

**The Oklahoma Digital Group
Statewide Feasibility Study
Of
Available Resources**

**Final Report
March 7, 2005**

Submitted by

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And

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Overview of Project

In October of 2001, a group of librarians representing various academic institutions across Oklahoma met to begin discussing the possibility of a statewide digital initiative. As this group discussed their own interest in a statewide digital project, it became evident that there were many groups across the state that could contribute to such a project. Cokie Anderson of Oklahoma State University and Gina Minks of the University of Tulsa decided to apply for an Amigos Fellowship to survey the many different Oklahoma cultural institutions and explore the opportunities for cooperation in the digitization of materials unique to or of interest to the State of Oklahoma. Via the Fellowship, Anderson, Minks and OKDIGITAL (as the group of interested parties came to be called) hoped to start a statewide conversation between institutions large and small that had source materials whose intellectual value would be enhanced by digitization.

Objectives

As we began planning how to proceed with a statewide digital cooperative, six objectives were developed:

1. Identify institutions and individuals across the state of Oklahoma that are repositories of cultural materials including but not limited to libraries, museums, archives, historical societies, tribal authorities and private foundations.
2. Contact above institutions to survey collections and available resources.
3. Organize and conduct regional meetings to promote a statewide digitization effort.
4. Through above regional meetings, educate institutions about other state and national digital library initiatives as well as digitization efforts currently underway in Oklahoma.
5. Construct a Statewide Digitization Plan with an agreed statement of purpose in preparation for an initial test project.

6. Based on information from institutional contact and regional meetings, attract additional funding for an initial test project.

To achieve these objectives an initial survey was constructed which required the identification of all institutions that might house cultural materials. This list was also significant because it was the first inclusive list of cultural heritage repositories in Oklahoma.

Survey

The initial survey was constructed and reviewed by the members of OKDIGITAL and was designed to answer five key questions:

- Who are the users of the cultural heritage materials?
- How are materials currently being accessed?
- Is there an interest in digitization?
- What materials need to be digitized?
- What training or equipment would you need to begin a digitization project?

The final version of the survey was sent to 285 libraries, museums, tribal organizations, historical societies and other cultural heritage institutions. Sixty-five institutions returned the survey for a 23% return rate. Surprisingly, the museum community had the highest return rate (30%) followed by Public Libraries (26%) and then Academic Libraries (19%).

Ninety percent (90%) of the respondents listed the general public as their user base and reported their materials were primarily accessed via an in-house computer database or catalog (46%). Eighty-five percent (85%) of the respondents reported an interest in digitization and of those responses, 75% were interested in a collaborative digitization project. Only 23% of the institutions stated that they were already involved with a digitization project. The types of materials that needed to be digitized varied greatly but photographs (80%) and artifacts (45%)

were the top material types reported.¹ Finally, the respondents reported that scanning/imaging (71%) and preservation/conservation (65%) were their top training needs.²

Regional Meetings

After the majority of the surveys had been received, the location of each survey respondent was mapped out and four sites were chosen for regional meetings to promote the digitization and the statewide collaboration. These regional meetings were held in Weatherford (for the western part of the state), Edmond (for the north central part of the state), Tulsa (for the eastern part of the state) and Oklahoma City (for the central part of the state). Because of the lack of responses from the southern part of Oklahoma, no regional meetings were held there. The initial three meetings in Weatherford, Edmond and Tulsa had 24 attendees that accounted for 37% of the total survey responses. The final meeting in Oklahoma City was held in conjunction with the annual Oklahoma Library Association meeting and attracted approximately 35 attendees. Shelby Sanett, Amigos Imaging and Preservation manager, and Tom Claeson of OCLC were also in attendance.

In addition to the regional meetings, Anderson and Minks shared the survey and results with a wider audience by a presentation at Information Today's National Online meeting in May 2003.

Further Developments

Following the regional meetings, the OKDIGITAL group continued to meet every other month until October 2003. While there was great interest in digitizing materials, none of the institutions, with the exception of Oklahoma State University, had any resources or staff to devote to the project. Many of the people who attended the meetings were very happy to give input but were not the high-level decision makers needed to move any project forward. In the end, the meetings

¹ We attribute the high interest in digitizing artifacts to the high number of museum respondents.

² For a complete breakdown of the survey responses, please see Appendix D.

seemed to stagnate as a time for action came without any other institutions stepping forward to begin the work.

By winter of 2003-2004, the University of Tulsa had pulled back from the project as the Library was undertaking some reorganization and Minks was assigned new duties that left her no time to participate in OKDIGITAL. The OSU Library, after reviewing the mission, priorities, and resources of its Electronic Publishing Center, made the decision to concentrate its efforts on the digitization of scholarly text materials. At this time, some institutions involved with OKDIGITAL, led by representatives from the Oklahoma Department of Libraries and the University of Central Oklahoma, decided to proceed with an online project that would focus on images. They applied unsuccessfully for an IMLS grant, but are continuing to work on this endeavor.

Anderson and Minks decided to use the information gained from the fellowship study to provide information resources for institutions interested in digitization, with the aim of putting those who have a digitization need in contact with those who have digitization expertise and equipment. Accordingly, they formed an Oklahoma not-for-profit corporation, OKDIGITAL Association, and constructed a website that will function as a clearinghouse for information on Oklahoma digital projects and resources. Additionally, both have provided consulting services to organizations within the state.

Summation

We learned a great deal in the course of this project, and many good things came out of it. While we did not manage to put together a statewide digitization effort, we did get people talking and thinking about digitization. Several smaller collaborations have emerged as a result of connections made through OKDIGITAL. The OSU Library and the University of Tulsa Law Library are collaborating on the digitization of Indian Claims Commission Decisions, and OSU

also has projects underway with Oklahoma CareerTech, the Oklahoma Historical Society, the Oklahoma Academy of Science, and the Oklahoma Ornithological Society.

The obstacles we encountered were largely the result of trying to build a project from the bottom up rather than from the top down, as was the case with the Colorado Digitization Project. It seems to be extremely difficult to get a large scale digitization project underway without a strong central infrastructure and institutional support at the highest level. However, perhaps we were hoping for too much too soon. We are beginning to see other institutions begin to take steps toward digitization projects, and we hope that OKDIGITAL can play a role in encouraging these efforts.

Respectfully submitted,

Cokie Anderson
Electronic Publishing Librarian
Oklahoma State University
Stillwater, OK

Gina Minks
Web and Digitization Services Librarian
University of Tulsa
Tulsa, OK

Appendix B – Survey Letter

<OKDIGITAL>

September 23, 2002

Dear Colleague,

Several librarians, historians, and archivists interested in digitizing Oklahoma materials recently organized OKDIGITAL. We received a grant from the Amigos Library Consortium to explore collaborative digitization possibilities for collections relating to Oklahoma's heritage. Participants include the Oklahoma Department of Libraries, University of Oklahoma, Oklahoma State University, East Central University, University of Tulsa, and University of Central Oklahoma.

First, OKDIGITAL would like to join the people and organizations that have knowledge of digitization with those that have materials to digitize. During the next phase of the project we will seek outside funding from other sources such as the Institute of Museum and Library Services and National Endowment for the Humanities.

We invite you to participate. Please take a moment to complete our online survey at <http://digital.library.okstate.edu/OKDIGITAL/survey.html>. If you do not have Internet access, please complete the enclosed survey and return it in the envelope provided by **October 15, 2002**. This will advise us of the variety of collections owned and equipment utilized as well as providing the name of a contact person at your institution.

Once the surveys have been reviewed, OKDIGITAL will schedule meetings throughout the state to discuss the project in greater detail and to give you the opportunity to ask questions. We will send information on the dates and locations of the meetings to your designated contact person. In the future, you can learn more about our plans and progress at our website, <http://digital.library.okstate.edu/OKDIGITAL/>.

Please keep in mind that you do not need to be knowledgeable about digitization. **At this point, you need only an interest in digitizing some of your institution's Oklahoma collections.** We thank you in advance for completing this survey. If you have questions, please contact Cokie Anderson at 405-744-6316 or cokie@okstate.edu, or Gina Minks at 918-631-3133 or gina-minks@utulsa.edu.

Cokie Anderson, MLIS
Electronic Publishing Librarian
Oklahoma State University
Stillwater , OK

Gina L. B. Minks, MLIS
Special Collections Librarian
University of Tulsa
Tulsa, OK

Appendix C -- Survey

<OKDIGITAL>

Survey of Oklahoma Heritage Materials

Please complete the survey and return in the enclosed envelope or fax to 918-631-5022 or 405-325-5293. The survey may be completed online at: <http://digital.library.okstate.edu/OKDIGITAL/survey.html>

The deadline is October 15, 2002.

Name: _____

Title: _____

Institution: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Web Address: _____

1. Which best describes your institution? (Please check one)

- Public Library Historical Society Museum
 Tribal Organization Academic Library
 Genealogical Society Other (Please describe) _____

2. Is your institution a member of AMIGOS Library Services? Yes No

3. Number of staff? (Please indicate number of each)

- Full time Part-time Volunteers Students

4. Who uses your institution? (Check all that apply)

- K-12 Students College Students Teachers/Faculty
 Public Genealogists Historians
 Lawyers Reporters General Interest
 Other (Please describe) _____

5. How can the public access your materials? (Check all that apply)

- Card Catalog In-House Computer Database
 Printed Guides National Computer Database (e.g. OCLC)
 Inventories Other (Please describe) _____
 Internet

6. Is your institution interested in digitization? Yes No

7. Is your institution currently involved in a digitization project? Yes No

If "yes", please describe and include collaborative or multi-institution projects: _____

If "no", would your institution be interested in a collaborative digitization project?

- Yes No

8. What materials does your institution own that you would like to digitize? Please list materials by subject and format that relate to Oklahoma’s heritage such as Native Americans, prominent citizens, industry, agriculture, education, art, social and political history, women’s suffrage, etc./correspondence, diaries, newspapers, legal documents, maps, photographs, oral histories, artifacts, administrative records, etc. (Attach a separate sheet if necessary)

Material	Format
(Example: Governor Charles Haskell, 1907-1911)	(Example: Administrative papers)
(Example: Cherokee Strip Land Run, 1893)	(Example: Photographs)

9. What digitization skills are present in your institution? _____

10. Which of the following does your institution use? (Check all that apply)
 _____ Photocopier _____ Computer _____ Computer Printer
 _____ Scanner _____ Digital Camera _____ Internet

11. What training would your staff be interested in?
 _____ HTML _____ Project Management _____ Metadata
 _____ Collection Processing _____ Preservation/Conservation
 _____ Scanning/Imaging _____ XML (i.e. TEI, EAD, etc.)
 _____ Other (Please describe) _____

12. Whom should we contact concerning the answers on this survey?
 Name: _____
 Phone (preferred number: () _____)
 E-Mail (preferred address: _____)

Thank you for helping support our research!

Appendix D – Survey Results

<OKDIGITAL>

Survey of Oklahoma Heritage Materials

Please complete the survey and return in the enclosed envelope or fax to 918-631-5022 or 405-325-5293. The survey may be completed online at: <http://digital.library.okstate.edu/OKDIGITAL/survey.html>

The deadline is October 15, 2002.

Name: _____

Title: _____

Institution: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Web Address: _____

1. Which best describes your institution? (Please check one)

- | | | |
|-----------------------------|--------------------------------------|-----------------|
| 8 = 26% Public Library | 7 = 10% Historical Society | 21 = 30% Museum |
| 2 = 3% Tribal Organization | 13 = 19% Academic Library | |
| 1 = 1% Genealogical Society | 8 = 11% Other (Please describe)_____ | |

2. Is your institution a member of AMIGOS Library Services? 12 = 30% Yes

3. Number of staff? (Please indicate number of each)

_____ Full time _____ Part-time _____ Volunteers _____ Students

4. Who uses your institution? (Check all that apply)

- | | | |
|---------------------------------------|---------------------------|---------------------------|
| 50 = 71% K-12 Students | 47 = 67% College Students | 52 = 74% Teachers/Faculty |
| 63 = 90% Public | 42 = 60% Genealogists | 43 = 61% Historians |
| 18 = 24% Lawyers | 22 = 31% Reporters | 49 = 70% General Interest |
| 14 = 20% Other (Please describe)_____ | | |

5. How can the public access your materials? (Check all that apply)

- | | |
|-------------------------|---|
| 16 = 23% Card Catalog | 34 = 46% In-House Computer Database |
| 17 = 24% Printed Guides | 20 = 29% National Computer Database (e.g. OCLC) |
| 16 = 23% Inventories | 20 = 29% Other (Please describe)_____ |
| 30 = 43% Internet | |

6. Is your institution interested in digitization? 55 Yes 10 No 55/65 = 85%

7. Is your institution currently involved in a digitization project? 15 = 23% Yes

If "yes", please describe and include collaborative or multi-institution projects: _____

If "no", would your institution be interested in a collaborative digitization project?

49 = 75% Yes

8. What materials does your institution own that you would like to digitize? Please list materials by subject and format that relate to Oklahoma's heritage such as Native Americans, prominent citizens, industry, agriculture, education, art, social and political history, women's suffrage, etc./correspondence, diaries, newspapers, legal documents, maps, photographs, oral histories, artifacts, administrative records, etc. (Attach a separate sheet if necessary)

Material	Format
(Example: Governor Charles Haskell, 1907-1911)	(Example: Administrative papers)
(Example: Cherokee Strip Land Run, 1893)	(Example: Photographs)
	Photographs -- 52 = 80%
	Administrative Records – 19 = 29%
	Legal Documents – 12 = 18%
	Maps – 22 = 65%
	Art – 8 = 12%
	Letters – 20 = 31%
	Newspapers – 21 = 32%
	Diaries – 11 = 17%
	Artifacts – 29 = 45%
	Other – 19 = 29%

9. What digitization skills are present in your institution? _____

10. Which of the following does your institution use? (Check all that apply)

54 = 83% Photocopier 60 = 92% Computer 56 = 65% Computer Printer
 49 = 75% Scanner 40 = 65% Digital Camera 55 = 85% Internet

11. What training would your staff be interested in?

28 = 43% HTML 32 = 49% Project Management 19 = 29% Metadata
 36 = 55% Collection Processing 42 = 65% Preservation/Conservation
 46 = 71% Scanning/Imaging 21 = 32% XML (i.e. TEI, EAD, etc.)
 7 = 11% Other (Please describe) _____

12. Whom should we contact concerning the answers on this survey?

Name: _____
 Phone (preferred number: () _____)
 E-Mail (preferred address: _____)

Thank you for helping support our research!

Appendix E – Oklahoma Library Association Meeting Handout

Establishing a Statewide Digitization Effort in Oklahoma

Cokie Anderson, Oklahoma State University

Gina L. B. Minks, University of Tulsa

What is <OKDIGITAL>?

<OKDIGITAL> is a group of librarians, historians, and archivists who have joined together to form a working group on digitizing Oklahoma cultural materials. Current members include participants from the University of Oklahoma, the University of Tulsa, Oklahoma State University, East Central University, University of Science and Art Oklahoma, University of Central Oklahoma and the Oklahoma Department of Libraries.

“The Oklahoma Digital Statewide Feasibility Study of Available Resources.”

This fellowship from Amigos Library Services was awarded to Cokie Anderson, OSU, and Gina Minks TU, to conduct a statewide survey and regional meetings on behalf of OKDIGITAL to collect information concerning digitization needs and interests in the state. The following information was collected:

General:

- 285 surveys sent to libraries, museums, cultural institutions, historical societies, and tribal organizations. 65 surveys returned. (23% return rate).
- 30% of respondents were members of Amigos Library Services.
- Regional meetings were held in Weatherford, Edmond and Tulsa. There were 24 attendees. (37% of survey respondents attended this meeting).

Breakdown of survey responses:

Types of Institutions:

30% Museums
26% Public Libraries
19% Academic Libraries
11% Other (medical & institutional libraries)
10% Historical Societies
3% Tribal Organizations
1% Genealogical Societies

Types of Users:

90% Public
74% Teachers/Faculty
71% K-12 Students
67% College Students
61% Historians
60% Genealogists
31% Reporters
26% Lawyers
14% Other (young children, professionals, disabled, special interest, internet)

How are the materials accessed?

46% In-House Computer Database

43% Internet
29% National Computer Database (i.e. OCLC)
29% Other (displays/exhibits, microfiche, ILL)
24% Printed Guides
23% Card Catalog
23% Inventories

Percentage interested in digitization: 85%

Percentage currently involved in a digitization project: 23%

Percentage interested in participating in a collaborative digitization project: 75%

Types of materials:

80% Photographs
45% Artifacts
34% Maps
32% Newspapers
31% Letters
29% Administrative Records
29% Other (books, audio/visual, government docs, tribal rolls, historical docs)
18% Legal Documents
17% Diaries
12% Art

Training needs:

71% Scanning/Imaging
65% Preservation/Conservation
55% Collection Processing
49% Project Management
43% HTML
32% XML (TEI, EAD, etc.)
29% Metadata
11% Other (digitization of video & audio)

*Several respondents were unfamiliar with some of the above terms.

<OKDIGITAL> electronic list: OKDIGITAL@yahoogroups.com

Questions??

Contact Cokie Anderson at cokie@okstate.edu or Gina Minks at gina-minks@utulsa.edu

Appendix F – Regional Meeting Worksheet

OK Digital Regional Meeting Worksheet

Name: _____

Title: _____

Institution: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Web Address: _____

Site of Regional Meeting: _____

1. What projects am I interested in doing could relate to the Oklahoma Centennial?
2. What resources do I have? (Equipment, staff, etc.)
3. What do I need to do the projects listed in question 1?
4. What are the benefits of these projects?
5. Can I foresee any challenges completing these projects?
6. How high a priority are these projects?

Appendix G – Oklahoma Institutions Interested in Digitization

Oklahoma Institutions Interested in Digitization

Woodward Public Library
University of Central Oklahoma
Oklahoma School For the Blind
Cimarron Heritage Center
Maysville Public Library
Kingfisher Memorial Library
Oklahoma Historical Society/Museum of the Western
Tulsa Historical Society
University of Oklahoma Law Library
Ellis County Historical Society
OSU Center for Health Sciences Medical Library
Oklahoma State University
University of OK HSC
East Central University
Oklahoma City National Memorial Institute for the Prevention of Terrorism
Cameron University
Alva Public Library
Mustang Public Library
Waurika Public Library
Hennessey Public Library
Yale Public Library
Sayre Public Library
Anadarko Community Library
Mabel C. Fry public library
Chickasha Public Library
Bartlesville Area History Museum
Tonkawa Public Library
Perry Carnegie Library
Nat'l Four-String Banjo Hall of Fame Museum
Gilcrease Museum
Amer. Assn. of Petroleum Geologists - Foundation
Tulsa Community College
Eastern Oklahoma State College
History of Science Collections, University of Oklahoma
OSU-Okmulgee
Southeastern Oklahoma State University
Miami Tribe of Oklahoma
Pioneer Library System
Oklahoma State University
OU Tulsa Library
Nora Sparks Warren Library
Watonga Public Library
Museum of the Great Plains
Fairview City Library
Philbrook Museum
University of Tulsa

Appendix H – OKDIGITAL Members

OK-DIGITAL Members

Cokie Anderson, Electronic Publishing Librarian

Oklahoma State Library, Electronic Publishing Center – Oklahoma State University, Stillwater OK

The OSU Library Electronic Publishing Center, founded in 1996, is dedicated to expanding and enhancing access to published and unpublished materials of potential interest to the academic community and general public, especially those unique to OSU or the State of Oklahoma. Current projects include the digitizing of Kappler's Indian Affairs: Laws and Treaties, The Chronicles of Oklahoma, the Speeches of Boone Pickens and the Proceedings of the Oklahoma Academy of Science. Cokie is co-recipient of the Amigos Fellowship "The Oklahoma Digital Statewide Feasibility Study of Available Resources".

Kelly Brown, Director

Nash Library - University of Science and Arts of Oklahoma (USAO), Chickasha OK

The Nash Library is building on USAO's recent placement on the National Register of Historic Places by organizing, preserving, and digitizing important historical documents and photographs from the days when the institution was known as Oklahoma College for Women. Future plans include similar activities for the period when USAO was known as Oklahoma College for Liberal Arts.

Lori N. Curtis, Head of Special Collections & Archives

Gina L. B. Minks, Special Collections Librarian

McFarlin Library-University of Tulsa, Tulsa OK

Special Collections & Archives at the University of Tulsa is currently implementing Encoded Archival Description (EAD) to enhance their finding aids. They currently are working on digital projects dealing with World War I, V. S. Naipaul, University History and the Tulsa Race Riot. Special Collections is also involved with TU's Modernist Journal Project and the creation of the James Joyce Bibliography. Gina is co-recipient of the Amigos Fellowship "The Oklahoma Digital Statewide Feasibility Study of Available Resources".

Mardi Mahaffy, Government Documents and Special Collections Librarian.

East Central University, Ada OK

East Central University is currently in the stage of exploring viable digitization projects. Two projects under consideration include emphasizing the agricultural heritage of Southeastern Oklahoma by digitizing the letters of James Admire, a 1920s farm management consultant, and the possible video streaming of historic campaign advertising.

Sarah Robbins, Electronic Services Coordinator

Bizzell Memorial Library - University of Oklahoma, Norman OK

The University of Oklahoma Libraries is currently digitizing the title pages of rare books found in the History of Sciences Collections, selected photographs from the Western History Collections, and the OU alumni magazine, *Sooner Magazine*.

Joy Summers-Ables, Head, Library Computing

Robert M. Bird Health Sciences Library - University of Oklahoma Health Sciences Center, Oklahoma City OK

The R.M. Bird Library is not currently involved in any digitization projects. They are looking at the possibility of digitizing some of the photograph archives for the University and at medical instruments within the collection.

**Bill Walker, Imaging Field Services Officer
Amigos Library Services, Dallas TX**

Imaging & Preservation Services is a non-profit, grant-funded service which provides preservation information, support and training to librarians and archivists in the Southwestern U.S., primarily the states of Arizona, Arkansas, New Mexico, Oklahoma and Texas. Established in 1991 with a grant from the National Endowment for the Humanities, the IPS began by documenting the preservation needs of libraries and archives in the Southwest. Today, IPS provides information, disaster planning and recovery assistance, training and site surveys, as well as developing state and local cooperative networks and serving as an advocate for preservation regionally and nationally. Amigos Library Services provided funding The Oklahoma Digital Statewide Feasibility Study of Available Resources.

**Nicole Willard, Director of Archives & Special Collections
Chambers Library - University of Central Oklahoma, Edmond OK**

The UCO Archives & Special Collections is currently in the process formulating a written policy for digitization efforts. We have several unique collections we hope to make available online. The three we are currently concentrating on include the Oklahoma Town Site Case Files, primary resources on the development of Oklahoma towns after the land runs; The Sidney Bray Collection, which includes WWII financing records, promotional materials, scrapbooks, federal publications, and special memorabilia; and our Photographic Collection, that includes over 25,000 images of the University, Edmond, and Oklahoma dating from 1891 to current. We are also focusing our efforts on fundraising and exploring collaboration possibilities to help support the transfer of these valuable collections to digital format for offering online.

**Steve Beleu, Head U.S. Government Division
Jan Davis, Head of Records Mgmt Division
Tally Fugate, Archivist
Gary Harrington, Administrative Archivist
Kitty Pittman, Oklahoma Collections Librarian
Susan Feller, Development Officer**

Oklahoma Department of Libraries, Oklahoma City OK

As the official repository for state and federal records since the first Territorial Legislature convened in 1890, the Oklahoma Department of Libraries holds a vast collection of rare and historic photographs, maps, files, periodicals, records, and books on all topics relating to Oklahoma from the Land Runs, to statehood, to our present and our future Centennial. In fulfillment of our commitment to provide greater public access to our holdings and as a participant in the <OKDIGITAL> project we have partaken in several projects, some completed, many ongoing. One such project is the "Corner Remonumentation Filings on CD ". These records are corner records which have been officially filed with the State Archives Division. The corner filings are for records received from 1978 through 1999, and consist of over 75,000 filings. Another ongoing project is the approximately 226,000 Articles of Incorporation from the Secretary of State and the official Legislative Bill files for both Senate and House for 1986/87. ODL will soon commence a 12 month project to appraise, arrange, describe, digitize, and create electronic finding aids for primary source materials relating to the six Land Runs. Entitled "Birth of a State," the project will eventually link to other organizations that have unique records, with the ultimate goal of telling the history of the state through documents. A recently completed project by the Oklahoma Collection and the U.S. Government divisions resulted in CD's of the Oklahoma Almanacs since 1909 and the Reports of the Territorial Governors from 1891 through 1907 produced and distributed to all public libraries and depositories in the state. Many folks contribute to/or are responsible for digital activities and planning at the State Library.

Appendix I – OKDIGITAL Contributions and Needs Questionnaire

OKDIGITAL CONTRIBUTIONS AND NEEDS QUESTIONNAIRE

NAME:

INSTITUTION:

TELEPHONE NUMBER:

E-MAIL:

If you aren't a member of the OKDIGITAL e-mail list, would you like to be added?

YES

NO

POSSIBLE COLLECTIONS TO DIGITIZE:

Please list and briefly describe materials you would be interested in digitizing as part of our initial "Birth of a State" project celebrating the founding and early days of the state of Oklahoma. These may include, but are not limited to, letters, diaries, photographs, oral histories, official documents, maps and artifacts.

NEEDS:

Please list what hardware, software, training, funding or other assistance you would need in order to participate in the project. Example: Scanner, Adobe PhotoShop, XML training, etc.

CONTRIBUTIONS:

Please tell what you have to contribute to the project, other than materials. This may include use of workstations, scanners, digital cameras, software, student or volunteer labor, percentage of staff time, server space.

DIGITIZATION EXPERIENCE:

Please list any digital or scanning projects you have worked on. They do not need to be online to be included. May include databases you have built, photos scanned, websites constructed.

WHO YOU KNOW:

Is there someone at your institution who should be asked to serve on the Advisory Committee for OKDIGITAL? Would you be willing and able to serve on the steering committee for our first project? Do you know of another institution that should be asked to participate? If so, please give contact information and indicate whether you would be willing to initiate that contact.