



MEDIUM-SCALE DIGITIZATION

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Princeton University
Metadata and Digital Object Roundtable
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INSTITUTIONAL CONTEXT

- Seeley G. Mudd Manuscript Library
 - Public Policy Papers
 - Princeton University Archives
 - Circa 35,000 linear feet in total
 - Personal Papers, Organizational Records, University Records, Photographs, Audiovisual, Beer Cans, Laundry Bags....
 - Unit of Department of Rare Books and Special Collections at Princeton
 - Manuscripts, Rare Books, Graphics Arts, Numismatics, etc.
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INSTITUTIONAL CONTEXT

- Mudd Library
 - Percentage of holdings described online:

~100%



INSTITUTIONAL CONTEXT

- Mudd Library
 - Percentage of holdings actually available online:

~.00011%



THE PROBLEM

- User expectations
 - Why don't you have much available online or in any electronic form?
 - Why do I need to travel to the library to do research?
 - This finding aid is nice, but I can't see any documents
 - Traditional responses to these questions not satisfying
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THE GOLDEN MINIMUM

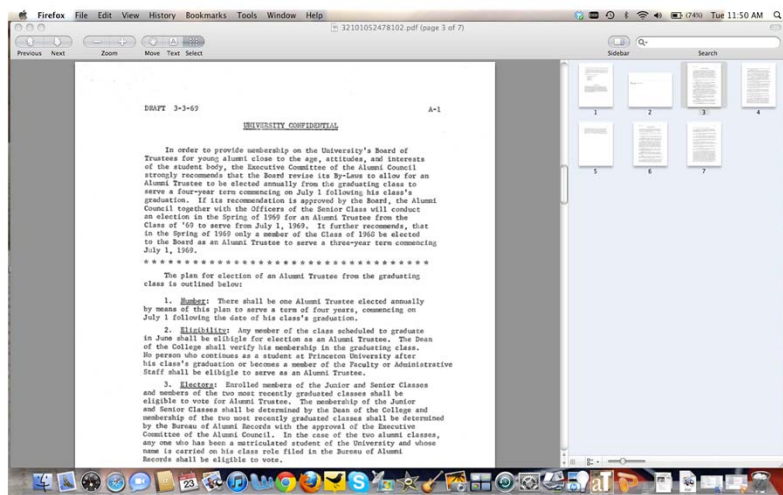
- *The goal should be to maximize the accessibility of collection materials to users.*
 - *What is the least we can do to get the job done in a way that is adequate to user needs, now and in the future?*
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MINIMUM: METADATA

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<container type="Folder" label="Folder">5</container>
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<unitdate>1926 July</unitdate>
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  mudd/Digitization/32101052478102.pdf"/>
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</c03>
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started Latest Headlines Contents List Series 1: Correspondence, 1794-1892 (1.25 linear feet in 3 boxes) Series Description The Correspondence Series includes letters sent to and written by John Maclean, Jr. Letters sent to friends, associates, and members included. Arrangement The Correspondence Series is arranged into four subseries: Letters sent to John Maclean, Jr., Letters written by John Maclean, Jr., Let Maclean Family, and Letters of Maclean Associates.	
Subseries 1A: Incoming Correspondence, 1826-1886 (1.14 linear feet in 3 boxes) Subseries Description The Letters sent to Maclean Subseries consists of personal and professional correspondence. The bulk of the letters pertain to Col business. Letters from students and parents discuss financial matters, housing, and discipline issues. Letters from colleagues and curriculum and higher education issues. Also included are letters from Maclean's family members, which relate to family business letters from parishioners and fellow clergymen. Notable correspondents include William H. Conover, Jr., John S. Hart, Joseph Henry Smithsonian Institution), John Maclean, Sr., Charles Smith Olden, S.H. Pennington, Charles E. Phelps, Richard Stockton, and Willie Arrangement The Letters sent to John Maclean, Jr. Subseries is arranged alphabetically by correspondent.	
Adams, F.A., 1858 May 12-1858 June 29 Access online resource	Box 1, Folder
Adams, S., 1858 December 20 Access online resource	Box 1, Folder
Alden, J., circa 1830	Box 1, Folder
Alexander, Stephen, 1854 February 3 Access online resource	Box 1, Folder
Andrews, James M., 1858 June 15-1859 January 21	

MINIMUM: DIGITAL OBJECTS (PDF)



EQUIPMENT

Photocopier



Barcodes

YOUR LIBRARY NAME



21234123456782

YOUR LIBRARY NAME



21234123456782

WORKFLOW



MEDIUM-SCALE DIGITIZATION

- The “Low Rent Approach”
 - Based on Large-Scale Digitization principles
 - Student work in between projects
 - Low cost and sustainable

RESULTS

- 12 collections
- Circa 25 linear feet
- Throughput to 300 pages per hour

BENEFITS

- Sustainable
- Low Cost

BUT ALSO:

- Preservation
- **Patron Satisfaction**

NEXT STEPS

- Advocacy
 - Expanded Tracking and Metrics
 - Levels of Digitization
 - On Demand Digitization
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QUESTIONS?

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