

# *MSU's Turfgrass Information Center (TIC) Digitization Prospectus*

## *I. Narrative Description of Digitization Prospectus and Full-Text Rationale*

This Digitization Prospectus discusses the rationale behind digitization projects. Needed materials and decisions are defined, and default technical issues presented, including an appended generic agreement regarding the project.

Access to the full-text of research reports, periodicals, or other management content is a serious challenge for turf professionals, as most of them don't live next to a research library. However, this is changing. The Turfgrass Information File (TGIF) database, originally conceived to index and abstract the literature of turfgrass, has now taken dramatic steps to increase user access to full-text of identified articles. For example, TGIF now includes full-text for many professional, technical, trade, and research publications.

The materials are hosted within the Turfgrass Information Center's website, located at <http://tic.msu.edu/>. Also from that location see the full list of currently available materials, at <http://tic.msu.edu/pubjrnlbrowse.htm>. Public sites featuring full-text content are accessible, including the *USGA Green Section Record* and the *USGA Turfgrass and Environmental Research Online*. TGIF subscribers, including organizations providing access for their membership, can access a wealth of additional full-text access, plus utilize the index itself to identify other relevant information. Materials made available to the public can be identified via both TGIF and generic web search engines like Google.

The full-text materials represent over 58% of the 230,000+ entries now identifiable from within TGIF. Normally, the Turfgrass Information Center, which produces the TGIF database, will undertake all of the costs associated with digitizing, mounting, and hosting the back file. The costs to process, scan, preserve, and continue to host the materials online are very real, however. We strongly encourage organizations and publishers to financially support the TIC Endowment Fund (see <http://tic.msu.edu/endowment.html>) as a way of both supporting this work and "playing it forward!" In addition, groups showing support in this way get to "jump the queue" and their work will get completed sooner!

In addition, special features of TGIF processing, such as cross-linking materials written by the same authors, articles belonging to a series, reprints, corrections, and follow-ups, such as letters-to-the-editor, enhance even further the usefulness of the content in this electronic form from within TGIF.

The Turfgrass Information Center, with your help and support, stands ready to make the desire for additional access a reality. Please contact us to discuss your organization or firm's publication(s) which you would be willing to make available in this way. Everyone gains from such an effort: your members or clientele, your advertisers (if any), and the broader world of turf science in general.

## ***II. Agreement and Materials***

### ***1. Agreement***

The last page is a draft boilerplate agreement. Please fill it out, have an authorized party sign, and return.

### ***2. Cuttable Copies***

If high-quality PDFs of materials are not available, providing cuttable (destroyable) copies of the back run enables better final scans and faster processing (less removal of minor smudges, tears, mailing labels, etc.), as well as enabling more accurate Optical Character Recognition (OCR). This enables a higher-quality, better-searchable PDF to be produced faster. Send cuttable copies to:

Turfgrass Information Center c/o Mike Schury  
Michigan State University  
100 Library  
East Lansing, MI 48824-1048  
USA

- For the back run, if cuttable copies cannot be provided, non-cuttable copies can be loaned to TIC for digitization. Note that you do not have to have all of the older issues of a publication in order to get started on an archive. As and if missing issues are located in the future, they can be added at that time.
- For future issues, there are two options:
  - 1) Provide TIC a digital copy (as a high-quality PDF created from source files) of each issue and 2 print copies on an ongoing basis. The high-quality digital copy speeds up the process because there is no need to cut and scan the physical copy, and since the PDF is made from source files it is high-quality with a small file size.
  - 2) Provide 3 copies on an ongoing basis. Please send them directly to the above address, preferably together in a secure waterproof envelope.

### **III. Technical Defaults**

If you wish to discuss further these defaults, please let us know. These are based on our past experience with “what tends to work best” in most cases. We’ll be glad to work with you if you feel there may be better alternatives in your situation. Please note that the Michigan State University Libraries reserve the right to adjust these defaults, depending on the materials being processed.

#### **1. *Browsing Structure of the Archive Website***

For browsing sources with extensive content, individual PDFs will be created using the table of contents, TGIF records, and page groups (for example, 10 pages at a time). This combination provides for both easy article use as well as the ability to browse an entire item, including advertisements and other non-editorial content.

#### **2. *Archive Website***

Each archive will have a discrete archive website. We will need content for an “about” page for this material describing the publication’s history, etc. Note that if you do not provide this content, we will create one based on our best-available information for your review. The “home page” for the archival material will normally be this “about” page.

#### **3. *“Conditions of Use” Statement***

Generally archival sites created and maintained by TIC contain a “conditions of use” section which outlines editor contact information, copyright information about the material, procedures for reprint requests, etc. If you do not provide this information, we will create one based on our best-available information for your review.

#### **5. *ISSN***

Is there an existing ISSN (International Standard Serial Number) for the print publication? Obtaining an ISSN is easy and free. ISSNs in the United States can be obtained via <http://www.lcweb.loc.gov/issn/> (For other countries, applications for an ISSN can be found by visiting <http://www.issn.org>).

#### **6. *Errata/Corrections Handling***

Errata and corrections from the print will be linked in the browsing structure immediately following the item it pertains to. The TGIF record will include errata/correction information.

#### **7. *Available Supplemental Indexing***

Existing indexing schemas and finding aids can be incorporated into the article’s TGIF records, and thus be searchable using those terminologies within TGIF and the archive search interface. This helps to add backwards compatibility and continuity. If you do have this kind of data, and would like its usefulness carried forward into the online version, please supply us with a copy of it or let us know it exists. It could be printed in a publication, in a card file, in a database or spreadsheet form, non-electronic classification system, etc. Also, this can be added at any later point in time.

#### **8. *OCR (Optical Character Recognition) Text***

Placing the uncorrected OCR-generated full-text of the article into the TGIF record itself can help increase search interface retrieval, because then every word in each article can be searched by TGIF and in the archive search interface. Note please that this OCR-version of the 'text' would *not* display in the TGIF record. To see an example of how this matters, go to the *USGA TERO* website (<http://usgatero.msu.edu>), select “Search TERO articles” and first try searching just “lysimeters” (without the quotes); then do the same search with the “Dig deeper (“search full text”) box checked. That is the difference between having OCR and not having OCR. Note also that this is a significant processing step and that it may not be done simultaneously with the initial digitization efforts.

**9. *Archive-Specific Search Interface***

A “Search” capability may be provided to enable users to more accurately locate materials within a particular archive that relate to certain topics. By default, the search results are presented by descending year (most recent on top).

**10. *Format of Delivery***

Current online delivery format is as a PDF file compatible with Adobe Acrobat version 4.0 or higher. Archival-quality uncompressed page-level TIFs are used to create the PDF files and are available upon request for reprints, etc., or alternately these TIFs can be burned onto DVDs or CDs. The PDF file sizes attempt to balance readability with average user connect speed. Since the TIFs are maintained as archive versions, future advancements will enable recreation of larger, more high-quality PDF files without overburdening download times, to adjust to future technological advances.

**11. *“Indexed In TGIF” Logo***

Consider including in future printed issues TIC’s “Indexed in TGIF” logo:



This logo is available at: <http://tic.msu.edu/images/logosmalltilted.gif> and may be freely used to denote a publication being selected for relevant content to include in the Turfgrass Information File database.

**12. *Other Materials to Digitize***

Do you have other materials which you “own” (i.e. hold copyright of...) that you think may be useful to have available online? For example, slide sets, books, technical reports, newsletters, photographs, etc. If you do and are interested in discussing further digitization possibilities, please let us know.

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***Appendix: Draft Boilerplate Agreement***

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between \_\_\_\_\_, located in \_\_\_\_\_ and Michigan State University Libraries (MSUL), located in East Lansing, Michigan, United States.

For the purpose of this agreement, “Materials” shall be defined as the following:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, which publishes and holds copyright to the Materials, hereby grants MSUL license to digitize all back and future issues of the Materials, and also grants the MSUL a perpetual license to make these digital copies of the Materials available within MSUL’s Turfgrass Information Center (TIC) website or other platform. Materials will be available to the public following their receipt to TIC.

MSUL shall assume all costs associated with the digitization process and will include appropriate attribution to \_\_\_\_\_ in the digitized copies of the Materials.

\_\_\_\_\_ shall provide to MSUL, and if available, paper and/or digital copies of all Materials in support of the digitized process.

\_\_\_\_\_ shall retain copyright to all Materials and shall indemnify MSUL from any third-party claims arising out of use of the Materials as contemplated by this Agreement.

Either party may opt out of this agreement for any reason without prejudice to the other party upon 90-day written notice to the other party. Should this occur, MSUL shall retain a perpetual license to make those Materials that have already been digitized available within the Turfgrass Information File.

Both parties must in writing approve any addendums, deletions, or changes to this Agreement.

For \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

For Michigan State University Libraries

\_\_\_\_\_ Date \_\_\_\_\_

Clifford H. Haka, Director of Libraries