a collaborative project between State and territory Governments and the museum sector. Its 4 main principles are collaboration, comprehensiveness, convergence so that information is accessible from a single web site entry point, and regional and national focus. The AMOL site is guided by the Heritage Collections Council (HCC). This site is important in the contextual study because of the collaboration between public libraries, museums and historical societies and because local history material and heritage material are so closely related.

3.3.2 The Australian States

This context consists of a few selected examples of digitising plans/policies and digitising initiatives in states outside Victoria. It is acknowledged that there are many other digitisation plans being developed and local history projects undertaken throughout Australia.

Queensland

The State Library of Queensland
The SLQ Digital Strategic Plan 2000 –2003 (draft) http://www.slq.qld.gov.au/planning/digital_draft/
The State Library of Queensland's plan is based on 4 goals. These include:
Goal 1: to digitise and provide access to unique items in collections held by the State Library and across Queensland.
Goal 4: to assume a leadership role in the provision of digital library services for the people of Queensland.
Activities in Goal 1.1.4. of this plan are:
- Developing partnerships with, and provide leadership to, public libraries and historical societies in the digitisation of regional historical collections
- Working with other institutions such as universities, public libraries and other government agencies on joint projects to assist in the digitisation of Queensland cultural and historic collections.
- Researching the potential for educational products based on digital collections, in conjunction with the education sector

New South Wales

State Library of New South Wales http://www.slnsw.gov.au

The State Library of NSW has the largest online collection of images of any Australian cultural institution. There is a digital library plan but it is not yet available on the Web.

PICMAN http://www.slnsw.gov.au/picman/about.htm is a database of records for material kept in the Pictures and Manuscripts collections of the Mitchell Library catalogued since 1992. The object is to create a database with digitised images of the Library's most significant pictorial and manuscript items. PICMAN also contains over 300,000 digitised images but due to copyright restrictions are not available on the internet and have to be viewed in the Library.

State Library of New South Wales Digitisation Projects http://www.slnsw.gov.au/Banks/
Includes the Sir Joseph Banks Electronic Archive Project and gives an overview and technical details of the digitisation projects undertaken by the Library.

As well as the State Library programs, many local and regional digitisation projects have been completed, or are current or planned. Newcastle Regional Library in New South Wales is one example with its digitisation of several collections, including mounting a photographic collection on the web.
http://www.ncc.nsw.gov.au/library/locals/local.htm

3.3.3 The Victorian Scene

The following programs or initiatives help set the context for the local history study

State Library of Victoria

Multimedia Catalogue http://www.slv.vic.gov.au/slv/mmcatalogue/about.html
The Multimedia catalogue contains Pictoria, a visual catalogue of Victoria and its people, as well as the Rural Water photographic collection, Drawing the Antipodes: printed images of Australia and the Pacific 1788-1999, the Shirley Jones postcard collection and the J.T Collins Collection

Pictoria http://www.slv.vic.gov.au/slv/pictures/pic.htm#what
The State Library of Victoria's picture collection contains 650,000 images and is the oldest visual historical collection in Australia. Pictoria was established in 1989 to copy and catalogue 104,000 of these images onto videodisc. They were digitised in 1994 and made available on workstations in the Latrobe Reference Centre. In 1996, through the Multimedia Source project, the Pictoria collection was made available on the Web. Access is provided through the Multimedia Catalogue. Pictoria's images cover a wide range of subjects, including the works of noted artists and photographers.

Vicnet http://www.vicnet.net.au
This is Victoria's community network which delivers internet services throughout Victoria. It functions as a unit of the State Library of Victoria and its objectives include promoting awareness, skills and capabilities of Victorians in using the internet, providing all Victorians with affordable access to networked electronic information and services, and encouraging use of the internet. It also offers services such as internet access accounts, training in effective internet use and web publishing. It established the Victorian Virtual Library site and coordinates Skills.net which provides free or affordable access and training in the internet to Victorians who otherwise might not have access.

Public Record Office http://www.prov.vic.gov.au
The mission statement is to develop and implement cost effective management of Victorian Government records, to ensure the identification and preservation of permanent value public records and to promote and deliver efficient access to the State's archives".

Museums Australia Inc (Victoria) http://www.mavic.asn.au/ promotes museums to the
government and community and facilitates exchange of information and ideas. Museums Australia Inc. (Victoria) has 700 members in Victoria. More information is provided in the Funding Study (Part 5)

3.4 Victorian Public Libraries and their digitisation projects.

Introduction
The survey asked for information about applications for funding and sources of successful funding for local digitisation projects, as well as information and comments about completed, current or planned projects. A brief overview of these projects is presented below, and full details of each project are given in Appendix 3. Most respondents (74%) had never applied for funding for analogue or digital reproduction of local history material. State and federal government were the predominant sources for the 15 libraries reporting that they had been successful in obtaining funding. Two reported obtaining funds from local government and local historical societies or other groups.

The survey projects
Detailed information was reported for 24 projects from 19 library services. Over half of the projects were either current or due to start early in 2001. Of the remainder, 4 were completed, 4 were in the planning stage and 2 did not indicate a commencing date. The digitising of photographs was the most common project. Other items digitised included card catalogues, deteriorating copies of local newspapers and microfilms of local newspapers, artefacts (at Vision Australia), unbound manuscripts, oral histories, indexes and rate and valuation books. The file format was mostly JPEG with some TIFF and Bitmap and the access mechanism was CD-ROM (in most cases), CD-Rom /Web hybrid, and internet or intranet.

Although the main purposes given for digitising were access and preservation, some other reasons included:
- "acting as a prototype for a larger project"
- "collating and digitising resources scattered throughout the community"
- "promoting a united approach to our region's historical resources and raising the profile of those resources"

Eighteen projects were relatively low cost, being either uncosted (or cost not reported) or under $7,500. However there were six projects with quoted costs between $9,000 and $44,564. In house digitisation was used or planned in most projects with a few libraries outsourcing their digitisation process. Only one library service reported having a digitisation plan.

North Central Goldfields is using work-for- the dole employees for their project and reported having success with a similar group in an earlier project. (See the funding section 5.2.3 for more discussion on this).

The projects are often developed with partners, with historical societies found to be the most common collaborator. Some library services are collaborating with several historical societies, such as Whitehorse Manningham and Casey-Cardinia. This type of partnership has been demonstrated in the overseas case studies. It is also recognised in the State Library of Queensland's Digitisation Plan with its strategy to develop partnerships with, and provide leadership to, public libraries and historical societies in the digitisation of regional historical collections. Local councils were also reported as partners by some of the libraries involved with digitisation projects.

A few library services are undertaking the planning or operation of their projects in stages. Murrindindi's stage 1 is currently training staff in the use of InMagic software and Casey-Cardinia is planning its project in stages. Again the precedent is set in the case studies such as Washington State or Tomorrow's History with their projects being implemented in phases.

Library services currently planning substantial collaborative ventures, such as Casey Cardinia, could be considered pilot projects. An example of this can be found in the case study Tomorrow's History http://www.thenortheast.com/info-north/tomorrows-history/ and its pilot project Images of the North http://www.thenortheast.com/northlib/ Most of the overseas case studies have also used pilot studies, in some cases the success of these has helped to secure funding for the larger project.

3.5 The Victorian Survey: Some Conclusions

The Victorian digitisation study in context

This study is in part based on a survey of Victorian public libraries, their local history collections and services, and their approaches to digitising those collections. In addition, the overseas case studies and the description of the Australian digitising scene provide a contextual framework for this local history digitisation study.

The individual and collective results of the survey, together with telephone interviews and focus group opinion and discussion have been examined within this context. It was gratifying to receive survey responses from 37 public library services (84%).   The Strategy chapter (Part 1) provides an overview of the issues raised in the course of the study. This section is a summary of the outcomes of the study – a fuller summary is in Appendix 1. As digitisation projects involving local history collections are very recent initiatives worldwide, it is very useful to have models or lessons to draw on for the Victorian study.

This summary deals with the following basic questions
- What are the collections?
- Who are their users?
- What should be digitised and why?
- Who are the players?
- How should it be digitised and accessed?

This summary provides input to the strategy proposed in Part 1.

What are the Collections?

Local history collections in Victorian public libraries include the following nine categories of material:
- ❑ Printed books on the subject of local history. There are 40,000 volumes in total, but the scope of each collection varies very widely.
- ❑ Newspapers, printed and on microfilm or (occasionally) CD-ROM. Copies of local newspapers are the core information resource for any local history collection because they chart the history of a district in such detail.
- ❑ Images, mainly photographs. Although the collections surveyed had (with one exclusion) little more than 100,000 images between them, this figure is misleadingly low. This is because (a) there are large collections not in the care of historical collections, such as those held by local newspapers (most of the unique North-Central Goldfields collection of 922,000 images has been donated by the *Bendigo Advertiser*) and real estate agents, and (b) because in many cases the local historical society or museum is the main repository. Photographic resources total millions.
- ❑ Lists of people and places, such as rate books, directories, electoral rolls, gazetteers, cemetery records, registrar's indexes – some originals, some microfilm or fiche copies. These are core resources for family historians, and the main need is seen as machine-searchability.
- ❑ Indexes and resources stored in an index order such as vertical files. Again, creation of machine-readable files is seen as a priority, while indexing of highly-used resources such as newspapers is also seen as a priority.
- ❑ Records, minute books, and other manuscripts. Sometimes these collections include the gems, in terms of historical significance, of local collections. Holdings are very varied.
- ❑ Oral history. There are several thousand recordings, the result of numerous small projects.
- ❑ Maps. These are used quite heavily because they provide information about the main pursuits of users (people and place history).

❑   Ephemera, miscellanea, realia, memorabilia.

The "universe" of local history collections in public libraries is complemented by the collections held by other agencies, particularly local museums and historical societies. These were not surveyed, but are an integral element in each locality's historical resources.

Who are their users?

One of the issues for digitisation is to identify who uses the local history collections so that digitisation programs can be targeted for various types of users. A recent UK issues paper (Beagrie 2000) noted "an equally important input to the digitisation process is the knowledge held by library staff of the material and their users" and he considered that it was crucial to involve users in the prototyping stages of a project. For planning regional collaborative projects it is necessary to know the major users of each collection. This is also recognised in the National Library of Australia's Digitisation Plan, which ensures that activities are responsive to the needs of users and recommends that users, both current and potential should be involved in decisions concerning the material to be digitised.

The respondents to the Victorian survey identified four main user groups for their individual collections and the collated results gave a picture of the statewide collection. They were
   ❑   Students – secondary and tertiary – pursuing their studies. The public library focus group indicated wide variation in use by students, indicating that there is much more extensive potential use by this group. Overseas experience often links major projects to the education sector.
   ❑   Family historians and genealogists, including people researching house histories, who are interested in names (and lists of names), photographs, places and properties.
   ❑   Local historical societies and their members, who may well also fit into the other categories too.
   ❑   Authors. This covers a wide range of users, and includes some "official" authors, such as state government agencies, councils, and company and institutional historians.

We also asked about the most heavily used material. The following are the top four ranked responses together with reasons for this use:
- Local history books: histories of the area and histories of specific areas for family research. Reasons for heavy use included ease of access, value for school assignments and the fact that an index was available.
- Local newspapers, bound, unbound and on microfilm, because they are a primary source, a most consistent source for all aspects of local history and, according to one respondent, a "contemporary record of historical and social development of local community".
- Photographs, because they are useful for displays, house decoration and promotions as well as for family historians and people researching the history of a house.
- Rate books, because they provided primary information for historians, family researchers and people researching the history of a site or house.

What should be digitised and why?

The demands of users are a major element driving decisions to digitise certain material. The user demand for newspapers and rate books is already being met by some of the digitisation projects, such as North Central Goldfields, Stonnington and Hobsons Bay (newspapers), and Footscray (early rate books and valuation records). The purpose of these projects was in nearly all cases for increased or improved access. Telephone interviews with historical society representatives showed that their users were very similar in

their needs. Although schoolchildren were quoted in most cases, family historians and people tracing histories of houses were the major groups.

In a statewide, digitising approach, what would be digitised? It is clear that there is a strong case for digitising in response to current user demand, and for continuing current trends. It is also clear that not everything can be or should be digitised.

The main reasons for digitising are seen as
- ❏ Physical access. In particular, it is seen as important to be able to access high-use materials at a variety of places, circumstances and times, and without damaging original materials. Microfilm is seen as difficult to use, and conversion of microfilm to a digital format is therefore seen as important – most people find viewing on a computer monitor more usable.
- ❏ Searchability is the other main reason. To achieve this, of course, material in collections will need to be turned into searchable text by OCR scanning or just keying the material – the relative efficiency of the two is not greatly different at present. Formatting will be lost.
- ❏ Preservation is also relevant in many cases.

The priorities for digitising are:
- ❏ Newspapers.
- ❏ Photographs.
- ❏ Records and files.

Who are the players?

State Library leadership
There was strong support amongst public libraries for a statewide strategy, and for State Library leadership in that. In particular, these were seen as roles which the State Library should play
- ❏ Creation of standards, guidelines and uniform procedures, including a manual of digitising for local collections.
- ❏ Provision of expert advice
- ❏ A role in publicising digitising activities and outcomes
- ❏ Training
- ❏ Obtaining funding – in particular, guidance in identifying sources of funding. Some respondents looked to the State Library as a source of funding, but this was not a major theme.
The State Library was not seen as a major funding body, and there did not seem to be major pressure for the State Library to create a centralised database for local history digitising. Libraries did seem to see this as remaining a local role, driven by local needs.

Local history societies
Several projects involve collaboration with historical societies and the collated results show that most libraries accessed and liaised with historical societies. Some considered that historical societies might not want to digitise their collections because they would lose income. This was also brought out in one of the historical society interviews, but appeared not to be the majority viewpoint. Some research is being done on the subject of gate takings with the museums in the Colorado project. Public libraries usually work closely with local history societies, but whether or not they collaborate in digitising projects depends on local circumstances. The staff of historical societies were almost all volunteers, and interviewees indicated a great deal of similarity in their collections and users to public libraries..

Education

In the overseas models there was a major role for educators in local digitisation projects. The major user group in the Victorian study was students. However, in the public library focus group discussion there did not seem to be consensus on this, with some people suggesting that the level of use was dependent on the individual teacher's interest. It is also likely that use or non-use might be related to the level of information or publicity about local collections. Teachers were not one of the four highest user groups.

Digitising and access: how should it be done?

Standards

The focus group and the telephone survey participants considered that one of the most important issues was the setting of standards, together with training and assistance in meeting the standards. This accorded with the Colorado model – one where assistance is given to the institutions in digitising and managing digital projects, with guidelines and standards published on the Web. One of the key recommendations in the Virtually New project (see 3.2) was a need for a central source of expertise, including advice on standards and technical issues. In the State Library of Queensland's Digital Strategic Plan (3.3) the goals include digitising and providing access to unique items in collections held by the State Library and across Queensland and assuming a leadership role in the provision of digital library services.

There is no standard currently applying throughout local history digitising activity in Victoria. In terms of key issues – image resolution, metadata, cataloguing, technical metadata, database approaches, copyright – there is no approach which is widely used enough to be called a de facto standard Victorian approach.

Image Resolution

This is generally low – 75-150 dpi. There is no overall approach, and the main motives in choosing particular levels of resolution have been the importance of maximising use of the storage medium, while providing an acceptable level of screen resolution.

Digisitisation of Text

Imaging of text, especially newspapers, is seen as a high priority, but the issues and costs are not well understood. In particular, one of the major reasons for seeing this as important is to make text machine searchable.

Technical metadata

Very few projects record technical information about digitising projects as metadata. This means that over time we will lose the information recorded in other ways about how projects were done.

Metadata and other cataloguing

No libraries created metadata to accompany digital images. Most libraries use a mix of MARC records (presumably for books and journals) and InMagic or DBTextWorks database software; the latter has been promoted extensively for the past six years, in various forms. It is a very flexible system, with a focus on ease of use rather than interoperability – see http://tdm.com.au for more information. However, software exists to extract data from DBTextWorks and put it into another format Microsoft Access is also sometimes used. No libraries used Excel.

CD-ROM and Web

There has been, at least initially, a strong preference for CD-ROM as the main medium of distribution for digitised historical material. This seems to be giving way, as online access becomes more common and cheaper, to Web distribution. The focus group also noted a strong public resistance to use of CD-ROMs.

Support for a statewide digitising strategy
The telephone interviews with public librarians strongly supported this, one being that it would highlight common problems. Historical societies also welcomed a statewide approach on the whole, although there were some reservations – these were mainly because of lack of knowledge of how a statewide strategy would work.

It was apparent in the telephone interviews and the focus group with public library participants that, although collections were relevant locally, a statewide local history collection approach was relevant and welcome. Wider access to local collections would also be welcomed, particularly by genealogy users.   One respondent in the telephone survey considered that any statewide collaboration should relate to policies of the state government and the State Library and it should not be a stand alone document.

Need for staff training in the digitisation process.
This was apparent in the questionnaire results with most respondents reporting a need for training in digitisation and digital data management, as well as almost half requiring training in funding applications and copyright. It was also confirmed in the focus group and the telephone survey with the representatives of the public library services expressing their desire for staff training, expert advice and workplace assistance. The case studies such as Colorado and Washington State also identified staff training requirements and took action to meet those needs.

Need for information dissemination and regular meetings in a state wide collaboration

Public library staff interviewed by telephone considered that communicating by email was one of the most effective and practical forms of statewide collaboration. However this form of communication was considered a problem in discussing technical problems by a pilot site of the Washington State Digital Images Initiative (see 3.2), where there were complaints that communicating with the University about software was difficult by email and that some onsite consulting would be better. Some participants in the focus groups considered networking opportunities were very useful, for example through the Local History Librarians' Association. We have proposed that there should be a program of training and promotion, conducted locally, in addition to centralised assistance.

The survey and project, together with selective interviews and focus groups, have added to the knowledge of Victorian local history collections held in public libraries and have helped shape the Six Steps in the summary report and recommendations.

Part 4
DIGITISING: A CHECKLIST

This checklist has been devised as a guide for digitisation projects. In considering the best approach, the study acknowledges that a number of tools are important in supporting a local digitising project or ongoing program, and a checklist is not in itself sufficient. We have compromised by providing a checklist which is more detailed than it might have been.

4.1   Planning and project management

4.1.1   Document the reasons for project, its aims and objectives

It is important to be clear about why the project is being undertaken as this will have an impact on later technical decisions.

Initial documentation ideally should cover the following, if relevant:
- Reason/s for undertaking the project
- What the project aims to achieve
- Type of material proposed for digitisation
- Intended users (type and numbers)
- Benefits to users
- Type of access mechanism envisaged
- Relationship to strategic plan/s
- Intended timeframe for provision of access
- Costs and other consequences of not digitising
- Cost effectiveness compared to projected usage volumes
- Source/s of funding (set-up and on-going)
- Any similar/complementary projects in existence

See also Part 5.2, on costing and Part 5.1 on cost effectiveness.

4.1.2   Determine the cost of the project and ongoing management of data

Funding may be available from an external source such as Federal or State government or from re-allocation within an existing budget. If project funding is provided, consideration should be given to how ongoing management of the data, the access mechanisms and any further digitisation is to be funded.

The costs of projects depend on the following elements and should be calculated before seeking funding or implementing a program. The core costs of any program are the costs of staff, hardware and software, and overhead costs.
- Type and nature of items to be digitised
- Format and quality of digital files to be created
- Number of items to be digitised
- Cataloguing requirements and time required to catalogue each item

- Hardware and software requirements for digitisation, storage and management of digital data and search and access mechanisms
- Staff time required, including for project management and reporting to funding bodies
- On-going costs

See also Part 5.2 on costing.

4.1.3 Develop a project plan

A scoping document should be prepared which includes a detailed plan for the project, including who will be responsible for delivering which elements. This should include:
- All stakeholders
- Roles and responsibilities of project team
- Key aims of the project
- Agreed deliverables and performance criteria – what is to be done and how we will tell
- Timeline – what will be done, by when.
- Key assumptions underlying the project
- Any internal or external constraints on the project
- How the project will be evaluated upon completion
- How on-going process will be maintained after the project has been completed.

4.2 Selection and preparation of material

4.2.1 Selection criteria

The main selection criteria which might be applied are listed below. The choice of relevant criteria, and the importance or priority given to each will depend on the particular project.
- Are there any existing physical copies (such as microfilm or transparencies) which might be able to meet user needs already instead of digitising
- Will digitisation of this item meet an existing need (possibly aiding in preservation of the physical item) or encourage new users or uses?
- Does the format and condition of the physical item meet pose significant problems or costs, or relate poorly to digitisation objectives?
- Are the visual or information characteristics of the item appropriate for digitisation?
- Does the item require any special handling or conservation measures?
- Is adequate catalogue information available for the item? This is a fundamental criterion – for the material to be usable, adequate descriptive information must be available for each item. If the item is not already catalogued in an appropriate electronic form, the cost of creating electronic catalogue records from the existing information will need to be built into the project budget (see 4.5 below)
- Is the copyright status of the material a problem?
- Will digitisation of the item meet other administrative requirements such as: funding body requirements, institutional strategies, cultural sensitivities, privacy rights of individuals?
- Cost and difficulty will, inevitably, be selection criteria.

4.2.2 Confirm copyright ownership and clearance

Creating a digital copy of an item involves the process of reproduction. Under Australian copyright legislation, this cannot be undertaken without the permission of the copyright owner (unless

copyright no longer subsists in the work). Copyright legislation is complex and it is not necessarily safe to assume that copyright does not subsist in an item just because it is old. It is necessary to establish which of these applies

(a) The library or other partner owns the copyright, or
(b) The item is out of copyright (advice may need to be sought on this), or
(c) Permission has been granted to make digital copies (e.g. an existing permission letter) or
(d) The right to make and use copies can be secured from the owner

4.2.3 Preparation: format and physical condition of items

The format and physical condition of specific items will determine what preparation is required and the means of digitisation. Items which may require specific handling include:

- Large format items such as maps or posters
- Fragile items which cannot be laid flat
- Items which cannot be exposed to light for long periods
- Items which need cleaning, physical preparation
- Time-based media such as audio or video
- Certain items may require the creation of an analogue intermediate copy (such as a slide or photograph) – these could include delicate or light sensitive originals or oversized items. The intermediate copy is then digitised.
- Some items may not be able to be moved for security or conservation reasons, and it will then be necessary to establish digitisation facilities on site.
- Transport and insurance may need to be arranged if material has to be packed and transported.

It is clear that for many collections various forms of text originals (printed or handwritten), such as rate books or directories, are a high priority for digitising. However, in many cases what users really need may be structured electronic versions of text, rather than simply scanned images of the pages. In these cases, re-keying the material into a database should be considered.

4.3 Digitisation

4.3.1 Choose a file format/s and quality requirements based on characteristics of original items and user needs

The type of electronic, or digital, file format chosen will depend upon both the original medium of the physical object, and the uses proposed for the new digital object. The choice of an appropriate file format is one of the key decisions for a digitisation project.

For digital images, it is important to establish the level of quality required by the user. It will therefore be necessary to make decisions not only about the file format chosen, but also about the quality levels applied within the chosen format when the item is digitised. Two main elements affect the image quality in most of the common digital image file formats: tonality (or bit-depth) and resolution (or dots per inch).

The most common digital image file formats currently being used by cultural organisations are:

TIFF	for high quality master images (non-compressed)
GIF	for web display of line art or greyscale material or small 'thumbnail' images

JPEG	for web display of colour images (generally involves 'lossy' compression)
Flashpix	standard developed by a consortium of companies and made publicly available (requires a plug-in for web display)
Kodak PhotoCD	proprietary format providing multiple resolutions of each image including high quality master images (requires an external application for web display)
PNG	new open standard which may replace GIF for web display (non-compressed may be appropriate for master images)
PDF	proprietary format which has become a 'de facto' standard for web display of text and images (requires a software plug-in for web display)

See www.library.cornell.edu/preservation/tutorial/presentation/table7-1.html

4.3.2   Establish hardware/software required to create digital files

Digitising may be outsourced (see Part 5.2.2), in which case this section will be unnecessary.

The creation of digital images requires both hardware and software. The hardware uses:

"..light-sensitive material on a silicon chip to detect photons (the light emanating or reflecting from the source item), which are recorded electronically in the picture elements or pixels..", (Lee p. 49).

In most cases the hardware used to create digital images will consist of a scanner or a digital camera. Most scanners come with their own scanning software, however additional software may be required for further image manipulation or to produce the required file format.

Non-image source material (e.g. text, sound or video) may require different file formats and creation hardware and software specific to the file type.

4.3.3   Develop workflow procedures

It is important to document each element of the workflow required to create and store digital files. It may also be necessary to configure software to ensure that all items are created with the same or known parameters even if produced by different operators. The workflow should include appropriate post-production quality checking procedures for all digital files produced. The State Library has developed detailed workflows for the Pictoria program.

4.3.3   Supervise creation of digital items as per timeline

Once established, the digitisation process should be closely monitored to ensure that production is occurring within agreed timeframes and to the agreed quality standards.

4.4   Storage and management of data

4.4.1   Storage in-house or outsourced?

In-house storage:
- Allows local control of security and handling
- Requires in-house IT expertise
- Requires robust back-up and data migration strategies

Outsourced storage
- Requires clear specification of storage requirements
- Can reduce costs as vendor has specialised equipment and expertise and can generate economies of scale
- May be able to provide lower cost off-line storage for items with less demand

4.4.2 Decide upon database software or file format to be used to store files

Assuming in-house, storage, then once the digital files have been created, they need to be stored and managed in a way that makes them available for use via the access mechanism decided on for the project, during the period of access required.

There are a number of options for storage of digital files, the main options being:
- flat-file storage on a server
- proprietary image databases
- more complex digital object management systems
- outsourcing to an external agency

Digital files may require a large amount of computer disk storage space, particularly if high quality master files are being stored. A photograph may take up tens of megabytes of storage space if it is in high resolution uncompressed TIFF format. However the same photograph may only take up a few hundred kilobytes if it is in lower resolution JPEG format. In a collection of hundreds or thousands of digital items, storage can be a substantial cost, depending in particular on file size.

4.4.3 Establish hardware/software/storage media requirements

If data is being stored and managed in-house it may be necessary to acquire appropriate hardware, in the form of a web server, possibly with additional storage attached and various software packages to assist with management of the data. These may include: database systems, web server software, statistical packages, back-up or off-line filing systems and others depending upon the configuration of the system in use.

Calculations to establish likely future storage space needs can be based on the number of items to be digitised, the file formats chosen and the likely resultant file sizes.

4.4.4 Document file naming protocols

The digital files which are created will need to be named so that they can be meaningfully linked to the appropriate metadata and access mechanisms and the files can be located easily for future management.

4.4.5 Implement appropriate security mechanisms for data and copyright

Consideration should be given to both security of the actual data, including proper back-up and data migration strategies, and security of the intellectual property contained within the data.

It is important to regularly refresh data by periodically copying files onto new storage media, as magnetic storage media (tape and disk) has a finite life span. However for long term management, it will also be necessary to have in place a data migration plan. This will need to ensure that at appropriate times data is transferred to new file formats which can be accessed by current hardware and software thus preventing the risk of data possibly becoming unreadable in the future.

To protect the intellectual property in the data it may also be necessary to restrict access in some way and/or to embed security information into the file itself.

4.5   Cataloguing and access

4.5.1   Determine appropriate search and access mechanism for digital items

For users to locate and use items held in digital form, they must be provided with access to a mechanism which allows them to search through catalogue information about the items and then obtain direct access to the item selected. This may be possible via an existing catalogue system, by using the search function in a media storage database or by some other means. Whatever search mechanism is used it will need to provide:

(a)   search functionality appropriate to the user's needs, and

(b)   a mechanism for linking the search result to the digital item and then retrieving the item directly either across a network or from a local storage device such as a CD-ROM

4.5.2   Decide upon cataloguing or metadata standard to be used

It is imperative that catalogue or metadata standards which are appropriate to the current, and if possible future, needs of the users are established and adhered to for digital items. Unfortunately there is "no single accepted standard for cataloguing all material in electronic form". (Lee p. 106) There are a number of different metadata standards, but one which has been widely accepted as a valuable basis for wide web based interoperability is the 'Dublin Core' standard. http://dublincore.org

MARC data can be mapped to Dublin Core metadata, and this approach underpins the National Library of Australia's **Picture Australia** database. http://www.pictureaustralia.org/about.html

Use of library systems also facilitates interoperability, in that most systems now incorporate the Z39.50 standard, permitting searching across more than one database.

4.5.3   Decide upon any thesauruses to be used

The use of standard thesauruses when creating catalogue records will speed up the process of cataloguing and ensure standardised data and therefore more efficient searching. It will also assist with any future interoperabilitily between collections.

The Australian Pictorial Thesaurus (APT) is an online thesaurus of Australian subject terms for searching and indexing pictorial and other original materials. http://www.picturethesaurus.gov.au

4.5.4   Determine what technical/copyright information will be recorded

Technical information about the digital files themselves needs to be stored in order to ensure efficient data management in the future. Consideration should be give to including information such as; date of creation, file format, image resolution, bit-depth, URL, creation device, file size, size of original plus other technical information where appropriate.   It is also valuable to record copyright information at the time of creation of the digital file.

4.5.5 Establish software required to manage catalogue/ metadata

Catalogue or metadata information will need to be stored within a software system which can:

- hold the data in the agreed format
- provide an input mechanism for use by cataloguers
- provide a search mechanism for users
- link to the address of the digital file to provide direct access.

4.5.6 Develop workflow procedures

It is important to document the workflow required to catalogue digital files. Thesauruses or standard vocabularies may need to be established to ensure consistent data. Cataloguers should check the link to the digital file prior to public release.

4.5.7 Supervise creation and/or linking of catalogue/metadata records as per timeline

Once established, the cataloguing process should be monitored to ensure that records are being created within agreed timeframes and to the agreed standards.

Part 5
FUNDING: Money & Other Resources

5.1   Introduction: Justifying funding

This funding study examines a divers range of options. It is not assumed that most funding will flow to simple, small-scale and inexpensive projects, although this is what has mainly happened in Victoria so far. We are also interested in exploring statewide and regional funding approaches, as well as looking at recurrent funding options.

Librarians involved in local history are not optimistic about funding. In the focus group, none of the participants had had digitising incorporated as an extra amount into the recurrent funding allocation of the library service, although some had redirected funds internally, either within or to the local history budget. Some had received small grants for specific projects, typically no more than several thousand dollars.

Other than rearrangement of your existing resources (and that might need some justification) increased funding will require justification. Virtually all argument in favour of spending money a particular way involves an argument about what the money will do, and for whom – i.e. cost benefit.

Cost Benefit
In justifying a project, there is a three-way relationship between cost, user requirements and what is achieved. In order to provide a simple cost benefit statement, the library will need to provide core information about the components. Some of the core information includes:
❑   What are the stated goals of the digitising project or activity? How possible will it be, when the project is complete, to tell whether they have been met?
❑   How many people use the historical material, and how will this change when it is digitised?
❑   What do they use it for? How will this change when you digitise the material? Will people be able to do things they could not do otherwise, or does the improvement make what they already do easier?
❑   Who are the users? In other words, what people or categories of people will benefit from the spending? Will the work create a new group of users or beneficiaries in addition to existing users?
❑   Are there other cost options which would achieve a similar benefit for less cost? Do we know all of the costs now and in the future?
❑   How does the project relate to and benefit other projects and activities?

Demonstrating cost benefit for a local project and for a wider regional project, is different in several ways. The UK's New Opportunities Fund (NOF) illustrates the cost effectiveness benefits of a larger-scope project. It is a large national program with a digitising focus – the focus is on education broadly, not just history. The fund set out, in late 2000, a "themed-bid consortium" approach – "a content-creation programme on a scale and scope which has not been attempted before." It provides a unique model. (http://www.peoplesnetwork.gov.uk/nof/background.html)

The NOF program aimed to bring together a range of central government programs which involve digitising, on the basis of the following funding principles:
❑   Maximising cost-efficiency
❑   Eliminating duplication of effort
❑   Building on economies of scale

36

- ❑ Providing access to expert guidance and support
- ❑ Shared administrative processes where possible.

There is an emphasis on promoting "a spirit of partnership, collaboration and openness between applicants." The program is therefore relatively more centralised than is likely here, but provides a model for seeking funding at a statewide level.

5.2   Costs and Choices

In seeking funding for a digitising project, or for ongoing work, the actual cost of the activity is one factor in how much money to seek. Part 4, which discusses how to run a digitising project, also deals with costing.

5.2.1   Costs

There are a number of published guides to costing digitising activities, mainly available online, and several listed in Part 6; these indicate a very wide range of possible costs, depending on what is included in (and excluded from) the costing process, the standard or level of digitising, and a variety of other assumptions. In general, their bias is to the upper end of cost estimates. This is because:

- ❑ Most guides describe how run a digitising project according to recommended standards, which are usually relatively high.
- ❑ Most guides quite properly provide a full costing including overheads and ancillary costs. In reality, there will be some qualifications in most cases – a digitising project conducted in house will involve only marginal costs in some cases (e.g. if space is already available at nil additional cost), may involve volunteer assistance (e.g. from users of the collection), and may have some elements met by third parties (e.g. the State Library may provide free advice).
- ❑ Most guides, aware that it is difficult to estimate costs in practice because costs depend heavily on what it is being digitised, allow a generous margin for error. There is a greater tendency to under-estimate costs than over-estimate.
- ❑ Costs depend on the size of the project, too. Larger projects may achieve greater economies of scale (e.g. the equipment, if purchased, will have a higher weekly throughput) but it will become difficult to absorb overheads or achieve marginal costing of things such as staff supervision, or space provision.

Scepticism about the reliability of costing estimates is widely expressed – Hazen, Horrell and Merrill-Oldham (1998) at http://www.clir.org/pubs/reports/hazen/pub74.html#costs deal very usefully with cost issues as well as cost effectiveness, albeit from a university perspective; they are particularly sceptical about projects involving OCR scanning. The Research Libraries Group has produced a very useful worksheet for estimating digital reformatting costs, and this is produced in a simpler form at http://ahds.ac.uk/resource/checklist.html#appendix – again, with an academic perspective.

Sample Scenario
As a rough guide to costing, let us assume the following
- ❑ you wish to digitise 2000 photographs
- ❑ you plan to acquire equipment which can be used after the project ends
- ❑ you do not use volunteers for the major processes
- ❑ you are able to absorb many of the overheads
- ❑ the project is a small one and will be managed by rearranging the duties of one of the library's senior managers
- ❑ selection of material for digitising has already been done

- these items are simple, in relatively few formats, and do not require much physical repair; there are no other claims on copyright ownership;
- staff used on the project are library technician equivalent, with a total cost for a temporary staff member, including on costs but not including administrative costs, of $175 per day, and using an assumption that there are 6 productive hours in each day
- only one person is used on the project at any one time; this kind of work should be done part-time or mixed with other duties because of its repetitive nature.

The main costs might be as set out below. In reality, many factors could vary this cost, and in order to see this, it is only necessary to examine each item, and look at the possible cost variations. For example, preparation of items can vary hugely (Item 3); the use of volunteers to carry out, say, items 3 and 4, will reduce the labour cost but create a supervision cost; record creation (Item 6) depends on the type of record you create, and how well information material is organised. The main point, however, is that in order to estimate costs you will need to conduct an exercise like the one below.

One View of Costs

1	Purchase of equipment – a basic PC and a scanner, with software	$3,500
2	Training and set-up: allow	$2,000
3	Preparation of images (photographs, some postcards, and slides, say) – i.e things like physical preparation and cleaning, fetching them and putting them into order. Allow 5 minutes per item to do this. Total 28 days	$2,500
4	Scanning: allow a throughput of 20 items per hour	$2,900
5	Checking: allow a throughput of 10 per hour for 10% of items	$600
6	Record-creation: allow 4 items per hour	$14,600
7	Uploading to your Library's web site	$2,000
TOTAL		$28,100

The costs might not be like this at all, of course, and they can be varied very substantially by the choices which are made. In the end, there is no inevitability about particular levels of cost – they arise as a result of choices made. You can start at either end of the funding process – either decide how much money you are likely to get, or decide first what you want to do.

5.2.2   Outsourcing and Insourcing

This report does not recommend either approach in general – each approach, and combinations of the two, will be relevant in different contexts. The choice of approach depends on a wide range of factors, some of which are likely to be distinctive to the situation of your particular library. Here are the pros and cons

Insourcing
- Gives close control over quality, security, handling issues.
- It provides in-house learning experience and skill development.
- Insourcing is the only approach possible with volunteers or work scheme employees.
- It provides an opportunity to experiment, if the library is not sure about just which approach it wants to take – a pilot program has to be done in house.
- Insourcing can use projects to absorb resources during seasonal variations to normal workload, and where staffing is relatively inflexible, and provide economies of scale.
- May eliminate a layer of cost for such things as quality assurance checking, additional pre-processing (e.g. creation of transparencies)
- Works best with smaller projects.
- Allows small numbers of items to be dealt with progressively over a long period of time.

See NEDCC, part VIII, at http://www.nedcc.org/digital/dighome.htm

Outsourcing

- Forces the library to think in a disciplined way about just what it wants.
- May reduce costs of the project – the vendor has greater economies of scale and higher productivity, and digitisation is process-focussed work.
- Is useful where the library does not have appropriate space and does not want to acquire it.
- Allows large volumes of material to be dealt with in a short period of time.
- Library may lack skilled staff and find it more effective to have someone else deal with training, hiring, managing people.
- The funding source may require outsourcing – government sources of funding often clearly specify an outsourced solution.
- With outsourcing, the price is known in advance – less so with insourcing.
- Vendors may be willing to do the work on site.
- Always do a pilot first, at your own expense
- Outsourcing requires a clear specification for the work but also, quite often, a willingness on the part of both parties to be flexible when the direction is uncertain.

Outsourcing is a strategy which is relevant not only to digitising itself, but to cataloguing, storage and long-term management of data, and other areas.

5.2.3 VOLUNTEERS – REDUCING COSTS, ENHANCING RELEVANCE

Volunteers are used extensively in local history collections and related activities. As well as being volunteers, they may also be the principal stakeholders in the whole local history enterprise. For example, in many cases the public library's local history collection is operated in conjunction with a local history group which is at the same time a segment of the staff (volunteers), the most regular customer group, and the owners and proprietors.

The experience of Victorian public libraries varies widely on the use of volunteers in local history collections, and our focus group reported many different experiences. A very useful resource could be created by drawing together examples of successful use of volunteers in relevant contexts – libraries, historical societies, local museums – and producing a simple guide.

Practical advice on using volunteers
There are a number of keys to successful use of volunteers in digitising projects:
- Clear understandings and expectations about the respective obligations and rights of the volunteers and the public library, taking the form of a simple written agreement.
- A carefully-designed program of training so as to maximise the contribution of volunteers, minimise requirements for checking and supervision, and provide a benefit from their activities to the volunteers.
- Creation of a simple shell or template for as many tasks as possible, so that volunteers can work at a task guided by straightforward procedures, and requiring supervision or assistance only on an exceptions or problems basis.
- Training is better funded than history, and digitising can impart real, useful, IT-related skills. The use of volunteers might be the basis for a community based program like Skills.net or First Families (see below), with funds provided for a double benefit – skills transfer and locally-useful outputs.

A reality is that some tasks will only ever be undertaken with volunteers – indexing is the obvious one. Victorian projects like the *Argus* index have been based solidly upon volunteer work with some professional input in coordination and technology.

Issues with volunteers
- Time commitments by volunteers are unlikely to be very extensive – several hours per week, say – and this might not be long enough to retain skills.
- Training may be expensive in relation to the benefit achieved.
- Volunteers have varying motivation and this will affect their attitude to the work.
- The issue of "ownership" of the task will need to be resolved clearly with the volunteers.
- The Library will need to ensure that volunteers are adequately covered by insurance in areas where the Library may have some liability.
- It is difficult to pick and choose from amongst potential volunteers – difficult to apply the selection criteria which would be applied to potential employees.
- Where the work of volunteers overlaps or appears to overlap with that of employees, there may be industrial sensitivity.
- There is a need to put resources into paid, professional supervision and training.

Each locality must work out its own approach, and it may be that it is better to see the local group of history (or family history) enthusiasts as partners.

Not really volunteers, but ….
Some libraries have successfully used people employed under schemes to assist the long-term unemployed – North Central Goldfields is the most notable project of this kind. In this context, there is a trade-off between cost of staff (which may be very low) and project goals (which need to include not only history-focused goals, but goals related to skill development and workforce training). This approach is worth considering. Some of the factors include:
- Need for more intensive training, supervision and management.
- Objectives of the project will be diversified
- Employees may lack enthusiasm for the project – they have been drafted
- There is sometimes a significant drop-out from such programs – e.g. as better-qualified people obtain jobs
- Scheme works best with a local agency doing the training, and may require this formally.
- There will be significant costs, even if the staff are provided without charge.

5.3 FUNDING OPTIONS

The pursuit of history is not generously funded by government or by the private sector. Government funding for history is spread thinly through a wide range of programs, and in many cases is incidental to the program from which it is funded.

In this report, there is frequent reference to "digitising projects". That is because, realistically, most funding will be provided at least initially on a one-off basis. However, over time libraries will want to incorporate digitising into their local history programs as a standard, ongoing collection access and management mechanism.

There are several models for statewide, regional or wider funding:

1   Orphan programs. In this case, various government agencies provide grants to local agencies to carry out digitising programs. No funding is provides for "top layer" functions such as standards setting, training, coordination, shared processes, provision of advice – this is left to the local bodies to sort out

themselves, with whatever assistance they can find. This is the current situation in Victoria – uncoordinated programs funded by different agencies from all three layers of government.

2   Thin top layer. In this situation, there is some effort to provide central functions through grant conditions, small quantities of funding, the voluntary efforts of players, and informal coordination.

3   Functional top layer. In this case government aims to achieve the kinds of characteristics set out in the NOF program by specifically funding a range of activities which are best carried out in that layer, including the infrastructure framework for the whole.

The discussion in this section divides funding sources by provenance – where does the money come from? However, there are several cross-currents as well:

❑   Linkages – who to work with?
❑   Purpose – what can you best get money for?
❑   Scope – state, regional or local?

5.3.1 Self-Funding: the Library and the Community

There is a good case for funding some digitising work yourself, to indicate your enthusiasm and commitment. Self-funding can move a project along, generate support, and show that it can be done. Acquiring equipment can often be achieved through what are really fairly small funding requirements. Linked to self-funding is self-funding in kind – allocating space, a PC for part of the time, some staff assistance, incorporation into the library's general marketing and promotion, and so on. Self-funding indicates that a particular function is taken seriously and is supported.

Community organisations and institutions such as historical societies, schools and family historians are the core users of local history collections. Local fund-raising activities help to generate a range of support, as well as a small amount of financial support.

5.3.2 Local Government

Local government provides almost 80% of the funding for the Victorian public library system, including a small contribution from fees and charges (see below). It is therefore the most likely and most useful source of funding for anything is a new allocation within the budget of the organisation.   A recent article by Sarah Ormes, http://www.ariadne.ac.uk/issue7/public-libraries/ suggests that libraries which receive new funding for digital projects "are typified by their strong and clear vision about how Internet services are important to the library, community and consequently the council. Basically they have sold this vision to their council."

5.3.3 State Government

Within Victoria, the main kinds of funding available come from a number of agencies across several Victorian Government departments – arts, technology, local government, education. It would be highly desirable for the various sources of funds across government to apply similar conditions to the granting of funds for digitising projects. This might be an element in the revised Libraries Policy to be developed by mid-2001 through collaboration between the State Library and the Department of Infrastructure. Conditions might include agreement to:

❑   Adopt an agreed common approach to digitising.
❑   Accept common technical standards.
❑   Make digitised material available via the Web.

ARTS VICTORIA

Arts Victoria itself has a range of funding programs, although they are not closely relevant to local history. See http://www.arts.vic.gov.au/index.htm   The Public Record Office has a useful list of links to funding and other assistance available from various agencies, at http://www.prov.vic.gov.au/lhgp/links.htm

Library Board of Victoria. The Library Board administers annual funding to Victorian public libraries totalling approximately $1 million pa. Use of these funds is proposed to the Library Board of Victoria annually, through a collaborative process taking place in the first half of each year. There is considerable continuity from year to year, and a requirement for projects to be collaborative. Incorporation of one-off projects relating to local history digitisation into this program is certainly a possibility for the 2001/02 financial year and subsequent years.

Museums Australia (Victorian Division)
Museums are another option. Victoria's major museum is Museum Victoria, which consists of several campuses in Melbourne. Museums Australia is a non-government agency funded largely by Arts Victoria. See http://www.vicnet.net.au/~museaust The national body also has a Web site, at http://www.museumsaustralia.org.au/sponsors.htm Museums Australia is an umbrella body for Victoria's 400-odd "viable" museums. The category includes art museums and a wide variety of institutions. Museums Australia does not provide grant funds, but does provide overall coordination in the sector.

Public Record Office of Victoria. Local History Grants Program. http://www.prov.vic.gov.au/lhgp   At the 1999 and 2000 rounds of grants several public library services received funding under this program. Grants are usually several thousand dollars, and support small projects. This program is funded by the Community Support Fund, which provides funding to the PROV.

The survey conducted in association with this study indicates that many local history collections include public records (e.g. local council minutes or rate books) and other archives. The PROV is a natural partner in providing access to and preserving this material.

DEPARTMENT OF PREMIER AND CABINET

Community Support Fund
"The Community Support Fund (CSF) was set up to ensure that a proportion of Government revenue from electronic gaming machines in hotels is made available for worthwhile projects which will benefit the Victorian community. It is a significant source of funding for projects at both the local community and statewide level." The fund currently supports the PROV program of small grants. http://203.14.43.112/servlet/rwp-ps?/dpc/dpc.nsf/SearchDocs/Community+Support+Fund

Victorian Multicultural Commission Community Grants Program
http://www.multicultural.vic.gov.au/grants/index.htm

DEPARTMENT OF EDUCATION, EMPLOYMENT AND TRAINING

Community Jobs Program
http://www.employment.vic.gov.au/community

This is a Victorian Government program to fund jobs for unemployed people. It is worth investigating this option. We are unable to identify equivalent Commonwealth programs – the website for the Commonwealth Department of Employment, Workplace Relations and Small Business is at http://www.dewrsb.gov.au/employment

DEPARTMENT OF STATE DEVELOPMENT

Multimedia Victoria
http://www.mmv.vic.gov.au
This is the Victorian Government's agency dealing with the development of Victoria's IT and communications strengths. It is guided by the Victorian Government's Connecting Victoria policy. This policy should be the basis for any funding proposal. A state budget proposal for 2001/02 or the following year should be considered, to go through MMV as a community development project with social and training value as well as the intrinsic value of the history.

Skills.net
http://www.skills.net.au
This is a government program which provides grants to establish Skills.net centres – their focus is on training and on access. The program is administered by VICNET.

VICNET
http://www.vicnet.net.au
VICNET should be familiar to all. It is among other things the main body administering the Victorian Government's community-focused multimedia programs, and advice should be sought on funding avenues from VICNET.

DEPARTMENT OF INFRASTRUCTURE

Local Government Division.
This is the main agency providing State Government assistance to the public library sector. Information about library services can be located from the side-panel menu on the home page or at the web address below. The major Victorian Government funding to local government for library services is provided through Funding and Service Agreements. These cover two program areas:
❑ core funding is provided to assist councils in the provision of public library services;
❑ local priorities funding is for identified local service priorities identified in the library service or specific service programs
Local priorities funding, as public libraries will know, is a potential source of funds for local history programs. It is allocated triennially, and the most recent allocation was for 2000/01 to 2002/03. This funding derives from proposals put by library authorities. Funding in this current triennium includes $221,062 over three years for local history and heritage. This covers 18 projects, several of which relate to digitising, and all of which are relatively small, ranging up to $25,000. Funds are also allocated under the heading "information technology". There is no specific program for digitising of local history material, and it appears that no conditions (e.g. standards compliance) are imposed.
http://www.doi.vic.gov.au/servlet/rwp-ps?/doi/internet/localgov.nsf/HeadingPagesDisplay/Victorian+Public+Libraries?OpenDocument

Heritage Victoria
http://www.heritage.vic.gov.au

This is the Victorian Government agency which deals with heritage issues relating to Victorian places, objects and shipwrecks. "Place" includes "buildings, gardens, trees, archaeological sites, shipwrecks, precincts, and land." "Object" includes "building contents, archaeological artefacts and relics associated with places." The Hands on heritage program is worth a look, while heritage projects are also funded – see the Heritage Victoria website above.

Heritage Victoria has also recently published (April 2000) the *Victorian Heritage Strategy*. – access this from http://www.doi.vic.gov.au/doi/internet/heritage.nsf/HeadingPagesDisplay/heritage+publications?OpenDocument or the Heritage Victoria Web site. Although the relevance of this to library-based programs is very limited, libraries function as museums with their local history collections, and there is a clearly stated relevance to local museums. Inasmuch as local collections document local places and objects, their relevance to Heritage Victoria's role is clear. It would be most useful to work with Museums Australia (Victorian Division) in this area.

5.3.4 Commonwealth Government

DEPARTMENT OF COMMUNICATIONS, INFORMATION TECHNOLOGY & THE ARTS

Networking the Nation
http://www.dcita.gov.au/text_welcome.html
The Commonwealth Government's former Regional Telecommunications Infrastructure Fund has a large budget to support regional (outside state capital cities) networking. Guidelines to eligibility are available on the DCITA website. Funds have not been provided in the past to support content projects, such as local history digitising, but it is quite possible that they may be in the future, and we recommend two approaches.

One is to work on projects where digitising historical materials is a valuable product, but not the central goal; training projects using digitising are an example. The second approach is to develop content programs which might be funded; Vicnet is an obvious partner in this kind of activity.

The Regional Museum Road Show
http://www.amol.org.au/about_amol/call_stories.asp Proposals for stories which can be developed for the AMOL Web site are invited by AMOL (Australian Museums Online)

National Library of Australia. Community Heritage Grants
These are described at http://www.nla.gov.au/chg and are definitely relevant, although the amounts provided are small. They have been provided since 1994 in collaboration with the Commonwealth Department. They are intended to assist community organisations, including libraries, to preserve documentary heritage collections.

5.3.5 Private and Corporate

Within Australia there is a bewildering variety of foundations and other charitable bodies which provide funding for projects. In order to determine whether they fund local history digitising projects, the terms and conditions of each need to be examined. Some clearly do.

A good source of information about philanthropical trusts and organisations is the Philanthropy Australia website at http://www.philanthropy.org.au

"Philanthropy Australia is the national association which represents Australia's leading grantmaking Private, Family, Corporate and Community Trusts and Foundations." The website includes information which is also available in a more comprehensive form in:
The Australian directory of philanthropy 2000/01. Melbourne: Philanthropy Australia, 2000. Email pa@philanthropy.org.au

Several relevant bodies are:

IAN POTTER FOUNDATION
http://www.ianpotter.org.au
The Foundation is one of the larger foundations, and although its guidelines do not show an obvious leaning to digitising of historical materials, they are quite broad. As with other funds and sources, educational projects are a good idea.

PERPETUAL TRUSTEES AUSTRALIA
http://www.perpetual.com.au/cps
Perpetual manages a wide range of trusts through their Charitable Planning Services. The web site includes comprehensive information about eligibility, applications, etc

THE TELEMATICS TRUST
http://www.telematics.org.au
The Telematics Trust is a public charitable trust established by the Victorian Government in 1987 to promote initiatives which are innovative, educationally driven and market oriented. Areas of interest to the Trust include the delivery of education or on-the-job training by means of technology, distance learning and the development of a viable telematics industry within Victoria.   Instructional design is currently an area of particular interest to the Trust. The Telematics Trust provides limited funds including grants up to $25,000 and attractive loans and/or equity up to $100,000

The second major funding category is business and industry. In particular, local business should be seen as a logical and obvious part of any local partnership to digitise and make accessible the history of the locality or region. While larger companies may support statewide activities, local business will have a local focus.

There are four core points to remember in seeking local sponsorship from business:
1. Sponsorship mostly requires a benefit in exchange for the money – virtue is not enough. State clearly what is in it for the sponsor (as well as virtue or intrinsic value). In particular, you need to show significant impact or exposure for the business.
2. Sponsors also like their money to be useful. Tell them what will be achieved.
3. In persuading someone to part with their money effort is required – just writing a letter asking may not be enough. Take time to provide a good level of (concise) information about what you are doing, and to tailor your request to the specific interests of the potential sponsor. Putting together a kit shows effort and commitment.
4. Sponsorship of ongoing work is much harder to achieve than support for finite-duration projects.

5.3.6   Charges and Sales

NOF has a useful paper on income generation at
http://www.ukoln.ac.uk/nof/support/help/papers/incomegeneration.htm
They provide a list of income generation options, including

1   Sale of content online.   In this case, content means copies of digital "objects". In most cases, however, the library will be limited in the extent to which it can do this by several factors - the purpose of the database – i.e. as a free service provided by the library; the extent to which it owns the rights to onsell copies of images; and the quality of the images. One option is to sell value-added products, such as the right to commercial reproduction, or a higher-quality version of the image or object.

2   Subscription-based services. This is fee-based access to the online digital objects. An example is http://www.fathom.com, a consortium of the New York Public Library, Columbia University, the British Library, the University of Chicago, the London School of Economics, Cambridge University Press and others. It provides online courses and other digital learning objects – very much value-added, and well beyond the resources of a public library.

3   Licensing of collections to third parties. Licensing may involve the non-exclusive sale of rights to use an online collection of images and other objects. Typically, sale would be to commercial digital libraries, image banks, or other large vendors of digital material. The NOF paper lists the main organisations involved. Sale on a non-exclusive basis is compatible with continued free access – the value added by the purchaser is aggregation of material, and in some cases onselling of reproduction rights.

4   Advertising. Advertising is very common on the Web, and widely used as a source of revenue. It includes banner advertising, advertising sent out as part of regular emails, and click through logos. The return from advertising depends on the number of people accessing the site, and few public library local history sites would be able to attract a high volume of use.

5   Sponsorship. This is an alternative to advertising, and can amount to much the same thing. For example, a local firm may wish to have a banner on the program's home page, with a facility for the user to click through to the advertiser's web site. It may be more appropriate to call this sponsorship than advertising – with sponsorship, a fixed payment would be made, and a package of reciprocal benefits negotiated.

6   Affiliate programs. This is where a site will provide links to a vendor of relevant products and services; for example, if the digitising program uses Hewlett-Packard scanners, there might be a link through to that firm. Vendors will pay commissions on sales; all of the major online bookstores offer this kind of program. Look at http://www.amazon.com/exec/obidos/subst/associates/join/associates.html There are also Australian examples.

7   Online shops. Online shopping requires some economies of scale to be justified, and few public library services would be large enough. There are significant overhead costs in managing e-commerce.

For most of these approaches to revenue, public libraries might achieve best results by collaborating. Public libraries report that sales of CD-ROMs produced as products of digitising programs are not at all encouraging. Each revenue opportunity requires research, negotiation, technical solutions, and a range of other skills and knowledge. Most arrangements, of whatever kind, take time to set up and some experience to evaluate.

To maximise sales, aggregating demand through a common sales point would be a useful strategy.

5.4   PARTNERSHIPS

Where funding comes as a result of a partnership – e.g. with the local history society – the partner may have a greater say in its use than the library.

In many cases, either government or private sources of funds may have conditions which prevent access to those funds by government agencies, sometimes including local government.

5.4.1 Education
The education industry is one of the major users of the material generated by digitising projects, and this has been shown by the survey of Victorian public libraries, with students being the leading user group.   The education industry is also a potential source of funding, and of in kind assistance, especially of value added digital products.

Universities sometimes have digitising programs. For example, Swinburne University of Technology and the University of Queensland both appear on the National Library's list of image databases on the Web, the work having been carried out by the Library in both cases. Both are historical collections.   If there is a local university campus, in particular, it is worth talking to them. The University is also likely to have better access to technical expertise in this area, and may be able to provide some in kind support.

An interesting example of an education project is at the Mystic Seaport site at http://amistad.mysticseaport.org , which has both an education and a local focus (see below).

Commonwealth Government funding of programs based in Universities is also a possibility, albeit more remote. This is a complex area, but it is worth talking in the first instance to the local university campus library.

The above is also true to a lesser degree for TAFEs. Local communities are more likely to have a TAFE presence, and it is worth discussing plans with them.

5.4.2 Locality
The most obvious partnership groups, given the nature of local history, are local. Increasingly, local interest groups are aggregated online through local portals, Web sites aiming to promote the local area, and other online developments. Online communities can also be geographical communities, and the dimension of history is a very logical one, and one which can attract local interest to a community or commercial portal site.

One idea, set out as part of a NINCH project survey, was the idea of **Place Partners,** put forward by John Unsworth of the Institute for Advanced Technology in the Humanities at the University of Virginia. The proposal, which is described at http://www.ninch.org/PROJECTS/Future/examples.html , is based on a collaboration between a town and its university, campus, or college. Unsworth suggests

> "Why not put together a package of tools and training and documentation that would help such places do those things [local electronic projects] as a Place Project. Place projects would focus on the city or town in which the college or university in question was located: they would provide a framework for faculty and students in all disciplines to do primary research on the place … and combine the results, in electronic form, into a multi-faceted digital archive. …
>
> If the concept of Place Projects caught hold and proliferated, the result would be a very rich and very durable information resource, like nothing we've ever had before.
>
> Such a project would by its nature be eligible for funding from a variety of sources … local and state historical societies, local and state government, individual or commercial donors from the

local community, national humanities and science foundations, and a broad array of private foundations as well."

Within Victoria, an initial collaboration between public libraries, CAVAL (for academic libraries) and the museums community would be a good first step.

5.4.3   History

Australia's Cultural Network is a good starting point for locating organisations and agencies involved in history.   http://www.acn.net.au

There is no single focus for history organisations and institutions within Victoria, although the Royal Historical Society of Victoria is a good starting point – see http://home.vicnet.net.au/%7Erhsvic Museums Australia (Victorian Division) deals with museums of all kinds including art museums, and has been referred to above.

The Australian Institute of Genealogical Studies Inc is an initial contact for family history – see http://www.alphalink.com.au/~aigs

Archives of Australia is a collaboration between the Commonwealth and State public records bodies, and a range of other archives organisation. See http://www.archivenet.gov.au/ while the National Archives of Australia is also relevant – see http://www.naa.gov.au

In practice, the organisations with which public libraries in Victoria collaborate most are their local history societies. It is obviously important that major project applications are made in conjunction with local history and family history organisations, who will be natural partners in a wide range of activities.

Part 6
Guide to Further Information

This guide serves the dual purpose of supplying bibliographic details of sources used in the project and acting as a reference point for further information on digitisation projects. Most of the sources are web sites or substantial online reports and it may be of interest to follow further links or information.

Allen, N. (2000), 'Collaboration through the Colorado Digitization Project', *First Monday*, **vol. 5, no. 6. [Web Page] Available at http://www.firstmonday.dk/issues/issue5_6/allen**
An online paper discussing aspects of collaboration and information about the CDP.

Australian Pictorial Thesaurus **(APT) [Web Page] Available at http://www.picturethesaurus.gov.au**
A collection of topic terms for indexing Australian images. Has been adopted by PictureAustralia.

Beagrie, N. (2000] *Going Digital: Issues in Digitisation for Public Libraries.* **An Issue Paper from the Networked Services Policy Taskgroup. [Web Page] Available at http://www.earl.org.uk/policy/issuepapers/digitisation.htm**
A useful UK paper discussing some of the key issues in digitisation and developing digitisation projects.

Bishoff, L. (2000), 'Interoperability and Standards in a Museum/Library Collaborative: The Colorado Digitization Project', *First Monday*, **vol. 5, no. 6. [Web Page] Available at: http://www.firstmonday.dk/issues/issue5_6/bishoff**
Discusses the key project assumptions and standards in the Colorado Digitization Project. Includes environment, metadata and scanning.

Campbell, D. (2001) 'Picture That: Australia in the Forefront', *First Monday*, **vol. 6, no 1. [Web Page] Available at http://www.firstmonday.dk/issues/issue6_1/campbell/index.html**
Describes the new Australian Web service PictureAustralia and emphasises that collaboration was the most significant building block.

Colorado Digitzation Project **[Web Page] Available at http://coloradodigital.coalliance.org/cdp.html**
The web site of the Colorado Digitization Project, a collaborative initiative of Colorado archives, historical societies, libraries and museums to create an online collection of digital images. It includes numerous links to standards, guidelines and resources.

Digital Toolbox **[Web Page]. Available at http://coloradodigital.coalliance.org/toolbox.html**
This gives information and links to all stages of digital project planning.

Digitisation. A Project Planning Checklist' **(1998) Arts and Humanities Data Service [Web Page] Available at http://ahds.ac.uk/resource/checklist.html#appendix**
The document offers practical advice on digitising projects and consists of a check list of strategic issues. See the Appendix, 'Estimating Digital Reformatting Costs,' which is based on the Research Libraries Group 1997 worksheet.

Dublin Core Metadata Initiative. **[Web Page] Available at http://dublincore.org/**
This promotes the widespread adoption of interoperable metadata standards and is developing specialised vocabularies for describing resources.

Gertz, Janet (2000), 'Vendor relations' in *Handbook for Digital Projects: a Management Tool for Preservation and Access*, **Part V111, ed. Maxine K. Sitts, Northeast Document Conservation Center, Andover, Massachusetts. [Web Page] Available at** http://www.nedcc.org/digital/dighome.htm

Hazen, D. Horell, J. and Merrill-Oldham, J. (1998), Selecting Research Collections for Digitization, Council on Library and Information Resources. [Web Page] Available at **http://www.clir.org/pubs/reports/hazen/pub74.htm** This publication offers a series of questions to be answered if establishing digital programs. See section on Costs and Benefits. **http://www.clir.org/pubs/reports/hazen/pub74.html#costs**

Hirtle, P B. (2000), 'Image Management Systems and Web Delivery' in *Moving Theory into Practice: Digital Imaging for Libraries and Archives*, **eds. Anne R. Kenney and Oya Y. Rieger, Research Libraries Group, Mountain View, California**.

Income Generation and Sustainability: An Information Paper from the NOF Technical Advisory Service **[2000] nof-digitise Technical Advisory Service. [Web Page] Available at** **http://www.ukoln.ac.uk/nof/support/help/papers/incomegeneration.htm** Covers a range of income generating options.

Issues in digitization: a report prepared for the Washington State Library Council **(1999) [Web Page]. Available at:** http://www.statelib.wa.gov/projects/Digitize/Digitization10.html The issues and information in this report prepared by the Washington State Library represents the base knowledge held at the beginning of the collaborative digitization project. Includes the components of a digitisation project, an inventory of roles, responsibilities and decisions and known costs.

Knowsley Project **[Web Page] Available at** http://history.knowsley.gov.uk The entry point for the United Kingdom Knowsley Metropolitan Borough's project.

Lee, S. D. (2001), *Digital Imaging: a practical handbook*, **Library Association Publishing, London** *Up to date book outlining all aspects of project management for a digitisation project from initial concept through to on-going archiving. Includes useful explanations of relevant technical issues.*

Moving Theory into Practice: Digital Imaging Tutorial (2000-2001) **Cornell University Library, Department of Preservation and Conservation, Ithaca, New York [Web Page] Available at** **http://www.library.cornell.edu/preservation/tutorial/** **Common Image File Formats in** *7. Presentation* **available at** **http://www.library.cornell.edu/preservation/tutorial/presentation/table7-1.html** An online tutorial from Cornell University Library offering base level information on the use of digital imaging.

Moving Theory into Practice: Digital Imaging for Libraries and Archives (2000,) **Eds. Anne R. Kenney and Oya Y. Rieger, Research Libraries Group, Mountain View, California** Very comprehensive review of technical issues relevant to large scale digitisation projects. Includes useful insights from organisations which have undertaken such projects.

National Library of Australia, Australia's Web resources: guidelines for creators and publishers (2000), at http://www.nla.gov.au/guidelines/2000/webresources.html The NLA's simple four-page guide to good practice.

NEDCC [Northeastern Document Conservation Center] See Part 1V Vogt-O'Connor, D. and part VIII see Gertz, J.

NINCH announcement (1999) 'Best practice: Colorado Digitization Project & Digital Project Toolbox' [Web Page] available at http://www.cni.org/Hforums/ninch-announce/1999/0031.html
Considers the Colorado Digital Project is an initiative worth watching and one of the early features is an online Digital Toolbox. For description of this see Digital Toolbox

NOF-digitise: Building the Themed Approach [nd 2000?] Prepared by the People's Network Development Team and the New Opportunities Fund. [Web Page] Available at http://www.peoplesnetwork.gov.uk/nof/background.html
A paper explaining the thinking behind the building of a themed approach to the nof-digitise programme.

Ohio Memory Digital Scrapbook, 1703-1903 [Web Page] Available at http://www.ohiomemory.org/index.html
Web site for the Ohio project with links to information and progress reports about the project.

.
Ormes, S. (1997) 'Public Libraries Corner: Life after the Millenium Bid', Ariadne*: the Web Version*, issue 7 [Web Page] Available at: http://www.ariadne.ac.uk/issue7/public-libraries/
Considers public libraries in the UK are going to have to take the initiative regarding funding and discusses the methods some authorities are using.

Our Town's Digital Library [Web Page] Available at http://www.townlibrary.org
Web site describing the digital proposal involving two Ohio communities

PALMM Guidelines and Procedures. Publication of Archival Library and Museum Materials – State University System of Florida at http://susdl.fcla.edu/strucmeta/standres.html
Practical and useful guidelines generated by a decentralized digitizing project based on the Florida university system.

The People's Heritage: A Strategic Framework to Deliver the Vision. A Report produced by the Society of Chief Librarians and the Scottish Library and Information Council with the endorsement of the British Library. (1999) [Web Page] Available at http://hosted.ukoln.ac.uk/scl/heritage.htm
A report on the People's Heritage which aims to make local collections available nationally through access to records of the material through digitisation. Covers a wide range of issues.

Picture Australia *[Web Page] Available at http://www.pictureaustralia.org/about.html*
The web site for PictureAustralia, a web service based on a metadata index held at the National Library in Canberra. This links to pictorial images held on the web sites of participating Australian cultural agencies.

Powys Project [Web Page] Available at http://history.powys.org.uk/
Web site of the Welsh local history project.

Technical Recommendations for Digital Imaging Projects (1998) Prepared by the Image Quality Working Group of ArchivesCom, a joint Libraries/AcIS, a joint Libraries/AcIS Committee. [Web Page] Available at http://www.columbia.edu/acis/dl/imagespec.html
This covers technical recommendations for image quality, file formats, and other capture and storage issues when converting material to digital format.

Tomorrow's History [Web Page] Available at http://www.thenortheast.com/info-north/tomorrows-history/

Web site of major UK Project which is working with libraries, museums, archives and record offices and local and community groups to digitise and improve access to local studies resources.

Unsworth, J. (1998) section on 'Place Partners' in NINCH *Arts and Humanities Computing: Call for Examples, Vision and Agenda for the Future.* **[Web Page] Available at** http://www.ninch.org/PROJECTS/Future/examples.html
Describes the idea of Place Projects, which would focus on cities or towns and allow faculty and students of universities and colleges in those places to undertake primary research, combining the results in electronic format.

Virtually New: Creating the Digital Collection, a Review of Digitisation Projects in Local Authority Libraries and Archives. A report to the Library and Information Commission Project. **(1998) Prepared by Information North, report by David Parry, London, Library and Information Commission.[Web Page]**
Also available at http://www.ukoln.ac.uk/services/lic/digitisation/intro.html [Web Page]
This report investigates the digitisation projects in local authority libraries and archives in the United Kingdom. Its recommendations include setting up an agency to advise on and co-ordinate Public library digitisation**. (For further details see 3.2 Case Studies**)

Vogt-O'Connor, D. (2000) "Selection for Scanning" in *Handbook for Digital Projects: a Management Tool for Preservation and Access,* **Part 1V, ed. Maxine K. Sitts, Northeast Document Conservation Center, Andover, Massachusetts. [Web Page] Available at** http://www.nedcc.org/digital/dighome.htm

Washington State Library Digital Images Initiative
http://www.statelib.wa.gov/projects/Digitize/index.htm
Web site for the Washington State project. Includes links to projects and information about training.

Webb, C. (2001), 'The National Library of Australia's Digital Preservation Agenda', Editor's interview, *RLG DigiNews,* **vol.4, no.1. [Web page] Available at** http://www.rlg.org/preserv/diginews/diginews5-1.html#feature1
Current article in which questions were answered about the goals of PANDORA, its selection guidelines, PADI and key research areas needing to be explored to support long term access to digital information.

Wilson, S.. (1998*) '***Knowsley Local History: Using the Internet to enhance access',** *Journal of the Society of Archivists, Vol. 19, issue 2, p.119 Article from Academic Search Elite (EBSCOhost) [Online]*
An informative article on the background and implementation of the Knowsley Project.

Appendix 1
SURVEY RESULTS

1   Responses to the Survey

Survey forms were sent to 44 public library services with a response rate of 37 or 84%. Each service was responsible for either forwarding the form to their relevant branch libraries or returning a reply for their service as a whole. An overall total of 60 responses are analysed.

Although 59 completed questionnaires were received, one library service copied part of the survey to give individual details of items held in the collections of 2 of its libraries and returned this with the rest of the questionnaire. This was treated as 2 separate responses, making an overall total of 60 responses to the survey. Two other library services returned separate questionnaires for each of their local history collections. For the purposes of this report the local history collection details are analysed as 60 responses rather than 37 library services.

This appendix summarises responses to the questionnaire. Also included in this report (Appendix 2) is a directory of local history collections in public libraries, which includes contact information.

2 Information about local history collections

2.1   Name (if any) and physical location of collections managed by your library, and 2.2 Brief Description of collection

57 of the responses indicated they managed local history collections. Although some collections had specific names, most referred to their collections as a local area collection, local history collection, special access collection, local history and genealogy collection, arts and heritage collection. Two libraries did not have local history collections but used the local historical society collection situated in the library. One with only a few local history items commented that the local residents preferred to donate to the local historical society because they did not wish their material to be available in the public arena.

2.3   Type and Amount of Material in Collections
This information is set out in Appendix 4.

2.4 Have good quality copies been made of any of this local history material?

Number which made copies	Types of copies				
	Photographs	Microfilm	Microfiche	Slides	Other
32	12	13	6	4	15

"Other" included photocopies, including good quality copies for archive purposes (8), CD-ROMs (3) and tapes (oral history) (4).

Libraries were asked to describe the material copied, and 30 survey forms provided brief descriptions of the type of material copied. The most common items copied were local newspapers and newspaper cuttings, followed by historic photographs, including negatives, rate books and oral history tapes. Pamphlets, books, ephemera, subject based kits and slides, electoral rolls and transcripts were also mentioned.

2.5 How is your local history collection catalogued, recorded or listed?

Significant portion not recorded	Index cards	Access database	InMagic database	Marc records in library catalogue	Marc records in local history module	Other
14	11	5	14	49	2	6

 "Other" included Cardboard Perfect Pictures (2), some items not recorded (2), and one response each for Epixtech (the library catalogue), series descriptive method, published index to photographs, in-house software, arranged in pamphlet file in alphabetical order, and vertical file.

The library system software used for MARC records in the library catalogue included:

Libs +	16
Dynix	11
Spydus	9
Amlib	6
Book Plus	5
Kinetica and Amlib	1
Not specified	1
Total	<u>49</u>

2.6 How detailed is the information held in catalogue records for local history material?

Very detailed	Quite detailed	Little detail	Comments provided
4	40	11	4

People who provided comments noted that the level varied or was better for more recent items.

2.7 Approximately what percentage of the local history material is catalogued?

0%	25%	50%	75%	100%
4	9	7	31	7

Most respondents stated that 75% of their local history collections are catalogued.   Note that where 50-75% was specified, the lower level is used in the tabulation, and where 2% was specified (2 people) 0% is used. Where 90% was specified, 100% is used. Two libraries did not answer, since they do not have a local history collection of their own.

2.8 Do you access or use any other local history material which is not managed by your public library or another public library service?

Yes	No	Not answered
46	11	2

Most of the respondents who answered "Yes" accessed or used local historical societies. These were the most commonly cited locations. Other locations accessed included museums, council offices, city libraries and the State Library, archives and record offices, historical records centre, local history and family history groups and in one case, private collections.

2.9 Do you liaise with any other organisations regarding local history material?

43 respondents liaised with other organisations and 17 did not liaise. Summary of organisations

a) Other Victorian public library services
Kingston;Glen Eira;Port Phillip;Stonnington:Whitehorse Manningham (x2) Murraylink libraries; Frankston Library Service; Moonee Valley; Mornington Peninsula ;State Library (x4); Public Libraries Interest Group; ALIA Special Interest Group

b) Victorian organisations:
Local historical societies; State Library of Victoria; Dandenong Historical Council; Museum of Lilydale; Family Interest Group; Local schools; Royal Historical Society of Victoria InMagic Users' Group; Hamilton Art Gallery; Public Record Office; Genealogical Society of Victoria

c) Interstate organisations
National Library of Australia

d)Other
Genealogical Society; George Evans Museum; Heritage Network, East Gippsland; local historical societies; local historians; Australian Institute of Genealogical Studies, Bendigo, Bendigo and Regional Genealogical Society; Local specialised groups; Local studies groups; History Institute Summer Schools; Community History Group; City council archives; Monash University.

3   Customer information

3.1 What are the major user groups for your collection?

Students	Teachers	Authors	Family Historians genealogists	People wanting copies of photos	Local history societies & members	Local businesses	Remote users	Other
51	26	38	48	13	41	15	18	16

The four largest user groups are:
1 Students
2 Family historians/genealogists
3 Local History Societies & their members
4 Authors

"Other" included a wide range of categories, some of which might overlap with the above. They include "general interest" users (3) and council staff (3), with one library specifying each of the following – public finding about about local area, public personal research, local residents, architects, email from overseas,

city historian, staff of the organisation, former employees of Sunshine Harvester, other public libraries, those who use it as a source of material, and someone researching for the City website – 16 other areas specified in all.

3.2 What type of material in your local history collection do you consider the most heavily used and why?

56 responses were recorded for this question, and 4 did not answer. The top four categories of material considered the most heavily used are:
1 Local history books : histories of the area and histories of particular areas for family research
2 Local newspapers: bound and on microfilm
3 Photographs
4 Rate Books

Other categories of material or usage recorded included microfiche, microfilm, council documents, CD-ROMS; Sands and McDougall directories; property information; vertical file material; pamphlets; all areas; genealogical material, consistent use of all material, minimum usage; Deaths, Births and Marriage material; Ned Kelly material; material relating to an organisation, event, landscape and people; printed and pictorial material; history of gold mining and timber industries railroads and the aboriginal presence in the area.

Summary of reasons for particular material being heavily used:
Microfiche
Not readily available in any format locally; used mainly for family history and student projects: kept in main part of library and easily accessible: genealogy microfiche is comprehensive.
Books on history of area/ histories of specific areas/local histories
Readily accessible and available: student use for assignments on history of area; used for tracing of names in area: more topical and comprehensive: accessible through catalogue; have indexes; specific town histories useful for family history research
Vertical file
Material easy to access, used for students and held in main part of the library
Local newspapers on microfilm
Easy to use, volunteer indexes have made a difference; contemporary record of historical and social development of local community: most consistent source for all aspect s of local history; used by students: primary source material, having both retrospective and current day means more people can utilise the resource
Rate Books and Council documentation
Provide primary information for researchers; information not found anywhere: used by family historians, people researching history of house site and history of area
Photographs
Inadequacies of documentary material is helped by the photograph collections which are better preserved and more easily located; need for photographs of shops, buildings local locations; Council frequently requests early photographic records of council buildings for displays or for restoration purposes: display and house decoration: in-house promotional material such as brochures and booklets have the advantage of being easily copied and scanned: ideal for website publication, can be used to respond to research inquiries; because they are catalogued
Maps
Because they are catalogued
Archival material
Newsletters and annual reports are used heavily to research the history of organisations and to provide contextual information on collection objects and photographs

Pamphlets
Biographical and specific local issues
Cemetery indexes and property information
Used for family history research
General and combined
Printed and pictorial material used by Council project officers: material related to organisation significant events, landscapes and people relevant to historians and genealogists

3.3 Do you use or refer customers to other collections of electronic or digitised historical material

PictureAustralia	Pictoria	On line resources Of other State Libraries	Australian War Memorial Site	Other
27	33	12	26	12

"Other" included the following (some people gave more than one answer.
Family history/genealogy websites x 2
Australian Archives x 3, Melbourne University Archives
Preservation and conservation sites
Public Record Office of Victoria x 2
Personal homepage on Web
Heritage Victoria x 2
Sunshine Harvester database
Historical societies
Shire bibliography

3.4 Do you believe that digitisation of any specific material or items held in your collection would allow for increased or improved access?

Answer	Number
Yes	49
No	9
Did not answer	2

Most popular categories of material were local newspapers and photographs:
Local newspapers   17
Newspaper indexes and particular clipping files   2
Photographs   17

Other categories of material mentioned were pictorial materials, rare or out of print pamphlets and local histories, rate books, Sands and McDougall Directories, oral history tapes, manuscripts, uncatalogued material held in vertical files, land subdivsion maps, electronic indexing of subject headings in uncatalogued material; images attached to records, materials relating to selected organisations, events, landscape and people, section of the archive that covers the community's most requested information and an entire collection, digitisation of photos in local history collections so that the library could have access.

Reasons given include:
♦ Because the original was difficult to handle and digitisation would improve access and provide ease of use. Bound newspapers are cumbersome
♦ Fragile materials would be preserved as well as improving access.

- Would allow searching by name in the rate books and keyword searchable access in newspapers.
- Microfilm copies are not generally liked
- Digitisation is mostly in response to demand for access.

4 Technical/Administrative information

4.2 How is your library's infrastructure supported?

In-house	Local council	Vicnet	Commercial organisation	Other
45	30	29	9	14

In most cases, "other" referred to network consultants. There was a total of 127 responses, clearly indicating multiple support systems in operation – almost all libraries had some in-house capacity.

4.3 Do you currently have any digitisation or digital data storage and delivery infrastructure?

Scanner	Web server	Digital camera	PC with database software	Existing staff expertise
52	32	27	43	24

One library had a CD burner.   Those (43) who indicated database software specified the following:

InMagic	8
Access	18
Both Access and InMagic	4
DB Textworks	2
Read only InMagic	1

There was a wide range of responses when people were asked to specify what kind of existing staff expertise was available, but only 24 out of 59 respondents ticked this response.

4.4 Please describe the general computer skill level of library staff who work with the local history collection

Poor	Moderate	Excellent
4	45	8

4.5 Please describe the general computer skill level of volunteers/others who assist with management of the local history collection/s

Poor	Moderate	Excellent
8	28	0

4.6   Are there any specific areas where staff/others would require training in order for your library to undertake a digitisation project?

Funding application	Digitisation	Selection criteria	Cataloguing	Copy-right	Project Mgt.	Digital data management.	Other
27	46	15	15	27	14	49	

These three questions fail to give a clear picture of locally-held expertise. Question 4.6, however, provides a good indication that in core areas – managing data and digitising, there is a knowledge gap.

4.7   Does the library have a digitisation policy which would apply to local history material?

Casey-Cardinia has a digitisation policy. All other 59 respondents answered "no".

4.8   Does the library have a copyright policy which would apply to the use/reproduction of local history material?

Yes	No	Not answered
12	47	1

4.9   Does the library have a standard release form for material added to the local history collections?

Yes	No	Not answered
12	47	1

4.10   How does the library record information about copyright ownership and access conditions for local history material

Of the total, 18 provided comments and 42 did not. There was a wide variation in responses to the question, such as (the list is incomplete)
♦ Some copyright belongs to council council or held jointly with the library
♦ Standard form signed by donor/owner chronologically filed not well indexed
♦ Copyright ownership not recorded. Quite a lot of photographic collection would be copyright free
♦ Information database both InMagic and Bookplus and information on file
♦ Access and copyright policies outlined in local history archive policy and procedure manual. Access conditions noted on series description sheets Copyright highlighted for sensitive items. copyright is appraised when originally assessed, then carried through appraisal for digitising. We will have a standards copyright explanation.
♦ Donation form and letter of acknowledgement.
♦ Field in database description of item.
♦ When known this is included in cataloguing worksheets or on a collection database, for newly acquired material at time of acquisition. If in doubt the material and any images of it are not published and used.
♦ Most items donated without any records kept of copyright ownership.

5 Digitisation plans and activities

5.1 Have you ever applied for additional or external funding in order to undertake either analogue or digital reproduction of local history materials?

Yes	No	Not answered
15	44	1

If yes, please indicate type of organisation approached

Federal govt.	State govt	Philanthropic organisations	Commercial organisations	Privsate individuals	Local
14	16	0	0	0	2

A full list of projects which have been funded and gone ahead is provided in Appendix 3, with a great deal of information provided for each.   In all, nineteen libraries returned details of digitisation projects, and this provides a substantial base of experience. In addition, some projects known to the study team were not mentioned.

Appendix 2
Survey Questionnaire

GOING DIGITAL: PUBLIC LIBRARY LOCAL HISTORY DIGITISATION PROJECT

The purpose of this survey is to assist the Library Network Unit at the State Library of Victoria to work towards increasing the accessibility of local history collections held in Victorian public libraries through the development of a digitisation strategy.

The questionnaire is arranged into 5 sections:
1. Library contact details
2. Information about local history collection/s managed by your library
3. Customer information
4. Technical and administrative information
5. Digitisation plans and activities

PLEASE RETURN COMPLETED QUESTIONNAIRES BY 9 FEBRUARY TO ANN JENKIN, SWINBURNE UNIVERSITY, PO BOX 218, HAWTHORN.   VIC.   3122 or by email to ajenkin@swin.edu.au

IF LOCAL HISTORY MATERIAL IS HOUSED IN SEVERAL LOCAL COLLECTIONS, YOU MAY WISH TO COMPLETE A SEPARATE SURVEY FOR EACH BRANCH. IF SO, PLEASE MAKE ADDITIONAL COPIES OF THIS QUESTIONNAIRE.

1.   Library contact details

Library name _____

Library address _____

_____

URL of web site (if applicable) _____

Contact person _____

Position _____

Email address _____

Phone _____

This form completed by _____

2.   Information About Local History Collection/s and/or Material

2.1 Name (if any) and physical location of collection/s managed by your library _____

_____ _____

_____

_____

2.2 Brief description of collection/s _____ _____

_____

_____

_____

2.3 Please indicate (where possible) in the following table the type and estimates of the amount of material in local history collection/s managed by your library

Type of item	Number of items	Comments (if applicable)
Published material		
Printed books		
Periodicals		
Newspapers		
Printed ephemera (eg. pamphlets, catalogues)		
Microfiche/ microfilm		
Other		
Manuscripts		
Handwritten & bound (e.g. minute books, ledgers)		
Typewritten & bound		
Other bound MSS		
Handwritten & unbound or loose (e.g. letters)		
Typewritten & unbound or loose		
Other loose MSS		

Images		
Photographs		
Paintings or drawings		
Maps or plans		
Slides		
Prints/engravings/lithographs/ posters		
Type of item (cont.)	Number of items	Comments (if applicable)
Postcards		
Other images		
Recordings		
Sound recordings: Oral history		
Other sound recordings		
Moving image: Film (8/16/35mm)		
Moving image: Video		
Artefacts / objects		
Less than 30cm^2		
More than 30cm^2		
Compilations		
Scrapbooks/ Cutting books		
Subject-based compilations (eg. Vertical files or pamphlet boxes) *		
Other		
Indexes (locally compiled)		
Cards or handwritten *		
Electronic		
Other materials		
CD-ROMs		
Other electronic formats		
Other material		

* Note: Please provide the 'number' measurement for these items in linear metres (of normally compacted files/shelves) or cubic metres if applicable.

Comments: _____

_____

2.4 Have good quality copies been made of any of this local history material (e.g. for preservation or publicity purposes)? (please tick all applicable)

☐ No copies made

☐ Photographs

☐ Microfilm

☐ Microfiche

☐ Slides

☐ Other (please specify) _____

Short description of material copied _____

_____

_____

2.5 How is your local history material catalogued, recorded or listed? (please tick all applicable responses)

☐ Significant portion not recorded

☐ Index cards

☐ Access database

☐ InMagic database

☐ MARC records in library catalogue (please specify software used) _____

_____

☐ MARC records in local history module of library catalogue (please specify software used) _____

☐ Other (please specify) _____

2.6 How detailed is the information held in catalogue records for local history material?

❐ very detailed   ❐ quite detailed   ❐ little detail

Comments: _____

_____

2.7 Approximately what percentage of the local history material is catalogued?

❐ 0%   ❐ 25%   ❐ 50%   ❐ 75%   ❐ 100%

2.8 Do you access or use any other local history material which is not managed by your public library or another public library service (eg. Material held by local history societies, museums, archives)?

❐ Yes ❐ No

If yes, please specify locations _____

_____

_____

2.9 Do you liaise with any other organisations regarding local history material? (please tick all applicable)

❐   Other Victorian public library services (please say which)

         _____

❐   Victorian organisations (please specify) _____

         _____

❐   Interstate organisations (please specify) _____

❐   Other (please specify) _____

         _____

3   Customer information

3.1 What are the major user groups for your local history collection/s? (please tick all applicable)

☐   Students

☐   Teachers

☐   Authors of books and articles (eg. Journalists/Historians)

☐   Family historians/genealogists

☐   People wishing to acquire copies of photographs

☐   Local history societies and their members

☐   Local businesses

☐   Remote users

☐   Other (please specify) _____

3.2 What type of material in your local history collection/s do you consider the most heavily used and why?

3.3 Do you use or refer customers to other collections of electronic or digitised historical material?

☐   Yes   /   ☐   No

If yes, please specify collections (please tick all applicable)

☐   Picture Australia (National Library of Australia)

☐   Pictoria (State Library of Victoria)

☐   Online information resources of other state libraries (i.e. NSW)

☐   Australian War Memorial web site

☐   Other (please specify _____)

3.4 Do you believe that digitisation of any specific material or items held in your collection/s would allow for increased or improved access?

☐ Yes / ☐ No

If yes, please specify which material should have high priority and why _____

_____

_____

_____

4. Technical / Administrative information

4.1 Please provide URL of your Web site _____

4.2 How is your library's IT infrastructure supported? (please tick all applicable)

☐ In-house

☐ Local Council

☐ Vicnet

☐ Commercial organisation

☐ Other (please specify) _____

4.3 Do you currently have any existing digitisation or digital data storage and delivery infrastructure? (please tick all applicable)

☐ Scanner

☐ Web server

☐ Digital camera

☐ PC with database software (please specify) _____

☐ Existing staff expertise (please specify) _____

_____

4.4 Please describe the general computer skill level of library staff who work with the local history collection/s

☐   poor   ☐   moderate   ☐   excellent

4.5 Please describe the general computer skill level of volunteers/others who assist with management of the local history collection/s

☐   poor   ☐   moderate   ☐   excellent

4.6 Are there specific areas where staff/others would require training in order for your library to undertake a digitisation project? (please tick all applicable)

☐   Funding application

☐   Digitisation

☐   Selection criteria

☐   Cataloguing

☐   Copyright

☐   Project Management

☐   Digital data management

☐   Other (please specify) _____

4.7 Does the library have a digitisation policy which would apply to local history material?

☐   Yes   ☐   No

(If yes, please provide a copy)

4.8 Does the library have a copyright policy which would apply to the use/reproduction of local history material?

☐   Yes   ☐   No

(If yes, please provide a copy)

4.9 Does the library have a standard copyright release form for material added to the local history collection/s?

☐   Yes   ☐   No

(If yes, please provide a copy)

4.10 How does the library record information about copyright ownership and access conditions for local history material?

_____

_____

5.   Digitisation plans and activities

5.1 Have you ever applied for additional or external funding in order to undertake either analogue or digital reproduction of local history materials?

☐   Yes   ☐   No

If yes, please indicate type of organisation approached

☐   Federal government

☐   State government

☐   Philanthropic organisations

☐   Commercial organisations

☐   Private individuals

☐   Other (please specify) _____

5.2 Were any of these funding applications successful?

☐   Yes   ☐   No

If yes, please indicate source and amount of funding (if information publicly available) __

_____

5.3 Have any digitisation projects been undertaken, are currently underway or are planned using material from your local history collection/s?

☐ Yes / ☐ No

If yes, please complete a copy of the attached form for each such project (complete for planned projects even if no funding has yet been allocated)

DIGITISATION PROJECTS

Library name _____

Please complete as much of this form as you can.

Project title	
Description of project	
Purpose of project	☐ Increased/improved access ☐ Preservation ☐ Other _____
Start date	
End date	
Partners (if any)	
Funding source/s	
Total project cost	
Format/media of items digitised	☐ Published material ☐ Bound Manuscripts ☐ Unbound Manuscripts ☐ Images ☐ Recordings ☐ Indexes ☐ Other (please specify) _____
Subject of items digitised	
Copyright status of material	
Digitisation process	☐ In-house digitisation ☐ Outsourced (please specify agency) .

	☐ Multiple versions created of each item
Software used	• Digitisation _____ • Storage/management of digital files _____ _____ • Delivery _____
Hardware used	• Digitisation _____ • Storage/management of digital files _____ _____ • Delivery _____
Resulting file formats/types	☐ TIFF ☐ JPEG ☐ Bitmap ☐ ASCII ☐ PDF ☐ Other (please specify) _____
Image resolutions	
Average file size per item	
Total file size of collection	
Metadata/ catalogue records	☐ Library's usual catalogue records ☐ Dublin Core ☐ Technical information ☐ Other (please specify) _____
Access mechanism	☐ CD-ROM ☐ CD-ROM/Internet hybrid ☐ Database ☐ Stand alone terminal ☐ Intranet ☐ Internet ☐ Subscription service

	☐	Other (please specify) _____
Access restrictions or charges		
Ongoing data management	☐ ☐	In-house Outsourced (please specify organisation) __ _____ _____
URL		
Comments		

Thank you for completing this questionnaire. Please return the completed questionnaire (or questionnaires if there is more than one copy) by 9th February to:

Ann Jenkin, Library, Swinburne University of Technology, PO Box 218, Hawthorn 3122

or electronically to ajenkin@swin.edu.au

Appendix 3
Victorian Digitisation Projects

BAYSIDE LIBRARY SERVICE

Project title:	Bayside recreates history online
Description of project:	To identify, digitise, preserve & catalogue 1000 Bayside Council photos & to provide access via the Bayside City Council and Bayside Library Service web sites
Purpose of project:	Increased/improved access, preservation, and identification & verification
Start date:	March/April 2001
End date:	By November 2001
Partners:	Bayside City Council, Brighton Historical Society and Sandringham Historical Society to provide additional identification and dating of photos
Funding Sources:	Office of the Premier of Victoria, Community Support Fund - Local History Grant
Total Project Cost:	Grant for $ 9,000.00
Format/media of items:	Images
Subject of items digitised:	Images containing a visual history of events, buildings, people and environment of the municipality since early settlement
Copyright status of material:	In the public domain, and others owned by Bayside City Council, minority unknown
Digitisation process:	In house digitisation
Software used:	Digitisaton: Presto page manager
	Storage/management: Sun Enterprise 250 Unix server
	Delivery: Library & council web page
Hardware used:	Digitisation: UMAX flat bed scanner, slide attachment to be purchased (?),
	Storage/management: Enterprise 250 UNIX server
	Delivery: Library and Council web page
Resulting file formats/types:	JPEG
Metadata/catalogue records:	Library's usual catalogue records
Access mechanism:	Database, Intranet, Internet
Access restrictions or charges	Original works unable to be used by the public. Charges for photographic reproductions of original works
Ongoing data management:	In house digitisation
URL:	http://www.bayside.vic.gov.au/library
	http://www.bayside.vic.gov.au
Comments:	It is envisaged that after the initial project is complete, library staff would be able to continue the process with remaining images

CASEY-CARDINIA LIBRARY CORPORATION

Project title:	Casey - Cardinia United Heritage Database
Description of project:	Creating a central database of regional local history resources to be accessed through the library's six branches
Purpose of project:	Increased/Improved access, preservation, promoting a united approach to our region's historical resources & raising the profile of these resources. Also not to duplicate information that is already available in a digitised form, i.e. focusing on uniquely regional material
Start date:	To be secured
End date:	To be completed in stages
Partners:	Cranbourne Shire Historical Society, Koo Wee Rup Swamp Historical Society, Emerald Museum, Narre Warren and District Family History Group, Berwick Mechanics' Institute, Maryknoll Historical Society, Berwick Pakenham Historical Society and Lang Lang Historical Society
Funding Source	Centenary of federation funding already achieved by Cranbourne Shire Historical Societies. Library corporation self funding initially. Other groups exploring funding options
Total Project Cost:	Estimated at $ 22,000.00 (not incl. funding already received)
Format/media of items:	Published material, bound manuscripts, unbound manuscripts, images, Indexes, maps & large photos
Subject of items digitised:	Local community historical information
Copyright status of material:	All material digitised must be free of copyright encumbrances. Material will be Identified by individual collection codes & will have a copyright statement
Digitisation process:	In house digitisation
Software used:	Digitisation: InMagic to cater to the largely volunteer workforce Storage/Management - files held by individual collection owners Duplicate files will be held by the library through routine updates
Hardware used:	Digitisation: Flat bed scanner, PC (extra memory) Storage/Management : Zip drive & CD backup Delivery: Library web site, hosted by Triad server
Resulting file formats/types:	JPEG, TIFF
Total file size of collection:	Cannot estimate at present
Records:	Dublin Core
Access mechanism	Internet
Ongoing data management	Outsourced - Triad
Comments	This project is currently in planning. It has developed from our Local History IT Plan and endeavours to include as many other local history organizations as possible. We have established a Local History Reference Group for the region and this project has been endorsed by all the group. Preliminary work is underway, with groups working on their collection management policy plans according to a template that has been developed for the region by the Local History Officer. Collections are being audited and catalogued manually in preparation for funding opportunities. A detailed Digitisation Plan is devised at present. It will include policies and procedures for all participating groups and of course for the Library. The Library will commence its part of the project in the next couple of months following the finalising of the plan and setting up of the software.

DAREBIN LIBRARIES

Project Title	Northcote Enlistments
Description . of Project	Transferring a card catalogue of Northcote enlistments from World War 1 to an Access database
Purpose of Project	Increased / Improved access, Preservation
Start Date	January 2001
End Date	April 2001
Funding Sources	Within existing library budget
Total Project cost	None
Format of Items Digitised	Indexes - Card catalogue
Subject of Items Digitised	Card index of enlistment details incl. name, rank, Address, military unit, wounds, deaths, M.I.A. etc.
Copyright Status of Material	Darebin Council
Digitisation Process	In-house Digitisation
Software used	Microsoft Access
Access Mechanism	CD-ROM, CD-ROM / Internet hybrid, Database will be a combination of a number of these depending on location

FRANKSTON LIBRARY SERVICE

Project title:	Frankston 1950-2000: an oral/pictorial history
Purpose of project:	Increased/improved access
Format/media of items:	Other: Mini disk
Subject of items digitised:	Oral history interviews
Digitisation process:	Outsourced: Spiderware Pty. Ltd.
Software used:	Digitisation: Photoshop, Homesite Storage/management: CD & tape Delivery: CD
Hardware used:	Digitisation: IBM & MAC PC's Storage/Management: CD & tape Delivery: CD
Resulting file formats:	TIFF
Image resolutions:	72dpi
Average file size per item:	20,000 bytes
Total file size of collection:	5.09MB
Access mechanism:	CD ROM/Internet hybrid
Ongoing data management	In house
URL	http://history.frankston.vic.gov.au

CITY OF GREATER DANDENONG

Project Title:	Heritage Collections - CGD
Purpose of Project:	Increased/Improved Access
Start Date:	1/1/00
End Date:	to be continued
Partners:	Staff across dept. (Libs +Heritage Hill), possibly local historical societies
Funding Source:	Councils Recurrent Budget
Total Project Cost	To be identified
Digitisation Process:	Multiple versions created of each item
Format/media of Items	To be identified
Digitisation Process	To be identified
Software Used:	Digitisation: to be identified
	Storage/Management: Amlib Library Management System
	Delivery OPACS and NetOPACSs
Hardware Used:	Digitisation to be identified
	Storage/Management: Amlib Library Management System
Image Resolution	To be identified
Average File Size per Item	To be identified
Total File Size of Collection	To be identified
Metadata/Cat. Records:	Library's usual catalogue records
Access Restrictions or Charges	Charge for copies (high resolution) Charge for printing – Library (low resolution
Ongoing Data Management	To be identified

HOBSONS BAY LIBRARIES

Project title:	Altona Star Newspaper
Description of project:	To electronically scan deteriorating copies of the newspaper and preserve on CD ROM
Purpose of project:	Increased/Improved access preservation
Start date:	December 2000
End date:	April 2001
Funding Sources:	Office of the Premier of Victoria
Total Project Cost:	$ 1,940.00
Format/media of items:	Published material
Copyright status of material:	Full copyright permission given by publisher
Digitisation process:	Outsourced - E-vis
Resulting file formats/types:	TIFF
Metadata/catalogue records:	Library's usual catalogue records
Access mechanism:	CD ROM
Ongoing data management:	In house
Comments:	This is a work in progress. These newspapers were becoming brittle and yellowing with limited access. This project will mean that they will be available for future generations. Ultimately scanned material will be available via the internet.

CITY OF KINGSTON LIBRARY AND INFORMATION SERVICE

Project title:	Leader Collection
Description of project:	Collection of images from the standard newspapers covering the southern area of Melbourne between 1960-81
Purpose of project:	Increased/Improved access, Preservation
Start date:	1997
End date:	2001
Funding Sources:	National Library
Total Project Cost:	$ 5,000.00 (approx.)
Format/media of items:	Images
Subject of items digitised:	Images of life during 1960-81-
Copyright status of material:	Copyright retained by Leader newspapers. By agreement copies of images in the collection can be made available. Conditions apply
Digitisation process:	In house digitisation, multiple versions created of each item
Resulting file formats/types:	JPEG
Image resolutions	75 DPI
Average file size per item	90K (75DPI) +1.5 mb (300DPI)
Total file size of collection	650mb x 11 discs
Software used:	Digitisation: HP DeskScan
	Storage/management: CD ROM
	Delivery: PC connected to scanner
Hardware used:	Digitisation: HP DeskScan
	Storage/management: CD ROM
	Delivery: PC connected to scanner
Metadata/catalogue records:	Library's usual catalogue records
Access mechanism:	CD ROM
Access restrictions	None
Ongoing data management:	In house
Comments:	The digitization of the "Leader collection" is primarily the only digization project that the Kingston Library has commenced. Some of the "Leader Collection" Images have been included on the Kingston Historical Website. Some material from the "Leader collection" and other sources have been digitized onto the 4 CD ROM included in the City Historian's Collection. City of Kingston Library and Information Service also contributed some material to "Sin on Disc" a joint CD ROM project by Local history Collection, Local Historians's Collection(see accompanying questionnaires) and our Genealogy Collection

LATROBE CITY LIBRARY SERVICE

Project title:	Cuthill photographic project
Description of project:	Digitisation of photographs from Cuthill's history of Traralgon
Purpose of project:	Increased/Improved access, Preservation
Start date:	Early July 2000
End date:	Whenever
Funding Sources:	In House
Total Project Cost:	Not costed
Format/media of items:	Images
Subject of items digitised:	Historical photographs of Traralgon

Digitisation process:	In house digitisation
Resulting file formats/types:	Bitmap
Access mechanism:	Database stand-alone terminal
Ongoing data management:	In house

MARIBYRNONG LIBRARY SERVICE

Project Title:	Images of the West
Description of Project:	Digitised Footscray Historical Society's Images Collection, Indexed on InMagic for CD-ROM
Purpose of Project:	Increased/Improved Access
Start Date:	Dec 1997
End Date:	Oct 1998
Partners:	Footscray Historical Society
Funding Source:	National Library of Australia
Total Project Cost:	$2,200.00
Format of items digitised:	Images
Subject of items digitised:	Historical Images of Local Region
Copyright Status of material:	Mostly out of copyright, or held by Footscray Historical Society. Soc.
Digitisation Process:	In-house digitisation, Multiple versions created of each item
Software Used:	Paintshop Pro V.5, InMagic DB/Textworks
Hardware Used:	HP Scanjet 6100C Scanner
Resulting file formats:	JPEG
Image Resolutions:	100-150DPI (average)
Average file size per item:	approx. 50K
Total file size of collection:	95 MEG
Metadata/Cat. Records:	InMagic Museum Database
Access Mechanism:	CD-ROM
Access Restrictions or charges:	N/A
On-going Data Management:	In-house

2. Project Title:	Indexing Early Footscray Rate Books & Valuation Records
Description of Project:	Create an electronic/digital index of rate & valuation records 1860s – 1920s
Purpose of Project:	Increased/Improved Access
Start Date:	End 2001
End Date:	Mid 2002
Funding Source:	Local Priorities Funding - Department of Infrastructure
Total Project Cost:	$5,000.00
Format of items digitised:	Microfilm copies of rate books (Handwritten)
Subject of items digitised:	Council Records
Copyright Status of material:	City of Maribyrnong
Digitisation Process:	In house digitisation, Multiple versions created of each item
Software Used	InMagic DB/Textworks (probably)
Total File Size of Collection	Unknown
Ongoing Data Management	In-house
Comments	Project is still in planning stage – we may possibly employ an indexer part time to assist with data entry

MONASH PUBLIC LIBRARIES SERVICE

1. Project title: Images of the past
Description of project: CD ROM of a small number of photographic images
Purpose of project: Increased/Improved access and preservation and to act as a prototype for a larger project involving a greater number of images from the Local History Collection.
Start date: 16 December 2000
End date: 5 January 2001
Format/media of items: Images
Subject of items digitised: History of the City of Monash
Copyright status of material: Out of copyright
Digitisation process: In house digitisation
Resulting file formats/types: JPEG, Bitmap
Software used: Digitisation: Adobe Suite
Storage/Management: On library's wide area network
Hardware used: Digitisation: AGFA Scanner
Resulting file formats JPEG, Bitmap
Image resolutions: 600 x 800 dpi
Access mechanism: CD ROM/Internet hybrid
Ongoing data management: In house

2. Project title: The Federation Years - Life in the shire of Mulgrave
Description of project: A powerpoint presentation of digitised images pertaining to the history of the City of Monash in the years 1890-1914
Purpose of project: Other: Promotion of the Monash Federation Centre
Start date: 8 January 2001
End date: 2 February 2001
Partners: Assistance from Oakleigh Historical Society
Total project cost Uncosted
Format/media of items: Published material and Images
Subject of items digitised: History of the City of Monash
Copyright status of material: Out of copyright (more than 50 years old)
Digitisation process: In house digitisation, multiple versions created of each item
Resulting file formats/types: JPEG, Bitmap, TIFF, PDF
Software used: Digitisation: Adobe Suite
Storage/management: On library's wide area network
Delivery: Powerpoint presentation on PC
Hardware used: Digitisation: HP Scanners, CD Burners
Storage/management: NDS Cataloguing
Delivery: Standalone PC
Image resolutions: 600 x 800 dpi
Total file size of collection: 5 gb
Average File Size: 20 mb
Access mechanism Database, Stand alone terminal
Access restrictions or charges Available for viewing at Monash Federation Centre 3-4 days a week
Ongoing data management: In house
Comments: This project was carried out at short notice with limited access to materials.

The hardware required was already owned by the library. Images were selected from the library's own small photographic collection with additional images made available by the Oakleigh Historical Society. Two images were used from Picture Australia

MORELAND CITY LIBRARIES

1.BRUNSWICK PUBLIC LIBRARY

Project title:	Brunswick Historical Photographs on CD-ROM
Description of program:	Digitisation & indexing of 1800 photographs onto a CD ROM
Purpose of project:	Increased/improved access and preservation
Start date:	April 1994
End date:	November 1994
Partners:	Triad
Funding source:	Library Budget
Total project cost:	$ 4,000.00
Format/media of items:	Images, Indexes
Subject of items digitised:	Historical photographs pertaining to Brunswick area
Copyright status of material:	Copyright with Brunswick library
Digitisation process:	Outsourced
Resulting file formats:	JPEG
Access mechanism:	CD ROM

2 MORELAND CITY LIBRARIES

Project title	Images of Moreland
Description of project	Digitisation and indexing of 2000 photographs onto a CD-ROM
Purpose of project	Increased/improved access and preservation
Start date	February 1997
End date	November 1998
Partners	None
Funding sources	Library budget
Total project cost	$18,000
Format/media of items digitised	Images and indexes
Subject of items digitised	Historical photographs pertaining to Moreland area
Copyright status of material	Copyright with Moreland Libraries
Digitisation process	In-house
Software used	Various
Hardware used	Digitisation: scanner
Resulting file formats/types	JPEG
Access mechanism	CD-ROM
Access restrictions or charges	No Copies of CD-ROM available for sale
Comment	Project was carried out by a part time IT officer who has since left the organisation

MURRINDINDI LIBRARY SERVICE
ALEXANDRA LIBRARY

Project title:	Digitisation of Alexandra Library Local History Collection
Description of project:	To digitise local history material commencing with photographs
Purpose of project:	Increased/improved access,preservation, other: Collating & digitising resources scattered throughout the community
Start date:	November 2000
End date:	Ongoing subject to funding from current budget
Funding source:	Library budget
Total project cost:	Stage 1 - $ 2,000.00
Format/media of items:	Unbound manuscripts, images
Subject of items digitised:	Gold mines & mining, pioneers, buildings, aborigines
Copyright status of material:	Out of copyright
Digitisation process:	In house digitisation
Software used:	Digitisation: Inmagic, Storage/management hard disc & CD ROM
Hardware used:	Digitsation: Scanner Storage/management: CD burner & hard disc
Resulting file formats:	TIFF, JPEG, Bitmap
Image resolutions:	Medium
Average file size per item:	200kb
Total file size of collection:	155mb
Metadata/catalogue records	Library's usual catalogue records
Access mechanism	CD ROM, database, stand alone terminal
Access restrictions or charges	Staff only acess until CD-Rom available
Ongoing data management	In house
Comments	Project undertaken November 2000 to digitise collection of images held in local history collection of Alexandra Library. Stage 1 is currently underway to train staff in use of InMagic software

NORTH CENTRAL GOLDFIELD REGIONAL LIBRARY

Project title:	Old news/New news
Description of project:	To digitise microfilm of the Bendigo Advertiser newspaper 1853-1901, incl. the first 6 months previously held only by the Bendigo Advertiser
Purpose of project:	Increased/Improved access
Start date:	February 2001
End date:	June 2001
Partners:	Bendigo Advertiser Newspapers
Funding Sources:	Local Government Division
Total Project Cost:	$ 44,654.00
Format/media of items:	Images
Subject of items digitised:	Newspapers
Copyright status of material:	Legal status to be clarified
Digitisation process:	In house digitisation
Software used:	Digitisation: Adobe Photoshop 5.5

	Storage/Management: Adobe Acrobat 4.0/Nero Burning Point
	Delivery: Adobe Acrobat 4.0
Hardware used:	Digitisation: Minolta MS2000 Digital Microfilm Scanner
	Storage/Management: Compaq Professional Workstation AP 200
	Delivery: Local PC
Resulting file formats/types:	PDF
Image Resolutions	To be calculated
Average file size per item	To be calculated
Total file size of collection	To be calculated
Access mechanism	CD-ROM
Access restrictions or charges	Use in library only, no borrowing. No charges other than printing charges
Ongoing data management:	In house
URL	N/A
Comments	Project late in starting due to changes in existing work-for-the-dole arrangements at NCGRL. New group due to start late February 2001 specifically for this project.

PORT PHILLIP LIBRARY SERVICE

Project title:	City of Port Phillip Art & Heritage Unit Collection
Description of project:	Digitisation of 600 images from the local history - heritage collection
Purpose of project:	Increased/Improved access, Preservation, to attach images to existing records
Start date:	1997
End date:	1997
Funding Sources:	City of Port Phillip
Total Project Cost:	$ 3,000.00
Format/media of items:	Images
Subject of items digitised:	Mostly historical photos/postcards/council furniture/weights & measures/maps & plans/landmarks
Copyright status of material:	Most are copyright to City of Port Phillip, otherwise stated on records
Digitisation process:	In house digitisation, Outsourced - Museum Victoria Image Management
Software used:	Digitisation: HP Precision Scan Pro
	Storage/management: within designated database drives on City of Port Phillip network
Hardware used:	Digitisation: HP Precision Scan Pro
	Storage/management: within designated database drives on City of Port Phillip network
Resulting file formats/types:	JPEG
Image resolutions:	100dpi
Average file size per item:	Approx. 50kb per image
Total file size of collection:	48.OMB (50,355,192 bytes)
Access mechanism:	Database
Ongoing data management:	In house, outsourced - Triad Datamagic Pty. Ltd.

STONNINGTON LIBRARY AND INFORMATION SERVICE (MALVERN ARCHIVES)

Project title:	Major Conservation of History Data to the web
Description of project:	Making the local history catalogue accessible through the web. Including access to images
Purpose of project:	Increased/Improved access
Start date:	1998
Funding Sources:	unfunded
Format/media of items:	Images and Library catalogues
Digitisation process:	In house digitisation
Software used:	Digitisation: MS Front Page
Hardware used:	Digitisation: Web Server
Resulting file formats/types:	JPEG
Image resolutions:	75 dpi
Access mechanism:	Internet
Ongoing data management:	In house

STONNINGTON LIBRARY AND INFORMATION SERVICE (PRAHRAN ARCHIVES)

1.Project title:	(no title)
Description of project:	Scanning of 2 substantial histories of the municipality (rare books) for web access
Purpose of project:	Increased/Improved access
Start date:	January 2001
End date:	February 2001
Funding Sources:	Internal
Total Project Cost:	$ 1,000.00
Format/media of items:	Published material
Copyright status of material:	OK - author long dead
Digitisation process:	Outsourced - Australian microfilm service
Software used:	Digitisation: MS front page Delivery: MS Word file
Hardware used:	Digitisation: Web Server
URL	Not available yet
Resulting file formats/types:	JPEG, HTML
Access mechanism:	Internet

2.Project title:	Stonnington Oral Histories (proposed)
Description of project:	Audio digitisation of recent oral histories for web access
Purpose of project:	Increased/Improved access
Start date:	September 2001
End date:	December 2001
Partners:	Prahran and Malvern local history societies
Funding Sources:	Internal or external (if available)
Total Project Cost:	$ 7,500.00
Format/media of items:	Recordings
Copyright status of material:	Held by Stonnington
Digitisation process:	Outsourced - (agency to be confirmed)

Software used:	Digitisation: Web based audio
	Storage/Management: web server
Hardware used:	Storage: Web Server
Resulting file formats/types:	RM or Windows
Total file size	Unknown
Average file per item	Depend on recording
Metadata/catalogue records:	Library's usual catalogue records
URL	Not available yet
Access mechanism:	Internet
Ongoing data management:	In house

3 Project title:	Local news online (proposed)
Description of project:	Scanning of local newspapers 1966-98
Purpose of project:	Increased/Improved access
Start date:	January 2002
End date:	April 2002
Partners:	Prahran and Malvern Historical societies
Funding Sources:	Internal or external (if available)
Total Project Cost:	$ 21,000.00
Format/media of items:	Images, published material
Resulting file format	JPEG
Access mechanism	Internet
Average file size	Unknown
Metadata/catalogue records	Library's usual catalogue records
Image resolutions	75dpi and 150 dpi
Copyright status of material:	To be negotiated
Digitisation process:	Outsourced - (agency - unknown as yet)
Software used:	Digitisation: Scanning software
Hardware used:	Web Server
Resulting file formats/types:	JPEG, HTML
Image resolutions:	75 dpi and 150 dpi

VISION AUSTRALIA FOUNDATION

Project title:	Tilly Aston Heritage Collection Digitisation Project
Description of program:	To digitise all photographs within the collection pre 1960 & selected photographs post this era showing pivotal moments in the History of Vision Australia (approx. 1,500 images). To digitally capture selected rare and unique objects and documents vital to the history of the organisation (approx 500 artefacts0
Purpose of project:	Increased/improved access and preservation
Start date:	Mar-2001
End date:	Mar-2002
Funding source:	Funded privately by donation and via Vision Australia Foundation
Total project cost:	Approx $12,000.00
Format/media of items:	Images
Subject of items digitised:	Objects, photographs & documents related to the history of Vision Australia Foundation and the fight for an improvement in rights and constitutions for the

	blind and visually impaired
Copyright status of material	Copyright of most collection images is the property of Vision Australia
	Copyright for photographs taken pre-1950 has expired
Digitisation process:	In house digitisation
Software used:	Digitisation: Adobe Photoshop 5.0 (mainly used), Microtext Scan Wizard Pro V3.04
	Storage/Management : Windows Explorer
	Delivery: Microsoft Access 97 collection database
Hardware used:	Digitisation: Microtek Scanmaker 4 scanner, Nikon Cool Pix 950 digital camera,
	Storage/Management: IBM personal computer 300GL (under review)
	Delivery: to be determined
Resulting file formats:	JPEG
Image resolutions:	72ppi
Average file size:	Approx 30KB
Total file size:	60 MB (for 2000 images)
Access mechanism	Database, internet
Access restrictions or charges	Images used for external access will have copyright that has either expired or permission to use images will have been formally obtained and appropriately documented.
URL	www.visionaustralia.org.au
On going data management	In house
Comments	
	Digitisation of material will occur when possible as part of the cataloguing process and will be undertaken in batch lots

WHITEHORSE – MANNINGHAM REGIONAL LIBRARY CORPORATION

Project title:	Whitehorse Manningham Heritage Network
Description of program:	Local History database for municipalities of Whitehorse & Manningham together with a sample of images from 4 historical society collections
Purpose of project:	Increased/improved access and preservation
Start date:	July 1997
Partners:	4 historical societies in Whitehorse and Manningham
Format/media of items:	Images, Indexes
Subject of items digitised:	Sample of images from collections of historical societies
Copyright status of material:	Owned by historical societies
Digitisation process:	In house digitisation
Software used:	Digitisation: HP Precision Scan Pro; Adobe Photo Deluxe Business ed.
	Storage/Management: stored on PC
Hardware used:	Digitisation:Hewlett Packard Scan Jet
	Storage/management: stored on PC
Resulting file formats:	JPEG
Image resolutions:	75dpi (usually)
Average file size:	20 KB
Total file size:	Images: 218 MB
Metadata catalogue records	Other: Local history database records
Access mechanism:	database, internet

Ongoing data management   In house
URL: www.wev.vic.gov.au
Comments   See www.gov.au/ref/heritage/trial2 html

WYNDHAM LIBRARY SERVICE

Project title
Funding sources   LHGP
Format/media of items   Images
Digitisation process   Outsourced
Software used   Digitisation: Adobe
    Storage/management: Inmagic

Metadata   Inmagic
Access mechanism   Stand alone terminal
Access restrictions/charges   (Hopefully) eventually on internet through Inmagic Web Software
Ongoing data management   In-house