

# UNT s Theses and Dissertations Retrospective Digitization Project

UNIVERSITY

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### Background

The University of North Texas (UNT) was founded in 1890 as a normal and teacher-training institute and by 1990 had over 100 advanced degree programs. The UNT electronic theses and dissertations (ETD) program began in 1999. Although UNT is one of the early adopters of ETD, the UNT theses and dissertations (T&D) retrospective conversion project (for pre-1999 theses and dissertations) was not started until 2010. This poster presentation provides detailed information about the evolution of the UNT T&D digitization project workflow.

The UNT T&D retrospective conversion project involved the cooperation of departments and divisions of the UNT Libraries not previously involved with digitization projects. The poster will cover the challenges and opportunities involved in the selection, preparation, and transfer of the print theses and dissertations from Special Collections to the Digital Projects Unit. These include digitization and electronic storage, the involvement of the Cataloging and Metadata Services Department in providing access, and the various methods for disposing of the processed paper copies.

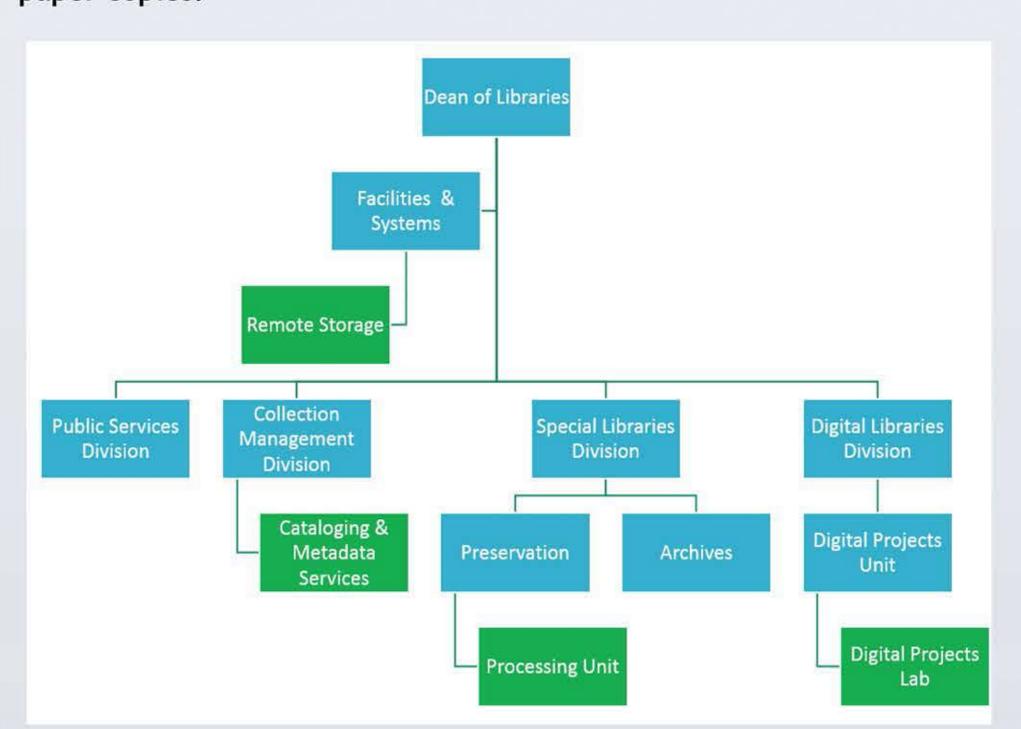


Figure-1: Participating UNT Libraries' Divisions and Units

At the beginning of the retrospective conversion project it was expected that the workflow would be different from the one in place for the current ETDs. Staff in other divisions not previously involved would now participate. Many questions would need to be answered and decisions would need to be made about many issues, including:

- Which copies (microform versus paper) should be digitized?
- How should we digitize theses that consist of fabric or 3-D items?
- How can we determine the identity of an unreadable signature?
- · What are the impacts of new FRBR, RDA, BibFrames, etc. on our records and on the project workflow?

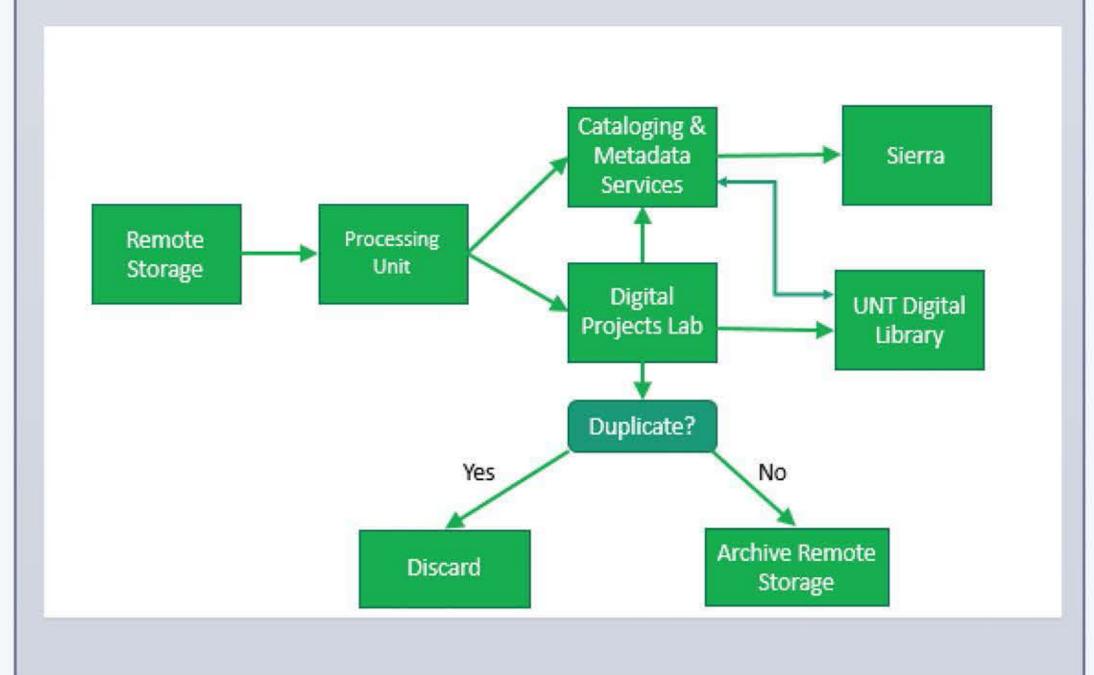


Figure-2: General Workflow of Theses and Dissertations Retrospective Digitization at UNT

### Workflow

The there main departments involved were located in different buildings and reported to different divisions. The departments worked independently, each with different scheduling expectations:

- Processing group processed 100-150 T&Ds each week, storing and facilitating transportation.
- DigiLab digitized as staffing and funding allowed, uploading and sending the files in batch mode to Cataloging and Metadata Services (CMS).
- CMS staff had a flexible workflow to accommodate the workload being sent by Digital Projects group.
  - Complete MARC record in our online
  - Complete metadata record and change the status from hidden to visible.

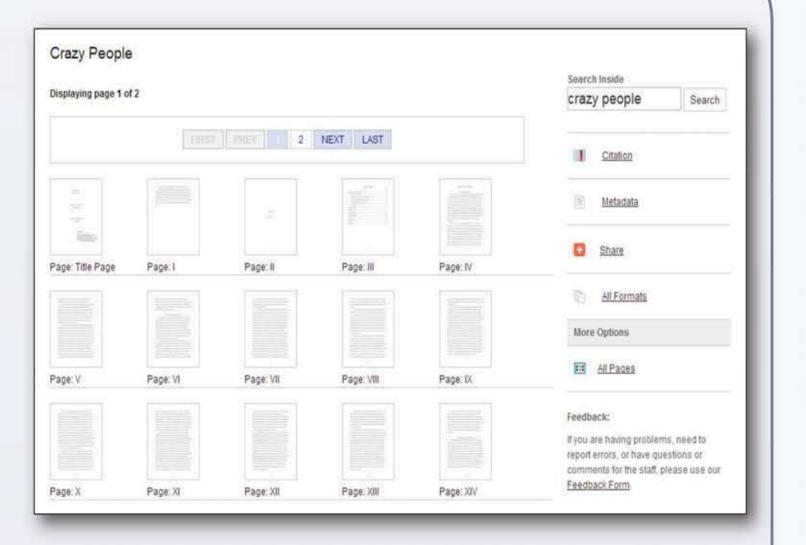


Figure-4: Digitization Process at Digi-Lab

# ENTRIES



Figure-3: Preparation for Polar Cutter (Cutting off

the Cover and Spine )

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UNT DIGITAL LIBRARY

Statistics for UNT Theses and Dissertations

al Number of Files

Statistics for Contributing Partner

About this Collection Explore this Collection Explore all Collections

Figure 8 Enriching Metadata Descriptions Access

Figure 11 Theses and Dissertations Statistics as of Sept., 2014

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Publishing

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Figure-6: The Three Locations (about 3 miles apart) Shipped to Archival Storage (Off-campus New Remote Storage Facility)

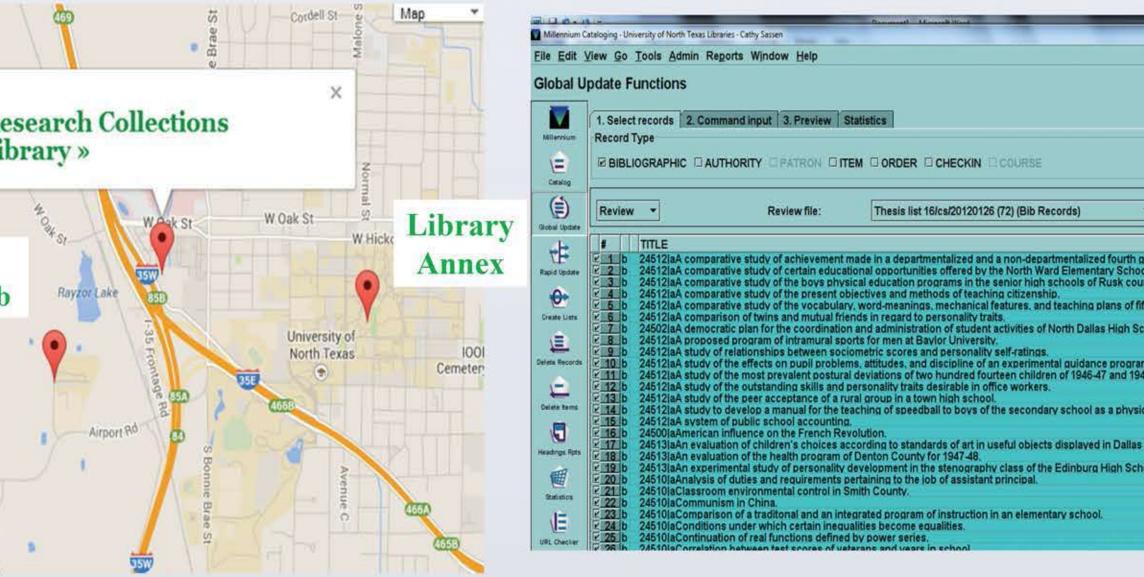


Figure-7: Enhancing Cataloging Minimal Records

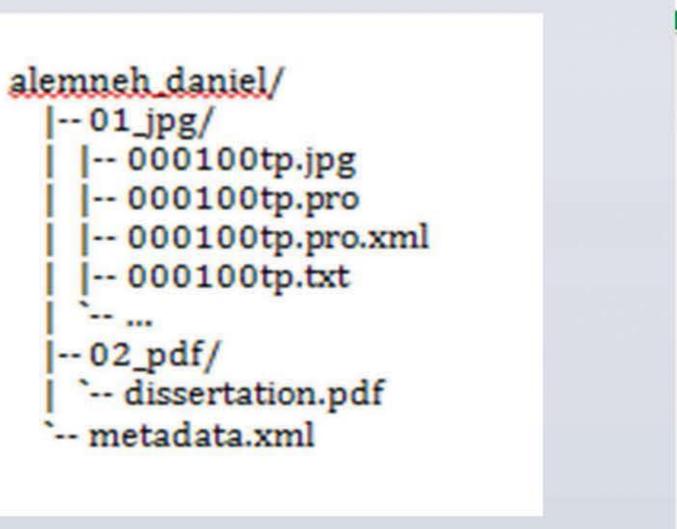


Figure-9: Submission Information Package (SIP) at UNT

**Progress** 

Thanks to the collaborative efforts of

than half way in the project lifespan:

metadata

the project participants, we are more

As of September 2014, about

9,000 items (62%) were

already digitized, out of

which about one third were

and

processes to be completed).

If we continue at the current

rate, we will be done in early

hidden (waiting for

related



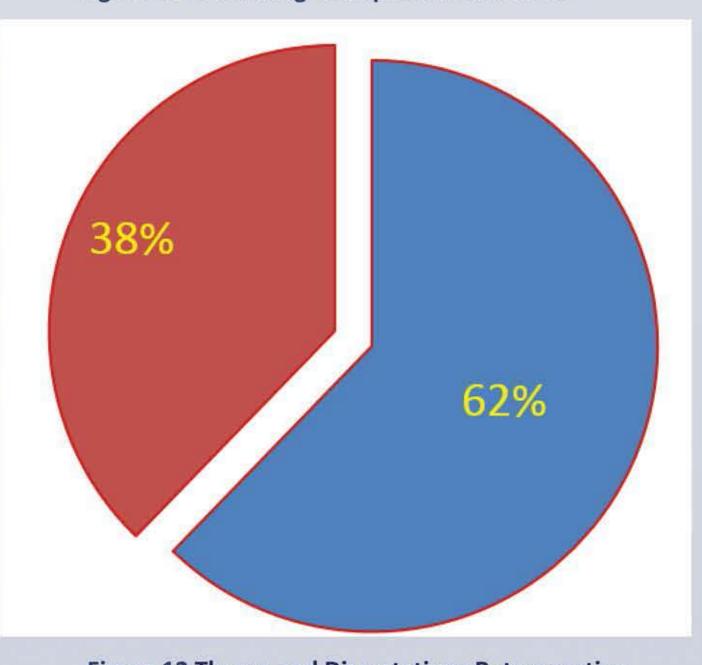
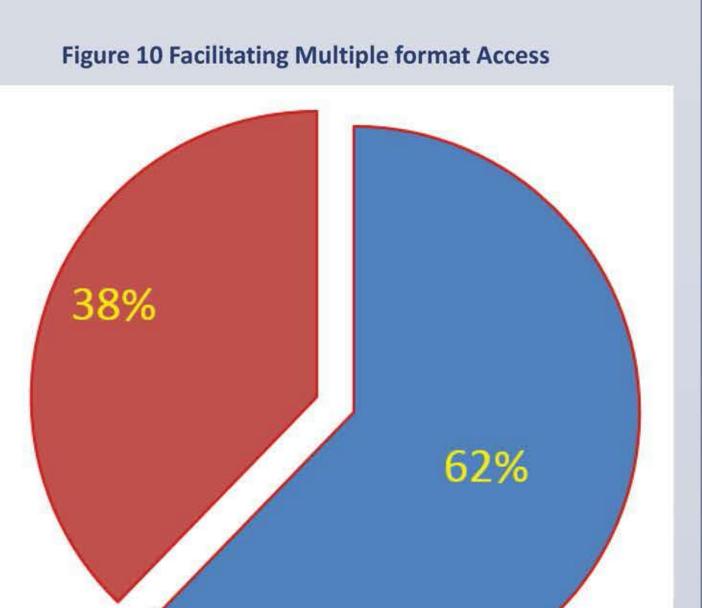


Figure 12 Theses and Dissertations Retrospective



Digitization Progress as of September 2014,

#### Summary

The successful management of T&Ds retrospective digitization requires a concerted effort and long-term commitment from all players across the entire life-cycle to ensure that all ETDs and parts are integrated and made accessible seamlessly.

The University of North Texas is committed to actively managing or curating theses and dissertations and making them more accessible and useful in research processes. The final product is worth the work. In addition to providing new methods of access to the T&Ds, we believe that the long-term preservation and accessibility of these documents is being improved. Multiple formats also facilitate access using mobile devices.

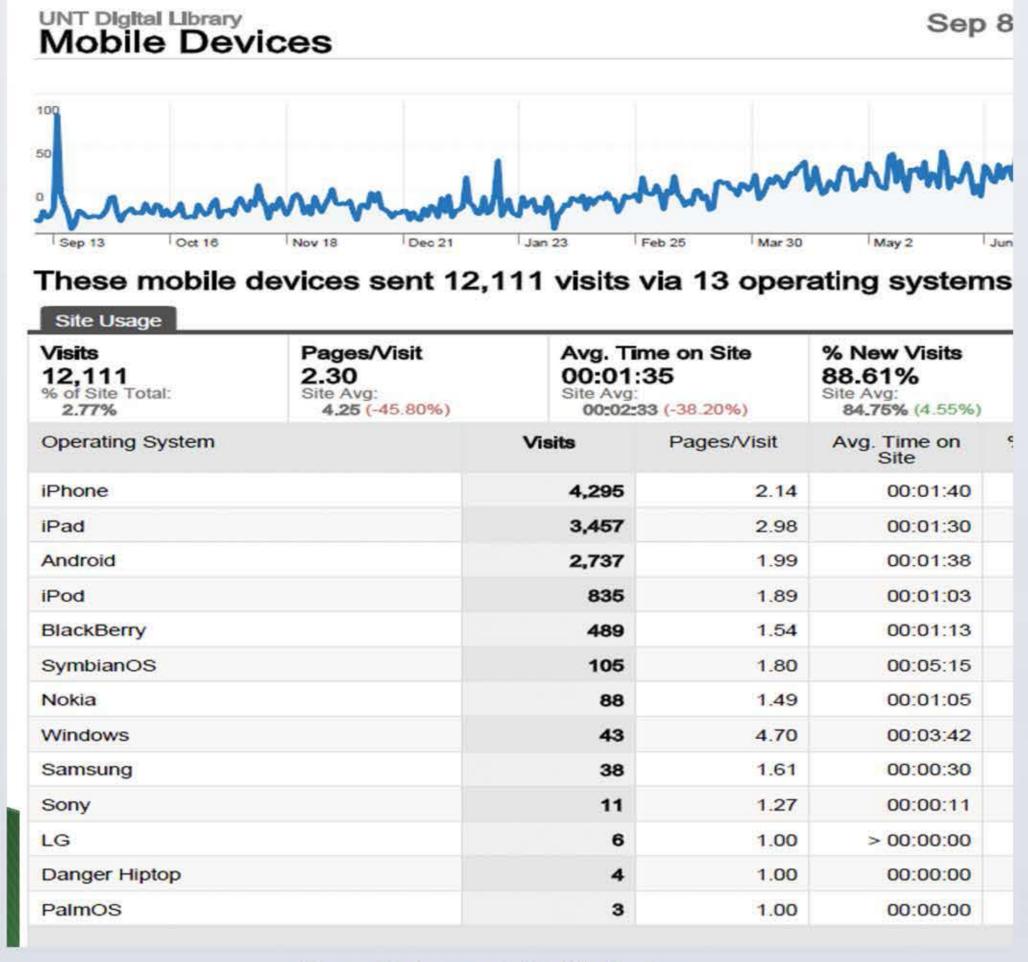


Figure 13 Access via Mobile Devices

Our statistics show that users from more than 200 countries have visited the UNT Digital Libraries to engage and interact with "new forms" of scholarly output in unique and meaningful ways.

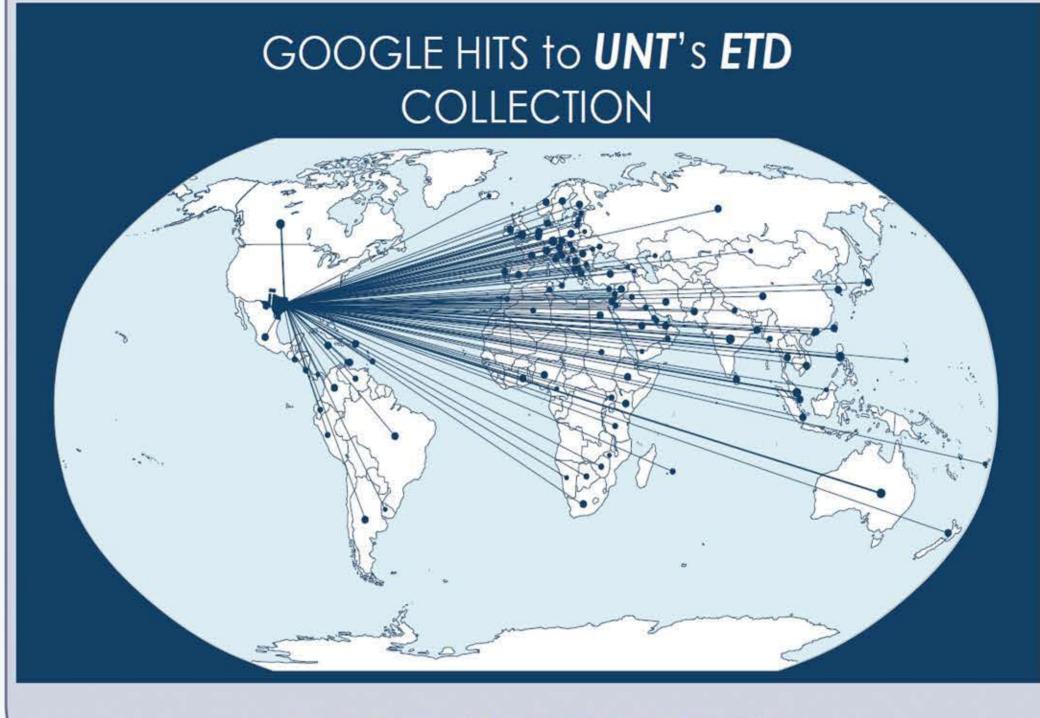


Figure 14 Actual Usage Statistics Via Google