Digitisation workflows of Digitising center of National Library of Estonia

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Goals of Digitisation centre

• Digitisation centre fulfills the **strategic goals** of National Library of Estonia (2014-2018) – to make digitally available as much as Estonian publications as possible

• **The main tasks** of the Digitisation centre are to digitise information published on different carriers, with publications issued in Estonia taking priority; to organise photocopying, and to acquire and maintain scanning and photocopying equipment
Our team and hardware

Digitisation center has 2 sub-units:
• Digitisation (11 workers)
• Segmentation (10 workers)
Total: 21 workers

✓ Zeutschel OK300Hybrid Color - 91x125 cm
✓ Zeutschel book scanner OS12000A1
✓ Zeutschel book scanner OS14000TT
✓ Zeutschel book scanner OS12002V
✓ Epson 1640XL
✓ Epson Perfection V700 Photo
✓ Document scanners Fujitsu Fi-7180; Kodak i2800
✓ Microfilmscanner CANON MS-800

In 2017 we digitised:

426 000 pages
5200 titles
7,11 TB
Workflow processes

• Choosing materials to be digitised for ~1 year (incl. suggestions from our library units, clients, other memory institutions, with survival risk or the most used items, for the of exhibitions, thematic collections, etc.)

• Outcome - workflow-based reproduction list at the end of the year. Published on the National Library’s website

• Orders for digitising: 1) People’s personal materials
  2) Institutions with their collections
Workflow processes 2

1. **Preparation** (selection of the best copy from the repository; checking item and sending to conservation if necessary; adding the pre-object to digital archive, transporting the item to the digitisation center)

2. **Scanning**

3. **Post-processing and QA** - Cropping edges, straightening text lines (ABBYY FineReader, Photoshop), naming files, OCR. **GOOBI workflow** for statistics and overview. Segmentation of current newspapers and journals with **CCS docWorks**

4. **Archiving** to our digital archive **Digar** (for books and journals) and **Digar Estonian Articles** (for newspapers)

> https://www.digar.ee/arhiiv/en
> https://dea.digar.ee/cgi-bin/dea?l=en
Our main workflows

- **Orders** (via our customer service, e-mail, phone etc)
  In 2017 over 80,000 pages digitised – memory institutions, readers, publishers

- **Single-copy and in risk of damage, fading items etc**
  2017 over 42,000 pages (of which over 31,000 pages where conservated)

- **Rare books**
  2017 - 53 titles
Our main workflows 2

• Periodicals (newspapers, journals until 1941)
  2017 - 11 titles of newspapers, 78 titles of journals

• Posters, maps etc.
  2017 - 2730 posters

• Massdigitisation of deleted books from repository
  • 2017 - over 34 000 pages

• Collections, projects, tenders
  • 2017 - Estonian older addressbooks’ collection, including 118 titles

• EOD (eBook on Demand) orders
  • network with over 40 libraries across Europe (12 countries), common portal/search engine, copyright free books are digitized on demand (in NLE: 9,55 euros basic fee + 0,13 every page) and then made available for everyone
  • https://books2ebooks.eu/en
Our main workflows 3

• Items due Legal deposit act (since 2017) in Estonia

• States that publishers are obligated to give in addition to published physical item (book, journal, newspaper etc) also **preprint files**

• National library of Estonia has obligation to **archive** these preprint files and **preserve** them

• No preprint file = extra physical copy + we have to **digitise** the item within 1 month

• 2017 over 63 000 pages (667 titles)
Our main workflows 3

• Legal deposit act (since 2017) – new books(?) in digitising center

• What is a book today?
• How to digitise modern „book“?

✓ Photographing in addition to scanning (better overview of 3D item)

✓ Sound recording
Our main workflows 3

• Legal deposit act (since 2017) – new books(?) in digitising center
Thank you for listening!