

## **2016 Plan for Digitization of the Saint Paul Collection**

### **Background**

The Saint Paul Public Library's digitization project will enable the library to preserve historical materials and make them accessible to the public. The focus of the library's digitization project will be the Saint Paul Collection, a unique collection of materials about Saint Paul's history.

Some materials of the Saint Paul Collection have already been digitized including maps, pictorial works of the George Latimer Central Library, the Beacon (an internal library newsletter) and annual reports of the Board of Park Commissioners of the City of Saint Paul. Some collections such as portions of the Proceedings of the Council of the City of Saint Paul (called the "Common Council") have been digitized by the HathiTrust<sup>1</sup> and are accessible only to academic libraries or large research libraries.

The staff of the Saint Paul Public Library is committed to finding resources to complete the digitization of the Saint Paul Collection over time using a variety of resources and strategies.

### **2016 Digitization Plan**

The Mayor and Saint Paul City Council approved the addition of \$100,000 of Cultural Star funds to the 2016 Saint Paul Public Library budget. In addition, the Library received an \$85,000 Minnesota Historical and Cultural Heritage grant for digitization of the library's collection of city directories.

The library staff generated these criteria to guide prioritization and organization of the work:

- Collections uniquely held by Saint Paul Public Library, particularly those items in the Saint Paul Collection, which pertains to the history of the city.
- Materials that are too fragile to allow handling and/or in danger of being lost.
- Materials and documents that are of high interest or more frequently requested by library guests or researchers.
- All collections must be in the public domain or otherwise known to be clear of copyright issues.

The nature of the materials in the Saint Paul Collection varies widely and requires different equipment, approaches, skill sets and time to complete. Library staff will use different strategies to digitize as many projects as resources permit:

- Purchase basic scanning equipment and software and lease server capacity and dedicate part-time library staff to digitize selected collections in-house.
- Apply to Minnesota Reflections<sup>2</sup> (the Minnesota Digital Library) for very large or difficult to digitize collections. Each year, the Minnesota Digital Library invites other public libraries to submit materials for digitization. It is up to the Minnesota Digital Library to determine which projects it undertakes and which it doesn't. Items selected by Minnesota Reflections are digitized free of charge. The Library can apply every year to have different parts of the collection digitized.
- Use remaining 2016 funds to outsource additional difficult-to-handle materials to a professional company.

## **2016 - Year One**

1. Staff will use the grant from the Minnesota Historical and Cultural Heritage grant to outsource digitization of city directories. These directories capture every house by owner and address. This collection will be digitized by Northern Micrographics, a local company.

2. The second priority for digitization using Cultural Staff funds will be to complete scanning Winter Carnival materials. Library staff will complete part of this work in-house using equipment and other resources purchased with Cultural Star funds. Cultural Star funds will also allow the library to dedicate a half-time staff to digitization and metadata development (material descriptions).

The following materials will be digitized by staff in 2016:

- Finish scanning of Winter Carnival scrapbooks.
- Replace photocopies of newspaper articles with scanned copies from microfilm (for scrapbooks from the late 1990s to the present).
- Finalize agreement with Pioneer Press to make content available online (if no agreement is in place, content will be made available within the library only).
- Post all Winter Carnival content to ResCarta server, which will make them available on the library's website.

Staff will outsource digitization of Winter Carnival aperture cards. Aperture cards are similar to microfiche but with a frame around the film. It is difficult to use and support, and digitizing them would complete our Winter Carnival collection.

Staff prioritize other fragile collections for in-house scanning in 2016. These may include:

- Annual City Reports, Fire, Police, Parks, Public Works, Water, Schools, Police crime statistics.
- Various early histories of the City of Saint Paul
- The Eye: A gossip sheet for early Saint Paul, 1889-1890.

3. Staff will apply to Minnesota Reflections, which is a program of the Minnesota Digital Library, to digitize the complete proceedings of the Council of City of St. Paul, Ramsey County (1856-1923). The library has the complete collection of these proceedings, while the HathiTrust does not.

This collection fits the criteria for projects that will be accepted this year. There is no guarantee that the Minnesota Reflections will select any or all of what we submit; therefore we are submitting all of our top priority projects. The deadline for application is May 31, 2016.

Staff will investigate other grants to support digitization and will apply for 2017 Minnesota Historical and Cultural Heritage Grant funding to digitize and make available online SPPL's yearbook collections (through 1922).

## **Estimated Costs in Year One**

Culture Star funds:

<b>\$5,000</b>	Scanner, PC with optical disc drive (DVD), and high-resolution monitor
<b>\$29,120</b>	Library Associate staff replacement (\$28/hour x 20 hours/week x 52 weeks)
<b>\$2,000</b>	Outsource digitization of aperture cards
<b>\$2,500</b>	ResCarta/ProSeek server hosting (estimate from OTC)
<b>\$56,380</b>	Outsourcing digitization of items that will not be handled in-house and are not accepted by Minnesota Reflections for digitizing this year.

Minnesota Historical and Cultural Heritage grant:

<b>\$85,305</b>	Digitization of city directories (outsourced to Northern Micrographics)
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## **2017 - Year Two**

If library receives another Minnesota Historical and Cultural Heritage grant, it will outsource digitization of its Saint Paul school yearbook collection (through 1922). Staff will also apply for Minnesota Reflections Phase 13 additional high-priority projects.

We will seek funds to continue to dedicate staff to in-house digitization projects that can be handled in-house. We will also need to support annual licensing and server hosting.

## **2018 - Year Three**

Apply for Minnesota Reflections Phase 14. Seek funds to continue to support staff for in-house digitization projects. We will need to support annual licensing and server hosting.

1. HathiTrust is a partnership of major research institutions and libraries working to ensure that the cultural record is preserved and accessible long into the future. There are more than 100 partners in HathiTrust, and membership is open to institutions worldwide.

2. The Minnesota Digital Library (MDL), a service of Minitex, is funded by the Minnesota Arts and Cultural Heritage Fund of the Minnesota Clean Water, Land and Legacy Amendment to the Minnesota Constitution via the Minnesota Historical Society (MNHS). Additional funding is provided by Minitex. MDL's collaborative partners, including the University of Minnesota, also contribute substantial in-kind services. Minitex is a joint partnership between University of MN libraries and the Office of Higher Education, created to serve public, school and specialized libraries in Minnesota.

## SAINT PAUL COLLECTION

### Saint Paul Public Library

***The mission of the Saint Paul Public Library's Saint Paul Collection is to collect, preserve and provide access to materials that chronicle the history, people and places of the City of Saint Paul.***

The Saint Paul Collection is a small collection of materials relating to Saint Paul's history.  
It includes:

- City documents, including the charter, code, laws, ordinances, and city council proceedings, some of which go back as far as 1856
- City budget materials and annual reports
- Reports from the schools and libraries
- Police and fire department reports and histories
- Visitors' guides to Saint Paul and the region
- Biographies and biographical directories of famous Saint Paul residents
- Winter Carnival scrapbooks
- High school yearbooks
- Maps
- Biography clippings from Pioneer Press' morgue. These are clippings the Pioneer Press kept on prominent people (not all from Saint Paul) and cover the years 1910-1940.
- Subject clippings from the Pioneer Press' Morgue. Saint Paul Subject and Saint Paul/Minnesota Biography Clippings ranging from 1910-1945.
- Robert Hoag, a former Saint. Paul Public Library librarian, created a partial index to the Pioneer Press that covers materials from the years 1920- the 1970, called *The Saint Paul History and Area Business Index* which is fondly known as the *Mr. Hoag's Index*. It includes materials from a void of several years of missing St. Paul Pioneer Press indexes.
- Other directories created by Mr. Hoag include *The Hotels of Saint Paul*, *Saint Paul Schools*, *Saint Paul Theatres, Halls, Etc.*, and the *Saint Paul Street Directory*.
- City Directories
- Newspapers on microfilm-- Often people want to look for obituaries so here is a link to a pathfinder on obituaries and death notices that notes what years are covered by different indexes:
- House History Resources. SPPL has a few resources that can be useful in tracking information on the history of selected houses.

- Histories of Saint Paul neighborhoods, organizations, businesses, churches, annual reports or social service agencies, atlases, some annual reports of organizations. There are church histories, histories of businesses, but not annual reports of businesses.
- Photos
- Library history