

RESEARCH PUB PROJECT PROFILE: MIT ENERGY LAB REPORTS (MIT-EL)

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BIBLIOGRAPHIC INFORMATION

Series Title: MIT Energy Laboratory Reports (MIT-EL)

Number of issues published: 447 issues (known + implied by series enumeration; some implied may not exist or may have been withdrawn)

Years: 1972-2000

Publisher: MIT Energy Laboratory (succeeded by LFEE [2001] and MITEI [2006])

Note:

Contact: Terry Hill (MITEI, Outreach Communication Coordinator): thill@mit.edu or 3-1341

PUBLISHER METADATA & HOLDINGS

Online: DSpace@MIT; ~218 issues input by grad students for LFEE and MITEI in 2005-2006 (<http://dspace.mit.edu/handle/1721.1/18193>); see attached inventory

Print archive: Print holdings were transferred to Archives in November 2008; see attached inventory.

Digital archive: Unknown (other than DSpace collection above)

LIBRARIES METADATA & HOLDINGS

Metadata: Item-level MARC records in Barton; CEPR and CEEPR WP series traced separately

Gaps: None

Libraries print collection 1: Institute Archives (1990-present)

Gaps: None

Libraries print collection 2: Dewey (1990-present)

Gaps: 1990-001WP (Only "paper only" issue missing. Bob Kehner reports that Dewey will discard their holdings and will allow us to disbind, digitize, and discard any we wish.)

PROJECT PROPOSAL

1. **Description:** Digitization of 96 CEEPR Working Papers; ingest of all 249 WPs into CEEPR Working Papers collection (<http://dspace.mit.edu/handle/1721.1/34010>).

1. **Digitization effort:** 96 print issues to digitize; approximately 4250 pages

Page counts (from Barton MARC, field 300 \$a)		
Format	No. of issues	Total pages
Print only	93	~ 4071
PDF image only	3	179
Total to digitize	96	4250

2. **Digitization cost:** \$825 through Document Services

Detail: (4250 pages x \$.18/page) + \$60 set up fee = \$825

3. **Metadata creation:** Create two Barton MARC records (1999-008WP & 2006-004WP)

4. **Total direct cost for digitization and metadata creation:** \$825

5. **Sketch of project plan**

- claim missing issues for Archives collection
- have Pubs Cataloger create missing Barton records

- download PDFs from CEEPR to Libraries servers
- gather print issues from Dewey, CEEPR, and Archives for digitization
- have Preservation Services disbind print issues
- have Document Services scan; upload PDFs to Libraries server
- have Preservation Services rebind CEEPR and Archives copies; discard Dewey copies
- return rebound issues to CEEPR and Archives
- have Tech Ops configure batch ingest scripts
- have Tech Ops ingest CEEPR content into DSpace (including crosswalk of Barton MARC records to DSpace qualified Dublin Core)
- perform quality-control checks
- follow up: train Sharmila Ganguly (CEEPR Admin. Asst.) to use item-submission interface for future DSpace deposits