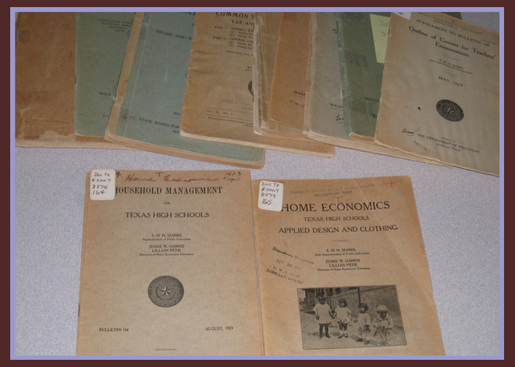
Texas State Department of Education Bulletins 1918 – 1936
Digitization Project

Ann Ellis, Metadata Librarian
Kayce Halstead, Government Documents Librarian
Marthea Turnage, Librarian



A NEED WAS IDENTIFIED

Documents from the Texas State Department of Education were becoming old and fragile:

- How could they be preserved?
- How could they be easily accessed?

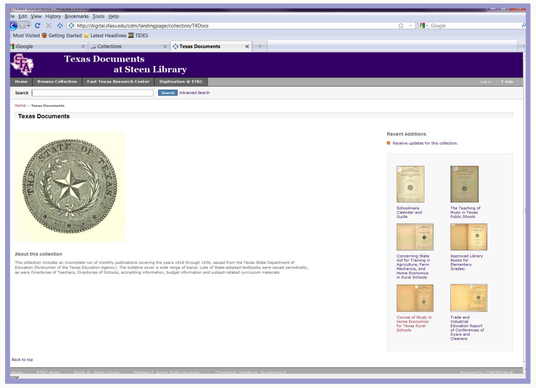
COLLABORATION TO MEET BOTH THE NEED AND THE OPPORTUNITY

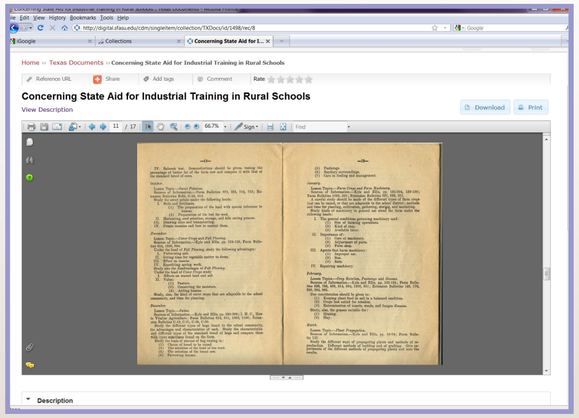
Various library departments and personnel, working together, could provide:

- Hardware/Equipment
- Software
- Metadata
- Staffing

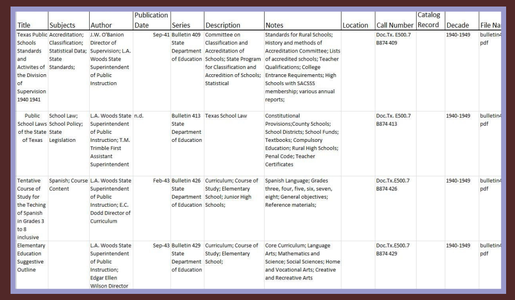
Collaborative staffing provided by Research & Instructional Services and the East Texas Research Center departments of R.W. Steen Library

- Librarians and archivists met to develop technical and metadata field specifications
- Librarians provided descriptive metadata and quality control functions





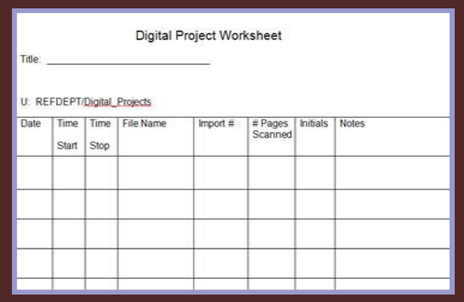
- Student assistants helped with scanning; forms were used to track time
- Excel spreadsheets were created to format metadata and images prior to loading into CONTENTdm® database



Title	Subjects	Author	Publication Date	Series	Description	Notes	Location	Call Number	Catalog Record	Decade	File Na
Texas Public Schools Standards and Activities of the Division of Supervision 1940-1941	Accreditation; Classification; Statistical Data; State Standards;	J.W. O'Banion Director of Supervision; L.A. Woods State Superintendent of Public Instruction	Sep-41	Bulletin 409 State Department of Education	Committee on Classification and Accreditation of Schools; State Program for Classification and Accredition of Schools; Statistical	Standards for Rural Schools; History and methods of Accreditation Committee; Lists of accredited schools; Teacher Qualifications; College Entrance Requirements; High Schools with SACSSS membership; various annual reports;		Doc.Tx. E500.7 B874 409		1940-1949	bulletin pdf
Public School Laws of the State of Texas	School Law; School Policy; State Legislation	L.A. Woods State Superintendent of Public Instruction; T.M. Trimble First Assistant Superintendent	n.d.	Bulletin 413 State Department of Education	Texas School Law	Constitutional Provisions;County Schools; School Districts; School Funds; Textbooks; Compulsory Education; Rural High Schools; Penal Code; Teacher Certificates		Doc.Tx. E500.7 B874 413		1940-1949	bulletin pdf
Tentative Course of Study for the Teching of Spanish in Grades 3 to 8 inclusive	Spanish; Course Content	L.A. Woods State Superintendent of Public Instruction; E.C. Dodd Director of Curriculum	Feb-43	Bulletin 426 State Department of Education	Curriculum; Course of Study; Elementary School; Junior High Schools;	Spanish Language; Grades three, four, five, six, seven, eight; General objectives; Reference materials;		Doc.Tx.E500.7 B874 426		1940-1949	bulletin pdf
Elementary Education Suggestive Outline		L.A. Woods State Superintendent of Public Instruction; Edgar Ellen Wilson Director	Sep-43	Bulletin 429 State Department of Education	Curriculum; Course of Study; Elementary School;	Core Curriculum; Language Arts; Mathematics and Science; Social Sciences; Home and Vocational Arts; Creative and Recreative Arts		Doc.Tx.E500.7 B874 429		1940-1949	bulletin pdf

STATISTICS

- 100 Texas State Bulletins
- 10,394 pages scanned
- 33.6 seconds per page average scanning time
- 110.6 hours total scanning time
- $829.50 Student Assistant budget spent (at $7.50 per hour)
- 20 hours reviewing scans for error
- 40 hours creating and editing metadata
- 16 hours creating collection and uploading into the CONTENTdm® database
- Project began April, 2011
- Project completed September, 2011



Digital Project Worksheet

Title: _____

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Date	Time Start	Time Stop	File Name	Import #	# Pages Scanned	Initials	Notes