

# Digitization Across CSU Survey

Prepared by the Systemwide Technology Initiatives Management Committee (STIM)

Survey: [https://csus.co1.qualtrics.com/jfe/form/SV\\_5orJ46ZDoQzuJF3](https://csus.co1.qualtrics.com/jfe/form/SV_5orJ46ZDoQzuJF3)

Results: <https://docs.google.com/spreadsheets/d/1elcnV1VW6OCVICAQz-XEIVOTE-uSUrrzvQjrO7v0bQw/edit?usp=sharing>

## Summary

- Nearly all CSU libraries support some form of digitization operation.
- Six libraries in the system possess large digitization labs with multiple scanners. These libraries are distributed geographically through the state and could serve as regional centers for digitization.
- Majority of libraries use [FADGI guidelines](#) for still image and AV digitization.
- Most libraries reported having insufficient staff to carry out a comprehensive digitization operation.

## Introduction

Throughout 2020, STIM conducted a survey of CSU libraries to document mass digitization practices throughout the system. This survey collected information about equipment and software used, imaging standards, staffing, budget and future needs. Most importantly, participants identified contacts for particular areas of their libraries' digitization operations. STIM hopes that the data collected in this survey will help COLD draft system-wide policy around digitization and provide CSU libraries with valuable information for identifying opportunities for collaboration.

## Analysis

All CSU libraries participated in the survey. Job titles and institutional roles of respondents varied quite a bit between libraries. Identified contacts for libraries were mainly Special Collections librarians, followed by library technologists.

### **Capability**

All libraries except for one (CSU Eastbay) reported that they perform some form of digitization practice. All reported positively to performing text scanning with five claiming to offer only text digitization services. Four libraries reported having 3d scanning capability: Fresno, Maritime Academy, Monterey Bay, and San Bernardino.

### **Equipment**

The most commonly used scanner in the CSU system was the Epson Expression flatbed scanner. 12

libraries reported having one or more overhead scanners. A variety of devices are used for AV digitization. Some of the larger, more versatile digitization labs in the system can be found at Fresno, Monterey Bay, Northridge, Sacramento, San Francisco, and San Marcos.

### **Standards**

14 libraries reported using some form of imaging standards. 12 of these 14 reported using FADGI standards, though no one indicated which FADGI rating (1-4 stars) they adhere to. Other standards cited were California Digital Library (2) and Western States Digital Library (1).

### **Needs**

Of all respondents, only San Bernardino and Dominguez Hills reported having a dedicated budget for digitization projects. This suggests that digitization operations in CSU libraries are inconsistently resourced. Consequently, the most commonly cited need reported by survey participants was staffing. Few if any CSU libraries have a staff person assigned solely to digitization workflow management. Many schools also reported that they lack staff to carry out the work of imaging.

Other reported needs included investment in equipment (4 libraries), absence of an adequate digital asset management system (3), and lack of expertise (2).

There does not appear to be a large format scanner anywhere in the System. Only CSU Fresno reports having the ability to do large format digitization. They use a vacuum wall and free-standing camera.