



Digitisation Toolkit

Digitising community newspapers with SLQ and Trove

State Library of Queensland recommends utilisation of the National Library of Australia (NLA) co-contributor model rather than independent scanning/digitisation of newspapers. NLA has prepared contributor guidelines to assist communities, councils and other associations who want to fund the digitisation of their local newspapers www.nla.gov.au/content/contributor-guidelines.

Preferred procedure

- NLA's preferred procedure is for NLA to undertake the scanning and Optical Character Recognition (OCR) processing on behalf of the contributing organisations
- Have funds transferred to NLA to cover the costs of the work (approximately \$2.10 per page)
- The scanning is done from master microfilm rather than from original copies of the newspapers
- State Library is able to release Queensland newspaper master microfilm to NLA for digitisation for Trove (assuming State Library has the masters)
- NLA normally only digitises up to 1954 due to copyright limitations
- Should you wish to digitise more recent newspapers, you would need permission from the copyright holder

The digitised content is available at article level in NLA's Trove trove.nla.gov.au/.

Costs with NLA co-contributor model

- To give you a very rough idea of costs, we normally base our calculations on an average of about 1000 pages per roll at \$2.10 per page (or \$2100 per roll)
- The quality of the microfilm can have a major impact on the quality of the digitised product
- The earlier the microfilm was created, the less rigorous the standards that were applied. We would need to have a look at the film to ensure that the quality of the film meet today's minimum standards for digitisation
- Major issues we need to look for include filming done from bound volumes – as they may have distortion and totally illegible text in the gutters
- Checking the quality of the film does take a fair bit of time for our microfilm unit, so notice and scheduling is required

- Please let us know if you are likely to follow up on the digitisation proposal and we will be happy to check the film for you

Handy tips to know

- You can [contact State Library of Queensland](#) to discuss your project
- If you can't fund the entire newspaper in one financial year, start with a small run and use the results to garner support in your community
- Engage volunteers to participate in Trove's Text Correction to fix local information
- Ask NLA for annual stats to build up support in your community for the NLA co-contributor model
- An acknowledgment statement is shown on every page and article view in Trove. On a secondary, 'More Information' page, the logo of your organisation is displayed as well

Additional resources:

- *Contact State Library of Queensland to discuss your project* www.nla.gov.au/content/state-library-contacts
- *Trove's State Library contacts for Trove projects* www.nla.gov.au/content/state-library-contacts
- *Contributing to Trove* help.nla.gov.au/trove/content-partners
- *Digitised titles available* trove.nla.gov.au/ndp/del/titles
- *New titles coming* www.nla.gov.au/content/new-titles-coming

Need further information?

(07) 3840 7666 | qldmemory@slq.qld.gov.au



This guide is licensed under a Creative Commons Attribution 3.0 Australia licence. You are free to copy, communicate and adapt this work, so long as you attribute State Library of Queensland. For more information see <http://creativecommons.org/licenses/by/3.0/au>