

Guidelines for libraries contributing content to the *Australian Newspapers* service.

Background

1. The *Australian Newspapers* service (<http://newspapers.nla.gov.au>) was released in June 2008. It was developed by the National Library of Australia (NLA) to provide online access to Australian newspapers that have been digitised by libraries and other organisations. Most titles included are out of copyright but content that is still in copyright will be included where permission to do so has been negotiated. *Australian Newspapers* forms part of Trove (<http://trove.nla.gov.au>), the national resource discovery service. The digitised content that is searchable through the service is stored and managed centrally by the National Library.
2. The *Guidelines for libraries contributing content to the Australian Newspapers service* come into effect from July 2011 when the first stage of the Australian Newspapers Digitisation Program (ANDP) that supports *Australian Newspapers* will be completed. Until that time the digitisation program is fully committed. The Guidelines will assist libraries to prepare budget bids and to plan their projects for commencement in 2011.

Contributed content

3. *Australian Newspapers* aims to provide access over time, to a wide range of newspaper titles from all jurisdictions regardless of which library initiates the digitisation. To achieve this broad coverage, the National Library works with the state and territory libraries to establish priorities for digitisation and to encourage all libraries that are carrying out newspaper digitisation projects to contribute content to the service.
4. Libraries planning newspaper digitisation projects are urged to contact their state or territory library in the first instance to discuss the availability of microfilm for the title they wish to digitise. They should then contact the National Library before they commence their project, as it is important to ensure the approach taken is compatible with *Australian Newspapers* requirements and that the digital content produced can be taken into the service. Libraries are discouraged from taking an approach that results in digitised content that is accessible only at the local level. Access through *Australian Newspapers* makes it easy for the public to know what has been digitised and to search individual titles in the context of other Australian newspaper titles. In addition, by searching digitised newspapers through the Trove discovery service users can easily discover related information in a range of other formats.

5. The National Library will endeavour to meet the scheduling needs and timelines of contributors for digitisation. The priority assigned to contributed content will depend upon the annual workload and capacity of the Australian Newspapers Digitisation Program (ANDP) team, the size of each proposed project as well as its complexity. Where newspapers are being digitised in line with a special event or celebration this will be taken into account in the planning process.

How to contribute content

6. Digitisation of newspapers for delivery through *Australian Newspapers* is a complex undertaking requiring specialised knowledge, skills and systems support - for instance, to ensure consistent application of specifications, to quality assess digital images and OCR processed text, and to store and manage large volumes of data for ongoing access.
7. Specifications and standards that underpin *Australian Newspapers* must be met to enable efficient workflows and to minimise human intervention in taking in data.
8. For these reasons, where a library has funds to digitise a title, the National Library prefers to undertake the scanning and OCR processing on behalf of the library and for the funds to be transferred to cover the costs of the work. In this way, unnecessary over-head costs can be contained and by using National Library contractors, significant discounts over usual commercial rates for scanning and OCR processing can be obtained.
9. In the event that a library wants to conduct its own digitisation project and to include the content created in *Australian Newspapers*, the National Library can provide only limited advice and minimal assistance. To be included in the service, content created must be scanned and OCR processed to required standards, have no restrictions imposed on access and be provided to the National Library on media used by the Library's automated ingest system.
10. When a library does want to conduct its own digitisation project, the National Library would:
 - provide information about the standards and specifications required to be used;
 - encourage use of the Library's own external service providers to ensure adherence to specifications;
 - require all content that is to be added to *Australian Newspapers* to be independently quality assessed to ensure it meets the required standards and specifications; and
 - charge a fee to cover data transfer and ingest costs and any National Library staff time involved in managing these processes, to be determined on an individual project basis.

Contributed content costing model

11. The costing model used to determine the charge the National Library applies for carrying out digitisation on behalf of other libraries, takes into account the direct costs of the digitisation process (scanning, OCR processing, content analysis and quality assessment) and the full cost of staff time spent on project management. A breakdown of the costs in these categories is attached.

Charges

12. The charge applied by the Library to carry out digitisation on behalf of other libraries would be around \$2.00 per page plus GST. On request, a firm cost estimate will be provided to libraries based on the number of pages to be digitised and any unusual features of the project– for instance, the title to be digitised is not in English.
13. This charge will be reviewed in July each year, commencing in 2011.
14. If a contributing library requires their own copy of the digitised content, the direct cost of copying and transferring the data to them would be charged.
15. The indicative cost of \$2.00 per page plus GST is based on scanning from microfilm and on the assumption that the scanning work is undertaken in Australia. If a library requires scanning from the original hard copy newspaper a different charge would apply as this process is more expensive and time consuming.
16. The National Library will provide free of charge all systems infrastructure required to ingest, store and manage the contributed data for long-term access.

Understandings

17. The National Library will undertake digitisation on behalf of other libraries for a charge on the understanding that:
 - unrestricted access can be provided to the content through *Australian Newspapers* - where the source of the content (for instance, the original newspaper title) is still in copyright, the organisation contributing it must negotiate and document reproduction permission with copyright owners;
 - the contributing library will catalogue the title to be digitised on *Libraries Australia* and establish a standard wiki page to provide information on the title being processed;
 - the Library has the right to manage the content for long-term access in whatever way it considers appropriate;
 - if the contributor requires a copy of the master file of contributed content, this can only be provided at the time the content is processed into the *Australian Newspaper* service;
 - once ingested into the *Australian Newspaper* service, no content will be removed or suppressed except for legal reasons; and

- the Library will acknowledge the funding source of contributed content on the *Australian Newspapers* service.

Letter of Agreement

18. When the National Library carries out a digitisation project on behalf of another library the project will be based on a Letter of Agreement that includes the total cost of the project, the scope of digitisation that will be achieved, the timeframe in which it will be completed, and a reminder of the understandings (outlined above) that apply.

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Attachment: Breakdown of the costs incurred by the National Library in managing a digitisation project on behalf of another library.

(i) Project management

Project set-up tasks

- Identify who owns the microfilm of the title to be digitised and seek permission to use it.
- Ensure title has been catalogued onto Libraries Australia, an ISSN has been allocated and that the contributing Library will establish a standard wiki page to provide information on the title being processed.
- Provide a cost estimate for the project to the funding library.
- Determine when the title can be scheduled for scanning and OCR processing.
- Establish orders with the scanning and OCR contractors which set out all of the requirements and timelines for the title being processed.
- Establish budget processes.

Project oversight tasks

- Arrange inventory for source microfilm and its secure transport to scanning contractor and its return to owner.
- Arrange transport of digital images to the National Library, writing of data tapes and courier of tapes to OCR contractor and ftp transfer of OCR deliverables to the National Library.
- Undertake a pilot process with the OCR contractor to ensure correct application of specifications to the particular newspaper title.
- Establish a weekly delivery schedule and monthly reporting schedule with contractors.
- Monitor workflow and adherence to timelines and schedules with contractors.
- Monitor workflows associated with data ingest.
- Undertake trouble-shooting and clarification of requirements and specifications with contractors as required.
- Communicate with project partner.

(ii) Digitisation (scanning, OCR processing, content analysis, and quality assessment)

Cost items

- Per page cost of scanning, OCR processing and content analysis using the National Library's service providers.
- Per page cost of quality assurance carried out by National Library staff.
- Cost of data tapes for transfer of digital images.
- Courier and packaging costs for transfer of microfilm and data tapes.