

## DISC Survey: Digital Library Inventory

The blank survey and completed surveys for FAMU, FAU, FCLA, FGCU, FIU, FSU, NCF, UCF, UF, UNF, USF, and UWF are on the DISC wiki (<http://swiki.fcla.edu:8000/DISC/>) and attached. The responses submitted in the summary and charts have been copied from the institutional surveys.

### Summary

The Digital Library Inventory Survey begins with a list of several shared definitions for digital objects and digital libraries. The survey questions on the survey fall into these four categories:

- What are you
- Who are you
- What do you have
- What are your needs, goals, resources, expertise?

Because of the wide diversity in staffing, equipment, and systems in use, the answers to all questions in each of the categories varied widely with some institutions focusing on creating digital objects, some on hosting digital libraries or collections, some offering training and other support, and some doing a combination of two or more of these. All respondents differed in the types of work being done, the level of sophistication for those types of work, and the quantity of work.

To assist with the overall landscape analysis, a general scope note for each institution's digitization initiatives and organizational charts have been included (see pages 49+).

### Commonalities by area:

- Finding Aids:
  - With the exception of FGCU and NCF, all of the SULs completing the survey are creating finding aids.
- Digitization, metadata:
  - All of the SULs completing the survey are creating metadata for their materials.
- Digitization, creation of digital objects:
  - All of the SULs completing the survey are digitizing materials.
- Digitization, facilitation of ETDs:
  - FAMU expects to include more born digital collections; ETDs specifically by fall 2010.
  - FAU, FSU, NCF, UCF, UF, USF, UWF have ETD programs.
  - FIU has started doing a lot for the new ETD project, including completing a pilot project this summer.
  - UNF is exploring an ETD program with the UNF Graduate School. The project is anticipated to begin in 2010, following the recent hiring of a full time digital staff member to work on copyright permissions and digital production.
- Digitization, acceptance of born-digital materials such as faculty papers by faculty/staff/other self-submission (no staff interaction required) system (i.e., "Institutional Repository" functions):
  - FIU has started doing some of this to a lesser extent than for the new ETD project, but needs more support to be able to use the DigiTool deposit module for self-archiving
  - UCF is testing an EPrints install hosted and supported by FCLA, which would include a self-submission option for UCF faculty and staff.

- UF released the myUFDC self-submittal tool for UF's Institutional Repository and myDLOC for projects with non-UF members in September. It's linked from the top of all UFDC and dLOC pages and through this direct link: <http://www.uflib.ufl.edu/ufdc/?m=hmh>
- USF's digital repository has a deposit module. USF has also recently entered into an agreement with Berkley Electronic Press to use its Digital Commons product for a USF institutional repository featuring faculty papers. The scope, processes, and procedures for implementation of this project are being developed. USF is also planning to launch Digital Commons to support a USF institutional repository within the next two years.
- Digital Library/Collection hosting:
  - FIU, UCF, and UF host their own digital libraries/collections, handling all aspects of the hosting, ingest processing, and user support for their hosted collections. UCF and FIU also contribute to PALMM collections hosted on FCLA's DigiTool. Some of the image class legacy UF PALMM materials from DLXS have been migrated to DigiTool, but no text-class items.
  - UCF is testing an EPrints install hosted and supported by FCLA.
  - USF currently manages and hosts all of their own locally created digital libraries/collections via a local installation of DigiTool and no longer contributes materials to PALMM collections on FCLA's DigiTool. This includes images, e-books, documents, text, audio, and video. The USF Libraries have approximately 60,000 licensed objects in DigiTool.
  - UWF Libraries provide both hosting and support of digital collections depending on Special Collections and Archives or external needs.
- Digital archiving:
  - FIU, UCF, and UF maintain their own internal archives as well as send materials to FCLA's FDA.
  - FSU uses MetaArchive for some materials and sends others to FCLA's FDA.
  - USF maintains its own internal archive and plans to deposit into FCLA's FDA within the next six to twelve months. The USF Libraries currently create and maintain a multi-copy optical disc-based archive of locally created digital collection content (archival masters). This archive contains all of the content created during nearly fourteen years of digital collection building. The USF Libraries use a simple database for tracking. Libraries staff have yet to deposit any of this content into the FDA archive but plan on making a major effort to get all of this digital content into the FDA in conjunction with the migration to a new digital asset management system.
  - All other responding SULs send materials to PALMM or ETDs hosted by FCLA, which FCLA automatically ingests into FDA. The automatic ingest is also done for ETDs from FSU, UCF, and UF.
- Training:
  - With the exception of FGCU and NCF, all respondents train for new skills and software and all offer some level of training to others in their libraries, and/or on their campuses, and/or as part of the coordination for collaborative work. Specific training offered by institutions includes:
    - FAMU offers training on creating metadata, proper handling of materials, CONTENTdm, and related finding tool software.
    - FAMU and USF conduct training on scanning.
    - USF provides training on image processing, quality control, and PDF and e-book generation.
    - FAU, FCLA, FSU, UCF, UF, UM, and UWF conduct training on finding aids.
    - FCLA offers training on request on DigiTool.
    - USF provides training in the use of the Deposit Module (for its local installation of DigiTool).

- UF offers complete training on all aspects of digitization, with an emphasis on training for dLOC on using the dLOC toolkit.
- UWF considers training an ongoing challenge.
- FIU's GIS Center provides training to students and faculty in using and managing geospatial data.
- FIU has offered complete training in digitization.

**Staffing levels (number of individuals and FTE) by function:**

- The staffing levels for digitization activities vary widely from institution to institution. 5 respondents indicated that they do not have a separate digital library or digital collections unit while 7 institutions do. Total FTE for those with a separate digital unit ranges from 1 to 12 with 4 institutions having 3 or fewer FTE. Extending beyond the digital library unit, the total number of FTE involved with digital library initiatives at the institutions ranges from minimal to 15 with 4 institutions reporting 3-6 FTE and 2 institutions reporting 13-15 FTE. Please see pages 14-15 for details.
- Staff at ten of the institutions has acquired expertise with particular formats or services. Please see page 16 for details.
- Complete descriptions of staff involved in digitization activities include a description of the activities and the number of FTE within each function. Please see pages 16-28 for detailed explanations of:
  - Digitization (in house or ingest/processing of vended materials) of any material type
  - Facilitation of other digital materials (ETDs, IRs, and born digital)
  - Hosting and supporting online collections (web designers, DL system support, etc)
  - Archiving and preservation
  - Cataloging and metadata creation
  - Digital library training, project management, and other roles specifically related to digital project activities
- Descriptions of additional activities and functions of interest performed within the overall FTE are described on pages 27-31 and include:
  - Data curation
    - Six institutions reported involvement.
  - Grant funded projects
    - Nine institutions reported involvement.
  - National or international digitization partnership
    - Four institutions reported involvement
- Most all institutions reported that various departments in their libraries play a role in the coordination of digital projects. Pages 31-35 provide descriptions of the activities at each institution for the following areas:
  - Systems
  - Technical Services
  - Public Services
  - Special Collections and Archives
  - University Archivist
  - Collection Development
  - Electronic Resources

- Internal committees, working groups or task forces concerned with digital initiatives are active at five of the institutions. See page 36-37 for descriptions of these groups at:
  - FAMU
  - FAU
  - FIU
  - FSU
  - NCF
  - UCF
  - UF
  - USF

**Software tools currently in use:**

- While no one automated system is used by all institutions to access and display digital collections, DigiTool is used by 9 respondents and 1 respondent has plans for using DigiTool. Four of those are using their own DigiTool admin unit. A breakdown of these systems by institution is available on page 37. All automated systems currently in use include:
  - DigiTool
  - DLXS
  - OJS
  - Digital Commons
  - Etd-db platform developed by Virginia Tech
  - CONTENTdm
  - Greenstone
  - UFDC
  - Various web tools
  - Archon
  - Open source
  - Mango
  - MDID
  - VCat
- With the exception of FGCU, all respondents indicated using additional software in the production of digital collections. For complete listings and staff expertise with software please see pages 38-39. Selected software includes:
  - Adobe creation, production, and editing products
  - Flash
  - ABBYY
  - Drupal
  - EPrints
  - Camtasia
  - Sony Sound Forge
  - XML-related tools
  - LOCKSS
  - MD5 Checksum
  - Roxio
  - Dreamweaver

- Animoto
- Slidrocket
- Cooliris
- ImageMagick v6
- Final Cut Studio
- Mplayer/Mencoder
- MPEG Streamclip
- HandBrake
- Audacity
- Garage Band
- Omni Page Pro
- Prime Recognition OCR
- OPS

**Level of integration with FCLA digital library services / Level of participation in PALMM / Level of participation in FDA**

- The level of integration with FCLA digital library services is divided into several categories
  - The level of participation in PALMM (apart from Archives Florida) ranges from none to heavily involved. Complete descriptions are available on pages 39-40.
    - One institution indicated no involvement
    - Four institutions indicated past involvement
    - Five institutions indicated current and/or upcoming involvement
- Responses indicated that five institutions are currently using FCLA's DigiTool for Institutional Collections. Complete descriptions are available on page 40.
- Six institutions indicated some type of involvement with DLS services for Finding Aids (Archon, Archives Florida, or Opening Archives). Complete descriptions are available on page 41.
  - Participation ranged from low/minimal to high
  - UCF and UF indicated high/maximum involvement
  - FAMU, FSU, UNF, and USF acknowledged participation and contributions
  - UWF is a heavy participant for its own generated DLS services for Finding Aids particularly making use of its own server installation of Archon.
- Participation with the Florida Digital Archive is evident for eight of the institutions. Complete descriptions are available on pages 41-42.
  - Several indicated high or extensive involvement
  - FSU is most recent participant
- Overall the level of participation with DLS services for ETDs is low. Complete descriptions are available on pages 42-43. However, it is important to note that:
  - UCF's ETDs continue to be served by FCLA with a high level of reliance and involvement.
  - UWF is a participant and this service seems to be functioning adequately for ETD ingest and later cataloging and display in the catalog.
  - FAU's ETDs are hosted in their institutional DigiTool Admin unit which is supported by FCLA.

- The level of participation with DLS services for Institutional Repositories (DigiTool Deposit or EPrints) is moderate. Complete descriptions are available on pages 43-44.
  - FAU and FSU are using DigiTool for their IRs, but continue to manage all ingest procedures.
  - UCF is currently testing an FCLA test install of EPrints.
  - FGCU hopes to use DigiTool an IR/electronic archives in future.
  
- Most institutions described their library's use of DigiTool to be in the beginner to intermediate range. Complete descriptions are available on page 44.
  - Three institutions indicated simple submissions
  - Two institutions indicated more advanced submissions such as ingesting manifestations and using CSV files.
  - One institution indicated a growth in sophistication and complexity
  
- Staff experience and expertise was rated low to moderate with regards to DigiTool. Complete descriptions are available on pages 44-45.
  - Several indicated the lack of user-friendliness
  - Difficulty with workflows and submission requirements
  - Key is establishing the workflow for staff to follow
  - More training and documentation needed
  - Ask that FCLA provide must do a better job at significantly more training on these tools as the training/education requirements are not adequate
  - FCLA could greatly aid in collaborating with organizations such as Lyris to provide training

### **Equipment currently in use**

- In addition to the software used, each digital collections unit relies on a variety of equipment. Complete descriptions are available on pages 46-49 for:
  - Computers
  - Cameras
  - Scanners
  - Audio recorders
  - Video Recorders
  - Storage
  - Other

### **Planning for the future:**

- In addition to the questions posed by CSUL, DISC wanted to include some information regarding our needs, plans, goals, and issues to help plan for the future. Detailed descriptions are available in each institution's survey.
  
- A wish list of current needs for the institutions surveyed includes:
  - For digitization (particular formats?)
    - .JPG file, .PDF file, set of .PDF file, .SWF Flash file, RTF, and audio
    - Newspapers; oversized sheets like posters and maps
    - Photographs and other images

- Development of digitization tracking database and automated report reporting and statistics for building digital collections and/or digitization activities in PDF, JPG/JP2, TIFF, PDF/A, and METS format.
  - DSLR camera with book cradle, high speed scanner and large format scanner needed (newspapers).
  - Complete migration of materials to remove them from the queue to reduce overhead and improve production.
  - There is a need for general and specialized education with regards to digitization by FCLA in both present and future possibilities. For example, the Library of Congress recently completed a Flickr/Folksonomy image digitization project which is being followed by various academic libraries across the country. These newer methodologies should be continually explored and disseminated by state institutions such as FCLA.
- For digital library functionality
  - Better support for METS
  - Need to build an electronic library platform
  - Become more collaborative with other departments and efficient in the building and delivery of digital collections
  - Self-submittal tool, especially using DigiTool with support and training
  - Online metadata editing
  - Bookshelf/favorites
  - Interactivity, Social Networking and Web 2.0 methodologies (i.e. Mashups) are all digital library functional requirements that are present on other state and national levels and need to be brought into Florida state libraries and the wider state system of libraries.
- For archiving and preservation
  - Work more with FCLA to develop more efficient submission and tracking workflows for FDA.
  - Better support for automated transfer of multiple manifestation objects from DigiTool to FDA ( Our understanding is that beta procedure can only handle single manifestations)
  - As a new member to FDA, work towards developing digital preservation policies and procedures that encompasses automatic and efficient use of FDA and MetaArchive as digital preservation strategies for digital collections master files.
  - Faster FDA ingest
  - Established method and timeline way to get files from FDA
  - FCLA is doing an adequate job at migrating formats and preservation, though perhaps too much time is being spent on this area while other areas outlined heretofore suffer. Education and wider dissemination other than simply placing this as information on FCLA's website is needed for the broader community to flourish.
  - While the USF Libraries continue to maintain their own optical disc-based archive of all locally created digital content, staff does plan on utilizing the FCLA FDA services. The plans seek to accomplish this during the migration of USF content from DigiTool to Fedora Commons over the next six-twelve months. Expected needs in regards to

support from FCLA staff are minimal – only that they will be available for consultation. Libraries staff are also exploring an offer from USF’s central IT department to store the Libraries’ digital collections archives disks at an off-site facility (Iron Mountain).

- We have a large archive of institutional materials as well as some manuscripts and papers
- For metadata creation
  - It would be very helpful to have statewide guidelines documents on what metadata goes where and what metadata is prescribed for what type of collections. The working group from DISC and metadata SC is currently working on such a document, but until that document is available some general guidelines would be very helpful.
  - METS maker for ingesting into DigiTool and for direct ingest into FDA.
  - Work closely with the Cataloging department to develop best practices for metadata creation along with utilizing metadata creation/PREMIS expertise best practices from DISC/CSUL member institutions.
  - Ingesting and integrating other data sources (<http://id.loc.gov/authorities/>; EADs, EACs/life events) as needed overall and for specific projects.
  - Training in software markup.
  - Workshops on standards of Metadata creation and how this metadata fits into larger production cycles are sorely needed. Metadata methodology workshops are needed as is broader dissemination of information regarding the current trends towards tagging and folksonomy for technical services. Catalogers versed in older methodologies need to be educated so that these new methodologies are not perceived as a threat and so that they may make the successful career transition to working on metadata projects and ensuring career longevity.
  - We need to train our catalog librarian.
- For collaboration
  - It would be helpful to have a wiki or a blog or some common place where different institutions can post their current digital projects which they are looking to collaborate with other institutes for.
  - Better collaboration on related digital library development.
  - Better collaboration on Everglades related digital library development, though we are thrilled to be working with UF on this.
  - Work closely with others to develop a digitization-tracking database, participate in national/international digitization projects, and collaborate on future grant opportunities.
  - Find collaborative opportunities for leveraging shared resources.
  - Wider collaborations need to be engendered between and among institutions and a better and more complex relationship model needs to be instituted rather than an FCLA central repository with larger satellite institutions left to simply ftp batches of collections with regards to digitization. A more complex, dynamic and 21st century collaborative model is needed here taking into account present trends and needs.

- The USF Libraries seek to collaborate with other institutions to build collections of national and international research value in fields that support the University's strategic goals.
    - We are interested in partnering with other institutions on digitization projects. We have materials on holocaust/genocide that are targets.
  - Other
    - It would be very beneficial to have statewide guidelines on specifications for OCR that are needed to say submit materials into the newspaper Florida Digital Newspaper library and better instructions on how to submit to that collection.
    - We don't have the infrastructure for any large-scale digitization project although we have a couple of candidates as described above, as well as a desire to implement ETDs. We would need to add at least one FTE to our technical services department to create descriptive metadata.
    - There is a need for copyright clearance routines and continuing training in metadata creation and other topics.
    - There is a need for shared training and documentation to share lessons learned and gain economies of scale.
    - Our greatest obstacle is our size and overall lack of technological skills. Training is a priority.
- An overview of institutional goals:
  - Each institution was asked to list their long term and short term goals.
    - Our short term and long term goals include collection materials and building our IR and also to collaborate with more SUS libraries on joint, new PALMM collections. We are really interested in contributing to collections in PALMM because they represent collective efforts of collaboration between the SUS, and this is a great resource and asset, especially when funds and resources are shrinking with budgetary constraints.
    - In the short term, Cook Library hopes to continue to build its New College Thesis database and develop the Smart Library project (i.e. art image database). Long term, we would like to examine unique holdings for potential digitization.
    - Our short term goal is to finalize the pilot project. Our long term goal is to serve as a digital repository for the institution.
    - Our short term goals are to integrate digital initiatives underway across five library departments, and to set priorities for investment in those projects. Our long term goals are to expand digital initiatives in programmatic areas and to support research infrastructure needs of the university.
    - The major short term goal for digital collections is to complete the migration from DLXS to DigiTool and OJS, in order to retire DLXS. Our long term goals are guided by CSUL in consultation with DISC and other groups.
    - Short-term goals for the FSU includes: establishing clearly defined and efficient workflows to support ongoing digitization projects; performing quality control and full cataloging for previously digitized collections; creating a preservation policy for digital collections; and improving promotion of and access to digital collections. Long-term goals include: identifying collections for digitization using criteria in FSU's "Collection Development Policy

for Digital Collections”; identifying potential partnerships on and off campus; and applying for grant funds to support digitization of larger collections of material owned by the FSU Libraries.

- Short term goals: Complete grant for Central Florida Memory – deadline is Sept. 30<sup>th</sup> and launch PRISM – Political & Rights Issues & Social Movements PALMM collection. Long term goals: Develop an Institutional Repository model for UCF.
- Increase automation and overall processing ease to increase production and enhance support for digitized materials.
- Supporting preservation and access, adding maximum functionality, and along with maximum overall growth in the digital collections and digitization production (in terms of the quantity, quality, and variety of materials as well as the reliability of the production process).
- ETD exploration with the UNF Graduate School, and retrospective conversion project of UNF print theses and dissertations. We hope to have a trial project to accept new theses and dissertations as files, with eventual transfer to DigiTool. The Project is anticipated to begin in 2010, following the hiring and training of a full time digital staff member to work initially on copyright permissions and then digital production. The Library will explore various institutional repository options, including acquiring a DigiTool ADM unit.
- Continue to scan University archival materials e.g., alumni journals, campus newsletters and newspapers.
- Create EAD finding aids via Archon for selected University archival materials, with ingestion into Archives Florida.
- Short term, we’re accepting collections that are donated to us and keeping them as safe as we can in our archives. Long term, we’d like to have these special collections digitized and cataloged in PALMM.
- Hopefully, to generalize, UWF Digital Initiatives needs to keep congruent with current trends in the wider IT sphere so that the UWF Libraries maintain their place as a vital center for information dissemination and gathering for the campus and wider community. Perhaps like the rest of the state, UWF is in a retrenched budgetary situation currently and with this maintaining a minimal level of present initiatives is perhaps paramount.
- Short-term goals (1-2 years): Migrate all digital collections from DigiTool to Fedora Commons; complete integration of LibGuides and Flex Builder public interfaces; submit USF Libraries digital collection content to FDA; launch Digital Commons to support USF institutional repository; and develop and document efficiencies in all phase of digital collection building.
- Long-term goals (3-5 years): Implement a digital collections project tracking software system; create a Holocaust & Genocide Studies information portal; increase grant funded projects to support USF Libraries strategic initiatives; develop integrated video/text public interface for searching and presenting oral history interviews.

- Each institution was asked if they had institutional assets to share:
  - Ten institutions indicated that they had institutional expertise to contribute to others.
    - FAMU - Will share what we know.
    - FAU – Audio and video digitization, books, broadsides, photographs
    - FGCU - Enthusiasm and willingness.
    - FIU - Yes, geospatial data manipulation and curation

- FSU - We believe we are ahead of the curve in having a digital initiatives collection development policy and are happy to share this with others.
    - UCF – Experience using multiple content management systems. CONTENTdm experience in particular.
    - UF - Yes, especially for serials, newspapers, the Digital Library of the Caribbean, museum objects/artifacts, and on training, support, and set up for equipment. We also have MARCXML record feeds that others can ingest into their catalogs. For SULs, the records are in MANGO, but for others the records can still be ingested, which supports the expanded cooperation goals for Florida’s academic libraries (<http://facrl.fcla.edu/newsletter/nl0309/cooperation0309.html>).
    - USF - Yes. USF remains willing to assist FCLA and other state universities to the degree possible given available resources.
    - UWF - web 2.0 and open source methodology expertise and expertise with new digital library methodologies that may be valuable to share, especially with the smaller and midsized SUS institutions that do not have large IT staffs to devote to these initiatives.
    - UNF – We are happy to collaborate and share our expertise with other institutions.
  - Five institutions indicated that they had resources that could be pooled or leveraged, and two others indicated willingness to explore the possibility.
    - FAMU - Open to explore this.
    - FAU – resources for audio, video and specific monographs (books, broadsides, photographs) digitization.
    - FIU - Yes, hosting data (and infrastructure for mapping applications)
    - FSU - We have several large collections of international significance that are prime candidates for digitization as part of consortial efforts. These collections include Napoleonic-era materials and the papers of Nobel Laureate Paul A.M. Dirac.
    - UCF – CONTENTdm
    - UF - We’re at or over capacity, but we’re always looking for ways to work more efficiently. Working collaboratively can be a great help in finding ways to leverage shared resources to do more work with fewer resources.
    - USF - Yes. If USF deems a collaborative project furthers the university’s strategic goals, USF Libraries remain willing to pool or leverage resources. Current examples include dLOC and MVI.
  - When asked if there was a current capacity or capability to take on new work for free or for a fee, only one institution responded yes. However, four others indicated that they would be willing but would need to reprioritize or plan for such an undertaking or charge fees. Others indicated the need to complete legacy work before making such a commitment.
- Most all institutions indicated future plans or desires. A sampling includes:
  - Work with for digital projects because it ensures us that we are doing things consistently with statewide initiatives and FCLA has the expertise needed in Digital Collections that we can turn to for consultation.
  - We are very interested in seeing the outcome of the document that DISC has been discussing lately stated “DL systems requirements.” While no system will meet all our needs, it would be nice to have a robust enough system that meets most of our needs and we have good technical support for.

- I would like to see the recommendations of the Janus Recon Task for taken seriously and actually implemented. These recommendations include devoting 1% of the Libraries' collective collections budget to digitization, focusing on digitization of special collections, and centralizing infrastructure.
- Important digital collections are scattered throughout the SUS (not to mention the state). Florida on Florida only aggregates collections pertaining to Florida, and has no full text capability. We should put policies and technologies in place to de-Balkanize our digital resources, cooperate more not only within the SUS but on a statewide level, and capitalize on the strengths of the collective.
- We want to transition from a proof-of-concept model to an integrated digital library program.
- Expansion of UFDC for further extensibility and robustness, including:
  - Automatic connection to preservation system and space (see Duraspace and NLM's Fedora instance as models)
  - Ongoing refinements to UFDC's Lucene indexing (Lucene is an enterprise-level, open source software for indexing)
- Greater automation overall
- The Library will explore various options, including acquiring a DigiTool ADM unit.
- Ideally we would build some in-house capacity for digitization and description, rather than needing to rely completely on external partners. When that happens we'd be happy to serve as a digitization partner for another institution.
- With regards to future plans, UWF Libraries have the idea to continue with present operations and hopefully make a few further inroads into digital initiatives. With regards to desires, digital initiatives on a national level are expanding and libraries are in the midst of a paradigm shift. Innovation is key to both survival and thriving. Central to this is the future of digital library systems and creating a larger faculty/staff infrastructure that is geared to this new world of possibility and necessity.
- Our short term goal is to finalize the pilot project. Our long term goal is to serve as a digital repository for the institution.
- The USF continues to work collaboratively with select internal and external partners on content creation and plan to continue to host local content in USF's digital library systems.
- A significant effort is underway in the USF Libraries to more fully integrate special and digital collections and to present and contextualize collection content from a single web-based access point. To this end, the USF Libraries purchased the web-based LibGuides (hosted) solution by Springshare. The Special & Digital Collections Department turned to LibGuides to host its expansive collection guides, which include descriptions, finding guides, curated content, bibliographies, audio/video narration, short scholarly essays, etc. To work within select LibGuides web pages, staff has developed a new and compact digital collections public interface using Adobe Flex Builder 3, which runs in the Adobe Flash Player. The new interface provides expected standard browse and search features (simple & advanced) for digital collections. The combination of LibGuides and Flex Builder also promises to increase digital collection access by multiplying and simplifying access points and preventing patrons from jumping between web pages.
- The USF Libraries' LibGuides/Flex Builder public interface is built upon a new digital content management strategy. USF Libraries have decided to phase out DigiTool, and staff is working in earnest to migrate digital collection content into the open-source software Fedora Commons. Libraries staff are likewise adapting and/or developing the required management infrastructure (deposit, ingest, etc.)
- When migration from DigiTool to Fedora Commons is complete in 2010, the USF Libraries plan on adapting an open-source project management software solution to tie in to all aspects of the digital collection building, managing, and presentation processes together.

- Each institution was asked to describe any needs, bottlenecks, or problems that hinder digital collection development. A sampling of issues includes:
  - Technology
  - Getting streaming music on DigiTool, DRM options on DigiTool and making DigiTool more robust for IRs by developing or enhancing the submit module.
  - Better mechanisms for input from the libraries, like this survey. Clearer direction from CSUL.
  - Reduced staffing
  - DigiTool is complex; it is resource-intensive to train and support many distributed users.
  - Inadequate DigiTool support, documentation, training, and instability.
  - Proper coordination among various departments involved in digitization efforts.
  - Obtaining adequate funding if we are to move beyond working with smaller collections of limited interest.
  - Retrospective materials from the backlog of unfinished work from before 2006 that was never able to load to PALMM and that must be pulled from disk, processed, and loaded to UFDC.
  - Archiving. We must continue our internal archive until we can get enough materials in FDA quickly enough and readily access materials after they're ingested into FDA.
  - Equipment
  - Software
  - Storage
  - Technical assistance with implementing digital projects.
  - Build some in-house capacity for digitization and description, rather than needing to rely completely on external partners.
  - Metadata creation is the current bottleneck.
  - Training
  - Lack of understanding and knowledge about new initiatives and trends in technologies being employed on education of the wider library faculty and staff to what is occurring on national and global levels
  - Lack of leadership within the state to provide a cohesive approach to policies, practices, and development of the changing exigencies and technical needs required to build digital libraries.
  - A lack of administrative priority for these initiatives
  - An aging workforce not trained or amenable to the specialized and new digital methodologies necessary to build digital library infrastructures
  - Confusion regarding centralized or decentralized digitization activities and what approach is more appropriate to the needs of the institutions
  - Relevant, timely, accessible workshops and/or training available to assure adequate and trained staff, especially those who might be repurposed into new digital areas
  - Affordable opportunities for staff to gain an understanding of and enthusiasm for new initiatives and trends in technologies being employed on national and global levels
  - Creation of an appropriate infrastructure to adequately support digital initiatives at SUS institutions, regardless of size
  - USF Libraries staff is still learning more about the FDA process and are preparing to package and deposit content. USF hopes some kind of interface or API can be developed or considered to allow for depositors to externally/programmatically verify, query, and track deposits.
  - An effective means of resolving issues related to centralized/decentralized digitization
  - Leadership at the state level for providing exposure to and understanding of emerging digital technologies and discussing possible adaptation throughout the SUS

## Staffing levels (number of individuals and FTE) by function:

Do you have a separate "digital library" or "digital collections" unit? How many total FTE are in this unit?

Institution	Digital unit?	Total FTE in Digital unit
<b>FAMU</b>	No, we do not have separate staffing for our FDRC. Staff who participate in building the FDRC have primary responsibilities in Public Services, Technical Services, and Collection Management.	
<b>FAU</b>	Yes	3
<b>FCLA</b>	2 groups: Digital Collections Digital Archive	5 6
<b>FGCU</b>	No	
<b>FIU</b>	Yes	3
<b>FSU</b>	Yes	3
<b>NCF</b>	No	
<b>UCF</b>	Yes	Currently 2. 3 <sup>rd</sup> position resigned and was frozen.
<b>UF</b>	Yes	12
<b>UNF</b>	2 units have digital responsibilities: Special Collections; and Technical Services	Special Collections: As part of their assignment, the two staff members of Special Collections & University Archives are responsible for the selection of items from Special Collections for digitization and for scanning duties. Technical Services: A recently hired full time Library Services Specialist (support staff position) will perform other digital services functions, such as ETD receipt and retrospective scanning, and database maintenance.
<b>USF</b>	<b>Yes</b>	7
<b>UWF</b>	<b>No</b>	There is no separate digital library or digital collections unit though there are various feelings among faculty/staff that this is recognized as a lack. The UWF Libraries do retain a more traditional book-centered library organizational structure. This again could change in the future depending on administrative priorities with regards to the future of the Libraries' digitization programs and future strategic plans.

Whether or not you have a separate unit, how many FTE total do you consider are involved in digital library initiatives in your institution? If you answered yes to 1, this number should include (that is, be equal to or greater than) the number reported in 1.

Institution	Total FTE involved in digital library initiatives	Notes
FAMU	10	The Commons Group has oversight of the FDRS and is made up of a membership of 10 FTE.
FAU	3	
FCLA	13-14	The DLS staff members mentioned above (11 FTE), plus the Assistant Director for Digital Library Services (1 FTE). We have a webmaster/graphics designer who spends about half of her time in support of digital library services (.5 FTE). We also use about 1 – 1.5 FTE worth of sysadmin services.
FGCU		Negligible—not zero; the AD for Collection Management is involved in the SWFLN project management very occasionally.
FIU	10.7	In addition to Digital Collections Center staff (3 FTE), other individuals are involved in various digital initiatives as follows: GIS (3.5 FTE), Special Collections (1.5 FTE), Reference (1.2 FTE), Sound and Image (1 FTE), and Systems (.5 FTE).
FSU	3	
NCF	.1	
UCF	6	
UF	15	12 FTE [Digital Library Center + 1 FTE programmer in IT] + .5 FTE IT support for server support, database administration, and equipment + Varied percentages for Collection Managers for their projects + 2.0 FTE Preservation involved in sending materials to IA for vended digitization + Cataloging staff, varied percentages as needed for particular projects
UNF	1.4	The two Special Collections staff members attend to these functions on a minimal basis, as workload permits. A new full time Library Services Specialist will work on an ETD project and other digital initiatives.
USF	Some portion of 26 (greater than 7)	19 FTEs outside the Digital Collections and Services Unit have only some responsibility to support digital collections building, including: 1.5 faculty FTE engaged in building the Karst Information Portal and other Special & Digital Collections faculty and staff (5.5 regular staff FTE, 4 faculty FTE, and 8 student assistant FTE).
UWF	1	This number would be a composite and composite and amalgamation of approximately five faculty/staff from IT, Archival, Special Collections, Cataloging and Public Services areas working on a project basis and who have been variously involved in digital initiatives/ projects in the past. These projects and duties would comprise a small part of their wider full time sets of respective departmental duties.

Please list all types of materials (photographs, lantern slides, audio, video, newspapers, large format, etc.) with which your institution has particular expertise.

<b>FAMU</b>	We have limited expertise in producing born digital audio products and digitizing regular sized print materials. As mentioned earlier, most items are outsourced, in part, in order to eliminate the need for local experts. We have no lantern slides.
<b>FAU</b>	Audio, video, photographs, and monographs --broadsides.
<b>FCLA</b>	We have expertise in the long-term preservation of audio, video, text and image formats. We are acquiring some expertise in the delivery of digitized audio and video.
<b>FGCU</b>	None
<b>FIU</b>	Photos, printed materials up to 11x17, both bound and unbound; slides/transparencies; realia (herbarium sheets) ; and geospatial data.
<b>FSU</b>	Photographs, microfilm/microfiche, and audio, video, and large-format materials
<b>NCF</b>	None
<b>UCF</b>	Photographs, maps, scrapbooks, fragile books, 35 mm slides
<b>UF</b>	Large format: architectural drawings, maps, posters, newspapers / serials; multi-dimensional and museum objects; photographs; slides of all types; audio; video; books; loose papers / archival materials / manuscripts
<b>UNF</b>	Photographs and printed materials.
<b>USF</b>	Photographs, lantern slides, 35MM slides, audio (conversion from analog – cassette, reel-to-reel, and streaming), video (digital videography, video editing, DVD video), newspapers, monographs, journals/serials, oversized maps, illuminated manuscripts, artifacts – including 3D photography, and documents.
<b>UWF</b>	Our institution has particular expertise with scanning and mounting digital images, glass plate negatives and utilizing open source newer web 2.0 in thinking about new possibilities for digital libraries. methodologies (interactive commenting features, 40th anniversary projects)

For staff in each category below, please enter number of full time staff, number of part time staff; number of permanent staff, number of temporary staff (grant funded or term positions); number professional, non-professional, students.

*For digitization (in house or ingest/processing of vended files) of any material type*

Institution	Description of activities	FTE
<b>FAMU</b>	The FDRC was put in place spring 2008 with a pilot project, the Gallery of Distinction. This pilot project has allowed us to tweak original digitization plan and review how well the initial digitization plan serves our purposes. As a result of initial studies, we have determined that most digitization should be outsourced; but that certain categories of materials, such as those that are fragile or oversized, or otherwise not candidates for shipping, should be digitized in-house or digitized locally. As stated earlier, digitizing in-house is the exception; most digitization will be outsourced. We cannot predict the volume of materials to be digitized at this time. This will depend on the availability of funding and on how quickly metadata is created.	.25
<b>FAU</b>	All our digitization efforts currently are in-house. We digitize large format materials, monographs or any audio-visual materials. We perform OCR only on	1

	<p>PDF documents using Adobe Acrobat 9.0 Professional. Our volume ranges every month from about 3-4 monographs which range from 500- 700 pages, about 4-6 hours of audio, 2-3 hours of video. For the year 2007-2008 we digitized 20,208 individual files, 178.16 GB of unprocessed audio and video files processed 146 ETDs and. These numbers are approximate and only include the scanning or recording time. It does not include the time required to edit the files, make PDFs, JP2 or other accessible formats, handle of born digital objects, and perform quality checks.</p> <p>Staff description - 4 part time SP and 1 full time SP for 25% of her time</p>	
<b>FCLA</b>	None	0
<b>FGCU</b>	One of our small collections is being digitized by our local multi-type library cooperative using LSTA funding awarded by the State Library & Archives of Florida. We are exploring in-house digitization for at least one of our special collections which consists of 7,000 pieces of field notes and slides from the archives of a forensic anthropologist.	None
<b>FIU</b>	We digitize materials in Special Collections, Government Documents or partner repositories or individual collectors. Ranges from year to year based on workplan, staffing and partner activities, but generally in the range of 3000-10,000 items per year. Past projects have included vended digitization, such as Reclaiming the Everglades project and video/audio digitization projects for oral history collections.	
<b>FSU</b>	FSU Libraries participate directly in In-House Digitization for digital collection building through Special Collections and faculty collections. For what materials? Special Collections and faculty research material. How much volume? The volume is currently several small digital collections per year. However, the volume is expected to increase during this year as the Digitization Tack Force becomes fully developed and Digital Library Center and Cataloging workflows are more definitive and consistent.	2
<b>NCF</b>	The library does not have staff exclusively dedicated to digital projects. We devote about .1 FTE to digitization at present.	Less than .1
<b>UCF</b>	<p>While we do a small amount of audio and video digitization, the bulk of the materials that we digitize are in print and come from our Special Collections department. Typical formats include maps, books, photographs, and slides. Volume depends on funding for student assistants. Thanks to an LSTA grant this year we were able to hire students to scan for our Central Florida Memory project. In 2007, Digital Services scanned a total of nearly 50,000 images for all collections combined. In 2008, Digital Services contributed over 38,000 images for all collections combined. As of August 10, 2009 Digital Services has already scanned over 25,000 images for this year.</p> <p>We have outsourced to iArchives in the past for microfilm scanning and OCR. We are not outsourcing any materials at this time. During our last conversation with iArchives they indicated that they no longer did small projects like ours. Less than 15,000 images and text files.</p> <p>Staff description - 1 full-time permanent staff, 1 full-time temporary grant-funded student</p>	2

<p><b>UF</b></p>	<p>In-house digitization is done for all materials that can't be sent to Internet Archive. For details, see digital initiatives list. Projects for vended digitization are listed under digital initiatives.</p> <p>UF entered into a contract with Internet Archive (IA) a couple of months ago to purchase up to 2 million pages of digitization services. IA's processing requires that all items have records, be bound, not be oversized, not be overly thick, not be overly fragile, be out of copyright or have permissions, not be overly tightly or loosely bound, and be at least 200 pages on average. For items meeting the criteria, the digitization cost is \$.10 a page. Any unusual components (maps, foldouts) are an extra cost. Lyasis is now offering digitization through IA for higher volume, with prices based on the number of volumes. Their pricing requires many volumes (2,500) to reduce the costs to under the \$.10/page offered directly with IA, but they offer a coordinator to assist organizations who are new to digitization. UF may use Lyasis for microfilm digitization for the Caribbean Newspaper Digital Library grant project if we have more than 50 reels to send at once because of the price break.</p> <p>In the past, UF has used iArchives as a vendor for the digitization of microfilm and physical materials as well as others. iArchives was able to meet requirements where others were not and became the preferred vendor, but we have information on specific concerns with others and with vending in general if those are of interest.</p> <p>Staff description - Current grant funded staffing: Everglades (1.5 FTE student OPS); dLOC funded multiple student OPS (now completed), and an internal mini-grant funds one student worker. Other pending grants will also fund student OPS if awarded.</p>	<p>12 FTE staff + student Work Study OPS from grants and the Libraries</p>
<p><b>UNF</b></p>	<p>The majority of the materials are housed in University Archives and include documents, reports, serials, photographs, and ephemera. We are also digitizing print and visual resources from our Personal Papers collections. Volume varies; est. 500-1,000 images / year.</p>	<p>1.4</p>
<p><b>USF</b></p>	<p>1 FTE for images and text (supervision, final QC, and launch); 5 temporary staff for images and text (digitization and processing); 1 FTE for audio (capture, conversion, and/or editing); and 1 FTE for video (capture, conversion, and/or editing)</p>	<p>3 FTE + 5 temporary staff</p>
<p><b>UWF</b></p>	<p>Most of UWF's digitization efforts and original scanning are accomplished in house. This extends from the Bell Glass Plate Negative collection to scanned photos and documents and maps which Special Collections and Archives acquire. This material mostly comes from Special Collections donations or present holdings. Also, a sustained smaller portion comes from Masters Theses and Dissertations which are digitized for the catalog.</p> <p>Staff description: 1 Full time staff as a single part of their wider main duties (primarily roles as library web developer)/ 1 part time student (grant funded)</p>	<p>1</p>

For facilitation of other digital materials (ETDs, IRs, and born digital)

Institution	Description of activities	FTE
FAMU	We expect to include more born digital collections; ETDs specifically by fall 2010. Not contributing any other digital materials at this time.	None
FAU	We receive about 100+ ETDs every semester, which are uploaded into the ETD collection in Digital Collections@FAU Libraries. Besides that we also receive, using various means, faculty and students papers, presentation or speeches in a digital format which are also uploaded online manually into the respective Departmental collections in Digital Collections@FAU Libraries. The volume varies from 1-2 papers a month sometimes to 12-15 papers a month.  Staff description: 1 full time SP for 25%, 1 part time librarian for 5% and one OPS librarian for 5hrs/wk	.35
FCLA	We offer two options to help support institutional ETD programs. 1) The university runs its own system for students to submit their work (e.g. ETD-db). When the dissertation is accepted, the university exports the ETD file(s) and metadata from its system in METS format and sends it to FCLA. FCLA's ETD system hosts the ETD online, creates a PURL for it, creates a MARC record in the library's catalog for the ETD containing the PURL, and maintains restrictions on access. Optionally we forward the ETD and/or its abstract to UMI/ProQuest. 2) The library can use the DigiTool Deposit Module or EPrints hosted at FCLA as an IR for its ETDs. For faculty materials, libraries can use the DigiTool Deposit Module or EPrints hosted at FCLA as an IR.	3
FGCU	We do not have ETDs or an institutional repository presently but are hoping to implement them in the next 3-5 years.	None
FIU	We have started doing a lot of this for the new ETD project and, to a lesser extent, for faculty works. Volume this year is in the range of several hundred items. Tasks include reformatting for web publishing and preservation; adding metadata; keeping statistics; preservation.	
FSU	The FSU Libraries facilitate about 70-100 born-digital ETD materials, 10-20 undergraduate honors theses, and 1-3 faculty papers/collections per year for digital collection building.	1
NCF	The library does not have staff exclusively dedicated to digital projects. We devote about .1 FTE to digitization at present.	Less than .1
UCF	Work with Grad Studies and FCLA to process and make available ETDs. Students submit their thesis or dissertation through the library and we hand it off to FCLA. Programmer Blake Stephens created the submission form. Joel Lavoie handles any issues with submissions and works with FCLA for access. Cataloging reviews and unsuppresses records. 1,803 theses and dissertations since 2004.  Staff description - 1 part-time permanent staff	.5
UF	<i>ETDs:</i> UF requires all students to go through the ETD process, which goes through the Graduate Editorial Office, UF Cataloging, and the files are stored at FCLA. This process does not yet send the ETDs to UFDC, but once the "projects in lieu of a thesis" and self-submitted materials for the IR are processing smoothly, we will work with the Graduate School to have materials load into UFDC as part of their processing (expected late 2009 or early 2010).	1

	<p><i>ETDs as Projects:</i></p> <p>However, many departments offer a “project in lieu of a thesis” option. These have been delivered in hard copy until spring 2009. Now, our IR coordinator is working with the advisors for the colleges that most often have projects in lieu of (Fine Arts; Design, Construction, and Planning; Journalism). We expect to have 100 or fewer of these for 2009-2010, but many departments have back files on CD/DVD and we are not yet sure what the scope of those may be or if those are also in the Libraries’ collections. We’re working with the collection managers to ensure that all materials are at least in the Libraries so that we can request permissions, process, load, and archive as time is available.</p> <p>We have a meeting planned for fall with the Documentary Institute, and all of their students have turned in their theses as projects. However, it’s not clear that the Libraries have copies of these so we’ll be coordinating for copies at all and for digitized Open Access copies. We don’t yet know the permissions status (student permission only needed, or are their components of the videos that prevent open online access or require additional permissions), and the faculty are out of the country until the fall semester begins.</p> <p><i>Faculty Papers:</i></p> <p>Currently, we take electronic faculty publications whenever we receive them and permissions for them, but we do not solicit them unless they relate to an existing project. By September, we will have a self-submittal tool for faculty to submit their electronic materials directly, but the process of training and vetting/correcting materials is not yet clear and so I expect we’ll see more work from this along with more materials online. Faculty will be logging in through the regular campus system, which relies on Shibboleth. This allows us to capture name, department, and contact information automatically from the UF campus database so that UF users do not need to enter that information.</p> <p>We have several collections for faculty that were funded through grants and donors, including the Women in Development Collection (WID). WID currently has 1,717 volumes with 77,198 pages. There are many more items awaiting permissions (in the DLC and the physical collections) and others that haven’t been reviewed. Part of the work is de-duping from what’s already been done for the collection. Other faculty collections include the Peter Hildebrand materials on International Farming Systems (which has a great deal of overlap with WID) and Norman Holland’s materials on the psychological study of the arts. Peter Hildebrand’s materials were from his collection which became a departmental reading room. Other faculty collections are similarly small libraries that are then acquired and integrated into the Libraries’ collections with digitization as part of the process, as with the Coastal Engineering Report archives, which were digitized in 2008-9.</p> <p>Staff description - Staffing comes from within the same group in “a”. Primarily the IR coordinator (1 FTE) from the group listed in “a”.</p>	
<b>UNF</b>	We are currently planning an ETD project.	.5
<b>USF</b>	1 FTE also does system support and training.	Less than 1
<b>UWF</b>	UWF provides cataloging level ingest and support for ETDS. At present, every Master’s thesis and doctoral level dissertation submitted is cataloged, sent and	1

	<p>housed in a database at FCLA. Currently, there is no institutional repository for faculty working papers but this again could change in the future depending on priorities and needs. Special Collections does receive born-digital collections such as faculty CDs, DVDs, student projects, and even university publications (admissions, catalogs), local government projects (CDs, DVDs), genealogical products of individuals and families, and gifts of digital photographs and images.</p> <p>Staff description: 1 full time staff on a part time basis as part of their duties (System Administrator).</p>	
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*For hosting and supporting online collections (web designers, DL system support, etc)*

<b>Institution</b>	<b>Description of activities</b>	<b>FTE</b>
<b>FAMU</b>		None
<b>FAU</b>	<p>FAU uses services and hosting platforms provided by FCLA for both its IR and digital collections. FAU purchased a DigiTool ADM unit from FCLA to host its IR and Digital Collections. Currently we use it for all file formats and it holds about 6000+ digital objects. Having our own ADM has enabled us to pursue more materials for our IR by highlighting to the faculty a consistent showcase with PURLs and regular statistics. It also helps us pursue our local digital initiatives with departments within the library and other local organizations.</p> <p>Staff description: 1 part time student</p>	.5
<b>FCLA</b>	<p>We offer two options for hosting online digital collections. 1) In FCLA's DigiTool, in administrative unit FCL01 (PALMM). 2) In FCLA's DigiTool, in a library's own administrative unit. Materials can be text, audio, video or image.</p>	3
<b>FGCU</b>	<p>Our collections are available through PALMM; we would rely on FCLA for hosting and support.</p>	None
<b>FIU</b>	<p>We host and support around 20 online digital collections in PALMM, Digital Commons, dLOC and through local FIU web servers. Materials covered in previous questions.</p>	
<b>FSU</b>	<p>FSU Libraries Digital Library Center hosts and supports over three thousand and three hundred electronic theses and dissertations (3316 ETDs).</p>	1
<b>NCF</b>	<p>The library does not have staff exclusively dedicated to digital projects. We devote about .1 FTE to digitization at present.</p>	Less than .1
<b>UCF</b>	<p>UCF locally hosts Central Florida Memory, Harrison "Buzz" Price Papers, and Institute for Simulation and Training documents.</p> <p>CFM – print materials from seven partner institutions. Formats include directories, yearbooks, catalogs, photographs, scrapbooks, student newspapers, letters, pamphlets, postcards, and maps. 3,574 compound objects.</p> <p>Harrison "Buzz" Price – reports, proposals, and feasibility studies for theme parks and resorts. This collection is under strict copyright protection and many items are closed for access until 2010 or 2013. The 125 of reports in digital format are a small percentage of the collection, selected for their research use by the faculty of the Rosen College of Hospitality Management. Access restricted by location.</p> <p>Institute for Simulation and Training documents – 213 documents and reports.</p>	.5

	<p>Access available via a link in the catalog to a PDF on the Libraries' server.</p> <p>Staff description - 2 part time permanent staff</p>	
<b>UF</b>	<p><i>Hosting and supporting online digital collections:</i></p> <p>--UF hosts all digital collections and digital collection materials in UFDC.  --ETDs submitted through the UF Graduate Editorial Office are hosted by FCLA.  --Finding aids are hosted on UF webspace.</p> <p><i>For what materials:</i></p> <p>--UFDC supports complex/compound objects for all materials.  --Materials in UFDC include: novels, books, serials, newspapers, photographs, audio, video, Flash animation/video, architectural drawings, maps, manuscript and archival files, and more.  --File types supported include: JPG, JP2, text, XML, PDFs, Flash files for objects in rotation, downloadable files, thumbnail JPGs for the first page and all pages for quick overviews, and more. Files are offered as downloads whenever convenient for users to have as a download, as with JP2s offered as downloads for the aerials; PDFs automatically embedded for items and offered as downloads; Excel; PowerPoint; Word; and other file types also supported within the object as downloads.</p> <p><i>For what quantity:</i></p> <p>All material types  73,330 titles  200,863 volumes (newspapers with one title and thousands of issues, etc)  4,061,555 pages  Several terabytes of active, online mirrored space that house the files, which are also backed up to tape. Statistics for collections are automatically updated and available online: <a href="http://www.uflib.ufl.edu/UFDC/?m=htg">http://www.uflib.ufl.edu/UFDC/?m=htg</a>.</p> <p>Staff description - This is mainly the programmer (Mark Sullivan), the limited other IT time (.5 FTE split across Server and Database Administration, and other equipment support) and time split from other DLC staff (Mark Sullivan, Laurie Taylor, Randall Renner, Lourdes Santamaria-Wheeler, and Matt Mariner).</p>	1.5+
<b>UNF</b>	<p>The Library is hosting and supporting the UNF Oral History Collection website, containing over 150 audio and transcription files.</p>	N/A
<b>USF</b>	<p>Currently 4 FTE staff members are working on redesigning/building the Special &amp; Digital Collections web presence. When complete this will probably be the part time responsibility of 1 FTE.</p>	
<b>UWF</b>	<p>UWF Libraries provide both hosting and support of digital collections depending on Special Collections and Archives or external needs. Currently, this is more generally outlined in the scope note above and is organic depending on the various size, scope and material type of various collections.  Staff description: 3 FTE as a part of their full time duties (1 faculty, 2 staff).</p>	Less than 3

For archiving / preservation

Institution	Description of activities	FTE
<b>FAMU</b>	Not contributing at this time.	None
<b>FAU</b>	FAU currently submits materials into FCLA's dark archives for digital preservation. We have been working with FCLA to beta test direct submission into the FDA from DigiTool. All our master files are submitted or will eventually get submitted into FDA. We use external drives to store some of the master files temporarily before we transfer them to the FDA.  Staff description: 1 AMP staff (DL Manager)	.25
<b>FCLA</b>	We offer the Florida Digital Archive for the use of the SUS university libraries. The FDA uses DAITSS, locally written preservation repository software. The FDA is suitable for text, audio, video or image materials and office formats (presentation, spreadsheet); we allow but discourage deposit of databases, executables, or interactive media. FDA currently holds about 35 TB (one copy) and is growing by 2-4 TB/month.  Staff description: 6 full time permanent, 1 grant funded term	7
<b>FGCU</b>	We have archived our collections with FCLA's Florida Digital Archive.	None
<b>FIU</b>	We submit to the FDA and also store materials locally on gold archival CD/DVD.	
<b>FSU</b>	Currently, the FSU Libraries are using FDA for preservation of faculty research materials from FSU Biological Scientist (Dr. A.K.S.K. Prasad Diatomscapes) which was used as a demo preservation collection to influence FSU Libraries to adopt FDA as a preservation strategy. We also preserve Special Collections "Flying High", Dr. Prasad's Diatomscapes, and select FSU Undergraduate Honors Theses via MetaArchive. However, a digital preservation strategy for specific collections and which digital preservation we will utilize will be discussed in the future.	1
<b>NCF</b>	The library does not have staff exclusively dedicated to digital projects. We devote about .1 FTE to digitization at present.	Less than .1
<b>UCF</b>	Master Tiff images are archived in a minimum of two locations which include the Libraries' server, CDs, DVDs, portable hard drives, and the Florida Digital Archive.  Staff description - 1 part time permanent staff, 1 part time temporary grant funded student	.25
<b>UF</b>	We contribute everything we can to FDA, and we archive everything internally to DVD. We will soon migrate our internal archiving to the campus tape storage solution (Tivoli). We archive everything internally because we have to have an accessible archived copy. Until FDA can quickly process in all materials we send and until FDA offers a way for us to request and quickly receive files from FDA, that results in the need to maintain an internal archive.  We still have a backlog of materials for FDA to ingest as well as ongoing high capacity so the campus tape solution will at least ease the time spent on our internal archive. The current slowness with internal archiving and the FDA backlog complicates quantity estimates. Starting in September, faculty self-submittals are an unknown variable in terms of quantity estimates.	.5+

	Additional staffing details: Staffing comes from within the same group in "a". .5 FTE from Matt Mariner who coordinates text processing, metadata corrections, and archiving, including the internal archive, FDA, and sending copies to partners for their archives. Time from Mark Sullivan and Laurie Taylor as the FDA contacts.	
<b>UNF</b>	Florida Digital Archive, for long term storage of retrospective PALMM images.	N/A
<b>USF</b>		.25
<b>UWF</b>	Currently, UWF participates in the Florida Digital Archive through the West Florida History Collection. In the past this has been notably through the Bell Glass Plate Negative collection.  Staff description: 2 librarians / Faculty on part time basis; 1 staff on part time basis	2

*For cataloging / metadata creation*

<b>Institution</b>	<b>Description of activities</b>	<b>FTE</b>
<b>FAMU</b>	We initially selected Dublin Core to create metadata; but have settled on using MARC for all materials.	None
<b>FAU</b>	We use qualified Dublin Core metadata standards with practices that are a mix of the CDP DC best practices, DLF's shareable metadata and locally created best practices. Digital items that are not going to be cataloged in FAU01 or DLU01 get DC records. Most of the materials in the IR have DC records. The volume varies depending on the IR materials submitted per month, but it averages about 10-30 items a month. Technical Services Department creates the MARC records. For items that have DC records we have 2 part time librarians.	.4
<b>FCLA</b>	We do not do any cataloging/resource description at FCLA. We do create MARC and Dublin Core format metadata by program from information created externally and submitted to various systems. For example, our ETD support system creates MARC cataloging records from information sent by university ETD systems.	0
<b>FGCU</b>	The digital objects in our PALMM collections were scanned locally and submitted to FCLA using MXF. MARC records for the local and union catalogs were created in house.	None
<b>FIU</b>	We have created metadata per the MARC, Dublin Core, and FGDC standards, with some profiling for biological/ecological materials.	
<b>FSU</b>	FSU Libraries have recently began developing Digital Library Center and Cataloging work flows with Cataloging creating the MARC records in Aleph for FSU Libraries online public access catalog (OPAC) whereas the Digital Library Center will copy MARC records to ingested digital objects for Dublin Core representation in DigiTool. The special materials to be cataloged is a decision best determined by the FSU Libraries Digitization Task Force at a volume of several new previously non-cataloged "born digital" or "digitized" digital collection per year.	1
<b>NCF</b>	The library does not have staff exclusively dedicated to digital projects. We devote about .1 FTE to digitization at present.	Less than .1
<b>UCF</b>	CFM – Dublin Core. So far this year about 1,000 records. PALMM collections – most metadata has been MARC based. For DigiTool, we are looking at using the MARC information to create Dublin Core records for ease of	1.75

	<p>export to MANGO. Currently starting our first collection in DigiTool and we are estimating about 1,500 records for PRISM: Political &amp; Rights Issues &amp; Social Movements.</p> <p>Staff description - 1 part time permanent librarian, 1 fulltime temporary grant funded student, 1 part time temporary grant funded student</p>	
<b>UF</b>	<p>For all resources: We use METS, MODS for bibliographic data, and local extensions. See this item's metadata page to see each explained:  <a href="http://www.uflib.ufl.edu/ufdc/?b=UF00078891&amp;v=00001&amp;m=hdFC5">http://www.uflib.ufl.edu/ufdc/?b=UF00078891&amp;v=00001&amp;m=hdFC5</a>  UFDC automatically creates MARXML files for items on UFDC. The dLOC Toolkit/DLC Toolbox includes an importer tool, which can import from MARC, METS, or a spreadsheet to create METS files.</p> <p>Additional staffing details - Staffing comes from within the same group in "a". 1 FTE for Nelda Schwartz who ingests existing records and prepares and tracks physical materials. For items without existing catalog records, different staff members create records by importing spreadsheets, and all create and update records as needed. Others in the DLC, largely liaise with collection managers and Cataloging &amp; Metadata as needed for specific projects/items.</p> <p>Select items by specific agreements are cataloged by the Cataloging &amp; Metadata Department Items before coming to the DLC, including Baldwin grant materials. Those are on a per project basis and vary. Other time from CatMet includes time working with the DLC (Mark Sullivan and Laurie Taylor) on the creation of MARXML records and the load to Endeca.</p>	1+
<b>UNF</b>	<p>EAD and DACS for creating descriptive records, and encoding finding aids and archival materials. The Head of Special Collections creates EADs for finding aids via Archon. MARC based records for PALMM collections. A Cataloger may create a new record for digitized items, and has previously created MARC based records for PALMM contributions.</p>	Minimal, workload permitting.
<b>USF</b>	<p>Note: 1 FTE also catalogs physical collections and 1 FTE is involved with web design/building.</p>	Less than 2
<b>UWF</b>	<p>Metadata creation for UWF is guided by the type of materials being ingested or used, a loose adherence to Dublin Core for documents and more of a loose VRA guided set of rules for images. At the same time, UWF has also been experimenting with a newer folksonomy inspired plan. This was used in the universities 40th Anniversary project preceding the similar Library of Congress Flickr project where the user guides description and comment on various historic images.</p> <p>Staff description: UWF is in transition with regards to a Head of Cataloging. Currently, three staff catalogers create metadata for ETD's is on a part time basis.</p>	

*For digital library training, project management, and any other roles specifically related to digital project activities*

Institution	Description of activities	FTE
<b>FAMU</b>	OPS staff members receive in-house training on proper handling of materials, operation of equipment for digitization, scanning, and related finding tool software. Full time paraprofessionals receive training on creating metadata, are cross oriented to digitization projects and procedures, and are cross trained on external training topics. Commons Group members receive external training on Archon, DigiTool, and related software and internal training on CONTENTdm. In addition, the Information Commons Librarian attended the 2009 New School for Scanning. We use Journalism students for visualization/photography projects, so have no need to train in this area of expertise.	None
<b>FAU</b>	We receive training in-person, on-phone and email training from FCLA in using DigiTool and creating workflows for submission in DT. The DL Manager is trained in using the various features of DigiTool and the DL staff is then trained by the DL Manager in features as required for their projects.  Staff description: 1 AMP staff (DL Manager)	.25
<b>FCLA</b>	We don't have ongoing training programs for FCLA staff, but we do ad hoc in-house training for our staff as needed. In recent memory, Digital Library Services staff have participated in local training in METS and in certain technical topics related to DigiTool, as well as about applications such as Elluminate, Drupal, BIRT and Apex. We find external instruction (books, Web modules, classes) when we need to; for example, DLS librarians took a Web-based course in XSLT.  Digital Library Services staff offer regular training for SUS library staff in use of DigiTool. Training sessions are scheduled on request, can be for 1 to 20 participants, and can be held on site or at FCLA.  DLS does not offer formal training in use of the FDA, but the FDA manager visits all new Affiliates before they begin participating in the FDA, and does additional site visits on request or as need arises.	Included in above (b,c,d)
<b>FGCU</b>	We do not offer any training. Our staff has attended some workshops through our local multi-type library cooperative. We also had FCLA come and train us on their MXF client several years ago.	None
<b>FIU</b>	We have offered complete training in Digitization to staff of the Digital Collections Center, to Library interns from USF and FSU graduate library programs, and to visiting librarians from other countries (via SEFLIN exchange). We offer partial training on various digital library processes and procedures to other Library staff on an as-needed basis.	
<b>FSU</b>	FSU Libraries currently does not offer digital archiving, metadata, or related fields training. However, our Digital Library Center department head has recently been selected for the ICPSR five-day digital preservation workshop <a href="http://www.icpsr.umich.edu/dpm/workshops/fiveday.html">http://www.icpsr.umich.edu/dpm/workshops/fiveday.html</a> at the University of Michigan (October 11-16, 2009), which is awaiting senior management approval.	1

<b>NCF</b>	The library does not have staff exclusively dedicated to digital projects. We devote about .1 FTE to digitization at present.	Less than .1
<b>UCF</b>	<p>Digital : Internal: Adobe webinars. Time for self-training via books and online. External: Digital workshops and conferences when budget permits. Adobe seminars.</p> <p>Metadata: Internal: Provided by Special Collections and Cataloging staff.</p> <p>Staff description - 1 fulltime permanent Digital Services librarian responsible for coordinating digital project activities.</p>	1
<b>UF</b>	<p>Training is normally on metadata, imaging (scanning, image correction), quality control, archiving locally and remotely. We also provide assistance with selecting, installing/calibrating equipment, and provide training on how to use equipment for digitization.</p> <p>We also train and assist with creating promotional materials for collections (designing postcards, writing press releases), creating contextual materials (online exhibits, guides to materials, user FAQs), and on using the digital collections.</p> <p>Internal training for the UF Libraries is done for library staff, student workers, collection managers, and anyone related to UFDC as needed. We've had interns in the DLC for semester and shorter projects.</p> <p>External training/liasing is done for all dLOC partners, for UF groups (Florida Museum of Natural History, Harn Museum), and for other groups connected to UF and particular projects.</p> <p>Additional staffing details: The primary staff members who train others are: Mark Sullivan, Lourdes Santamaria-Wheeler, Randall Renner, Laurie Taylor, and Dina Benson, but all DLC staff train others as needed and all train students.</p> <p>Production level project management is split by the production queues (newspapers, main, and IR). Other aspects of project management are handled by the coordinators for those queues, and by Laurie Taylor and Randall Renner.</p>	Staffing comes from within the same group in "a".
<b>UNF</b>	<p>In-house training: Online training manuals, and Webinars for all staff. External training: Attendance at workshops and conferences. The Head of Special Collections handles all digital management activities related to projects in the unit, including the addition of images and PDF files to the Section's website pages.</p>	Minimal, workload permitting.
<b>USF</b>	Project manager/coordinator is also involved with web design/building. A fraction of an additional FTE is devoted to training	More/less than 1
<b>UWF</b>	Training for digital collections, digital archiving, metadata and related fields has been an ongoing challenge for UWF for a number of reasons. While the UWF Libraries have made some use of seminars and webinars mostly offered by PLAN (Panhandle Library and Information Network) and previously, SOLINET, it would be beneficial to have more staff/faculty training/workshop visits and general education from FCLA regarding digital initiatives system support and possibilities.	1 part time

	Staff description: One librarian Faculty member on a part time basis. Digital Initiatives comprises one part of total UWF Libraries IT system administration duties (i.e. Web Presence, Aleph Administration, Hardware/Software Systems Infrastructure, Metalib/SFX/Course Reserves etc.)	
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Additional digital services activities:

*Data Curation*

Institution	Description of activities
<b>FAMU</b>	The FAMU Libraries are not involved with institutional level data curation. At the library level, we are discovering, identifying, collecting and preserving special collections related to information by and about blacks/FAMU and Florida and either digitizing or receiving born digital material for the FDRC and FHP. This allows materials to be more accessible and shared now. Archiving those materials at FCLA , on local servers, and on storage media (many copies) and making sure that they enjoy backward compatibility should help to ensure that data is available in the future and reusable over time. We are adding value to data by creating digital table of contents to materials not totally digitized or creating indexes to files to make them more discoverable. To date, we are in the infancy stages of all things digital, which in some ways might be helpful in that we are in a position to benefit from the work of early adopters in planning for digitization. Goals call for more formalized rather than opportunistic strategies for curating data and for collaborating and participating in institutional level data curation, including curating data streams such as library and institutional legal papers.
<b>FAU</b>	There are no plans currently, unless there is a mandate from the Deans or the DISC decides to take this on as a project.
<b>FCLA</b>	Yes. Digital Curation is generally understood to be a superset of activities which include a subset devoted to digital preservation specifically. We developed and maintain the DAITSS preservation repository application and run the Florida Digital Archive for the benefit of the SUS. DLS staff also participate on the PREMIS Editorial Committee, the PREMIS in METS Advisory Group, the JHOVE2 Advisory Board, and the Universal Digital Format Registry project.
<b>FGCU</b>	None
<b>FIU</b>	Our GIS Center is actively engaged in data curation. It is possible that we will explore data curation as we expand our institutional repository.
<b>FSU</b>	Yes, the FSU Libraries have given several conference poster presentations on exploring some of the functions of The DCC Curation Lifecycle Model. FSU Libraries will begin developing a digital curation policies and procedures for the digital preservation of “born digital” and “digitized” content for current and future uses while continuing to present on work-in-progress/completed digital projects with hopes of securing future grant funding.
<b>NCF</b>	None
<b>UCF</b>	None
<b>UF</b>	Yes, for specific faculty papers and materials that have been identified as critical to UF and where it’s been possible to support their digitization and organization. This has been an ongoing process for International Farming (Pete Hildebrand’s work) which also connects to the Women in Development Collection (Helen Safa, Anita Spring, and others). With the self-submittal form for the IR, we will soon be much more involved in data curation.  For all of the collections in UFDC, UF is “maintaining and adding value to a trusted body of digital information over the lifecycle of scholarly and scientific materials, for current and future use.”

	However, the collections may not fit the normal scope for “scholarly and scientific materials” which is generally construed to mean research and secondary source-types of materials and primary scientific data. While data curation is sometimes more narrowly defined, UF hosts collections like the Digital Library of the Caribbean and the Florida Digital Newspaper Library which are both large, long term projects (dating back to the 1940s and 1910s) that were based on cooperative collecting agreements for the development of shared and preserved scholarly resources. Both of these moved from paper to microfilm and are now digital, and both continue to be extremely important scholarly resources that have built along a cycle of cooperative collecting for preservation and access.
<b>UNF</b>	No current plans.
<b>USF</b>	The USF Libraries have adopted an integrated approach to special and digital collections and have initiated a far-reaching effort to develop web-based content that brings together physical and digital collections into a single “space,” contextualizes those collections by adding scholarly interpretations and resources, and offers opportunities to engage researchers in synchronous and asynchronous dialog. This approach to data curation has been systematized through the adoption of Fedora Commons, LibGuides, and Adobe Flex Builder to manage and provide access to digital content.
<b>UWF</b>	To a certain, extent UWF is committed to data curation as defined above. For example, the UWF 40th anniversary project was built as a scalable organic digital image archive which could later be expanded for the university's 45th and 50th anniversaries. In this way, we are committed to maintaining and expanding collections that may have the addition of other resources.

*Grant-funded projects*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	The Libraries participated in the Panhandle Library Access Network (PLAN) LSTA Grant entitled “PLAN – Connecting People and Information through Cooperation” during the 2008-2009 year.
<b>FAU</b>	No grant funding or plans of it currently.
<b>FCLA</b>	Yes. Many SUS libraries have grants that involve FCLA as a formal or informal partner. We are also partners on grants to two non-SUS organizations, the University of Michigan School of Information, and the Bibliographical Center for Research (BCR). In addition, we usually have some grants and contracts in our own name. Currently these are: -- IMLS, Towards Interoperable Preservation Repositories (TIPR), with Cornell and New York University -- LSTA, Florida on Florida, with Florida Electronic Library (State Library and Archives Florida) -- Library of Congress, PREMIS in METS Toolkit
<b>FGCU</b>	The Southwest Florida Library Network, our local multi-type library consortium, has IMLS funding from the State Library & Archives of Florida for the “Digitizing Southwest Florida’s Heritage” project. We have a small collection of late 19 <sup>th</sup> century diaries (about 1000 pages) from a Marco Island area settler that are being digitized under this initiative. We do not have firm plans but would certainly consider seeking grant-funding in the future.
<b>FIU</b>	Currently we have a grant from the City of Coral Gables to digitize its historical photo collections. We also have a role in dLOC through the FIU Libraries’ Reference Department. The GIS Center is primarily grant and contract funded. Current projects include several projects with the Miami-Dade, Broward, and Palm Beach MPOs as well as partnerships on a few research grants funded through other FIU departments. We intend to be more aggressive in seeking grants in the future.
<b>FSU</b>	The FSU Libraries are and has been involved in the Library of Congress (LOC), National Digital Information Infrastructure Preservation Program (NDIIPP) MetaArchive with Emory, Georgia

	Tech, Virginia Tech, Louisville, and Auburn as project partners since 2004. However, additional project partners are added each year including Rice, Boston College, University of Hull, and South Carolina to name a few. FSU Libraries plans to seek additional grant funding in the future.
<b>NCF</b>	The digital image database (Smart Library) is funded by a congressional earmark.
<b>UCF</b>	Current: State Library – LSTA, Central Florida Memory: Picturing the Past. Added Stetson University and Bethune Cookman University to existing partners Orange County Library System, Rollins College, Orange County Regional History Center, Museum of Seminole County History, and UCF. Previous: IMLS; Central Florida Memory; Orange County Library System, Rollins College, Orange County Regional History Center, Museum of Seminole County History, and UCF. Will continue to seek grant funding.
<b>UF</b>	Yes, see the digital initiatives list above. Also, UF has a list of links for full grant proposals for prior grants that are available: <a href="http://www.uflib.ufl.edu/digital/technologies/documentation/grants.htm">http://www.uflib.ufl.edu/digital/technologies/documentation/grants.htm</a> There are plans to seek more grants as well.
<b>UNF</b>	No current plans.
<b>USF</b>	Caribbean Newspaper Digital Library (TICFIA, 2009 – FIU, UF, USF); Ephemeral Cities (IMLS, 2003 – UF, FIU, USF); and National Digital Newspaper Program: Florida Newspapers, 1900-1910 (NEH/LOC, 2004 – SULs).
<b>UWF</b>	Currently grant funded projects have not been an administrative priority as the UWF Libraries have been in a transitional period. This could change in the future.

*National or International digitization partnership involvement*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	Unknown at the institutional level, and not a priority at the library level.
<b>FAU</b>	No plans for national or international partnerships. We are currently focusing on creating local and state level partnerships.
<b>FCLA</b>	FCLA has no collections, and we do not do digitization at this time. Should this become an SUS priority, we would support any partnership for mass digitization to the extent possible.
<b>FGCU</b>	None locally, but we would support and participate in any such projects that are conducted at a state university level. We don't have the resources to do this by ourselves.
<b>FIU</b>	dLOC is an international collaboration and the Everglades Digital Library is a regional collaborative.
<b>FSU</b>	It is conceivable to believe that FSU Libraries may be involved in national or international digitization partnerships in the future.
<b>NCF</b>	No
<b>UCF</b>	Digital Library of the Caribbean
<b>UF</b>	International and National Partnerships include the Digital Library of the Caribbean/Caribbean Newspaper Digital Library; contributing all volumes digitized from the Baldwin to the Internet Archive and to the International Children's Digital Library as per partnership agreements; and the Federal Depository Library Program, with UF as the Regional for Florida, Puerto Rico, and the Virgin Islands and UF will be digitizing government documents and assisting with their digitization in support of FDLP. UF is also participating in a regional partnership as part of ASERL in support of a collaborative project to digitize materials related to the Civil War.
<b>UNF</b>	No current plans.
<b>USF</b>	The USF Libraries participated in the first dLOC grant and serve as a partner in dLOC's

	Caribbean Newspaper Digital Library. The director of Special & Digital Collections serves on the dLOC executive board. The Libraries also serve as a partner to the Monteverde Institute's (Costa Rica) environmental studies digital collections initiatives.
<b>UWF</b>	UWF is not officially involved in national or international digitization partnerships such as Open Alliance though this also could change in the future and parts of the wider infrastructure hold various interests in these directions. UWF has been committed to and a leader with regards to open source solutions for digital libraries in the past three years (Archon, 40th Anniversary Project). It was an early adopter of Archon for both open source and technical reasons. The Libraries would also be open to exploring international digitization partnerships as there is also a commitment to individual international digital projects (i.e. Batey Relief Alliance Haiti/Republic Dominicana). The University has a prominent reputation and history on the Gulf Coast though international digitization partnerships have not been pursued on a higher, administrative, institutionally sanctioned level.

*Other*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	
<b>FAU</b>	
<b>FCLA</b>	
<b>FGCU</b>	
<b>FIU</b>	
<b>FSU</b>	
<b>NCF</b>	
<b>UCF</b>	
<b>UF</b>	We assist with planning, developing, and promoting digital collections (developing landing pages, guides, customized interfaces, wordmarks, creating promotional materials for digital collections, developing collaborative grants, etc). The goal is to provide the core infrastructure in terms of the systems/technology and then also provide the needed collateral supports to ensure the collections are successfully planned, designed, implemented, promoted, used, and maintained.
<b>UNF</b>	
<b>USF</b>	
<b>UWF</b>	

Who at your institution is involved with coordination of digital projects? Please describe roles of:

*Systems*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	Library Systems provides support in designing, acquiring, and maintaining computer workspaces and software for digitization and providing related training. They also assist in insuring that data is securely stored and archived in multiple locations and formats, and serve as representatives to FCLA related committees.
<b>FAU</b>	FAU's System's department participates in the selection of hardware and software. They also work with the DL on its server storage needs.

<b>FCLA</b>	FCLA has a staff of 5 Unix sysadmins. None are dedicated to digital projects but all of them occasionally perform activities in support of DLS digital collections and/or digital archive.
<b>FGCU</b>	File transfer.
<b>FIU</b>	Maintain network servers; order and maintain equipment.
<b>FSU</b>	Assoc Dir, Mark Stoffan – oversees the FSU Libraries technology and digital collection building and infrastructure. Systems Dept Head, Edward Pierce – oversees all servers, software and hardware responsible for maintaining FSU Libraries information technology infrastructure including digital collection projects
<b>NCF</b>	Provides database support and metadata creation for digital image database.
<b>UCF</b>	Assists with equipment selection, purchase, installation, use and maintenance of equipment and software. Website development. Server maintenance and storage.
<b>UF</b>	Mark Sullivan (programmer, 1 FTE dedicated); Logan Clapp (server administrator); Winston Harris (database administrator, only as needed/minimal time); and others in IT if needed (ordering software, hardware replacements).
<b>UNF</b>	Maintains network servers; orders new equipment.
<b>USF</b>	Digital Collections Systems Administrator Richard Bernardy serves as systems administrator for all content management systems, database administrator, programmer (applications and utilities), and technical lead on all reformatting.
<b>UWF</b>	1 Librarian Faculty for coordination as a part of their wider set of library systems IT duties (Ray Uzwyshyn, Head, Digital and Learning Technologies). 1 server administrator backend as a part of his their duties (Fred Barry, Systems Server Administrator). 1 Web Developer (Jason Kent) as a part of his their duties. (To note, these three individuals also comprise the wider libraries digital and systems operation (Aleph/Endeca, Hardware/Software, UWF Libraries Web Presence, Server Administration etc.) for the entire UWF library system. )

*Technical Services*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	Provides cataloging / metadata, creates finding tools/templates, quality checks products, and ensures that data can be retrieved.
<b>FAU</b>	The Technical Services Department creates cataloging records for our ETDs and Digital Objects at item or collection level depending on the materials.
<b>FCLA</b>	No
<b>FGCU</b>	Cataloging and metadata creation.
<b>FIU</b>	Cataloging of ETDs.
<b>FSU</b>	Assoc Dir, Amy Weiss – coordinates all cataloging of digital collections and resource materials for OPAC
<b>NCF</b>	
<b>UCF</b>	MARC metadata cataloging and catalog related issues
<b>UF</b>	The Digital Library Center, IT, CatMet, and Preservation are in Tech Services. The DLC works with: IT for server, hardware, and other needs; Cataloging and Metadata to have items cataloged, to check feeds from UFDC into Endeca, to correct metadata; Conservation to have materials processed as needed; and Preservation to coordinate appropriate targeting of materials for in-house/DLC digitization and for vended digitization through Internet Archive.
<b>UNF</b>	As of October 2009, the Head of Technical Services supervises a new Library Services Specialist, a support staff position. Job duties will include digital services: assist in the creation of technical,

	administrative and structural metadata, scan materials, and work with digital technologies and software. A Cataloging staff member catalogs digital items.
<b>USF</b>	Digital Collections Coordinator Barbara Lewis supervises 2 faculty FTE who catalog and create metadata for all digital assets
<b>UWF</b>	Currently, this is limited to cataloging of ETD's. Three staff on part time basis as needed with ETD's. (Esmer Brown/Alice Fountain/Marcia Lee - Technical Services Staff)

*Public Services*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	Digitizes materials, and assists in discovering, identifying, and publicizing collections and serve as representatives to FCLA related committees.
<b>FAU</b>	The Reference and Instructional Services Department promote the digital collections and the IR materials to the patrons for research and instruction.
<b>FCLA</b>	No
<b>FGCU</b>	Scanning and preparing the digital packets.
<b>FIU</b>	Partners with Digital Collections in Institutional Repository and ETD development, outreach; content recruitment, user training.
<b>FSU</b>	Assoc Dir, Rebecca Bichel – coordinates all activities that impact public service and FSU campus community-at-large
<b>NCF</b>	A reference librarian coordinates thesis submission and enters data in database; one reference librarian has some archival duties.
<b>UCF</b>	ILL has been assisting with research and related functions.
<b>UF</b>	No one is specifically assigned to working with UFDC. The DLC coordinates with PS to support users in the libraries and patrons.
<b>UNF</b>	Reference Dept. staff members instruct researchers in the use of digital resources.
<b>USF</b>	Digital Collections Coordinator Barbara Lewis and Special and Digital Collections Department Director Mark Greenberg work with Academic Service faculty and staff to support users.
<b>UWF</b>	One librarian faculty on a part time basis who serves a liaison role with Special Collections/Archives in a digital capacity (history background, Melissa Finley Gonzalez/Reference Librarian).

*Special Collections and Archives*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	Receives, researches, and organizes collections for digitization and assists in preserving and storing digital media.
<b>FAU</b>	SPC&A works with the digital library to identify new and hidden collections within SPC&A which can be digitized and made available online for use.
<b>FCLA</b>	No
<b>FGCU</b>	Support staff members help to retrieve and reshelve materials.
<b>FIU</b>	Partners with dLOC, and increasingly involved in other digital projects, including Archon use.
<b>FSU</b>	Special Collections Dept. Head, Lucy Patrick – coordinates, oversees, and manages all Special Collections materials to be and/or have already been digitized
<b>NCF</b>	

<b>UCF</b>	Selection of materials for digital collections and Dublin Core metadata
<b>UF</b>	John Nemmers and Flo Turcotte are working on the Everglades project; Jim Cusick works on the Florida Digital Newspaper Library and Spanish Colonial St. Augustine; Richard Philips and Paul Losch work on the Digital Library of the Caribbean and will work on the Caribbean Newspaper Digital Library; Dan Reboussin works on the Africana materials; and Carl Van Ness works on any projects related to Manuscripts in Special Collections and any University Archives projects.
<b>UNF</b>	The Head of Special Collections & University Archives is currently the working coordinator of digital projects for Special Collections.
<b>USF</b>	Special and Digital Collections Department Director Mark Greenberg regularly engages faculty and staff in Special Collections to support digital collection building.
<b>UWF</b>	1 faculty librarian; 1 staff. Both on part time basis as part of their larger set of duties. Special Collections and Archives at UWF comprises only two 2 people. (Dean Debolt, Head of Special Collections and Archives, Jessica Chapman, Archives Assistant)

*University Archivist*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	
<b>FAU</b>	DL works with the University Archivist to identify for digitization university archives which might be of research value and works with the UA to create EADs for those collections. We are also exploring the use of Archon for our SPC&A collections.
<b>FCLA</b>	No
<b>FGCU</b>	FGCU does not have a university archivist.
<b>FIU</b>	Partners with dLOC project, and increasingly involved in other digital projects, Archon use.
<b>FSU</b>	Heritage Protocol, Eddie Woodward – coordinates, digitizes, and makes online FSU historical memorabilia and artifacts
<b>NCF</b>	
<b>UCF</b>	Selection of materials for digital collections and Dublin Core metadata
<b>UF</b>	Carl Van Ness is the collection manager and so he’s involved with the digitization of materials from the University Archives.
<b>UNF</b>	The Head of Special Collections & University Archives is currently the working coordinator of digital projects for Special Collections.
<b>USF</b>	A 0.5 FTE graduate student current serves as university archivist and supports digital collections.
<b>UWF</b>	Our university archivist is also our Head of Special Collections (See table above.)

*Collection Development Coordinator*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	Responsible for the digital collection plan, for identifying collections for digitization, and for overseeing the creation of metadata and related Technical Services digitization support.
<b>FAU</b>	The collection development coordinator is involved before any collection is chosen as a candidate for digitization, helping to identify the scope of the collection.
<b>FCLA</b>	No
<b>FGCU</b>	Contributes to collection selection.
<b>FIU</b>	

<b>FSU</b>	Assoc Dir, Roy Ziegler – is chiefly responsible for all FSU Libraries collection acquisitions and purchases for development of FSU Libraries collections
<b>NCF</b>	
<b>UCF</b>	Suggests materials for digitization as needed.
<b>UF</b>	This is handled through AGRSSR and the Grants Management Committee, and then individual projects are handled by the individual Collection Manager. Collection managers develop projects and select materials for digitization with support on technical information from the DLC, CatMet, and Preservation. Collection Managers also provide feedback on different needs in terms of functionality and display for their digital collection items.
<b>UNF</b>	N/A
<b>USF</b>	Special and Digital Collections Department Director Mark Greenberg works with Special Collections faculty and staff and interested Libraries and teaching faculty to develop digital collections.
<b>UWF</b>	One librarian related to print/non-print resources, with little or no or very minimal role with regards to digital initiatives. UWF functions with a Collection Development/Electronic Resources Committee, but this is primarily involved in purchasing vendor databases/products rather than developing in-house digital initiatives.

*Electronic Resources Librarian*

<b>Institution</b>	<b>Description of activities</b>
<b>FAMU</b>	
<b>FAU</b>	The electronic resource librarian helps in the formulation of policies and suggests new ideas for the functionality of the collections
<b>FCLA</b>	No. We do have an electronic resources librarian on staff at FCLA, but she is not involved in DLS digital collections or digital archive.
<b>FGCU</b>	Fulfills the role of coordinator.
<b>FIU</b>	Integrates digitized serials in ERM system.
<b>FSU</b>	Mason Hall is responsible for maintaining ez-proxy and access to Libraries' electronic resources
<b>NCF</b>	
<b>UCF</b>	N/A
<b>UF</b>	Limited work to add and correct digital collection links in Metalib.
<b>UNF</b>	N/A
<b>USF</b>	Electronic Resources Coordinator Monica Metz-Wiseman collaborates with Digital Collections and Services staff to add and correct digital collections links in MetaLib.
<b>UWF</b>	One librarian related to print/electronic subscription resources, with little or no or minimal role in here with regards to the digital initiatives. Our Electronic Resources Library is again mostly involved in the purchase and licensing of vendor- created databases.

Do you have internal committees, working groups, or task forces concerned with digital initiatives? If so, please list the group name and a brief description of membership and function.

Institution	Description of activities
<b>FAMU</b>	The Digital Commons Committee is responsible for digital initiatives. The Associate Director of Libraries chairs the Commons Group which has responsibility for coordinating the development of the information and digital commons. The membership of the Commons Group is comprised of all persons who participate in developing the digital commons (as detailed above). Working as a subgroup to the Commons Group is the Metadata Subcommittee chaired by the Assistant Director of Collection Management and Development, and comprised of the Head of Reference, Head of Technical Services, Information Commons Librarian, and Technical Services library assistant.
<b>FAU</b>	The FAU Libraries Digital Library works with the Digital Library team whose team members comprise staff from the various departments in the Library. The DL Team meets twice a year (once every semester and email updates in the Summer semester) to discuss the various issues, operations and projects of the DL. The DL manager presents to the team updates on new projects and collections and team input is sought before any new collections are decided upon or embarked on. The DL team advises the DL Manager on of the various aspects related to the digital collections.
<b>FCLA</b>	Not really. However there are several standing groups internal to FCLA that meet regularly, and a few of these have some relevance to digital initiatives. They would include the DRUPAL group, the MANGO group, and the Reporting group.
<b>FGCU</b>	No
<b>FIU</b>	We have recently convened a working group of the six library departments involved in digital initiatives. The group will be exploring closer collaboration and integration of their various services and initiatives.
<b>FSU</b>	Yes, the FSU Libraries have developed a Digitization Task Force that includes all individuals named in # 9, excluding Systems Dept Head, with the addition of Serials Cataloger, Tamara Weatherholt, Science Dirac Dept Head, Sharon Schwerzel, and Digital Library Dept Head, Plato Smith.
<b>NCF</b>	The Smart Library has a group of various staff from around campus involved in the project development.
<b>UCF</b>	A Digital Collections Interest Group (DigiCIG) was organized to provide a forum for sharing ideas and providing input from a broad spectrum of participants. Each participating department brings unique expertise to the group and is invited to take part in collective discussions regarding various phases of digital projects and workflow processes. These discussions impact the maintenance of existing digital collections, development of new digital projects and initiatives, creation of policies, priorities for selections, and related matters. The core members of the Digital Collections Interest Group are individuals from Special Collections, Digital Services, and Cataloging who select, catalog, scan, and upload digital collections materials.
<b>UF</b>	AGRSSR: library-wide group prioritizing digitization projects overall Grants Management Committee: researching and planning grants, and prioritizing digitization projects by connecting projects with possible funding sources TSS Heads: coordinates work within all Technology & Support Services Departments
<b>UNF</b>	Not at this time.
<b>USF</b>	At the request of University of South Florida (USF) Tampa Library Administration, a Digital Collections Task Force was created in August 2008. Team members came from Digital Collections, Reference and Instruction, and Technical Services. The Task Force reviewed and investigated the current status of USF Libraries' Digital Collections and developed recommendations for improvement and expansion. The Task Force report was submitted on November 14, 2008. Several elements of that report have been implemented, others are in process, and others will be implemented in the future. As a result of the

	Task Force Report, a Coordinator for Digital Collections was appointed in December 2008. The coordinator has established two internal working groups: 1) the Digital Projects Work Group meets weekly to track, report on, and facilitate the progress of the image/text/realia projects through DCS; and 2) the Audio/Video Projects Work Group meets biweekly to track, report on, and facilitate the progress of the audio/video projects through DCS. In addition, each work group collaborates on process improvement and resolving process/workflow issues in its area of responsibility. The Task Force Report also recommended enhancement or replacement of existing collection web pages in order to integrate Special & Digital Collections content and improve access. To this end, another internal work group consisting of members of Special & Digital Collections was created to develop a new web presence for physical and digital collections.
<b>UWF</b>	Currently, we do not have specific task forces charged with the development of Digital Initiatives as a general Committee or Subcommittee. In the past, we have formed ad hoc subcommittees to accomplish specific projects and deadline oriented goals (i.e. Archon, 40th Anniversary Image Archive). These have typically consisted of the libraries upper administration, UWF Libraries Dean and Associate Dean, faculty and staff from special collections and archives, faculty and staff from Digital Learning and Technologies and liaisons from Public service or support staff.

## Software tools currently in use

*What automated systems (DigiTool, CONTENTdm, etc.) do you use to access and display your digital collections?*

<b>FAMU</b>	We ingest materials to DigiTool. Materials can be accessed through Mango.
<b>FAU</b>	DigiTool ADM unit purchased from FCLA
<b>FCLA</b>	Currently DigiTool and DLXS for digital collections, and DLXS and OJS for electronic journals.
<b>FGCU</b>	We plan to use DigiTool.
<b>FIU</b>	DigiTool, Digital Commons, various Web tools
<b>FSU</b>	DigiTool since 2004 to display digital collections. FSU Libraries also use the etd-db platform developed by Virginia Tech to display all 2003-Present electronic theses and dissertations (ETDs).
<b>NCF</b>	Smart Library uses MDID for image presentation and VCat for cataloging.
<b>UCF</b>	DigiTool, CONTENTdm, Greenstone, UFDC for dLOC
<b>UF</b>	UFDC
<b>UNF</b>	Rare materials in PALMM; finding aids in Archives Florida. No separate DigiTool ADM unit at this time.
<b>USF</b>	The USF Libraries currently have their own installation of DigiTool. All digital collection content created (born digital & digitized from source materials) is deposited/ingested into that repository. On a limited basis Libraries staff also use a modest in-house Rich Internet Application to provide access to certain collections. This application uses PHP and AJAX and accesses the DigiTool repository via the DigiTool X-Service API.
<b>UWF</b>	We currently use Archon, DigiTool and other open source methodologies and possibilities to display digital collections. UWF libraries would ideally benefit from more complete lifecycle and 'big picture' state sponsored workshops regarding products such as DigiTool to gain a more global understanding.

*What other software tools are currently in use? Please describe level of staff expertise with those tools and/or by function.*

<b>FAMU</b>	<p>We use Archon for indexing files of materials. Librarian expertise is at the functional level, and OPS expertise at the rudimentary level. For Photoshop Suite, OPS expertise is at the expert level.</p> <p><u>On PC's:</u> Adobe Acrobat9, WSFTP, Canon PosterArtist, ABBYY Finereader 6.0, Adobe Master Collection CS4, Itunes, Microsoft Office 2007, K-Lite Codec pack, DigiTool Meditor, Scansoft Omnipage16, WordPerfect 2002, Adobe Photoshop CS3, McAfee, Aleph v19, Mozilla Firefox 3.5, Internet Explorer 7.0, Adobe Reader 8, ScanWizard DI, Quicktime</p> <p><u>On iMAC:</u> Adobe, Adobe reader9, iWork08, Firefox, iPhoto, iMovie, Safari, iDVD, iChat, image capture, iTunes, iWeb, Photobooth, Preview, Quicktime player</p>
<b>FAU</b>	<p>Adobe Creative Suite 3 or 4 used for editing the scanned monographs: books, photographs, broadsides etc.; Sony Sound Forge 9.0 with Noise Reduction 2.0 used to edit audio files extracted from LPs, 78s, audio cassettes, CDs etc.; Adobe Audition used for editing audio files; Final Cut Express and Pro used for editing video files; Camtasia Studio used for recording screen captures to make webcasts; Spyder 2 Pro Studio used to calibrate the monitor screens</p> <p>All the software listed above is used by the Digital Library SP and the expertise of the staff is in the specific projects that they work in. So for example, some staff members are very proficient with Sony Sound Forge as they work with audio files only, while other staff members are extremely proficient in Adobe Photoshop because they only work with editing images and photographs.</p>
<b>FCLA</b>	<p>DAITSS for the Florida Digital Archive - much expertise; Archon for finding aids - moderate expertise, EPrints for institutional and disciplinary repositories - much expertise; Drupal for content management – moderate expertise; Various XML-related tools (parsers, Schematron, etc.) - much expertise; Various reporting tools (ColdFusion, Apex, BIRT, etc.) - moderate expertise; Elluminate for conferencing – low expertise</p>
<b>FGCU</b>	None
<b>FIU</b>	Adobe CS 4; Prime Recognition OCR; Adobe Premiere; and Sony Sound Forge
<b>FSU</b>	DigiTool Meditor, Adobe Professional, Photoshop, and CS3; Sony Vegas; Sound Forge; LOCKSS; Tortoise SVN; MD5 Checksum with staff expertise levels ranging from novice to expert depending on software, years of use and/or department.
<b>NCF</b>	None
<b>UCF</b>	Roxio, Adobe Acrobat, Adobe Photoshop and Illustrator, Studio 10, Movie Maker, Adobe Premiere, Microsoft Office, CONTENTdm, MXF Client, dLOC Client. Digital Services staff comfortable and proficient with all software. Students trained as needed on specific software/equipment.
<b>UF</b>	<p>All staff are proficient to extremely skilled in use of: DLC/dLOC toolbox; Adobe Photoshop; Adobe Acrobat</p> <p>Multiple staff are proficient to extremely skilled in use of: Adobe Flash; Adobe Premiere; OCR: Prime, ABBYY</p> <p>Others are skilled in use of: ImageMagick, VLC, SuperC, Audacity, HTML, CSS, Windows bat files, etc.</p> <p>We find, learn, and use additional software as needed.</p>
<b>UNF</b>	Staff is proficient with: Adobe Photoshop; Adobe Acrobat 8 Professional; Dreamweaver; and Office.

<b>USF</b>	<p>Each permanent staff member is proficient with the primary software used to create digital content within his/her area of responsibility and specialty, i.e. by content type – images, audio, and video.</p> <p>Image Processing: Adobe Photoshop CS3/CS4 Extended, and ImageMagick V6</p> <p>Other digital content creation: Adobe Flash CS3/CS4</p> <p>Video Production: Final Cut Studio (primary), Mplayer/Mencoder (limited), MPEG Streamclip (limited), and HandBrake (limited)</p> <p>Audio Production: Sound Forge, Audacity, and Garage Band</p> <p>OCR: Omni Page Pro and Adobe Acrobat</p> <p>Software development (production software infrastructure – utilities &amp; tools): Eclipse IDE (JAVA – console applications and servlets), PHP, AJAX, Adobe Flex Builder 3, and MySQL</p>
<b>UWF</b>	<p>UWF is very interested in newer and emerging Web 2.0 tools for digitization, presentation and digital library and repository models. There is expertise in Animoto (digital Video), Slidrocket (digital presentation), Cooliris (Image Wall Presentation), open source Cloud computing methodologies and a variety of weblog and social networking software possibilities. There is more of a need for training in enterprise level state digital library systems and these prescribed possibilities that should be facilitated through FCLA's mandate.</p>

**Level of integration with FCLA digital library services / Level of participation in PALMM / Level of participation in FDA**

What is your institution’s level of integration with FCLA digital library services?

*Level of participation in PALMM (apart from Archives Florida)*

<b>FAMU</b>	We have several hundreds of titles in the Florida Heritage Collection, and an initial collection in PALMM’s visual collection.
<b>FAU</b>	Used to contribute actively to PALMM collections like Florida Heritage Project, MAPs, and Yiddish Children’s books. However, with the transition from DLXS to DigiTool, since none of the collections have been migrated over yet, we came to a halt as we did not know how to proceed any further. So currently, we are just holding back on our FHP, YCB and Maps digital items until the migration and then we will start to submit into those collections again. We collaborated with UCF to start the PRISM collection in DigiTool directly and have been actively submitting materials into this collection. We have also started working with FCLA on the migration of YCB materials into DigiTool, and once that is complete we will start submitting more materials into that collections as we have the workflows in place.
<b>FCLA</b>	Not applicable to FCLA.
<b>FGCU</b>	We have contributed to PALMM collections.
<b>FIU</b>	Several collections in PALMM
<b>FSU</b>	Regularly participates in the ingestion of EAD finding aids. However, FSU Libraries will be

	ingesting other digital collection materials as approved by the FSU Libraries Digitization Task Force.
<b>NCF</b>	No participation at present.
<b>UCF</b>	Contributions to PALMM include the Florida Historical Quarterly collection and selected materials for the Florida Heritage collection. UCF is currently collaborating with FAU on a new PALMM collection, PRISM – Political & Rights Issues & Social Movements.
<b>UF</b>	None, other than that UF is still working on migrating the remaining older files that are still in PALMM. UF agreed to migrate all UF content and has migrated the majority, but UF still needs to migrate materials from Florida Environments Online, Herbarium Specimens, and the Florida Heritage Collection. UF has already migrated and hosts: Aerial Photography: Florida; Florida Historical Legal Documents; Psychological Study of the Arts; Ringling Collection; Sanborn Fire Insurance Maps of Florida; Performing Arts Collection; United States Virgin Islands History and Culture; Eric Eustace Williams Collection; UF world maps; UF children’s books
<b>UNF</b>	Primarily rare, local materials in the Florida Heritage collection.
<b>USF</b>	Currently none. USF contributed to PALMM via the Florida Heritage collection/project during the first 7 years.
<b>UWF</b>	While UWF's has participated in PALMM in the past, its participation may be regarded as low for a number of structural reasons that could change.

*Use of FCLA's DigiTool for Institutional Collections*

<b>FAMU</b>	We have an Admin DigiTool license and use this platform for digitization.
<b>FAU</b>	Participation is HIGH because currently that is the only tool/platform that we use for displaying our online collections that are not in PALMM but local to FAU. And we have 9 local collections with over 1000 digital items in these collections.
<b>FCLA</b>	Not applicable to FCLA.
<b>FGCU</b>	We hope to use it for an IR/electronic archives in future.
<b>FIU</b>	Several collections
<b>FSU</b>	Recently migrated from a single DigiTool implementation to an admin DigiTool unit as part of FCLA consortia, which contains FSU Libraries institutional collections.
<b>UCF</b>	N/A
<b>UF</b>	None. My understanding is that this requires the purchase of the ADM unit for DigiTool, which UF chose not to invest additional funds in because UFDC already offers better functionality. Institutional Collections refers only to Institutional Collections that are non-PALMM. By being institutional instead of PALMM, institutions can do some limited branding, but the customization is limited and items can't appear under the institution and PALMM or under multiple institutions, institutional and PALMM collections can't be cross-searched, and the general DigiTool/PALMM limits also apply. For instance, many of UF's items older items that were submitted to PALMM and transferred to DigiTool do not appear to be listed in connection to UF because the items are listed under the PALMM collection instead. Based on DISC discussions, this is an either/or situation and items can't be listed under both (even though technologically that shouldn't be a limit and it isn't a limit for UFDC).
<b>UNF</b>	Not at this time.
<b>USF</b>	Currently none. USF has its own installation of DigiTool.
<b>UWF</b>	UWF has not made great or optimal use of DigiTool for Institutional Collections for a number reasons, among them, lack of a systematic and wider workshop training program by the state and UWF's lower levels of staffing/faculty in these areas. FCLA processes are not streamlined for

	the smaller and mid-sized SUS institutions and at times the level of technical jargon and exclusionary expertise needed does not invite participation. This could be improved for the wider state with a more widely delineated education and training program.
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*Level of participation in DLS services for Finding Aids (Archon, Archives Florida, Opening Archives)*

<b>FAMU</b>	We use Archon.
<b>FAU</b>	Currently, our participation is low. But the SPC&A department is gearing up to produce more EADs and Accession lists in Archon. They have been working with FCLA to establish an FAU instance in Archon.
<b>FCLA</b>	Not applicable to FCLA.
<b>FGCU</b>	None
<b>FIU</b>	Minimal
<b>FSU</b>	FSU Libraries Special Collections is involved with Archives Florida/Open Archives and FSU Heritage Protocol is involved with Archon.
<b>NCF</b>	No participation at present
<b>UCF</b>	Active participant in Archives Florida with 122 EADs. Responsible for adding 2 EADs for Bethune Cookman University.  Past participation level in Opening Archives high.
<b>UF</b>	Per John Nemmers: UF has maximum participation in Opening Archives (training program) and Archives Florida (PALMM collection of EADs). UF is experimenting with Archon and has had consultations with the Archon creators. UF plans to use it at some point, but participation right now is more along the lines of experimental use, good knowledge of it, but nothing much beyond that.  The Finding Aids in Archives Florida are out of date and the project notes explain plans for automatic harvesting and updates that do not seem to be in effect. This may mean UF still has high participation by virtue of the finding aids being included.
<b>UNF</b>	Contributor to Archives Florida and Archon.
<b>USF</b>	The USF Libraries use their own installation of Archon as a back office application (secure – available to staff only) to enter finding aid data in order to export to the EAD XML format for ingest into the USF digital collection repository. Time permitting, Libraries staff also work with Lu Ai to have USF EADs ingested into Archives Florida, etc. Note: the USF Libraries do not use Archon's public interface, EADs are available in the USF instance of DigiTool.
<b>UWF</b>	UWF is a heavy participant for its own generated DLS services for Finding Aids particularly making use of its own server installation of Archon. To note, UWF actually led the way for the state for Archon adoption as the official model as previous antiquated methodologies being used (or not used) by FCLA participants were not practicable. To generalize, because the UWF Libraries were having difficulties taking the steep notepad XML/EAD curve with previous antiquated hand-coded prescribed EAD methodologies, UWF archives and special collections here actually led and went on its own way at first bringing in Archon for UWF. After collegial collaboration with North Florida libraries, the rest of the state followed suit on these newer methodologies later discarding previous antiquated methods. The same should be done with other emblematic legacy digital library methodologies that have lower rates of adoption.

*Level of participation with Florida Digital Archive*

<b>FAMU</b>	We have several hundreds of items archived in the FDA.
<b>FAU</b>	All our Digital objects whether from PALMM collections, local collections or IR collections get submitted into the FDA.
<b>FCLA</b>	Not applicable to FCLA.
<b>FGCU</b>	Our Southwest Florida Environmental Documents Collection is archived at FDA.
<b>FIU</b>	Extensive
<b>FSU</b>	Recently joined Florida Digital Archive and will begin to develop policies and procedures that will govern the level of participation in Florida Digital Archive.
<b>NCF</b>	No participation at present
<b>UCF</b>	PALMM materials archived in FDA. Lydia has been extremely helpful this past year in helping us find a way to get our locally hosted collections into the FDA. Starting with our Central Florida Memory collection, she and her team worked with our exported metadata to create a crosswalk for creation of FDA ingest submission information packages. She met with me several times to review processes and answer questions. I attended monthly meetings in Gainesville and was often able to meet with her at FCLA to deliver portable hard drives. When I was not able to meet at FCLA, during her lunch hour she would drive to meet me at my meeting location. UCF has offered to beta test DT2FDA for depositing DigiTool items into the FDA.
<b>UF</b>	High. We'd like it to be higher if FDA could handle newspapers (so many issues for each title means that the newspapers exceed DAITSS 1's file limitations); if FDA could ingest more materials more quickly; and if FDA offered a known method and timeline for requesting and accessing copies of files as needed.
<b>UNF</b>	Signed agreement, PALMM materials sent to FDA.
<b>USF</b>	None yet. USF will be making an effort over the coming year, in conjunction with its migration to Fedora Commons, to package and deposit content into the FDA. The Special & Digital Collections lead archivist supervises a number of student assistants in the task of gathering and populating finding aid data using Archon.
<b>UWF</b>	Though UWF is a reluctant participant in the Florida Digital Archive and has added few collections, we recommend its use. However, a lot more could be accomplished if FDA infrastructure and training were improved to be inclusive for the 11 SUS libraries. We suggest that the trend toward centralization through the FDA should be abandoned and that FCLA redirect its efforts toward helping the SUS libraries with their local decentralized needs. The current FDA builds a large centralized web portal rather than tailoring resources to localized specific needs. This strategy may actually be inhibiting the robust development of a shared Florida digital archive.

*Level of participation with DLS services for ETDs*

<b>FAMU</b>	N/A
<b>FAU</b>	We host our own ETDs in the FAU adm of DigiTool along with our other collections. So while we still work with FCLA on ETDs we do not have the workflows as other universities who submit to the common ETD repository.
<b>FCLA</b>	Not applicable to FCLA.
<b>FGCU</b>	None
<b>FIU</b>	None

<b>FSU</b>	The Graduate School and the FSU Libraries Digital Library Center/Systems departments manage all of FSU ETDs.
<b>NCF</b>	No participation at present
<b>UCF</b>	When a student submits an ETD, a script converts the data entered into an FCLA designed, METS XML document. At the end of each semester, all ETDs are uploaded from the Library to FCLA where they are processed into the UCF Libraries' catalog (ALEPH). The catalog records are suppressed until reviewed by a UCF cataloger. ETDs designated to be sent to UMI are transferred via FTP. The ETDs are then ingested into the <u>Florida Digital Archive</u> for long-term storage, digital preservation, and migration.
<b>UF</b>	UF's Graduate Editorial Office, CatMet, and Preservation coordinate the participation for ETDs. This is well utilized for current ETDs.  All "project" theses go through the IR in UFDC only and not FCLA's DLS/ETD process.
<b>UNF</b>	N/A
<b>USF</b>	Currently none. The USF Graduate School uses its own in-house developed application for ETD submission. It provides the Libraries' file system & database server access to USF ETD files & submitted metadata. Libraries staff uses an in-house developed workflow to migrate, catalog, and load the ETDs into its local instance of DigiTool.
<b>UWF</b>	UWF is a participant and this service seems to be functioning adequately for ETD ingest and later cataloging and display in the catalog.

*Level of participation with DLS services for Institutional Repositories (DigiTool Deposit or EPrints)*

<b>FAMU</b>	N/A
<b>FAU</b>	We do not use the DigiTool Deposit module to have faculty or students submit their scholarly communications. We use the web ingest module because currently our model does not include faculty doing their own submissions. We submit the materials on behalf of the students or faculty after we receive the materials in various modes (CDs, email attachments, USB, FTP etc.) from the faculty. Basically, so far we have realized that our faculty and students find it easy to just give us the materials via email instead of submitting it online themselves. We have about 422 digital items currently in our IR and the count keeps growing as we collaborate with more faculty members. So we continually add more items into our IR collections.
<b>FCLA</b>	Not applicable to FCLA.
<b>FGCU</b>	None
<b>FIU</b>	None
<b>FSU</b>	FSU Libraries and Heritage Protocol manages all ingest in DigiTool. However, the level of participation with DigiTool help desk in the management of digital collections in DigiTool is daily and/or weekly depending on the activity of building digital collections.
<b>NCF</b>	No participation at present
<b>UCF</b>	UCF is currently testing an FCLA test install of EPrints.
<b>UF</b>	None. To my knowledge, the DigiTool Deposit for institutional repositories isn't fully operational yet. UF's IR is powered by UFDC like all of the other collections. This allows all improvements on UFDC to benefit all collections, including the IR. For instance, the self-submittal tool for the IR will also benefit the dLOC partners and other partners and projects. Moving the IR to another system would create more work for UF in terms of overhead for interoperability and support for two systems.
<b>UNF</b>	N/A

<b>USF</b>	Currently none. The USF Libraries have a limited number of digital collections available under their University Institutional Repository category in DigiTool. Recently, the USF Libraries purchased Digital Commons to support the university's IR strategic goals.
<b>UWF</b>	UWF is not a participant here though it would like a greater exposure to these services and methodologies. We would like to see two-day organizational workshops implemented for these annually in addition to a beginners' workshop for SUS state participants not currently involved in utilizing these possibilities.

*How sophisticated/complex would you describe your library's use of DigiTool?*

<b>FAMU</b>	We are later adopters just completing a pilot project of digitizing a fairly simple photograph collection.
<b>FAU</b>	We submit items into DigiTool that have simple submissions, manifestation submission and submissions using CSV and mapping XML files. Our next step is to work with FCLA to develop workflows and templates to submit METS objects.
<b>FCLA</b>	Not applicable to FCLA.
<b>FGCU</b>	None
<b>FIU</b>	Advanced beginner to intermediate: we can ingest multiple manifestations of simple objects or single manifestations of moderately compound object using CSV. But we cannot ingest multiple manifestation, compound objects using METS because of lack of support from FCLA. Also cannot use DigiTool deposit module (self-archiving) due to lack of support from FCLA.
<b>FSU</b>	FSU Libraries use of DigiTool is growing in sophistication and complexity as more departments become involved and many more uses of DigiTool are explored and/or implemented.
<b>NCF</b>	No participation at present
<b>UCF</b>	Fairly simplistic so far. Our current uploads consist of OCR'd PDFs.
<b>UF</b>	No usage.
<b>UNF</b>	Initial stages.
<b>USF</b>	USF has its own installation of DigiTool. The Libraries' use of this tool is significantly sophisticated. Libraries staff have worked hard at system integration/interoperability to support work and project partners – internal and external. Staff developed software tools & utilities to support production and interoperability. Staff has also developed a modest portal software module used for selected collections, which interfaces with DigiTool via its X-Service.
<b>UWF</b>	UWF Libraries use of DigiTool is at a primitive to basic level of understanding. This would be much improved by annual two or three day workshop and educational sessions devoted to these methodologies and tools. We encourage an initiative where DigiTool facilitators would travel the state as part of their regular duties to educate all libraries and present centrally located workshops on FCLA DigiTool. We support the idea of working together to staff and faculty human resource composition need to change to accomplish larger digital libraries and to implement DigiTool-type methodologies effectively and recognize that to accomplish this may require a reconsideration of current FCLA staffing structures to support the level of training and education needed across the SUS. This level of support and education could be improved upon.

*How would you describe your staff experience and expertise with tools provided? Ease of use and training requirements?*

<b>FAMU</b>	The learning curve has been steep; the expertise is at the level to be needed to support our current activities, with further training anticipated.
<b>FAU</b>	The staff can easily follow the workflow once the process is in place and the training is complete. However, the DL staff needs to be trained thoroughly in the workflows and submission requirements.
<b>FCLA</b>	Not applicable to FCLA.
<b>FGCU</b>	None
<b>FIU</b>	Not as easy to use or turn-key, compared to prior DLXS system. Training is minimal and documentation is insufficient, requiring us to spend extensive time with trial and error. When we have figured something out on our own, we have published the documentation on our website as 'Standard Operating Procedures' manuals. See <a href="http://digitalcollections.fiu.edu">http://digitalcollections.fiu.edu</a> for our set of SOPS for DigiTool and other systems.
<b>FSU</b>	The FSU Libraries' ease of use and training requirements are normal but plans are expected to increase the level of knowledge, skills, and abilities to model aspirant ARL & ASERL institutions.
<b>NCF</b>	No participation at present
<b>UCF</b>	DigiTool is not the most intuitive or user friendly piece of software. We are just beginning to use it and are slowly becoming familiar with it. The more training available, the better.
<b>UF</b>	Poor. With the DigiTool to FDA transfer only in test, FCLA has not provided any tools for FDA. UF created tools for internal use: FDA file prep tool; FDA FTP tool; and FDA report reader UF provided the code for all of these to FDA in hopes that they can more quickly provide tools for the entire state. I'm not aware of other available tools from FCLA aside from Archon and DigiTool's own tools which are part of DigiTool. The old MXF client was the last I'd heard of and it's the last documented ( <a href="http://palmm.fcla.edu/PALMM_participants/standres.shtml">http://palmm.fcla.edu/PALMM_participants/standres.shtml</a> ).
<b>UNF</b>	Staff continues to learn new systems and their routines, most recently ingestion of materials into Archives Florida.
<b>USF</b>	USF Libraries staff has fielded multiple requests for consultation concerning their use of DigiTool. This includes a number of potential ExLibris customers. In June 2008, the USF Libraries Digital Collections Systems Administrator was invited to an Ex Libris Fast Track Implementation seminar at ALA to give a presentation on their quick and effective implementation of DigiTool. To overcome the limitations of minimal staffing, the Libraries automate as much as possible through in-house software development and/or adaptation of software tools & utilities. Given that available human resources are limited, the USF Libraries depend on a small core of permanent staff and student assistants. Training requirements are modest – one-on-one and hands-on. As time is available staff write detailed procedures and workflow documents. Staff are currently testing and migrating all MS Word-based procedures & workflow documents to a locally hosted Drupal installation. Staff has also performed some tests in the use of screen recorded movies for software/equipment training.
<b>UWF</b>	UWF library faculty and staff experience with tools such as DigiTool, E-prints or other FCLA tools is minimal to none. We would ask that FCLA provide must do a better job at significantly more training on these tools as the training/education requirements are not adequate for UWF to use these effectively. being met across various UWF library departments and this This does not seem to be unique seems general among the mid-sized to smaller state university institutions. FCLA could greatly aid in collaborating with organizations such as Lyris and providing training in areas such as (i.e. Cataloging: Metadata Standards;; Archives and Specials Collections: Digital Possibilities and Inspiration Workshops;; Systems and Digital Initiatives: Specific Ongoing Workshop schedules for the various tools present or provided).

## Equipment currently in use

Please describe number and type of:

### Computers

<b>FAMU</b>	2 Dell Vostro 200, 2GB, 20 inch FP monitor w/ speakers; 1 iMac computer, 2.0 GHz, 20 inch FP monitor
<b>FAU</b>	3 workstations with Intel/Pentium 3.73 Ghz with >2.00 GB of RAM; 4 workstations with Intel/Xeon R 2.00 Ghz with >2.00 GB of RAM
<b>FCLA</b>	We do provide storage for hosting PALMM collections, individual library collections, ETDs, etc.
<b>FGCU</b>	None
<b>FIU</b>	5 PCs; 2 MACs
<b>FSU</b>	2 Dell Optiplex 745; 2 Dell Precision 530; 1 Dell Precision 650; 1 Microtex ArtiScan 120 TF; 1 Dell Optiplex 620
<b>NCF</b>	3 MACs (2 for video editing, 1 for digital library copy stand), 3 PCs connected to scanners (they are also for general use)
<b>UCF</b>	7 workstations
<b>UF</b>	30-35 workstations
<b>UNF</b>	No dedicated workstations at this time.
<b>USF</b>	20 desktops (workstation class); 6 secondary servers (workstation class); 1 primary server (rack mounted); 1 virtual server (NAS storage, provided by USF IT).
<b>UWF</b>	3 standard Dell vPro PC's/Double Monitor Setup/Intel Core II processors. Because we are a smaller shop, there is per sesay no dedicated digital media lab at present though this is a project in current gestation. Systems computers (approximately 3) for the three general systems staff double as digital production computers. There is presently a proposal and white paper present with regards to the possibility of developing a digital media studio.

### Cameras

<b>FAMU</b>	1 Canon digital Rebel XTI
<b>FAU</b>	1 Canon Powershot S3 IS Digital Camera
<b>FCLA</b>	We do not digitize at FCLA, so we have no equipment for this.
<b>FGCU</b>	None
<b>FIU</b>	2 Canon digital cameras as part of ATIZ overhead scanning set up
<b>FSU</b>	1 Nikon D200; 1 Sony Handycam DCR-VX2100 NTSC
<b>NCF</b>	1 Nikon D300 (for use with copy stand)
<b>UCF</b>	Digital SLR; Digital camera; Digital video camera
<b>UF</b>	5 DSLRs with book cradles
<b>UNF</b>	None.
<b>USF</b>	One 49 MP studio digital camera system; one 14 MP portal camera system (Note: Each system has its own light set)
<b>UWF</b>	1 hi res EOS10 Digital SLR still camera. (6.3 Megapixel). 1 Hasselbad 501cm Hasselbad 501cm Overhead Camera with Super Repro Firenze Mount, 2 Spotlight Set up and Scanning Table

Scanners

<b>FAMU</b>	1 Microtek Scanmaker 1000XL, 6400x3200 DPI CCD 48Bit color Firewire & High speed; 1 Artixscan DI4020 w/ADF 8 ½ x 11
<b>FAU</b>	5 Microtek SanMaker 9800XL + transparency adaptor flatbed scanner; 1 Epson Expression 10000 XL + transparency adaptor flatbed scanner; 1 i2s CopiBook Large Format Scanner
<b>FCLA</b>	We do not digitize at FCLA, so we have no equipment for this.
<b>FGCU</b>	None
<b>FIU</b>	1 Epson flatbed; 2 Panasonic duplex; 1 Nikon slide scanner
<b>FSU</b>	1 Epson Perfection 2450; 1 Epson Expression 1000XL; 1 UMax PowerLook 2100XL; 2 Canon DR-9080C; 1 TTI Reflex 45ei fixed-back 35 mm overhead; 1 Epson Expression 1640XL; 1 Minolta PS700 open-face book scanner
<b>NCF</b>	2 flatbed (general use), one slide scanner
<b>UCF</b>	4 Kodak i200 series flatbed scanners with ADF; 1 Reprographic station Nikon Super Cool Scan 9000 slide scanner; 1 CopiBook overhead scanner; 1 Avison Bookedge scanner
<b>UF</b>	8 flatbeds; 7 copibooks; 5 high speed scanners; 1 Mekel Microfilm scanner (works so poorly as to be nearly unusable); 4 slide scanners (35mm) with bulk loader attachment; 1 large format scanner
<b>UNF</b>	2 flatbed scanners: 1 Epson GT 20000; 1 Epson Perfection 1650
<b>USF</b>	1 Wide scanner; 2 Flatbeds (commercial/high end, one with film support); 1 Flatbed with ADF; 1 ADF scanner; three 35MM film scanners; 2 overhead book scanners; one 2 <sup>nd</sup> generation with fixed cradle; one 3 <sup>rd</sup> generation with adjustable cradle
<b>UWF</b>	3 Canon Lide 200 Desk Scanners (8.5x11) dedicated scanner - double as IT staff desk scanners. 1 (11x17) Canon Mid-Sized Flat scanners primarily used for course reserves that in past are variously repurposed when necessary for digital initiatives projects (40th Anniversary) during course reserve downtime as available.

Audio recorders

<b>FAMU</b>	2 M-AUDIO Microtrack II professional 2-channel mobile digital recorders
<b>FAU</b>	Tascam 122 MK II Cassette Player; Pioneer Stereo Double Cassette Deck CTW403R
<b>FCLA</b>	We do not digitize at FCLA, so we have no equipment for this.
<b>FGCU</b>	None
<b>FIU</b>	1 Marantz digital recorder
<b>FSU</b>	1 Sony ATRAC DSP Type-R/ATRAC 3; 2 Sony Stereo Cassette Deck TC WE475; 1 Marantz Stereo Cassette Deck/Compact Disc Player PMD350
<b>NCF</b>	6 Sony voice recorders, 5 Marantz voice recorders
<b>UCF</b>	1
<b>UF</b>	1 Marantz PMD 660 Professional Portable Digital Audio Recorder; multiple machines for a/v capture  Capture equipment for use in transfer to digital: record player; reel to reel player; tape player
<b>UNF</b>	1 Olympus digital voice recorder DS-2200
<b>USF</b>	iPod nano (2 <sup>nd</sup> generation) - 5 (limited circulating Oral History kits – include microphone, cables, and digital camera); 1 iPod mixer; 1 Marantz PMD670 Digital audio recorder; 2 Sony MiniDiscs; Equipment to convert analog to digital format
<b>UWF</b>	None

### Video recorders

<b>FAMU</b>	2 Flip Video camcorders (30-minute); 2 Flip Video camcorders (60- minute)
<b>FAU</b>	SONY hd-1000u camcorder
<b>FCLA</b>	We do not digitize at FCLA, so we have no equipment for this.
<b>FGCU</b>	None
<b>FIU</b>	N/A
<b>FSU</b>	5 JVC Mini DV HR-DVS3U
<b>NCF</b>	FlipUltraHD student video cameras; 1 small Sony video camera
<b>UCF</b>	1
<b>UF</b>	1 Canon GL1 video camera (outdated); Multiple machines set up for a/v capture
<b>UNF</b>	None.
<b>USF</b>	2 Canon XL1; 2 Sony Digital Handycams
<b>UWF</b>	1 digital FS11 Digital video camcorder with two sets of editing software (Sony Vegas Pro 9). This was recently purchased for digitizing course reserves. Hopefully this will be able to be utilized or borrowed for future digital initiatives projects.

### Storage

<b>FAMU</b>	Mybox - External HardDrive; USB 4 GB; DVD/CD storage media
<b>FAU</b>	Seagate External Hard Drive 250 GB; Maxtor External Hard Drive 250 GB; Western Digital External Hard Drive 500 GB; Western Digital External Hard Drive 1 TB; Shared space on server with 1TB of space
<b>FCLA</b>	We do provide storage for hosting PALMM collections, individual library collections, ETDs, etc.
<b>FGCU</b>	None
<b>FIU</b>	Systems provides about 2 TB network storage; Digital Collections has about 1 TB in external drives.
<b>FSU</b>	1 two-terabyte networked-attached storage; 1 one-terabyte My Book Essential
<b>NCF</b>	quad core Xeon Processor, 4GB RAM and a 1TB storage capacity
<b>UCF</b>	8 TB of storage on server 3 TB storage on LaCie drives; 10 portable hard drives , totaling 7.3 TB of storage 893 CDs and DVDs
<b>UF</b>	Approximately 200 external hard drives which are used for shipping materials to/from FDA, partners, and vendors; 8TB SAN internal processing space (mirrored and backed up to tape); 8TB SAN UFDC space (mirrored and backed up to tape)
<b>UNF</b>	CDs / Flash drives / Computer hard drive
<b>USF</b>	5TB available via virtual server (service provided by USF IT); ~ 3TB available on server which hosts DigiTool; most workstations have two internal hdds – one for OS and a larger one for temporary storage of working files; numerous external drives – from 250GB to 2TB, slowly being phased out now that we have 'mappable' storage via the virtual server
<b>UWF</b>	Most of our digital material is kept with a web server locally and also housed remotely at FCLA (FDA, PALMM). We do not possess a dedicated server for digital initiatives though this could be a possibility in the future.

## Other

<b>FAMU</b>	2 Microphones – 1 M-AUDIO Soundcheck Dynamic Vocal Microphones; 2 Tripods - desktop and floor
<b>FAU</b>	Microphone
<b>FCLA</b>	We do not digitize at FCLA, so we have no equipment for this.
<b>FGCU</b>	None
<b>FIU</b>	ATIZ planetary scanning system for bound materials
<b>FSU</b>	
<b>NCF</b>	Copy stand and lights, 2 Canopus boxes connected to video workstations to convert analog (VHS and DVD) to digital.
<b>UCF</b>	
<b>UF</b>	Mobile studio equipment (ornery turn table, lighting, tripods, cases, etc) All equipment listed here: <a href="http://www.uflib.ufl.edu/digital/technologies/technologies.htm">http://www.uflib.ufl.edu/digital/technologies/technologies.htm</a>
<b>UNF</b>	
<b>USF</b>	Screen calibration hardware; Wacom drawing tablet; CD/DVD duplication machine
<b>UWF</b>	

## General scope notes:

### Florida A&M University (FAMU)

There are several school, college and administrative digital initiatives at FAMU. Information about each initiative is not available at this time; however, the University Libraries are developing the FAMU Digital Resources Center (FDRC) as the digital component of the libraries' Information Commons. The purpose of the FDRC is similar to that of the physical Information Commons, in that digital resources from library and campus collections can eventually be accessed through a single portal.

The FAMU Libraries expect to build digital collections that are appropriate to our collection development guidelines as established for general collections, with the added goal of making materials more accessible. Digital collections could include eligible general, rare or unique collections, and archives and university collections that are owned by the university or whose copyrights are owned by the contributors. Born digital collections of interest to the University and community are expected to increasingly represent a large portion of materials added to the FDRC.

### Florida Atlantic University (FAU)

FAU's [Digital Collections@FAU Libraries](#) houses its institutional repository and local digital collections. The institutional repository housed under Collections by Colleges and the local digital collections are identified by the original name of the collection.

Our digital initiatives include:

- Institutional Repository: Using born-digital scholarly communication or retrospective digitization of scholarly communication of FAU faculty, researchers, invited scholars, and students. These materials are included in the FAU Digital Collections under Collections by Colleges. Our Digital Collection hosts

faculty papers and performances from different academic departments, student conference and seminar papers, dance and music performance videos and audio from various schools and departments at FAU.

- Local Digital Initiatives: Working with library departments and FAU community to develop digital collections of local interest. Collections digitized in collaboration with Special Collections and Archives, other departments within the library and university and local historical Society. We have developed collections like the Artist Books from Jaffe Center for BookArts, Oral History Collection from Boca Raton Historical Society, Yiddish Music Scores, Electronic Theses and Dissertations, Broadsides Collection etc.
- Collaborative Digital Initiatives: Participating in PALMM to create collaborative or stand-alone collections that have local and state-wide interest. We contribute actively to the collections in PALMM such as the Florida Heritage Collection, Yiddish Children's Books, PRISM Collection, World Map Collection and the Literature for Children Collection.

## **Florida Center for Library Automation (FCLA)**

FCLA's Digital Library Services exists to support the local digital initiatives of the SUS libraries and to encourage cooperative and collaborative efforts. Website: [fclaweb.fcla.edu/content/digital-collections](http://fclaweb.fcla.edu/content/digital-collections).

At this time we have the following programs/services:

- PALMM – support for cooperative digital collections
- DigiTool – hosting PALMM and institutional collections
- Archives Florida/Opening Archives – support for EAD finding aids
- ETDs - hosting & management
- Institutional Repositories – DigiTool Deposit and EPrints
- Electronic journal hosting
- Infrastructure support – PURL server, reporting

## **Florida Gulf Coast University (FGCU)**

We have following digital collections. We have also participated with FIU in creating a collection of audios from Dr. Jerome Jackson. Our current digitization project is being done through the Southwest Florida Library Network. Our digital collections include:

- Big Cypress Basin - Estero Bay Regional Research Database Project: An online database of scientific projects--past, present, and planned--being conducted in the Big Cypress Basin/Estero Bay region of Southwest Florida. This database has not been updated for several years.
- Charlotte Harbor Information Resource Center: This web site is a primary gateway to the ecosystem information resources of the Charlotte Harbor National Estuary Program. This database has not been updated for several years.
- Southwest Florida Environmental Documents Collection: This site is a collection of recent and historical scientific information related to the environment of Southwest Florida, the Caloosahatchee River and its watershed. There are reports, surveys, monographs and other materials. This database has not been updated for several years.
- Minnie Gatewood Diaries: A collection of southwest Florida settler diaries (1892-1899). Page images (c. 1000) and their transcriptions are being digitized using LSTA funds and personnel from the Southwest Florida Library Network (SWFLN).

- With The Wild Things: An audio collection of tapes/radio segments from Dr. Jerome Jackson. This collection is available at DigiTool web site.

## **Florida International University (FIU)**

Digital initiatives include:

- Retrospective conversion of materials in FIU Special Collections, Government Documents and loading into DigiTool, Digital Commons, or other Digital Asset management system
- Retrospective conversion of materials in partner collections and loading into DigiTool, Digital Commons, or other Digital Asset management system
- Processing and publication of born digital materials at FIU, e.g., ETD's, Faculty works, etc.
- Development of online resources of enduring value for research, learning, teaching and engagement, including web resources not in Digital Asset management system (e.g., Special Online Exhibits)
- Digital Preservation of both digitized and born-digital items.

## **Florida State University (FSU)**

FSU Libraries has recently developed a Digitization Task Force charged with overseeing digital initiatives. The FSU Libraries Digitization Task Force comprised of representatives from Collection Development, Special Collections, Cataloging/Technical Services, Dirac Science Library, Heritage Protocol, and Digital Library Center will identify and approve collections for digitization with which to develop scholarly digital collections worthy of servicing the FSU campus, research, and learning communities. The Associate Director of Technology chairs the FSU Libraries Digitization Task Force for FSU Libraries.

## **New College of Florida (NCF)**

Cook Library participates in the development of an in-house database of digital images for Art History faculty to use in classroom teaching. The Library also maintains a web-based bibliographic database of student theses.

## **University of Central Florida (UCF)**

Through extensive collaboration with internal and external partners, the UCF Libraries' Digital Services team seeks to create a collection of digitized materials unique to the Central Florida community. We have mainly focused our efforts on retrospective conversion of print materials, but we have recently started to explore projects for born digital materials.

Our current digitization projects include:

- Central Florida Memory
- Florida Heritage
- Florida Historical Quarterly
- Digital Library of the Caribbean
- Harrison "Buzz" Price Papers
- Institute for Simulation and Training documents
- PRISM – Political & Rights Issues & Social Movements

We also provide support for Electronic Theses and Dissertations and have started a print theses and dissertation retrospective conversion project.

## University of Florida (UF)

UF's UFDC refers to both the collections in the UF Digital Collections and the system/infrastructure. UFDC provides the technological support and hosts the content for approximately 100 collections including: the Digital Library of the Caribbean, the Florida Digital Newspaper Library, the Institutional Repository @UF, the Baldwin Library of Historical Children's Literature, the Sanborn Maps and World Maps, and many others. UFDC has over 4 million pages and over 200,863 volumes. UFDC as a system offers proper serial hierarchy display, Google Map display for location, support for many file types with embedded display and as downloads (embedded: JPG, JP2 as JPG from JP2 server, Flash, PDF, citation, Google Maps, text, etc; downloads: PPT, audio, video, etc), customized interfaces, automatic creation of MARCXML for feed into Endeca, searching by individual collections, searching by individual contributors, and cross-searching across all collections. The University of Florida's current primary digital collections/initiatives (as part of the general goal to digitize as much as possible) are:

- Digital Library of the Caribbean (active grant through 9/31/2009)
- Caribbean Newspaper Digital Library (new grant awarded and will begin 10/1/2009)
- Government Documents: related to Florida, Puerto Rico, the Virgin Islands, and the Caribbean
- Baldwin Library of Historical Children's Literature Digital Collection
  - New grant submitted for 2010-2012: 2,400 volumes
  - Phase II: 1,700 volumes remain to be completed for Phase II
- Historic Everglades (NHPRC grant now - 2011; 99,690 pages total)
  - Cost share: .10 FTE Lourdes Santamaria-Wheeler; .10 FTE Jane Pen; .05 FTE Matt Mariner; .05 FTE Laurie Taylor; Grant funded: 1.5 FTE OPS
- Florida Aerial Photography (LSTA grant Oct. 2009 – Sept. 2010)
  - 21,417 aerials (13,418 from Map & Imagery; 7,473 from FDOT; 500 from APFO); 131 indexes (120 scanned from paper, 11 to be created from 2,600 aerials)
  - Cost share: .15 FTE Mark Sullivan; .05 FTE Randall Renner; .03 FTE Jane Pen; Grant funded: .67 FTE OPS; hard drives
- Carrere and Hastings Architectural Drawings for St. Augustine
  - NPS' Save America's Treasures grant submitted for 2010-2012 in partnership with Flagler College
  - 267 large format architectural drawings and online exhibit
  - Cost share: .08 FTE Matt Mariner and .10 FTE Randall Renner; Grant would fund: .75 FTE OPS worker
- Florida Digital Newspaper Library
  - 67 current newspapers titles digitized, from old microfilming queue
  - Contains historic and current newspapers; partners with others to have newspapers available (see Hendry County Public Library LSTA grant)
  - New grants in development for submittal in 2010
- Institutional Repository @UF
  - Ingesting born digital materials: UF serials and other publications previously collected by the Libraries in paper as selected by 2 committees of selectors; oral histories from the Samuel Proctor Oral History Program; digitized audio and video from the University Archives.
  - Projects-in-lieu of theses that would otherwise not be collected by the Graduate School's regular ETD process. Also prioritized under the 2 selector committees for the IR. (For more details, see 2C below.)
  - Beginning Sept., training on self-submittal tool for faculty and staff
  - 1 FTE staff, IR coordinator, plus support from other DLC staff and student workers

- Various other collections, including:
  - Women in Development
  - Florida Civil War materials
  - Panama Canal Museum Materials
  - Historic St. Augustine block and lot files
  - Florida Law
  - Support for small ongoing projects: *Florida Anthropologist*; Maps (antique, US Army, other as fits within queue for large format camera); Florida Architectural materials (slides by Treister, *Florida/Caribbean Architect*); rare books from the Africana collections; materials as needed in lieu of ILL from Special Collections and the Libraries overall; materials as needed for preservation, as with reel to reel recordings
  - Retrospective materials
    - Digitizing and loading remaining materials for older projects: Florida Geological Survey; Florida Museum of Natural History Bulletins; Florida Environments Online materials; Florida Agricultural materials; Florida Heritage materials; materials digitized from microfilm
    - Loading materials that could not be loaded to PALMM; migrating final materials from PALMM to UFDC,
  - Materials related to and support materials for currently active projects in UFDC (complete list: <http://www.uflib.ufl.edu/UFDC/?m=htg>), and work to support UFDC collections and users overall (current primary work list: <http://www.uflib.ufl.edu/digital/organization/goals/20092010achievements.htm>)
- All of the items below are anticipated to be part of the vended digitization (2 million pages total) and these will be vended through Internet Archive:
  - University Press of Florida back files (600 volumes)
  - Retrospective dissertation scanning
  - Government documents for Florida, Puerto Rico, US Virgin Islands, and the Panama Canal
  - Digital copies for weeding duplicates from storage

## University of North Florida (UNF)

Our current digital initiatives are concentrated on providing online access to rare and unique university archival materials, and important primary resources from our Northeast Florida Regional Papers section. Specific current projects include:

- Scan selected historical images from the University Archives Photographic Collection, Eartha M. M. White Collection, John E. Mathews, Jr. Collection
- Select and scan brittle print items from Special Collections and University Archives for preservation purposes
- Continue adding archival finding aids and images to Archives Florida via Archon
- A digitization project for UNF theses and dissertations is expected to be implemented in 2010.

## University of South Florida (USF)

The USF Libraries actively build digital collections in the following areas: Floridiana, including local and family history, African American history, oral history, Spanish history, and LGBT history; mental health services research and policy, including the Natural Hazard Center Collection and USF Florida Mental Health Institute Lecture Series; assorted rare books and Southeast U.S. maps; visual and performing arts, including the Dion

Boucicault Theatre Collection and Florida photography; global natural resources collections, including the Karst Information Portal Repository and State of Water in Monteverde, Costa Rica resource inventory; a variety of open access journals, including Education Policy Analysis, Education Theory and Research, Science Fiction Research, and Local History; and USF institutional records, including economic development research, urban transportation research, community design research, university archives, and USF ETDs.

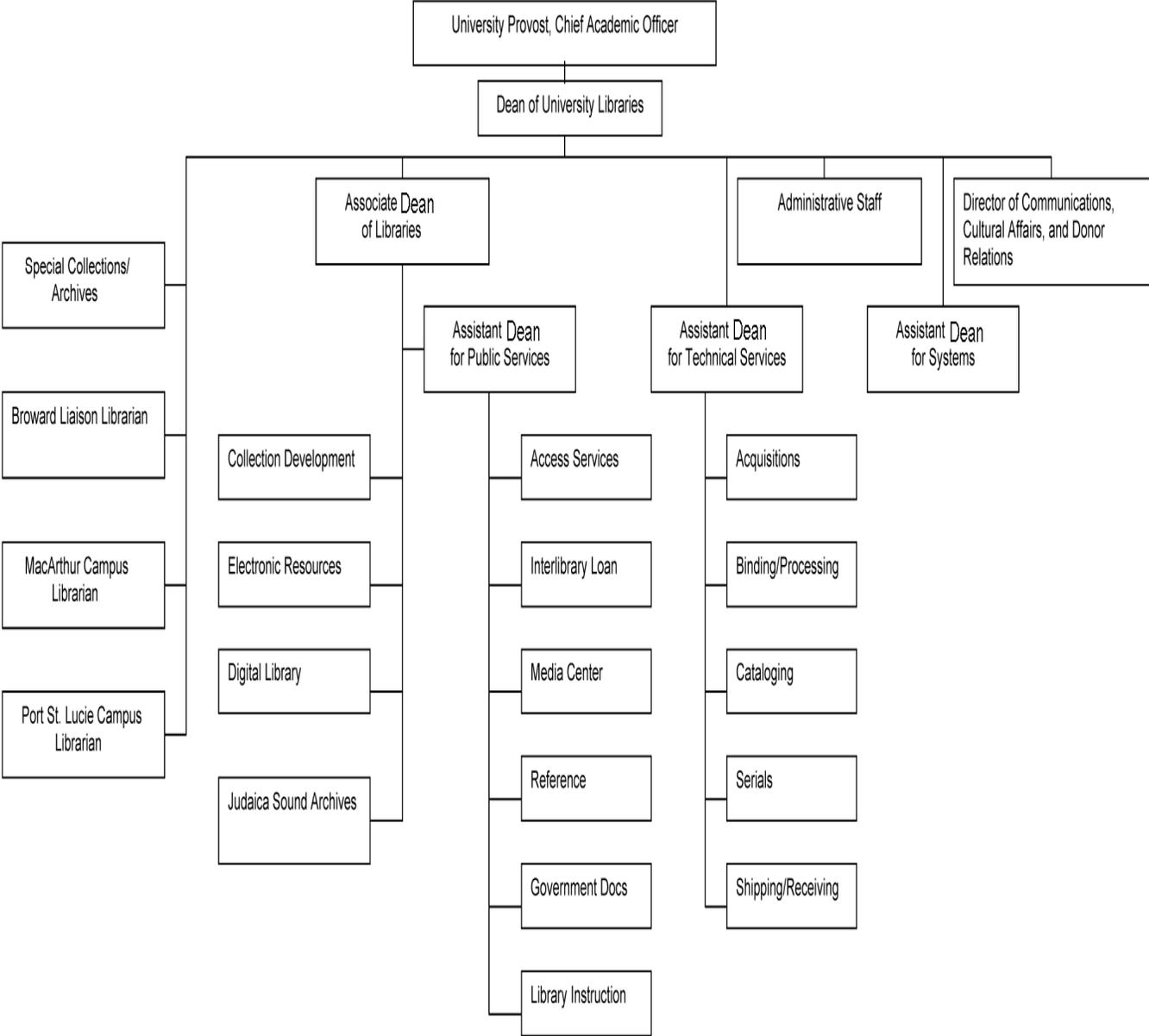
## **University of West Florida (UWF)**

UWF has been involved on a number of levels in Digital Initiatives projects. This includes projects ranging from digitizing Theses and Dissertations to specialized digital library projects. Theses from both Master's and Doctoral level programs are digitized on a semester by semester basis. The University of West Florida Libraries participate in the state PALMM[UWF1] project through the West Florida History Project focused on digital images. Notable in the collection are early examples of digitized Bell Glass Plate negatives. The UWF was also a pioneer and leader in adopting and then leading the state in the adoption of Archon, Archives online for EAD's and EAD's and have placed a large majority of their special collections finding aids online through EAD's in Archon. Similarly, UWF involves itself in an ongoing trajectory of innovative digital library paradigms such as its UWF 40<sup>th</sup> anniversary image archive which repurposes and reverse engineers open source weblog software to open digital library possibilities. This latter project has a national reputation and has been written about and discussed in a 2009 issue of D-Lib.

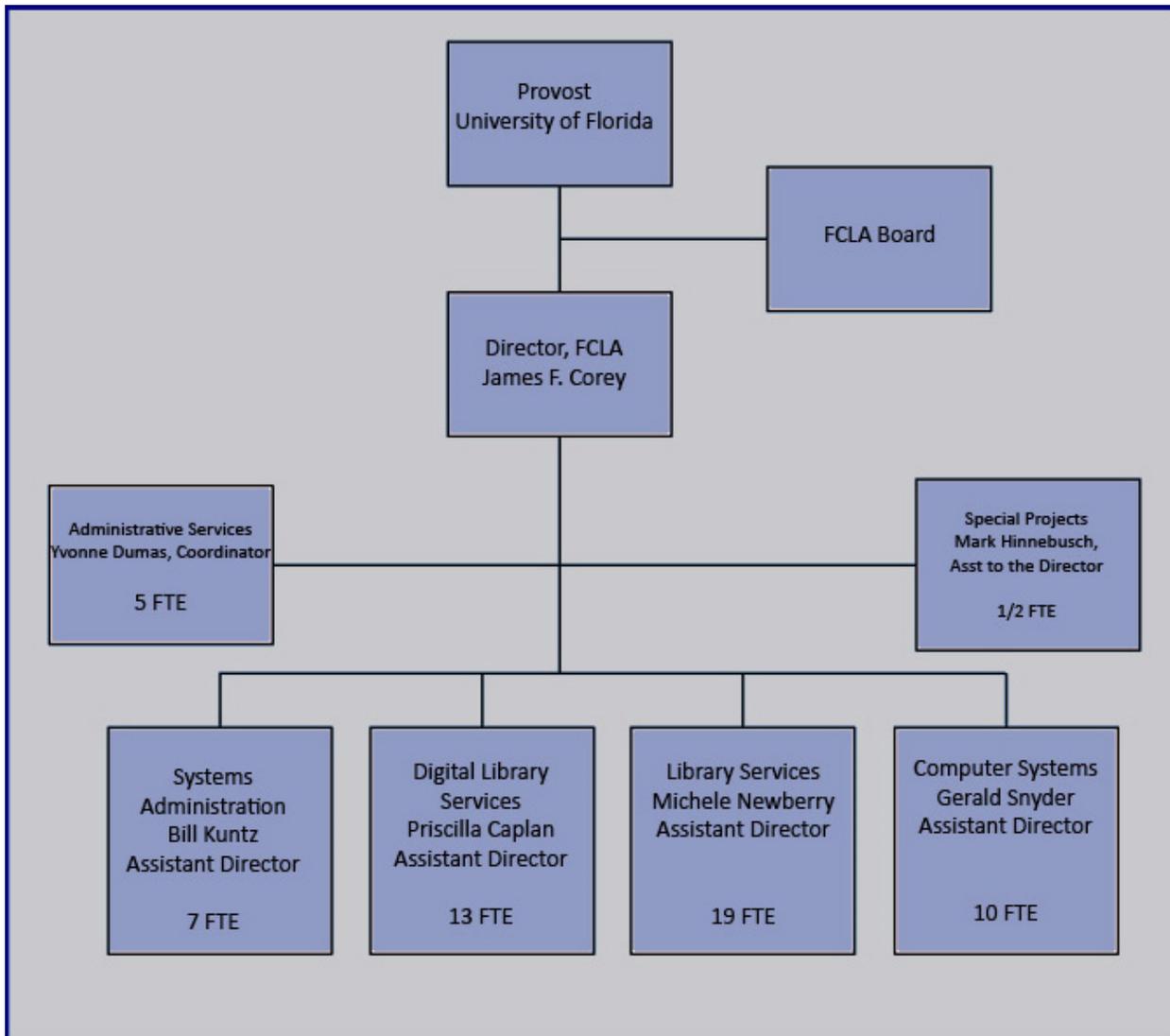
**Organizational Charts:**

**FLORIDA ATLANTIC UNIVERSITY LIBRARIES**

(September 2008)



# The Florida Center for Library Automation



## University of Florida Digital Library Center

