Services
Emory University's Digital Scholarship Commons (DiSC) offers faculty members and graduate students the space, expertise, and project management assistance they need to develop innovative multidisciplinary projects. Located in the Research Commons of the Robert W. Woodruff Library, DiSC will be formally launched in October 2011 with funding from the Andrew W. Mellon Foundation.

Whether working solo or as part of a group, DiSC patrons can:

- Build projects using the latest digital scholarship tools and software
- Partner with DiSC staff to add depth and insight to works of scholarship
- Connect with a community of scholars
- Reflect on the possibilities and challenges of these new technologies

DiSC employees hold advanced degrees in a variety of disciplines, and Emory Libraries' subject liaisons are available to assist DiSC patrons with their projects.

Among the help available to faculty and graduate students at the Digital Scholarship Commons is assistance with:

- Electronic text encoding
- Geographic information systems (GIS)
- Statistical analysis
- Scanning and graphics
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Digital Collection Services

The DLC provides a variety of services for developing, managing, and promoting archival and scholarly assets.

Digital Collection Support: Hosting & Customization

- Creation, hosting, support, and stewardship of digital objects and collections within the UF Digital Collections
- All collections are:
  - Full text searchable
  - Browseable - with browse views by title and thumbnail, and by new items
  - Serve text, image, multimedia, audio, video files, data sets, and more within the same collection
  - Support for multiple file types (text, image, oversized images, video, audio)
  - Powered by rich metadata support, with automatic transformations for maximum interoperability
- Customization of collections:
  - Customized collection pages and supplemental pages
  - Customized interfaces (e.g.; dLOC and Matheson Historical Museum)
- Collections benefit from central infrastructure - new technologies are added for all (e.g.; map search using the Google Maps API)
  - Internationalized/localized interfaces in English, Spanish, and French

Sharing/Access

- All records are open and fully available for download and use under the terms of Creative Commons CC0.
- Open Archives Initiative (OAI) compliant
- UFDC supports the OAI protocol for metadata harvesting (OAI-PMH). OAI allows anyone to obtain records from UFDC for inclusion in their collections. The base URL is: http://ufdc.ufl.edu/sobekcm_oai.aspx?
- Using the base URL, you can add OAI verbs and other commands. For example:
  - Verb: Identify:
  - Verb: ListMetadataFormats:
  - Verb: List Sets:
- URI's provide unique and constant links ready for bibliographic citation
- Records for all collections and items:
  - available as METS/MODS, MARCXML, and qualified Dublin Core
  - all formats are accessible online
  - a batch record feed in MARCXML is available here
  - all records and feeds include thumbnail icons. Catalogs can show the thumbnails along with records to greatly assist patrons in browsing and reviewing materials
  - RSS feeds for all items and all new items
- Worldwide reach via Google, Google Scholar, and other search engines
- Rooted in providing Open Access to archival and scholarly assets
- Notification tools for new content alerts via RSS
- Increase archival and scholarly assets' audience and access
- Image zoom and pan viewing capabilities
Ability to serve a variety of organizational options for objects including:
- hierarchical groupings allowing collocation by Area, topic, and geographical hierarchies for College, Department
- monographic, page-turning functionality
- multiple files connected to one descriptive record
- one item, one record
- mapping between various versions of a single work
- journal volume, issue, title organization
- Broad, internationally applied description methods using METS/MODS Metadata
- Ability to apply controlled vocabularies and name headings

Scholarly Publications & Rights management
- Journal hosting with Open Journal System (OJS) at FCLA with all journals digitally preserved in FDA
- Authors remain the copyright holders
- Library requests right to distribute content
- Assist with understanding copyright status of work
- Creative Commons licensing capabilities
- Assist with mandatory deposit of electronic-only publications to the Library of Congress

Digitization of materials held by the Libraries
- Digitization equipment operated within a color managed environment for artifactual fidelity:
  - large format scanner for maps
  - slide scanner
  - open book scanner for fragile objects
  - high speed sheet feed scanner
  - flat bed scanners
  - digital photography studio for large or 3-D objects
- Digitization experts
- Software Suite - the Digitization Toolkit
  - Customizable Software Toolkit for contributing digitized materials
  - Digitization manual
  - Presentation about the Toolkit
- Publishing
  - Convert traditional publications into digital publications
  - Provide a means for born digital publication
- For other materials: CITT Faculty Media Lab (price list)

Digital Curation & Stewardship
- Internships (interimship policy; available internships; internships with partners: Samuel Proctor Oral History Program)
- Content Knowledge & Outreach
- Collection Support & Processing
- Metadata Coordination
- Preservation & Archiving
  - Bit level archiving
  - Multiple redundant data back-ups provided
  - Migration of various formats supported
  - Ability to archive all format types
  - System interoperability
- Training on technologies for digital stewardship
- Digital curation for data sets
- Digital curation for digital scholarly works (following established guidelines to support evaluation)
- Digital humanities (speculative computing) project collaboration and supports; see example projects:
  - Curated online exhibits: by scholars and students with scholarly review
  - Digital Library of the Caribbean: Teaching Materials Collection: graduate humanities students developed materials as part of coursework
  - Arts of Africa: curated online collection from library and museum materials, with related physical exhibit
  - Digital Vodou: curated scholarly archive of primary and research materials
  - Supporting interns, fellows, and visiting scholars
  - Collaborative support on projects (speculative; reflective; interpretive; analytical) and to support existing research enhanced with technology

Authors and Patrons
- myUFDC
  - self-submittal system for the UF Institutional Repository
  - user tools for saving searches, creating and sharing collections, and many others
  - reference support by email, phone, and mail for all collections

Standards Compliant
METS Metadata

- Digitization standards followed:
  - High resolution TIFFs or AV for archiving
  - JPEG2000 format for viewing

Digital Collection Development, Project Management, and Post-Development Tools & Services

- Funding: Grants and assistance locating other funding opportunities
- Project Development Resources
  - Copyright and permissions
  - Digital Collection development template
  - Sample Operational Workflow for digitization (draft)
  - Information for potential partners
- Evaluation:
  - Online usage statistics provide usage counts overall, by collection, and by item
  - Annual usability studies
  - User feedback
- Promotion:
  - Collection Findable through main UFDC site, which is already optimized for search engines; through the UF Catalog; through WorldCat
  - Promoted through the UFDC Blog; through RSS feeds; through press releases and training classes
  - Development of promotional materials (brochures, exhibits, slideshows)
- Additional
  - Assistance available for loading to external sites (YouTube, Flickr) for promotion
  - New technologies benefit all when implemented

Last modified: Thursday September 22 2011
Faculty and graduate students embarking on a digital humanities project can use the resources in the Scholarly Commons to make connections, explore tools and obtain data.

A digital humanities project — one that applies computing tools to humanities research — encompasses a wide range of work, research methods, and tasks such as:

- Building an image archive and annotating the images with metadata.
- Transcribing manuscripts and marking them up in TEI for text encoding and text mining.
- Creating a map with linked data and annotations.

English and Digital Humanities Librarian Harriett Green can assist researchers at any stage of a project, as well as connect researchers with other colleagues at Illinois working in the digital humanities, including scholars at the Institute for Computing in Humanities, Arts, and Social Science (I-CHASS), Illinois Informatics Institute (I3 or “I-cubed”) and Illinois Program for Research in the Humanities (IPRH).

Tools with Illinois origins include:

- **SEASR**: A research and development environment at NCSA that creates cutting-edge digital humanities and data mining tools such as the Meandre environment.
- **MONK**: A text mining tool designed to help humanities scholars discover and analyze patterns in the texts they study.

Resources in the Scholarly Commons

**Experts**: Harriett Green, JoAnn Jacoby, Betsy Kruger

**Software**: ABBYY Fine Reader, ATLAS.iti, MONK, NVivo, oXygen

**Hardware**: Please see the Digitization page for more information about scanning text for analysis.

**Bookmarks**: Digital humanities resources on our delicious.com bookmarks
Digital Content Creation Services

Digital Content Creation offers the following services in support of the digitization of Library holdings:

- Project planning and consultation
- Full-book digitization
- Digitization of maps, images, letters, archival material, slides, microfiche, microfilm, filmstrips, and three dimensional objects
- Optical character recognition (OCR)
- OCR correction
- Color managed workflow
- Image processing
- PDF creation

Our partners include Digital Library Initiatives and Content Access Management.

Digital Content Creation also offers digital consulting and production services to campus faculty, staff, and graduate students through the Library's Scholarly Commons.

Equipment

- Digital cameras and copystands
- Large format Graphitec CS610 Pro scanner (for originals up to 42” wide)
- Epson GT 15000 flat bed scanner 11 x 17 with sheet feeder
- Plustek OptiBook A300 flat bed scanner 11 x 17 (book friendly)
- Wilkes & Wilson ScanStation FS300 microfiche scanner
- Nikon SuperCool Scan 4000 microfilm and slide scanner

Contact Us
The Carolina Digital Library and Archives serves UNC Library staff, UNC faculty and other faculty affiliates, as well as other organizations by way of formal partnerships. Many of our services can be provided at no cost to you, but others require external support. Please contact us to discuss your ideas and needs. We look forward to working with you!

Services by Function

DIGITIZATION
The CDLA's Digital Production Center maintains a wide range of equipment for the conversion of analog paper and photographic media to digital form. In this facility, we produce more than 1.5 million image files per year. We also provide knowledgeable referrals to other services for formats we do not have the ability to convert (such as microfilm, audio, and video), and for collections of material that would benefit from outsourcing of digitization.

DIGITAL PROJECT PLANNING AND MANAGEMENT
We offer a wide range of digital project planning and management services for placing library collections online and facilitating UNC faculty's digital research. CDLA staff will work with you to refine your ideas, explore technical and funding possibilities, and facilitate UNC Library collaboration on initiatives when appropriate. We can consult on rights issues and technology selection, as well as the formal articulation of functional requirements. For projects that are seeking grant funding, we can provide assistance with the writing of a proposal, helping to ensure the proposal document has the best chance of funding success. Once in-house, grant, or private support is obtained in support of a digital project, we can oversee or assist with the management of the many tasks necessary to produce high-quality digital resources. We can provide web and user experience design, workflow management, quality control, and general project management services, including day to day oversight of work done in support of a particular digital initiative.

DIGITAL COLLECTION DEVELOPMENT
CDLA staff use our expertise in digital data and online user experience to assist UNC affiliates with the collecting of digital resources in support of your collection, research, or instruction goals. Our current focus in this area is on the archiving of faculty research output into the Carolina Digital Repository.

CONSULTING
Even if the CDLA or the UNC Library isn't a partner on your digital initiative, we're happy to provide consulting in our areas of expertise, to help you ensure your work is as productive as it can be. We're here to provide feedback on your plans and documentation, point you to helpful resources, or simply bounce ideas off of.

PROFESSIONAL TRAINING
The CDLA is committed to increasing knowledge of digital library practice within UNC and the profession as a whole. We provide formal and informal support to those who aspire to work in this field, or who wish to become more involved in digital library efforts. We maintain a close relationship with the UNC School of Information and Library Science to help train the next generation of librarians, archivists, and information professionals.

Services by Technology

CAROLINA DIGITAL REPOSITORY
The Carolina Digital Repository is a repository for material in electronic formats produced by members of the University of North Carolina at Chapel Hill community. Its chief purpose is to provide for the long-term preservation of these materials. More information about CDR services can be found here.
CDLA staff provide assistance with creating and maintaining digital collections in the UNC Library's CONTENTdm digital asset management system. We can offer you support at all steps of this workflow, from the first project idea, to public launch, to ongoing additions to an online collection over time.

**SCRIBE**

We run 3 Scribe digitization stations provided by the Internet Archive for the mass digitization of bound paper materials. Digitized materials quickly appear online at the Internet Archive Ebook and Texts Archive.
What is the Scholars’ Lab?

The Scholars’ Lab is a place where faculty and advanced students in the humanities and social sciences can explore digital resources, find expert help, and collaborate on innovative research projects. We also host exciting events, such as workshops, talks, and roundtables, and we sponsor a graduate student fellowship in the digital humanities.

Expertise:
The faculty and staff of the Scholars’ Lab can assist you in:

- project development and digital research;
- electronic text encoding and qualitative analysis;
- digitization of texts and images, including OCR; and
- your research computing needs in the humanities and social sciences.

Environment:

- an open, inviting space with seating areas specially designed for collaborative and solo work
- 31 high-end PC workstations with widescreen, high-resolution monitors
- complete suite of peripheral equipment (including printers, CD/DVD burners, and flat-bed, sheet-feed, duplex, and large format model scanners)
- enhanced software and digital resources for statistical and spatial analysis, text and image manipulation and visualization
- all areas well-configured for personal laptop use (wired or wireless)
- small wired conference room with flat panel monitor, PC, DVD, VCR, audio, projection and a white board
- a fully-furnished 12-seat computer classroom with Smart™ technology

Software:

In addition to the software available on all ITC-maintained machines at UVA (listed here), the Scholars’ Lab features specialized software in the following categories:

- GIS Utilities
- Graphics & Presentations
- Network Utilities
- Statistical Utilities
- Text Encoding, Scanning, and Word Processing
GIS Utilities
- ERDAS IMAGINE
- ArcView GIS
- Street Map
- Image Analyst
- 3D Analyst
- Spatial Analyst
- ArcGIS
  - ArcCatalog
  - ArcMap
  - ArcScene
  - ArcToolbox
  - Spatial Analyst
  - Geostatistical Analyst
  - 3D Analyst

Graphics and Presentations
- Adobe Photoshop
- Adobe ImageReady
- Microsoft PowerPoint
- GeoExpress View (Mr. SID viewer)
- Dreamweaver

Network Utilities (E-Mail, HomeDir, etc.)
- Corporate Time for the Web
- Exceed
- Home Directory
- Internet Explorer
- Mulberry
- Mozilla
- Secure CRT
- Secure FX
- WinZip

Statistical Utilities
- Access XP
- Amos
- Excel XP
- Intercooled Stata
- Lisrel/Prelis
What is the Scholars' Lab?
http://www2.lib.virginia.edu/scholarslab/about/

Maple
Minitab
R
SAS
S-Plus
SPSS
Stat Transfer
Stata

Text Encoding, Scanning, and Word Processing

ABBYY FineReader OCR
Adobe Acrobat Professional
Acrobat Distiller
Microsoft Word
NoteTab
OmniPage Professional OCR
oXygen XML Editor
Support

In recent years, a number of scholarly digital projects were developed on the Washington University campus. These have ranged from small student projects to larger projects such as American Lives. Many of these projects were developed by individual organizations on campus concurrently, such as the School of Arts & Sciences and the Humanities Digital Workshop (HDW). A number of issues emerged from these experiences, such as:

- Long-term maintenance of digital projects.
- Short-term support for digital projects and content development.
- Role of University Libraries.
- Importance of standards and a central digital project repository.

Digital Library Services (DLS) was created in 2006 as a unit of the Washington University Libraries to support the entire Washington University community. DLS is committed to providing support for the development of digital projects, encouraging development of digital projects as a scholarly activity, and promoting this development in a disciplined way that will help to ensure the successful execution of digital projects and to most effectively leverage digital resources.

DLS is in the process of articulating the different levels of support we will provide to different kinds of projects. In the meantime, we are available for initial consultation on any project, by working with you to give you a better understanding of the standards, metadata, intellectual property, and other digital library topics described here and elsewhere. We also encourage you to contact us with your questions. In addition to DLS, support for the development of digital projects is also available from Arts & Sciences Computing, the Humanities Digital Workshop, and from computing within other schools and departments at the University.

If you anticipate hosting your project with the University Libraries, please review the Digital Asset Agreement form and Inventory. These forms specify the items to be donated to the library, as well as the associated rights granted to the libraries to preserve and make accessible your digital items or projects.