



City of
Peterborough

To: Peterborough Public Library Board of Trustees

From: Erik Hanson, Heritage Resources Coordinator

Meeting Date: February 12, 2019

Subject: Report PPL19-008
Newspaper Digitization Project - Update

Purpose

The purpose of this report is to provide the Library Board with an update on the status of the Newspaper Digitization Project.

Recommendations

That the Peterborough Public Library Board approve the recommendations outlined in Report PPL19-008, dated February 12, 2019 of the Heritage Resources Coordinator, as follows:

- a) That the Library Board receive for information an update presentation on the microfilm digitization project; and,
- b) That the Library Board approve an additional allocation of reserve funds, up to \$10,996.94, to digitize the remaining 80 reels.

Budget and Financial Implications

If approved, there would be an additional allocation of Library Reserve funds up to \$10,996.94 for this project.

Background

On June 6, 2018, the Library Board received a presentation regarding the proposed digitization, from microfilm, of four Peterborough newspapers dating between 1846 and 1950 and approved funding of \$42,357 for the project. The total number of reels within the date range is 384. With the budget allocated by the Library Board, staff estimated that 147 reels could be scanned by the chosen vendor, Canadiana, dating from 1846 to the end of 1911, which was calculated using the approximate number of images contained on each reel. These 147 reels have now been scanned. However, Canadiana has indicated there were fewer page images required than anticipated and that they are able to scan an additional 157 reels of microfilm and remain within the project budget. These reels will be sent to Canadiana for digitization in February 2019.

The additional 157 reels would extend the date range to the end of 1938. Of the initial 384 reels identified as part of the project scope, this would leave only 80 reels left to be digitized. Completing the digitization of all 384 reels, through the year 1950, will be a valuable historical resource for researchers and the general public. In particular, the additional reels will capture the period between 1939 and 1945 and Peterborough's involvement in the Second World War.

Staff are requesting that additional funds be allocated to cover the cost of the remaining 80 reels. Canadiana charges \$3.00 per reel, at a per-page fee of \$0.10. The OCR fee per page is \$0.03. The splitting of the reels into folders of approx. 500 pages is based on cost per hour. Based on the equation below, it is estimated that an additional \$10,996.64 will be needed for the remainder for this project.

Scanning Fees:	
Basic \$3.00 per reel x 80=	\$ 240.00
Per page fee of \$0.10 x 80,478	\$ 8,047.80
OCR Fees:	
Per Page fee of \$0.03 x 80,478	\$ 2,414.34
Splitting of Reels into folders of approx. 500 pages	
80 reels x 2 minutes = 160 minutes	
160 minutes or 2.7 hours x \$35 per-hour=	\$ 94.50
Storage Media:	\$ 200.00
Estimated total before tax=	\$ 10,996.64

The number of pages per issue is challenging to estimate, particularly as the issues increase in size as the year's progress. Staff are requesting that the Library Board approves up to \$10,966.64 to ensure the completion of the full range of reels.

The digitized collection will be available on an online platform for public access and copies for each file will also be provided to the Library as an in-house research tool by the end of the summer 2019.

Submitted by,

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Heritage Resources Coordinator

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