Texas State Department of Education Bulletins 1918 – 1936
Digitization Project
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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

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

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

- 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

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

Excel spreadsheets were created to format metadata and images prior to loading into CONTENTdm® database