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A STAFF E-NEWSLETTER FEBRUARY 3, 2016

## A FOCUS ON DIGITAL PROGRAMS

BY CLIFF HARRISON

### What We Do

The Digital Programs unit provides digital reformatting services to the Libraries and the Purdue campus community. We are equipped to digitize many kinds of still-image media, including photographs, documents, manuscripts, books, bound journals, scrapbooks, slides and photographic negatives. Many of our projects come from the Libraries' Archives and Special Collections, such as the Gilbreth photo collection. We also serve faculty and departments outside the libraries to digitize collections of significant research and historical interest. These external projects have included a large set of documents from Amnesty International, a complete run of the Faculty Senate meeting minutes and a collection of photographs from the Purdue Bands.

### Who We Are

The projects that the Digital Programs unit undertakes would not be successful without the combined efforts of several staff members and student employees. Allen Bol has been with the unit the longest. He started in the unit working with Carl Snow, and has seen many changes including two office relocations. Allen now supervises the student employees who perform much of the scanning that our projects require. He also fulfills digital image orders, and maintains some of the specialized equipment used in digitization projects. Carolee McGill-Barker has been with Purdue for more than ten years, but recently joined Digital Programs full-time after contributing to our projects part-time while a part of the Metadata Services unit. Carolee performs a number of essential tasks such as transcribing documents using optical character recognition software and preparing digital image files for upload into digital repositories. Eve Trager joined Digital Programs last October, bringing her experience in digital publishing and information technology. Eve quickly took on the challenge of getting acquainted with the specialized software used in Digital Programs projects. Her work includes performing post-processing and quality control of images prior to upload, assembling metadata records and performing uploads of material into CONTENTdm. I am the operations manager for the Digital Programs unit, overseeing all aspects of digitization projects, from planning through the final delivery of digitized collections. Of course, our work requires collaborating with members of other units, including Archives and Special Collections, Metadata Services, ePubs, and others, who lend their expertise to ensure the success of each Digital Programs project.

### Equipment We Use

Providing digital reformatting services for a wide range of media requires specialized equipment. We use two sizes of high-quality flat-bed scanners to scan both reflective and transparent media. Photographs, unbound document and manuscript pages, slides and negatives are all scanned on a flat-bed. A dedicated sheet-fed scanner allows for fast scanning of unbound paper media such as documents and reports. A Bookeye 3 scanner served for about eight years as the primary means of scanning bound items, including books and journal volumes. In November of last year an ATIZ BookDrive scanner, which uses two DSLR cameras to simultaneously capture page images of bound items, succeeded the Bookeye as the go-to solution for digitizing bound items. The Bookeye remains useful as a backup and for scanning large-format items, up to size A1.



Allen Bol demonstrates how the new ATIZ BookDrive scanner works.



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## STRATEGIC GOAL ICONS

You will notice the use of these icons before the article that are symbolic of our Libraries strategic goals.



**SCHOLARLY COMMUNICATION:** Libraries facilitate and enhance the continuum of the scholarly communication process.



**GLOBAL CHALLENGES:** Libraries faculty lead in international initiatives in information literacy, e-science, information access, data management and collaborate on Purdue's global initiatives.



**LEARNING:** Libraries faculty lead in information literacy and learning space implementation, research and scholarship.



**INFRASTRUCTURE:** Libraries staff working together to enhance the users experience, raise awareness of Purdue Libraries and recognize the continued learning and successes of our staff.

## OFF THE SHELF

### Continuing

- Head, Humanities, Social Sciences, Education and Business Division (Faculty). [Check the Libraries](#)

**Where We Are**

You can learn more by stopping by room 256 in the HSSE library. We're here from 8 a.m.-5 p.m., Monday through Friday.

**ILANA STONEBRAKER RECEIVES AWARD**

The Learning Communities staff is proud to announce that **Ilana Stonebraker** and Debbi Bearden, Learning Community Instructors for the Krannert Direct Admit LC, are recipients of the 2015-16 Learning Community Exceptional Event Planner Award.

The Exceptional Event Planner Award is given to those Learning Community Instructors who are especially successful in planning events that are engaging, exciting and integral to student learning and development during their first semester at Purdue University.

The Direct Admit Learning Community's theme was "Making Greater Lafayette Greater." Students visited multiple sites in the community, including MatchBOX coworking studio, the Purdue Foundry and Small Spaces art installation to learn about how the groups are trying to make greater Lafayette greater. Then the students worked in groups to develop their own plan, based on needs they saw in the community, using business information.



**NOMINATIONS BEING ACCEPTED FOR LIBRARIES ANNUAL STAFF AWARDS**

It is time to submit nominations for the Dagnese, Moriarty and the three Dean's Awards. Please review the different criteria and eligibility for each award on the Libraries intranet at <https://intranet.lib.purdue.edu/display/HOME/Libraries+Awards>.

There is no limit to the number of nominations you may submit and self-nominations are accepted. All Purdue Libraries, Purdue University Press and University Copyright Office employees, who meet the criteria, are eligible for the awards. This year the amount for each individual award is \$1000. The team award is \$1000 shared among the team members.

Final selections are made by members of the Dean's Council for the Dean's Awards, the Administrative Committee (AdCom) for the Moriarty Award, and the Dagnese Award Selection Committee which consists of AdCom plus last year's awardees.

**The deadline for receipt of applications is March 11.** You may submit your nomination(s) to JoAnne Carow by email at [jcarow@purdue.edu](mailto:jcarow@purdue.edu) or by campus mail at ADM/STEW 272. The nomination form is available on the [intranet link](#) shown above.

Awards will be presented at the **12th Annual Libraries' Staff Awards Luncheon** on **Friday, April 22**, in the PMU South Ballroom from 11:30 a.m.-2 p.m.

**JANUARY SMILE AWARD**

**Jill Stair's** name was randomly drawn from all those who were SMILED upon in January. She received a \$25 Von's Book Shop gift certificate.

All faculty, administration and staff are invited to send a note of appreciation for a kindness or thoughtfulness given, assistance provided to or by a Libraries, Press or Copyright Office colleague.

To learn more about how to participate in our SMILE Program, please visit and bookmark this page on the Libraries intranet: <http://intranet.lib.purdue.edu/display/HR/SMILE+Program/>

**Employment Opportunities page.**

Accepting applications; review of applications has begun.

- Molecular Plant Sciences Information Specialist, (Faculty). [Check the Libraries Employment Opportunities page.](#) Accepting applications; review of applications has begun.
- Engineering Information Specialist, (Faculty). [Check the Libraries Employment Opportunities page.](#) Accepting applications; review of applications has begun.
- Business Information Specialist (Faculty). [Check the Libraries Employment Opportunities page.](#) Accepting applications.
- Data Repository Outreach Specialist (A/P) (Posting 1501779). [Check the Libraries Employment Opportunities page.](#) Accepting applications; review of applications has begun.
- Scholarly Publishing Specialist, (A/P) (Posting 1502162). [Check the Libraries Employment Opportunities page.](#) Accepting applications; review of applicants has begun.
- Library Assistant V, – Humanities, Social Science and Education (HSSE) Library (C/S) (Posting 1502481). [Check the Libraries Employment Opportunities page.](#) Accepting applications; review of applications has begun.
- Two Library Assistant IV – Hicks Repository (C/S) (Posting 1502568). [Check the Libraries Employment Opportunities page.](#) Accepting applications; review of applications has begun.

**New Staff**

- William Ferrall, Library Assistant V, Access Services

**SERVICE ANNIVERSARY**

**Victoria Thomas** is celebrating 15 years at Purdue.

**EVENTS AND EXHIBITS****LCSSAC Lunch & Learn**

Genealogy: Getting Started

February 8

12-1 p.m.

Hicks G959

[RSVP](#)

**Annual Staff Awards Luncheon**

April 22

11:30 a.m.-2 p.m.

South Ballroom

PMU

**Surfaces and Contours: Celebrating Aldo Giorgini's Contributions to Art and Space**

## AROUND THE LIBRARIES

### MOVING RIGHT ALONG: AN UPDATE FROM CANDY SCOTT

Many of you will be happy to know that the project in STEW 170 is moving right along. Walls are up and the construction zone is beginning to look like an office area again. In a matter of months this will be home for the Data and Metadata and Distributed Data Curation Center (D2C2).

The Auxiliary Services staff wants to thank all of you for being patient with us and a special thank you to those of you who have given a helping hand when we've needed it. We've endured many changes in the last year but we are still three strong and fortunate to have some great student workers who have persevered through this transition with us.

We have temporarily moved our mail operations to STEW 107 as work continues in our area. We are looking forward to the updated restoration of our work space as well as a more efficient way of providing service and communication across the library system. More pictures, updates and invitations to follow.



Auxiliary Services room renovation progress and the new entry door to STEW 170.

Archives and Special Collections  
HSSE Library 4th floor  
STEW

## PUBLICATIONS AND PRESENTATIONS

**Sammie L. Morris** and Shirley K. Rose, "Viewing the Archives: the Hidden and the Digital." *Landmark Essays on Archival Research*, edited by Lynee Lewis Gaillet, Helen Diana Edison and Don Gammill, Jr. Routledge, 2015.

**John W. Fritch** and **David M. Hovde**, "Library Programs in Indiana in the 1850s." *Indiana Magazine of History* 111 (4): 422-453, 2015.

## LINK LETTER

[Submit your LINK Letter here](#)

## SMILE AWARD

[Submit your SMILE nomination here](#)

## WHAT'S COOKING?

**Red Velvet Swirl Brownies**  
Visit the [Libraries Intranet](#)

## COPY DEADLINE

Copy for the February 17 issue is due by noon, February 15. Send to [tmabrown@purdue.edu](mailto:tmabrown@purdue.edu)

### ***Libraries INSIDE Newsletter***

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Comments and suggestions are invited. Send information to Teresa Brown/INSIDE/STEW 264, 49-47178 or [tmabrown@purdue.edu](mailto:tmabrown@purdue.edu)  
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