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# HELIN Digital Initiatives Task Force Final Report

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HELIN Digital Initiatives Task Force (DITF)  
Final Report to the HELIN Board of Directors  
May 2012

The Digital Initiatives Task Force (DITF) was appointed in keeping with goal two of the HELIN Policy Governance Manual—*“Be the library of the future in both storing and accessing knowledge; blend the best of library traditions with the use of new technology tools.”* This document represents the final report of the DITF to the HELIN Executive Director for the use of the Board of Directors.

DITF Members: Brian Baker (RIC), Heidi Benedict (RWU), Mark Caprio (PC, Co-Chair), John Lewis (Salve), David Meincke (JWU), Patricia Schultz (Bryant), Sarina Rodrigues (URI, Co-Chair), Zeph Stickney (Wheaton), HELIN ex-officio: Bob Aspri (Executive Director), Martha Rice Sanders (Knowledge Management Librarian), Russell Franks (Commons Librarian, Head of Special & Archival Collections) and Hailie Posey (Commons Librarian, Digital Publishing Services Coordinator) both of PC also participated in an advisory capacity.

The charges of the Task Force were:

1. Perform an environmental scan of digital initiatives in HELIN institutions, to produce an inventory of such projects.
2. Determine if there is a unique collection of material that qualifies for a HELIN, grant-funded project.
3. Identify the best practices, processes, procedures that would benefit the Consortium in providing access to our digital collections.
4. Advise the Board on the benefits of in-house vs. outsourcing digital projects.

The DITF met on October 4<sup>th</sup> (at PC), December 1<sup>st</sup> (at PC) and 8<sup>th</sup> (at Salve Regina University), 2011; and February 28<sup>th</sup> (at RWU) and April 27<sup>th</sup> (at PC). Agendas and minutes were distributed to the HELIN list. An interim report was presented to the Executive Director in January 2012. The findings and conclusions considering the charges of the taskforce are as follows:

**An environmental scan (Charge 1)** produced an inventory spreadsheet, which represents task force member’s institution top 5 collections identified as desirable for discovery or digitization. Chosen collections were categorized as already digitized, digitization in progress or digitization desired. The spreadsheet, compiled by Rodrigues, reveals common cross-collection themes. *See Appendix 1.*

The overarching theme for creating a cohesive narrative based on **institution collections (Charge 2)** selected by the DITF was “People, Places and Society in Southern New England.” The task force identified the following collections and or sub themes: Newspapers (student/historical and local), Student Publications (newspaper, other), Notable People,

Evolution of Higher Education in Southern New England (at a high level, creating a cohesive history of higher education in Southern New England), and Culture. DITF kept in mind collection qualities, characteristics, use and potential expanded use, which would be attractive to or required by Grant Agencies and Foundations.

**Best practices for digitization (Charge 3)** have been well established over the last decade. Russell Franks (PC) and Heidi Benedict (RWU) generated a compilation of well-known policies and procedures. *See Appendix 2.*

**In-house vs. outsourced digitization (Charge 4)** is project dependent. Digitization projects can require a range of procedures, expertise and experience. The in-house vs. outsourcing decision will be dependent upon particular project size, format variability, processes complexity (digitization requirements, metadata selection, deliverability and interface), timeframe constraints, and local expertise and experience; and will need to be outlined before any proposals are submitted to funding agencies. A hybrid solution of in-house/outsourcing should also be considered. Recommendations will need to be based on final project inventory list. David Meincke (JWU) generated a survey of digitization equipment and software currently in use by HELIN participating repositories to gain a better sense of what the consortium could collectively digitize in-house. *See Appendix 3.*

On December 1st, 2011, i2S/Kirtas Technologies representatives demonstrated YOOLib at Phillips Memorial Library, Providence College to a group including task force members. Over the last year, representatives from Iron Mountain and Kirtas Technologies have met with a number of consortium member directors and staff, and performed digitization on sample collections as “proof of deliverable.” The acquisition of Kirtas Technologies by i2S and the introduction of a new asset management discover and presentation tool (system), [YOOLib](http://www.yoolib.com/) (<http://www.yoolib.com/>), by i2s provided an opportunity for the task force to investigate the suite of potential services created through the merger of i2S and Kirtas Technologies, and the partnership of i2S/Kirtas Technologies and Iron Mountain.

### **Conclusions and summary:**

There is sufficient material to build a strong digital collection across the participating repositories that encompasses the theme “People, Places and Society in Southern New England.” The theme is broad and allows for future growth. There are a number of proven best practice guidelines from which HELIN may select as its guide and refine as is necessary to conform to the unique needs of the consortium. Whether the collections are digitized in-house or outsourced, central management of the project will be necessary.

Appendix 1 DITF Suggested Collections (Abbreviated)

Institution	Collection title	Collection description	Dates	Extent
RIC	RIC Archives: Early Records of Rhode Island Normal School (1854-1920)	Scrapbooks, notebooks, photograph album, record books, catalogs, memorabilia, etc. Early records of one of the earliest normal schools in the country and RI's first public institution of higher education. Includes notebooks, catalogs, school records (1854-1898), yearbook (1887).	1854-1920	9 feet
RIC	Papers of Nancy Elizabeth Prophet	Documentation of the life and works of Nancy Elizabeth Prophet, a RI sculptor of African American and Narragansett Indian descent who graduated from RISD and gained a reputation in the white art world of Paris in the 1920's. Includes a bust and mask by Prophet, as well as several sketches, personal pictures, and unique photographs of sculpted works, most of which are probably no longer in existence.	early 20th c.	6 feet
RIC	Papers of the Honorable Michael DeCiantis	The papers (1900-1975) of Michael DeCiantis, reflecting his professional and political activities as an assistant attorney general, chief of the Division of Public Utilities, Treasurer of the Democratic State Committee, town solicitor of West Warwick, and associate justice of the RI Family Court. Correspondence, writings, clippings, photographs, microfilm, court cases, scrapbooks, card file, misc.	1900-1975	21 feet
RIC	Papers of Dr. Carl Russell Gross	As the longtime primary physician to Providence's African American community, Dr. Gross knew well its members. His papers reflect his devotion to the research and writing of its history. Includes 6 manuscript versions of an unpublished book and a subject file. Manuscripts, clippings, card file, correspondence.	early 20th c.	6 feet
RIC	Papers of Nathaniel Terry Bacon	The personal and business papers (1876-1926) of Nathaniel Terry Bacon, engineer, entrepreneur-industrialist, philanthropist, and gentleman scholar. Also contains personal papers of other Bacon and Hazard family members. Writings, correspondence, scrapbooks, clippings, photographs, brochures, business records, artifacts.	1876-1926	63.5 feet
Salve Regina University	The Winslow Family Papers	correspondence between Henry Brevoort, Jr. and his children, documents signed by Alexander Hamilton, painter Rembrandt Peale, James Fenimore Cooper, and Charles Carroll of Carrollton, last surviving signer of the Declaration of Independence	1830s	

Appendix 1 DITF Suggested Collections (Abbreviated)

Salve Regina University	The Goelet Family Papers and the Collection on Goelet Furnishings	correspondence and financial records relating to Ogden Goelet and his family. The bulk relates to the building of Ochre Court, including the acquisition and disposal of furnishings, art and other objects purchased for Goelet's homes in New York and Newport.	late 19th early 20th	
Salve Regina University	Newport Collection	maps, postcards, photographs, books, and ephemera related to Newport		
Salve Regina University	The Whitaker Collection	11,000 jazz, classical and contemporary recordings compiled by Russell C. Whitaker	20th century	
Salve Regina University	The Monumenta Collections	articles, photographs, exhibit labels and an interview transcript relating to a Newport outdoor exhibit of modern art in 1974	1970s	
Providence College	Dennis J. Roberts papers	Includes correspondence, news clippings, press releases, photographs, brochures, speeches, administrative reports, annual reports, session journals, certificates, congressional committee reports, proceedings, proclamations, and proposals during the admistration of Prov. Mayor then RI Gov. Roberts	1940s- 1960s	18.5 linear feet
Providence College	Edward J. Higgins	The papers of Edward J. Higgins consist of correspondence, baseball memorabilia, Democratic National Convention memorabilia, news clippings, and investigative reports concerning the 1939-1940 wire tapping case involving RI Governor William Henry Vanderbilt and Pawtucket City Mayor Thomas McCoy		2 linear feet
Providence College	Alice LaFond Altieri papers	One of the first women elected to the Rhode Island House of Representatives, Alice LaFond Altieri (1894-1976) served in the legislature during the 1935 "Bloodless Revolution," a period of colorful political characters and dramatic reorganization of State government. political and personal correspondence, scrapbooks and clippings, speeches, reports and memorabilia, which reflect Altieri's participation in State and local politics and in numerous civic and charitable organizations.	early- mid 20th c.	1.5 linear feet

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Providence College	Quonset Point Naval Air Station Collection, 1938-1974	Collection details the function and operation of the base during and after World War II, until its decommission in 1974. Contains memorandums, photographs, news clippings, scrapbooks, copies of The Quonset Scout, naval and air logs, directories, biographical information on the station's commanding officers, and records of the base's daily operations.	1940s-1970s	37.5
Providence College	Confederation Newspapers	The Providence Gazette and Country Journal, March 18, 1786 – Oct. 21, 1786 The United States Chronicle, Political, Commercial, and Historical, March 23, 1786 – Oct. 26, 1786 Providence Gazette, February 3, 1820	1786-1820, incomplete	
Wheaton College	Student Publications	<i>The Rushlight</i> , <i>Chrysilis</i> , <i>Wheaton Wire</i> and others	1855-	18 archival boxes, PLUS 18 linear feet
Wheaton College	Catalogues	Wheaton Female Seminary, 1835-1912; Wheaton College, 1912-2000	1835-2000	5 linear feet
Wheaton College	Grades	19th century gradebooks, department reports, etc., 1834-1911, scattered. In various odd-sized volumes	1834-1911, scattered	ca. 1 linear foot
Wheaton College	Founders and principals	correspondence, reports	1834-1897	2 boxes, 1 linear foot
Wheaton College	Wheaton Family	The Wheaton family founded Wheaton Female Seminary in 1834, in memory of Eliza Wheaton Strong, only daughter of Judge Wheaton, and remained in close personal contact with its teachers, trustees, and students. Records related to the family range from the late 18 <sup>th</sup> century to Eliza Baylies Wheaton's death and probate in 1905. The collection is particularly strong in financial records, containing Mrs. Wheaton's cashbooks, checks and checkbooks, and many other records of charitable and business activities. Eliza Baylies Chapin (Mrs. Laban M.) Wheaton Collection: Correspondence, biography of Judge Wheaton, diaries (1869-1876, scattered) diaries of travels to New York City and Europe, deeds, will, probate records, financial records, memorabilia, books, photographs. Judge Laban Wheaton Collection: Correspondence, deeds, phrenological studies, financial records, will, probate records. Laban Morey Wheaton Collection: Sermons, drafts, deeds, will, financial records.	late 18th century-late 19th.	15 archival boxes; ca. 40 volumes.; 18.5 boxes, 2 cartons, 2 shelves books, 1 clothing box
Roger Williams University	Buildings and Grounds Photographs	Photographs, negatives, and slides (approximately 10 binders) documenting growth and change of the campus, including construction photos and building plans. (Presently plans are not available in the archives.)	1965-present	

Appendix 1 DITF Suggested Collections (Abbreviated)

Roger Williams University	Commencement	Photographs, negatives, and slides of commencement ceremonies and honorary degree dinners. Collection also includes commencement programs	from 1948-1960 and 1990-2010 and programs from 1948-2010	
Roger Williams University	Catalogs	Bulletins and catalogs with student information and course descriptions	1945-2011	
Roger Williams University	Student Newspapers	Weekly student paper published during the academic semester RWU and its predecessors (RWJC and RWC).	1960-	650 issues
Roger Williams University	Bristol Phoenix Newspapers	Bristol Phoenix Newspapers	1833-1922	
Bryant University	Bryant College Goes to War	Collection consists of approximately 1,400 letters that were arranged in four scrapbooks by the Bryant College Service Club. This club was organized in 1942 in order for Bryant students to send letters and packages to Bryant alumni serving in World War II	1940s	1,400 items
Bryant University	Former Providence Campuses	Collection of photos of Bryant's former Providence campus including their address and history of use		
Bryant University	US Women and WW2 Letter Writing Project	Collection includes over 30,000 letters written by both civilian and military women in the United States during World War II. These letters document how women participated in the war effort, how they established a greater sense of self, and insights into the world at this time.	1940s	30,000 items
Bryant University	Commencement and Honorary Degree Collection	This collection includes information on honorary degree recipients US Vice President Charles Curtis, Thomas J. Watson, President of IBM, Helen Keller, Madame Chiang Kai-shek		
Bryant University	Art Collection	Includes Bartlett and also all Percy and Edith Hodgson items collected from the 79 countries visited by these Rhode Islanders		
URI	Henry Wight Diman Papers	Henry Wight Diman was born in Bristol, Rhode Island on April 2, 1835. The Dimans were an old and respected family in Bristol, with antecedents stretching back to 1730 and the arrival of Jeremiah Diman from Easthampton, Long Island. (The Rhode Island Historical Society has a collection of correspondence and diaries from members of the Diman Family, including some papers related to Henry Wight Diman.) Henry's father, Byron, a prominent member of the Whig party, served as a state senator, and as Rhode Island's Lieutenant Governor between 1840 and 1842, and 1843 and 1846. In 1846 he successfully campaigned for the Rhode Island governorship, and served in that capacity until 1847. Contains journals, news clippings, correspondence, handbills and programs relating to Henry Wight Diman. The subjects range from his boyhood in Bristol, R.I., his time in the Civil War, and his service as U.S. Consul in Portugal.	1842-1884	7 linear feet (10 boxes)

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URI	William Vanderbilt Papers	William Henry Vanderbilt served as governor of Rhode Island from 1939 to 1941. These papers consist primarily of correspondence concerning applications for patronage positions and/or charitable donations. Also included are campaign speeches, reports, Vanderbilt's two annual messages to the General Assembly, and materials relating to a controversy over the dismissal of Rhode Island State College President, Raymond G. Bressler.	1936-1941	17.5 linear feet (47 boxes)
URI	Susan Hale Collection	Daily Advertiser. Her mother, Sarah Preston Everett, was a sister of the orator, Edward Everett. Susan's brother, Edward Everett Hale, was a leading Unitarian minister, a leader in the Social Gospel movement, and author of The Man Without a Country, written for the Atlantic Monthly in 1863, to inspire greater patriotism during the Civil War. Her sister, Lucretia, also wrote numerous books, many of them on religious subjects and needlework. Lucretia authored The Peterkin Papers and The Last of the Peterkins. Susan's brothers, Nathan and Charles (who later became Consul General of the United States in Egypt), editors of the Boston Daily Advertiser. Susan became a teacher, an art student, a lecturer and public reader, an amateur actress, an avid traveler, and the manager of the family household in Matunuck, Rhode Island. She traveled extensively in Egypt, the Holy Land, Europe, the West Indies, Mexico, and North America. She was a prolific letter writer and, as one of her admirers wrote, her "letters constitute an intimate narrative of the life, activities and thoughts of a cultivated American woman of the highest and best type during an interesting period." She continued her letter writing and traveling until the	1842-1934	1.25 linear feet (3 boxes)
URI	Theatre by the Sea	This collection contains a wealth of materials related to the productions of the Theatre-by-the-Sea in Matanuck, Rhode Island and the productions of several theaters managed by Tommy Brent (1923-2011), manager of the theatre from 1967 to 1988. The Theatre changed ownership frequently and faced eminent closure on more than one occasion. It remains operational.	1940s-2010	Programs only, 2 linear feet (4 boxes, approx)
URI	Colt Family Papers	This extensive collection focuses on the life of Samuel Pomeroy Colt (1852-1921) who lived most of his life in Bristol, Rhode Island. Colt was an active lawyer, politician, businessman, and philanthropist. Of particular interest in the collection are the personal records of Colt and his family, Colt's financial and business records, and the records of his political life and legal practice. The collection also contains several photographs, maps, and blueprints. The study of this collection reveals much about the political, social, and economic history of late nineteenth and early twentieth century Rhode Island.	1793-1961	172 boxes, approx 70 linear feet)
JWU	Campus Herald	biweekly student newspaper, Combination of holdings in print and digital format at Campus Herald Office and library archives	1950s-present	
JWU	Johnson & Wales History	Ephemera, Photos, Documents, files, artifacts, blueprints, pertaining to the development of JWU from its founding to the present	1920s-present	



Appendix 1 DITF Suggested Collections (Abbreviated)

JWU	Culinary Museum	Consists of multiple collections, including historic cookbooks, artifacts, menus, photos, culinary books, art, etc.	late 1800s-present	
JWU	Distinguished Visiting Chef & Professor Series	Professor lecture videos, Chef demo videos, Chef photo portraits (prints), DVC and DVP videos, notes, files, etc....Guests to The Hospitality College, The School of Arts & Sciences. Contains photos, bios, and press releases. visitors to the College of Culinary Arts (the College also maintains its files, and the Harborside Library maintains the videos of each DVC.	1980s-90s?	

## Appendix 2

### Digitization Guidelines for Proposed HELIN Consortium Project as recommended by the Digital Initiatives Task Force

Guideline sets that have been developed by a number of institutions can be easily be adopted by HELIN and modified as needed for local practice. Considerations that should be evaluated before undertaking a large scale digitizing project include legal implications (copyright), selection of materials, digitization practices, access, and sustainability. This list in general does not taken into account outsourcing vs. in-house digitizing; however, several sites on this list do discuss the option of outsourcing.

The University of North Carolina through its Southern Historical Collection project has addressed many of these issues and has published documentation developed from two separate grants funded digitizing projects.

<http://www.lib.unc.edu/mss/archivalmassdigitization/index.html>

[http://www.unc.edu/projects/diglib/docs/dig\\_guidelinesQR011.pdf](http://www.unc.edu/projects/diglib/docs/dig_guidelinesQR011.pdf)

<http://digitalcollections.smu.edu/all/cul/docs/culdigitizationguidelines.pdf>

Mountain West Digital Library - BCR's Collaborative Digitization Program Best Practices, Version 2.0, 2008 contains guidelines for institutions that have the equipment and expertise to digitize in-house, their guidelines include general principles to follow regarding matters such as quality control and image metadata as well as questions to ask before beginning a digitization project. [http://mwdl.org/docs/digital-imaging-bp\\_2.0.pdf](http://mwdl.org/docs/digital-imaging-bp_2.0.pdf)

The Archives of American Art's internal procedures and guidelines are published as reference points for archivists, librarians, and other information professionals. They provide a comprehensive overview, along with workflow forms, of their digitizing procedures and discovery process. <http://www.aaa.si.edu/collections/documentation>

Washington State Library's Digital Best Practices website provides detailed information on digitization projects, including selecting and preparing collections, copyright issues, and metadata standards. Includes project checklists and pilot project reports highlighting problems, solutions, costs, time, technical, and collection issues are available.

<http://digitalwa.statelib.wa.gov/newsite/best.htm>

Digital initiatives at UMass Amherst Libraries are the result of an on-campus working group infrastructure that has enabled the Amherst library to build a technical and cultural environment for digital content to thrive on the web. Their documentation readily details methodology for metadata, digitization workflow, and preservation practices.

<http://www.library.umass.edu/about-the-libraries/digital-initiatives/>

The listed sources above are ready made, have current documentation, have downloadable documents describing their best practices available, and have established online digital libraries. Guidelines for text based materials are found within each of the above guideline sets. There are additional authoritative sources, such as the California Digital Library, SMU Central University

Libraries, Digital Public Library of America, the Library of Congress, etc., to draw upon as well if needed.

Appendix 3 In-House Equipment Survey

Make/Model	#	Accompanying Software	Material that device can digitize	Institution	Notes
Phase One PowerPhase FX+ scan back	1	Capture One 2.6.x + Photoshop + Lightroom	oversize posters, maps, etc.; also items which are shot in sections to be digitally merged into single views	Brown	
Leaf Aptus-II 12 camera back	1	Capture One 3.6.x + Photoshop + Lightroom	prints, books, maps, etc.	Brown	
Epson flatbed scanners (1640XL and 10000XL models)	4	SilverFast v6.4 x and v8 + Photoshop + Lightroom	printed material, photographs, etc.	Brown	
Nikon Super Coolscan slide scanner	2	Nikon scan v4	35mm slides	Brown	
Mustek Flatbed Scanner SE A3 1200 pro	3	Adobe Photoshop CS4	Anything that is 11 x 18	Bryant	
Contex Flex 50i	1	Adobe Acrobat 9 Pro	18"	Bryant	
EPSON GT 20000	1	PaperPort and Adobe Acrobat Pro	Paper items up to 11x17x2 (height flexibility is approximate)	JWU	
ATIZ BookDrive DIY Cradle Scanner (Capture device: 2 Canon Rebel XSi SLR Cameras)	1	BookDrive Capture, Bookdrive Editor, Canon EOS Utilities, ABBYY FineReader Pro 10, Adobe Creative Suite 5.5	Archival, Bound, Single sheet, Spreads. Max scanning area – 15.7 x 23.2", max document thickness – 9 cm	PC	
Microtek ScanMaker 1000XL with TMA	2	SilverFast Ai 6.6, Adobe Creative Suite 5.5, ABBYY FineReader Pro 10	Plain, Single sheet, Spreads, Films and Transparencies. Max scanning area – 12 x 16.9" (Reflective), 12 x 16" (Transparent)	PC	
Epson Perfection v700 Photo Scanner	1	EpsonScan, Adobe Creative Suite 5.5, ABBYY FineReader Pro 10	Plain, Single sheet, Films and Transparencies. Max scanning area – 8.5 x 11.7" (Reflective), 8 x 10" (Transparent)	PC	

Appendix 3 In-House Equipment Survey

Epson Perfection 4490 Photo Scanner	4 (for library and public use)	EpsonScan, Adobe Creative Suite 5.5, ABBYY FineReader Pro 10	Plain, Single sheet. Max scanning area – 8.5 x 11.7”	PC	[Computers were listed as the make/model rather than the scanners...so accompanying software was extrapolated, as was type of material for digitization]
EPSON V500	1	Photoshop; Filemaker Pro; Nuance Omni Page 17 (OCR); Full Adobe Software Suite	Photographs, Paper documents, Slides, Books	RIC	
EPSON V750 Pro	1	Photoshop; Filemaker Pro; Nuance Omni Page 17 (OCR); Full Adobe Software Suite	Photographs, Paper documents, Slides, Books	RIC	"
Nikon Coolscan 9000	1	Photoshop; Filemaker Pro; Nuance Omni Page 17 (OCR); Full Adobe Software Suite	Slides, filmstrips	RIC	"
EPSON EXPRESSION 10000 XL	1	Silverfast	newspapers, photographs, manuscripts, and other paper documents (up to 12 x 17)	RWU	(In Heidi Benedict's office, used by her only)
Konica Minolta BizHub 223	1	N/A (It can scan documents as tiffs and pdfs)	newspapers and other paper documents (up to 11 x 17)	RWU	(in the library's tech services area, for use by all library staff ( for copying, faxing, and scanning)
Epson Perfection V700 Photo	1	EpsonScan v.3.83, Adobe Acrobat 8.0	Has 8” x10” transparency unit. Also, 4 film holders: 35mm negatives, 35mm slides, medium format, 4”x5”; 8” x10” film area guide	Salve	Specs: <a href="http://www.epson.com/cgi-bin/Store/jsp/Product.do?BV_UseBVCookie=yes&amp;sku=B11B178011">http://www.epson.com/cgi-bin/Store/jsp/Product.do?BV_UseBVCookie=yes&amp;sku=B11B178011</a>

Appendix 3 In-House Equipment Survey

Epson GT-15000	1	Epson Scan v.3.04a, Adobe Acrobat 8.0	Documents, photos (up to 11.7"x17")	Salve	Specs: <a href="http://www.epson.com/cgi-bin/Store/consumer/consDetail.jsp?oid=38633256">http://www.epson.com/cgi-bin/Store/consumer/consDetail.jsp?oid=38633256</a>
Contex HD4230 (sheet fed, not flatbed)	1	NextImage 1.5.3	Documents up to 42" wide, including documents mounted on backing such as foam core	Salve	Specs: <a href="http://www.contex.com/unit ed_states_(development)/scanners/hd_series_scanners/42-quot_large_format_scanners/hd4230/specifications.aspx">http://www.contex.com/unit ed_states_(development)/scanners/hd_series_scanners/42-quot_large_format_scanners/hd4230/specifications.aspx</a>
Technics SL-1200MK2 turntable; Preamp: Artcessories USB Phono plus audiophile computer interface v.2; Mixer: MOTU UltraLite-mk3	1	SoundForge 10.0	Records (33 1/3 and 45). There is also a record cleaning machine available, but it is only meant for use with vinyl records.	Salve	(This setup will hopefully have an audiocassette deck added in the next few months)
9800 Microtek 11 x 17 platen scanner	1	Software site licenses for Adobe Acrobat 8 Professional and Photoshop CS3	[general capability listing for scanners in URI's special collections: Photographs, glass plates, negatives, documents of most sizes, most A/V except 16 mm and Quad tapes.	URI	in Special Collections:
5220 Fujitsu 8.5 x 11 platen scanners with auto document feeds	2	Software site licenses for Adobe Acrobat 8 Professional and Photoshop CS3	[general capability listing for scanners in URI's special collections: Photographs, glass plates, negatives, documents of most sizes, most A/V except 16 mm and Quad tapes.	URI	in Special Collections:

Appendix 3 In-House Equipment Survey

4490 Epson 8.5 x 14 platen scanner with negative scanning capabilities.	1	Software site licenses for Adobe Acrobat 8 Professional and Photoshop CS4	[general capability listing for scanners in URI's special collections: Photographs, glass plates, negatives, documents of most sizes, most A/V except 16 mm and Quad tapes.	URI	in Special Collections:
digital camera Cannon powershot G9	1	Software site licenses for Adobe Acrobat 8 Professional and Photoshop CS5	[general capability listing for scanners in URI's special collections: Photographs, glass plates, negatives, documents of most sizes, most A/V except 16 mm and Quad tapes.	URI	in Special Collections:
Otari reel to reel audio editing units	2	AVS multimedia editing software	[reel-to-reel]	URI	[Accompanying equipment includes: Dell Precision T7500 work station 2TB Lacie multimedia storage drive
Panasonic AG 7500 VHS editing deck	1	AVS multimedia editing software	[VHS]	URI	[Accompanying equipment includes: Dell Precision T7500 work station 2TB Lacie multimedia storage drive
Marantz fully independent dual editing cassette deck	1	AVS multimedia editing software	[cassette]	URI	[Accompanying equipment includes: Dell Precision T7500 work station 2TB Lacie multimedia storage drive
1 Sony U Matic editing video cassette recorder	1	AVS multimedia editing software	[Video cassette]	URI	[Accompanying equipment includes: Dell Precision T7500 work station 2TB Lacie multimedia storage drive
Epson GT 20000	1*	*	*	URI	*Item has been requested for use within the next few months, but is not available yet

Appendix 3 In-House Equipment Survey

Nikon D200 Camera	2	Adobe Photoshop & lightroom	Books, Prints, objects of all types	Wheaton	
Nikon Coolscan 4000	1	Adobe Photoshop, Nikon Scan	Slides, negatives	Wheaton	
Nikon Coolscan 9000	1	Adobe Photoshop, Nikon Scan	Slides, negatives	Wheaton	
Epson 10000XI	1	Photoshop, Epson Scan	Books, prints, negatives	Wheaton	
HP Scanjet N9120	1	HP Smart Document Scan software 3.1.	documents, photographs, art work and books	CCRI	
Epson 1200u	1*	*	*	CCRI	*Item has been requested for use within the next few months, but is not available yet