Digital Projects Jump-Start:
Planning and Implementing Sustainable Digital Projects at Resource-Strapped Institutions

Part 2: Utilizing the Internet Archive for Scanning and/or Uploading

Nathalie Wheaton, MSLS
Archivist, Rush University Medical Center Archives
nathalie_wheaton@rush.edu

Upper Midwest Digital Collections Conference Workshop
St. Catherine University, St. Paul, MN
November 8, 2018
About the Rush Archives

• Department of Library of Rush
• Staff: Part-time Lone Arranger
• Rush-related collections
• “Corporate Archives”
• Collections dating back to 1837
• Current focus: Digital records
• https://rushu.libguides.com/rusharchives
• Internal and external users
Internet Archive is a non-profit library of millions of free books, movies, software, music, websites, and more.
• CARLI Book Digitization Initiative Grant (2011-2012) and
• Yearbook Digitization Grant (2015)
• https://archive.org/details/rushuniversity
Rush University collections on the Internet Archive
MISSION:

- Trustworthy in both the Digitization process AND with Longevity concerns.
- Mission of the Internet Archive: “Universal Access to All Knowledge.”

Beware of Freeware!

Examples of defunct sites: Docstoc and Dipity
Why Digitization?

Changing budget considerations with decrease of staff:

• Without staff available for processing or preservation work, it’s difficult to use up supplies or justify new equipment purchases.

• So, funds have been better spent on digitizing serial parts of our collection.
What to Digitize?

- Ease of digitization AND
- Most useful, most-used resources (“jumping-off points”)
- Created for public use

- Chose serial collections from institutional records—
  *Annual Reports, Annual Announcements/School Catalogs, Student Newsletters, Alumni Newsletters and Directories, Hospital Newsletters (Research and Employee), School Yearbooks, and important books and histories.*

- As opposed to unique items—
  *Scrapbooks, photo collections, manuscript collections, etc.*
Partner Resources

- Partner Documents
- [https://archive.org/details/partnerdocs](https://archive.org/details/partnerdocs)

- Process Document (In-depth Process)

- Further Metadata Instructions, if needed
- [https://archive.org/details/PartnerMetaApp](https://archive.org/details/PartnerMetaApp)
A Partner Form is intended for organizations or individuals who intend to send items to IA for digitization and for Libraries that wish to be part of the Digital Lending Program.

- Attribution Details
- Bibliographic records (Z39.50 Access)
- Invoice Details
- Collection Page
- Digital Book Details
- Scanning Locations
Scanning Services

Digitizing Print Collections with the Internet Archive

Open and free online discovery and access, long-term storage and engineering file management and unlimited downloads.

We can help digitize your collections in 4 simple steps:

Step 1: Scanning
Non-destructive color digitization using our Scribe system at one of our many scanning centers across the globe. Complete MARC records, Dublin Core & XML, for just .12 USD per image. Folios are .30 USD per image and Foldouts are $2.40 USD each.

Step 2: Upload
Create and upload high-quality JP2000 images; persistent identifiers; long-term hosting of files and management of file system and file access.

Step 3: Process
Create high quality PDF A files; run OCR across texts to allow "search inside" all books. Add to Internet Archive search engine, display via open source Book Reader.

Step 4: Display
In addition to long term hosting on archive.org, your books will be integrated with Open Library, openlibrary.org, a page on the web for every book.

Please note, a $3.00 USD set up fee is applied per each general circulation item. Archival materials, microform, audio and video are just a few of the other formats that can be digitized and displayed online.
Determining Sizes

- **Scribe scanner:**
  Books or similar items
  9.5” wide x 14.5” high (24cm x 36.8cm) maximum,
  3” wide x 3” high (7.6cm x 7.6cm) minimum

- **Folios:**
  12” wide x 18” high (30cm x 46cm) and a
  thickness of about 150 pages

- **Foldouts or maps:**
  41” wide x 27” high (cm)
Pages scanned @ $0.10 per page: 11,630
$1,163.00

Foldouts scanned @ $2 per image: 42
$84.00

Setup Fee @ $3.00 per book: 171
$513.00
Benefits to ARCHIVIST:

• Existing, stream-lined process.

No wasted time with trial-and-error, making tedious decisions about how to digitize, training staff, etc.

• Ability to create collections and add “About” description for collections.

Maintain context of digital collection within its physical collection and connection to the Rush Archives.
<table>
<thead>
<tr>
<th>Vol</th>
<th>Title</th>
<th>Year</th>
<th>Institution</th>
</tr>
</thead>
</table>
From the Presbyterian-St. Luke's Hospital Records, #4706; the NewsRounds Collection, #4719; and the Medical Bulletin Collection, #4727, Rush University Medical Center Archives, Chicago, Ill.

See webpage for more information: http://rush.libguides.com/rusharchives.

Presbyterian-St. Luke's Hospital of Chicago, Ill., was created upon the merger of Presbyterian Hospital and St Luke's Hospital in 1956. The nursing schools and Woman's Boards of each hospital merged, also. In 1969, the hospital affiliated with Rush Medical College, which was re-activated after closing in 1942. This corporation became Rush-Presbyterian-St. Luke's Medical Center in 1969. Rush University was subsequently established in 1972. Rush Presbyterian-St. Luke's Medical Center changed its name to Rush University Medical Center in 2003.

The Review, 1957-1966, was a newsletter produced by Presbyterian-St. Luke's Hospital, sometimes three or four times a year, which included information about research at the hospital and articles related to medicine and health issues. Its predecessors were Presbyterian Hospital's Bulletin and St. Luke's Hospital's St. Luke's News, which are available on the Internet Archive. PS, 1958-1963, was published for hospital personnel and was more informal and personal than the Review. It was published bi-monthly, then quarterly. Its predecessors were Presbyterian Hospital's News Briefs and St Luke's Hospital's Luke-O-Cytes. PS was replaced by NewsRounds, which began in 1963, and completed its run in 2014. NewsRounds was published mostly monthly until 2004 when it began to appear quarterly.

The Presbyterian-St. Luke's Hospital Medical Bulletin was established in 1962. In 1969, Rush-Presbyterian-St. Luke's Medical Center (RPSLMC) was created from the merger of the re-established Rush Medical College (which had closed in 1942) and Presbyterian-St. Luke's Hospital. The Medical Bulletin changed its named to reflect the new institutional name, July 1970. The Medical Bulletin was a scientific journal produced by the Office of Development and Public Relations in conjunction with the Rush Medical College Alumni Foundation and the Medical Staff's Research and Education Committee. It was published quarterly. Articles were written mostly by medical staff at Presbyterian-St. Luke's Hospital or Rush-Presbyterian-St. Luke's Medical Center. The final issue was produced, April 1976.
Benefits to USERS:

• Robust OCR.
• Keyword searchable within each document and across documents.
• Downloadable in a variety of formats (Kindle, PDF, etc).
• User-friendly interface.
• Empowers users to conduct deeper searches.
Further Benefits for DISCOVERY:
• Search results appear in Google.
• Add IA links to digitized items in finding aids.
• Connect to other virtual collections.
• Can connect to Library Catalog and WorldCat.
Beyond the Horizon: A Vision of Tomorrow's
by rush-presbyterian-st. luke's medical center (chicago, ill.)
been named the A. Watson Armour III and Sarah Armour Academic Center. Thanks to generous donors, this year

NewsRounds, 1996
by rush university medical center (chicago, ill.)
renamed the A. Watson Armour III and Sarah Armour Academic Center. It is expected to be completed by

NewsRounds, 1997
by rush university medical center (chicago, ill.)

NewsRounds, 1998
by rush university medical center (chicago, ill.)
through Apr. 1. Both courses will be held in the Armour Academic Center. For more information and to register
TIME/WORK for Archives Staff:
• Cleaning up library’s catalog,
• Conducting page counts for cost estimates,
• Investigating copyright,
• Preparing descriptive metadata, and
• Preparing material for shipping.
• Quality assurance.
• Add to finding aids.

WORTH. IT.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
</table>
Optional: Library Catalog

• The Internet Archive can use a Z39.50 connection to tap into your catalog.

• OR the Internet Archive can use a CSV spreadsheet that you create. This also allows you to customize fields that you may want to include that are not included in your catalog record.
Published 1959-1969
**Call Number:** ARCHIVES
**Location:** Archives (Does not circulate)
**Rush University**

Published 1959-1969
**Location:** Electronic Collections
Get it online
**Rush University**


**Published:** Chicago, Illinois : Presbyterian-St. Luke's Hospital, School of Nursing, 1959-1969.


**Regions:** Chicago.

**Genres:** Periodicals.

**Online Access:** Internet Archives

**Tags:** No Tags, Be the first to tag this record!

---

**Rush University**

**Location:** Electronic Collections

**Copy:** 1

**Online Access:** Internet Archives
Further Benefits to ARCHIVIST:

• Brings new research queries to Rush Archives.
• Strong technical and preservation metadata created by Internet Archive.
• Download PDFs and add to your internal collection.
• Rush Archives closed for 2.5 years. IA didn’t.
• Upload your own digital items.

• Example: Oldest Rush Medical College annual announcements, scanned in-house, uploaded to IA collection.

• Example: Born digital: Annual reports
• Video to assist in uploading:
  • https://archive.org/details/help-upload-overview

• Page for bulk uploads (Knowledge of Python):
  • https://pypi.org/project/internetarchive/

• Unofficial help page:
  • https://iadigitizationservices.wordpress.com/printed-collections/

• Official Internet Archive FAQs:
  • https://archive.org/about/faqs.php
• Rights Statements:
  • http://rightsstatements.org

• Creative Commons licenses:
  • https://creativecommons.org/
Uploading to IA

- Set up account ("Library Card")
  https://archive.org/account/login.createaccount.php
- Required fields
- Optional fields
- Setting up metadata spreadsheet
- Uploading process
Get a Virtual Library Card

Already have a library card? Log In!

Complete the form below to create a new Internet Archive account:

**Your email address** verification required

**Choose a screen name** displayed with your reviews, etc.

**Choose a password**

**Confirm password**

**Internet Archive announcements**

- [ ] Send me general announcements from the Internet Archive (approx. two per month)
- [ ] Send me announcements about Internet Archive events in the San Francisco Bay Area

**Prove you're not a robot**

[I'm not a robot](#)

**Terms of Use**

- [ ] I've read and agreed to Internet Archive's Terms of Use

[Get Library Card]
Share your Files

Please contribute books, audio, and video files that you have the right to share. The Internet Archive, a non-profit library, will provide free storage and access to them. (We reserve the right to remove any submitted material.)

Upload Files

Or choose an alternate upload method:

- **Classic Uploader** Internet Explorer users and print disabled (prefer to not use flash?)
- **Live Music Archive** For other items
### Uploading Field Options

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Title</td>
<td>4712 Rush Annual Report 2017 Year In Review</td>
</tr>
<tr>
<td>Page URL</td>
<td><a href="https://archive.org/details/4712RushAnnualRe">https://archive.org/details/4712RushAnnualRe</a>...</td>
</tr>
<tr>
<td>Description</td>
<td>Add a description of the item page</td>
</tr>
<tr>
<td>Subject Tags</td>
<td>Add keywords, separated by commas</td>
</tr>
<tr>
<td>Creator</td>
<td>Creator of the content</td>
</tr>
<tr>
<td>Date</td>
<td>Date work was created/published</td>
</tr>
<tr>
<td>Collection</td>
<td>Community Texts</td>
</tr>
<tr>
<td>Test Item</td>
<td>No</td>
</tr>
<tr>
<td>Language</td>
<td>Language of the work</td>
</tr>
<tr>
<td>License</td>
<td>No license selected</td>
</tr>
<tr>
<td>More Options</td>
<td>Add additional metadata...</td>
</tr>
</tbody>
</table>

**Drag and Drop More Files Here or Select files to add**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>4712_RushAnnualReport_2017-YearInReview.PDF</td>
<td>6.7 MB</td>
</tr>
</tbody>
</table>

---

Please provide feedback about the new Beta Uploader — Instructions on how to preset metadata — Save this metadata
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
</table>
Required Metadata Fields

- Page Title
- Page URL
- Description
- Subject Tags
- Collection
- *Controlled vocabulary, authorities, standards*
Optional Metadata Fields

- Creator
- Date
- Language
- License
- “More Options”
Licenses

Language
Language of the work

License
No license selected
- Leave license blank
- CC0 — “No Rights Reserved”
- Creative Commons
  - Allow Remixing
  - Prohibit Commercial Use
  - Require Share-Alike
- Public Domain

More Options
Add additional metadata...
produced for 1999. Rush began to produce an annual report in digital form only beginning in 2011.

**Subject Tags**
- Academic Medical Centers—Chicago—Annual Reports
- Academic Medical Centers—History
- Academic Medical Centers—Organization & Administration
- Rush-Presbyterian-St. Luke's Medical Center—History—20th century
- Rush University Medical Center—History—20th century
- Rush University Medical Center—History—21st century

**Creator**
Rush University Medical Center (Chicago, Ill.)

**Date**
2017

**Collection**
Community Texts

**Test Item**
No

**Language**
English

**License**
No license selected

**More Options**
- Add additional metadata:
  - search_id: 108957
  - volume: 2017
  - publisher: [Chicago, Illinois]: Rush University Medical Center
  - possible-copyright-status: <a href="mailto:library@rush.edu">library@rush.edu</a> for further information.
My additional metadata

- search_id (bibid in MARC record)
- volume
- publisher
- possible-copyright-status

Internet Archive Metadata:
**Wait!**

```
<table>
<thead>
<tr>
<th>Creator</th>
<th>Rush University Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>2017</td>
</tr>
<tr>
<td>Collection</td>
<td>Community Texts</td>
</tr>
<tr>
<td>Test Item</td>
<td>No</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>License</td>
<td>No license selected</td>
</tr>
<tr>
<td>More Options</td>
<td>Add additional metadata</td>
</tr>
<tr>
<td>search_id</td>
<td>103957</td>
</tr>
<tr>
<td>volume</td>
<td>2017</td>
</tr>
<tr>
<td>publisher</td>
<td>[Chicago, Illinois] Rush Un</td>
</tr>
</tbody>
</table>
```

Please wait while your page is being created

4712_RushAnnualReport_2017-YearInReview.PDF (8.7 MB/6.7 MB)
There Is No Preview Available For This Item

This item does not appear to have any files that can be experienced on Archive.org. Please download files in this item to interact with them on your computer.

Show all files

4712 Rush Annual Report 2017 Year In Review
by Rush University Medical Center (Chicago, Ill.)

Publication date 2017
Topics Academic Medical Centers—Chicago—Annual Reports, Academic Medical Centers—History, Academic Medical Centers—Organization & Administration, Rush-Presbyterian-St. Luke’s Medical Center—History—20th century, Rush University Medical Center—History—20th century, Rush University Medical Center—History—21st century.
Publisher [Chicago, Illinois]: Rush University Medical Center.
Collection opensource
Language English
Volume 2017

0 Views

DOWNLOAD OPTIONS
PDF 1 file
TORRENT 1 file
Whoops! Editing options...

Please pick from one of the two choices:

I want to change the information (metadata) about my item.
For example, I want to change my [title] or [description].

I want to change the files in my item.
For example, I want to rename an audio file, add a file, or delete a file.
TIP: Item must be uploaded completely before you can edit.

Your item is in the process of being derived, and you may not replace the metadata until the derive has finished (because any changes queued now would roll back those being made by the derive).

Please try this page again after your item has finished deriving. [Item History]
## Metadata editor for RushAnnualReport2017

**Bold fields below are required.**

You may also visit the Item Manager.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>identifier</td>
<td>The identifier of the item</td>
<td>RushAnnualReport2017</td>
</tr>
<tr>
<td>title</td>
<td>The title of the item</td>
<td><em>4712 Rush Annual Report 2017 Year In Review</em></td>
</tr>
<tr>
<td>creator</td>
<td>An entity primarily responsible for making the content of the resource</td>
<td>Rush University Medical Center (Chicago, Ill.)</td>
</tr>
<tr>
<td>mediatype</td>
<td>Indicates to the website what type of item this is (must be one of: movies, software, texts)</td>
<td>texts</td>
</tr>
<tr>
<td>collection</td>
<td>Indicates to the website what collection this item belongs to. Must be a valid identifier</td>
<td>opensource</td>
</tr>
</tbody>
</table>
| description| Description of the item | From the Rush-Presbyterian-St. Luke's Medical Center (Rush University Medical Center) Reports of Stewardship and Annual Reports Collection, #4712, from the Rush University Medical Center Archives, Chicago, Ill. See webpage for more information. [http://rushlibguides.com/rusharchives ](http://rushlibguides.com/rusharchives) The original Rush Medical College was established in 1837 and closed in 1942. It was reestablished in 1989 and affiliated with Presbyterian-St. Luke's Hospital. This corporation became Rush-Presbyterian-St. Luke's Medical Center in 1999. Rush University was subsequently established in 1972, and came to include not only Rush...
| date       | The date of this item (YYYY or YYYY-MM-DD or YYYY-MM-DD HH:MM:SS) | 2017 |
| subject    | Keyword(s) or phrase(s) that may be searched for to find your item. Separate each keyword or phrase with a semicolon (“;”) character. | Academic Medical Centers—Chicago—Annual Reports |
| licenseurl | Creative Commons License | Choose license |
Annual Report: 2017 Year In Review

by Rush University Medical Center (Chicago, Ill.)
Series 2. Printed Material, 1845-1944

About 250 items

Scope Content: Printed material related to Rush Medical College includes annual announcements, 1845-1944 [see below for links to digital copies]; student publication, the Corpuscle, 1890-1900 [see below for links to digital copies]; the Pulse yearbook, 1894 and 1895 [see below for links to digital copies]; the catalog of Lake Forest University, 1887-1898, and the University Record of the University of Chicago, 1900-1903, 1933. Material from 1940 and 1941 addresses the relationship between Rush Medical College and the University of Chicago.

Many of the annual announcements contain student and faculty lists and information on courses, fees, and requirements for admission and graduation. Many announcements from the 1860s include advertisements for local businesses.

The Corpuscle began as a mostly monthly publication by and for Rush Medical College students and included articles, news about classes, and college gossip. In 1895, the faculty became more involved in the publication, writing articles for a wider audience of both students and practitioners on medical and surgical subjects, medical education, medical news, and the history of the college and Presbyterian Hospital. The Corpuscle often included alumni bulletins and advertisements for local businesses.

Lake Forest University's catalogs include lists of trustees, faculty, and students, admission and graduation requirements, courses of study, and information on facilities and expenses.

[NOTE: Through the Book Digitization Initiative Grant from the Consortium of Academic and Research Libraries in Illinois (CARLI), several items were digitized and made available through the Internet Archive in 2012. This includes Rush Medical College Annual Announcements, 1876-1944, The Pulse Yearbooks, The Corpuscle student newsletter, and the newsletter of the Alumni Association, the Bulletin. Find links to individual items below.]

BOX 1 (continued)

Third Annual Announcement and Catalogue, 1845-1846
http://archive.org/details/annuallannouncerce02unse
Fifth Annual Catalogue, 1847-1848
http://archive.org/details/annuallannouncerce05unse
Annual Announcement, 1849-1850
http://archive.org/details/annuallannouncerce07unse
Annual Announcement, 1850-1851
http://archive.org/details/annuallannouncerce08unse
Annual Announcement, 1851-1852
http://archive.org/details/annuallannouncerce09unse
Annual Announcement, 1852-1853
http://archive.org/details/annuallannouncerce10unse
Wayback Machine

- [https://archive.org/web/](https://archive.org/web/)

Explore more than 341 billion web pages saved over time

**Tools**

- Wayback Machine Availability API
  Build your own tools.
- WordPress Broken Link Checker
  Banish broken links from your blog.
- 404 Handler for Webmasters
  Help users get where they were going.

**Subscription Service**

Archive-It enables you to capture, manage and search collections of digital content without any technical expertise or hosting facilities. Visit Archive-It to build and browse the collections.

**Save Page Now**

Capture a web page as it appears now for use as a trusted citation in the future.

Only available for sites that allow crawlers.
• https://archive-it.org/
Thank you!

Rush University Medical Center Archives
rushu.libguides.com/rusharchives

Nathalie Wheaton, MSLS, Rush Archivist:
Nathalie_Wheaton@rush.edu

Contact the Internet Archive:
https://archive.org/about/contact.php