Texas State Department of Education
Bulletins 1918-1946

Digitization Project

Stephen F. Austin State University
Ralph W. Steen Library
Presented by

Ann Ellis, Metadata Librarian

Kayce Halstead, Government Documents Librarian

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A need was identified:

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

• How could they be preserved?

• How could they be easily accessed?
An opportunity was recognized:

The Library could provide research material for graduate education students and others

- Textbook lists, teacher and school directories, accreditation information, curriculum plans, budget details
- Historically significant information regarding Negro education, libraries, and courses of study for grades 1 through 12
HOME ECONOMICS
TEXAS HIGH SCHOOLS
APPLIED DESIGN AND CLOTHING

S. M. N. MARRS
State Superintendent of Public Instruction

JESSIE W. HARRIS
LILLIAN PECK
Directors of Home Economics Education

BULLETIN 165
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STATE BOARD FOR VOCATIONAL EDUCATION
AUSTIN, TEXAS
Collaboration to meet both the need and the opportunity:

Various library departments and personnel could provide:

- Hardware and equipment
- Software
- Metadata
- Staffing
Hardware and software hosted by Research Instruction Services and East Texas Research Center departments

- HP Scanjet 5590 and HP Solution Center for Scanjet
- ContentDM database
Collaborative staffing provided by Research and Instructional Services and East Texas Research Center departments

- Librarians and archivist met to determine 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
Statistics

- 100 Texas State Bulletins
- 10,394 Pages
- 33.6 Seconds Average per Page
- 110.6 Hours
- $829.50 for Student Scanning
- 20 Hours Review for Errors
- 40 Hours Creating and Editing Metadata
- April 2011 – September 2011 (6 months)
The **need** was met … at the completion of the project, the documents were preserved, accessible and searchable … and used by graduate students who found them online.

The **opportunity** for collaboration was seized, with several departments performing varying functions to complete a worthwhile and successful project.
Acknowledgements

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