



January 9, 2003

Jennifer Moldwin-Gustafson
Head of Research Library and Archives
Detroit Institute of Arts
5200 Woodward
Detroit, MI

Dear Jennifer:

Your institution's DIA Bulletin project was selected as one of the initial pilot digitization projects selected by the Information Hub Development Committee, recently reorganized as the Electronic Resources Committee. The DALNET Board of Directors approved the projects.

The monies used to initiate the pilot projects have been made available through the Ameritech Foundation grant through the Friends of the Detroit Public Library. DALNET must account for the progress of the projects and all expenditures. To facilitate the reporting we ask that you submit by February 1, 2003, a brief project timeline indicating key milestones (a one page summary is sufficient).

Brief project progress reports will be required on the following dates:

March 30, 2003

June 30, 2003

These reports should be no more than one page (a bulleted outline is fully acceptable). A complete final report is due September 30, 2003.

The total amount awarded to the project to be conducted by the DIA Research Library is \$4500. Funds will be issued on a reimbursement basis. You may request reimbursement on a monthly basis, or request complete reimbursement in one payment at project completion. Any allocated monies not spent by September 30, 2003 will be reallocated to the Ameritech Foundation grant.

As always, the DALNET staff is available to assist you. Please outline your specific needs for server space, web-related issues, and access schedules to the digital labs.

Please forward all reports, reimbursement requests and staff assistance needs to:
Duryea Callaway- Chair, Electronic Services Committee

Sincerely,

Michael Piper
DALNET Director

Cc. S. Muir

DALNET Information Hub Digital Projects Follow-up Interview Questions

**The Detroit Institute of Arts
Research Library
DIA Bulletins Project**

GENERAL

What is the goal of your project?

To digitize the DIA Bulletins into a fulltext/image database from its beginning in 1886 to the present.

What is the DALNET membership status of the sponsoring organization?

Full member.

Provide the name and contact information, phone, fax, and e-mail for the person (primary contact) in charge of your project.

Maria R. Harris
Reference Librarian
313.833.3460
mariaharris@dia.org

How much time can this person devote to this project?

5 hours per week.

Describe any deadlines that will affect this project.

None.

When will you start and when do you expect to complete the project?

To begin ASAP. Project will begin when intern is available and end when either project is up-to-date or intern funding is exhausted.

SUBJECT

How or where do you envision this database fitting into the DALNET infrastructure?

This material would be a part of the DIA Research Library Catalog and also a separate, searchable database on the DIA website. The Bulletin would be scanned as pdf files and attached with metadata for searching.

How would you like the data integrated into collections from other institutions?

Hyper links can be incorporated to join relevant materials and images.

Describe the depth to the body of knowledge this project will add.

Availability of this material is now quite limited. There are only one to three copies of the earliest issues extant, mostly in our library. This project will allow access to all with internet access, greatly broadening access to the materials.

Describe the target audience.

Anyone doing art and art historical research, especially on DIA objects.

Describe the project's research value.

The DIA Bulletin's early issues cover mostly works of art at the DIA. Some later issues expanded to include articles and catalogs of non-DIA art works. It will bring these materials to the attention of researchers who may not otherwise have knowledge of them.

Describe any Detroit/ SE Michigan connection.

Majority of the articles are related to the DIA's art collection.

Describe any special significance for DALNET members.

This information will be tied into other online catalogs through broadcast searching. Also, if another library were to undertake a project similar to ours, we would be able to share our knowledge with them.

Describe any value for other local constituency.

Internet access to full text and images relating to art objects that they can see in person at the DIA. This is valuable also for local students on the subject of art and art history.

Provide URL's for any similar projects elsewhere.

See the Boston Museum of Fine Arts, especially the archeological materials.

<http://www.mfa.org/home.htm>

<http://www.mfa.org/giza/pages/publ.htm>

STATUS

Describe the work that has been done on this project.

None.

Is the collection already organized?

Yes.

Are there existing finding aids, such as inventories, cataloging, database records, bibliographies, or other access mechanisms?

Yes. Card catalogue up to 1989 and indexes for several years. The Bulletin is indexed in Art Index from 1929 to date.

Describe the size of the collection.

Published 2-4 times per year since 1886.

How many items are currently candidates for digitization?

Phase I would digitize the DIA Bulletin from 1886 through 1923.

Is this a growing or static collection?

Growing.

If growing, what are the plans for updating and maintenance?

Our publication department is making available these publications in digital format. Several publications will be available in this format only via the DIA website.

Will it be digitized in phases?

Yes. Phase I would digitize the DIA Bulletin from 1886 through 1923. Phase II would complete the digitization to the present. Possibly at a future time, materials from the DIA Archives would be added.

RESOURCES

How do you envision the staffing for completing the project?

Full time staff supervising student intern(s).

What human and financial resources will you/your institution contribute?

Supervising staff and all hardware and software required.

Will special expertise be required, such as subject, technical, preservation, archival expertise?

The DIA has these resources on hand.

Describe expertise you would require from DALNET or other DALNET libraries.
Moral and political support. (!)

How do you envision the funding for completing the project?
Grant would pay intern(s) \$10/hr until completion.

List any current funding.
Internal funding available for more equipment/software.

Detail any known grant potential.
None at this time.

Please estimate the project costs or detail factors for which there will be a cost.
Cost of the intern that will scan the material at a rate of \$10/hr. We have equipment (hardware & software).

Describe any cooperative potential (staffing, materials, equipment, financial resources, grant) for the project.
This project can be used as a model for other institutions undertaking a similar project.

How dependent is your project on DALNET sponsorship?
The intern position is critical for the project and we do not have the intern position budgeted.

Describe how you plan to maintain this project, e.g. ongoing maintenance on local software, servers, updates to databases, etc.)
Will be maintained as part of the research library catalogue and the DIA website.

LEGAL ISSUES

Are all rights issues resolved?
The materials pre-1924 are in the public domain and have no copyright issues.

Who owns the copyright?
We will begin scanning material that exceeds the copyright timeframe. For later phases, permissions will need to be secured.

Do you have written permission to digitize the materials?
Not necessary for Phase I.

List any software-licensing issues.
None.

List any access restrictions for using the finished database.
None. It will be available to all with internet access.

List any use charges for this database.
None.

ENHANCEMENT/PRESERVATION ISSUES

Describe if digitization will increase access to important materials.
Older issues are rare. This will greatly increase access.

Describe the current physical condition of the materials.
Some of the older bulletins are extremely fragile and the museum may have only one copy. [Are other measures being taken to preserve originals, or will the DIA be taking preservation-quality image captures?]

Describe any preservation goals you have.

May 9, 2001