UK MEDICAL HERITAGE LIBRARY

A JISC-WELLCOME TRUST FUNDED PROJECT

GUIDELINES FOR EXPRESSIONS OF INTEREST

PURPOSE OF THIS DOCUMENT

These guidelines provide information and advice to prospective contributors to the UK Medical Heritage Library (UK-MHL) project.

CONTENTS

Overview ................................................................................................................................................. 2
About this Partnership ............................................................................................................................ 2
Selection process, Eligibility and criteria for selection ........................................................................... 3
Timetable ................................................................................................................................................ 4
Contributing libraries’ responsibilities and activities .............................................................................. 4
Reimbursement of project costs ............................................................................................................. 5
How to apply ........................................................................................................................................... 5
Annex 1: How the project will work ........................................................................................................ 7
Annex 2: Response template .................................................................................................................. 9
UK libraries are invited to submit an Expression of Interest to contribute to the UK Medical Heritage library (UK-MHL), a partnership digitisation initiative supported by Jisc and the Wellcome Library. The deadline for submission is: 5pm, Thursday 17 April 2014.

The UK-MHL project aims to digitise approximately 10m pages of printed books and pamphlets broadly related to medicine and centred on the 19th century. The project will be undertaken in partnership with Jisc and the Wellcome Library, a number of Higher Education and other UK libraries, co-designed with RLUK, and informed by an Academic Advisory Group (AAG).

**KEY POINTS**

- First digitisation projects will start end of **August 2014. All digitisation will be completed by March 2016**
- The scope includes **printed books** and **pamphlets** centred on the 19th century
- The theme is **medicine, health and related sciences including alternative therapies**
- The goal is to digitise approximately 10 million pages
- The content will be accessible via the Internet Archive, the Wellcome Library and Jisc Historic Books
- Where possible content will be made available under a Public Domain mark

**ABOUT THIS PARTNERSHIP**

There are three key aims to this initiative:

1. Digitising content in high demand
2. Creating a comprehensive online resource for the history of medicine and related sciences via aggregation from multiple collections, ensuring wide access across multiple platforms
3. Using existing infrastructure to both create and support this resource, thereby maximising the amount of funding that can be spent on creating new content.

The project will be academic-led to ensure the best collections are included. Jisc and the Wellcome Library will work with the AAG to select content that meets the needs of key stakeholders and to ensure the digital collections are optimised for embedding in research¹.

See **Annex 1: How the Project Will Work** for further details about digitisation and hosting.

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¹ Jisc will actively support the inclusion of the digitised content in course content, including open educational resources (OERs) as part of this project.
GET INVOLVED

- UK research libraries can propose collections for digitisation by submitting an Expression of Interest
- Digitisation will be carried out by the Internet Archive at their scanning centre at the Wellcome Trust
- Contributing libraries may request financial support for staffing or other costs associated with selecting, assessing and preparing content for digitisation
- Financial support will be provided by Jisc via the Wellcome Trust

SELECTION PROCESS, ELIGIBILITY AND CRITERIA FOR SELECTION

STAGE 1 (APRIL/MAY): Submission of Expressions of Interest and shortlisting

STAGE 2 (MAY/JUNE): Final selection, feasibility review and planning

The shortlisting exercise ensures that collections selected are relevant to the needs of the key stakeholders, and form a coherent body of material that researchers will value and use.

The feasibility review focuses more on the practicalities relating to each collection and the contributing library, to determine whether digitisation of the shortlisted collections can be carried out within the scope, budget and timescale of the project, and to ensure the process and outputs are compatible with the digitisation workflows and systems used by the Internet Archive.

ELIGIBILITY

Collections proposed for digitisation must meet the following criteria:

- Relevant to the theme of medicine, health and related sciences including alternative therapies
- Published works, largely created in the 19th century (acceptable date range is 1780 to 1914).
- Subject to an open license: Public Domain where possible, or Creative Commons where copyright status may be unclear (later 19th century works)
- Comprise books and pamphlets (collections of tracts and pamphlets may be considered providing they do not contain substantial proportions of journal offprints).
- Periodicals, ephemera and unpublished materials are NOT eligible
- Collections must be catalogued according to AACR2 or RDA rules and records held in MARC21 format
- Catalogue records must be available for harvest and/or export
- Items must be in a suitable condition to undergo handling for digitisation although items WILL be handled carefully, to minimise risk of damage. Funding will be available to aid with condition assessment of potential collections, but collections requiring anything other than minor intervention prior to digitisation will be excluded.
• Total contribution from a single contributing library must comprise at least 500,000 images (approx. 1700 works, assuming each work has an average of around 300 pages).

**SELECTION CRITERIA**

For those collections that meet the eligibility criteria, the AAG and Project Partners will consider the following factors when shortlisting:

• Research value and comprehensiveness
• Fit within a broad-based subject coverage
• Digitisation readiness of materials
• Ability of the contributing library to support the project (with funding provided where necessary)

**TIMETABLE**

Expressions of Interest must be received no later than 17 April, 2014. Candidate libraries will be shortlisted on 9 May 2014, followed by a period of review, discussion and planning before final selection. At this point, a physical condition assessment can be requested. This will be managed by the Wellcome Library to ensure a consistent assessment approach across all shortlisted collections. As different projects will start and finish at different times depending on size, scope and complexity of each project, there will be a phased approach to project planning and commencement. “First tranche” projects are scheduled to start digitisation on 25 August. Beyond this, start dates will vary depending on discussions with shortlisted candidates.

<table>
<thead>
<tr>
<th>Stage 1: Shortlisting</th>
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<tbody>
<tr>
<td>17 April 2014</td>
<td>Deadline for submitting Expressions of Interest</td>
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<tr>
<td>9 May 2014</td>
<td>Notification of shortlisted candidates</td>
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<table>
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<th>Stage 2: Final selection</th>
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<tr>
<td>May – July 2014</td>
<td>Condition assessments and feasibility review</td>
</tr>
<tr>
<td>30 June 2014</td>
<td>Plans and contracts for first tranche contributors agreed</td>
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<th>Project start and end dates</th>
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<tr>
<td>25 August 2014</td>
<td>Digitisation of first tranche begins</td>
</tr>
<tr>
<td>March 2016</td>
<td>Digitisation complete</td>
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**CONTRIBUTING LIBRARIES’ RESPONSIBILITIES AND ACTIVITIES**

Further details will be provided to shortlisted candidates, but see below a brief overview of the activities contributing libraries would need to carry out at a minimum. Please consider these activities when estimating levels of reimbursement required.
UK-MHL Guidelines for Candidates

PROJECT MANAGEMENT AND COMMUNICATIONS:

- Liaise with Wellcome Library on planning and requirements for the collections identified for inclusion, and accommodate any agreed scoping or assessment work
- Participate in regular meetings with Wellcome Digitisation Programme Manager for duration of project (this may be remote or in-person)
- Provide information as required to Internet Archive regarding any issues with deliveries, items or metadata
- Provide baseline usage data for collections in scope for digitisation in order to measure their use and impact once digitised

PREPARATION AND SHIPPING OF MATERIALS

- Identify and select items from collections for each shipment
- Carry out any preparation or conservation as agreed/required
- Create “scan lists” representing a shipment of items to send to the Internet Archive
- Include printed inventory for each box or crate in a shipment
- Ensure books are safely packed and cannot get damaged during shipment
- Flag “boundwiths” (works catalogued separately, but bound together) by adding slips to the items
- Receive return shipments, unpack and reshelve items after digitisation has completed.

REIMBURSEMENT OF PROJECT COSTS

The Internet Archive is the selected supplier for all digitisation, QA, post-processing and hosting, working under contract to the Wellcome Trust. Jisc and Wellcome funding will cover all the costs incurred under the Internet Archive contract.

Institutions may incur costs in order to participate in the project. These costs can be reimbursed by Jisc (for HE institutions) and the Wellcome Trust (for non-HE institutions) including staffing, packing materials, transport and shipping costs. Candidates who would like to request reimbursement of these costs should provide an estimate in the Expression of Interest.

HOW TO APPLY

Libraries with eligible collections are invited to submit an Expression of Interest according to the template included in Annex 2: Response template.

Submissions must be emailed to Christy Henshaw, Digitisation Programme Manager, at c.henshaw@wellcome.ac.uk in a as Word 2003 (or later) or PDF format no later than 5pm, Thursday 17 April 2014. Any questions about the project or the application process may be sent to Christy Henshaw at the same email address or by telephone at 020 7611 7333.
INFORMATION REQUIRED FOR THE EXPRESSIONS OF INTEREST

1. Description of proposed collection(s)
   a. subject area
   b. date range
   c. language(s)
   d. biases and boundaries – e.g. is it cherry picked, or comprehensive
   e. type of content/formats
   f. academic value

2. Scope of proposed collection(s) – number of items and estimated linear metres

3. Condition of items (rough figures are allowed; targeted surveys can be done later for shortlisted candidates):
   a. Typical state of bindings including tight bindings, loose boards (supply approx. numbers of items for each category)
   b. Typical state of paper including brittle or loose paper
   c. Prevalence of uncut pages, loose pages, loose matter
   d. Prevalence of items smaller than A5 or larger than A4
   e. Any other special handing requirements

4. Cataloguing information
   a. Classification system used, and what classifications are included
   b. Prevalence of “bound with” works i.e. analytical records
   c. Prevalence of multi-part works including multi-volume works
   d. Confirmation that items have been catalogued in AACR2 or RDA and held as MARC21 records

5. Re-use
   a. Any limitations on re-use (please explain)

6. Capability
   a. Management and staffing plan to support the project
   b. Letter of support from Library Director (or relevant department Head)

7. Timescale
   a. Lead time for recruitment, training, setup for contributing library
   b. Proposed start date (post-July 2014)
   c. Any other time constraints

8. Support and reimbursement
   a. Support required (expertise, guidance)
   b. Estimated amount of reimbursement required (including cost breakdown by activity).
ANNEX 1: HOW THE PROJECT WILL WORK

IN A NUTSHELL

1. Jisc and Wellcome Library work with subject experts to choose content
2. Contributing libraries send approved books/pamphlets (and associated catalogue records) to the Wellcome Library for digitisation
3. Internet Archive digitises the items, including OCR and structural markup
4. Items are returned to the libraries
5. Content is hosted and delivered by the Internet Archive site
6. Content can be downloaded by the contributing library
7. Content is downloaded and hosted by the Wellcome Library and Jisc Historic Books
8. Jisc and Wellcome Library work with subject experts to create interpretive and educational content

FUNDING

The project is funded by Jisc, via a HEFCE grant, and the Wellcome Trust. Jisc funding allocated to digitisation activities will be entirely dedicated to the costs of digitising items from contributing libraries and providing financial support to institutions that require additional resources in order to participate in the project. This activity will be supplemented by a significant contribution (of at least £1.5m) from the Wellcome Trust.

Wellcome Trust funding will cover all digitisation costs for Wellcome Library content and all Wellcome Library staffing and infrastructure costs. The Wellcome Library will also fund digitisation of selected collections from non-HE institutions.

Jisc will also fund the creation of interpretive content online, and commission the creation of educational resources that make use of the digitised content.

Digitisation funding will fall into two categories:

- **Digitisation contractor**: the Internet Archive has been contracted to carry out all digitisation and post-processing work for the entire project
- **Financial support for participating institutions**: those institutions who require additional support to participate in the project may have costs reimbursed directly

DIGITISATION

The Internet Archive have established a scanning centre at the Wellcome Trust in London and will be increasing capacity to digitise items from all the libraries contributing to this project.

The Internet Archive have many years’ experience digitising library content, including coordinating and digitising multiple concurrent collections at their library-based regional scanning centres in the United States. This method will be brought to the UK in order to efficiently and safely mass-digitise
books and pamphlets for this project. Tried and tested workflows ensure safe handling practices, high quality (full-colour, cover to cover) photography, and efficient project management.

The Wellcome Library will oversee the Internet Archive's activities on-site. The Digitisation Programme Manager and digitisation teams, and the Conservation and Preservation department will maintain close cooperation with the Internet Archive team, with regular monitoring and reporting established to keep track of the project process, milestones and outputs.

Digitisation will be carried out in a dedicated, secure area in the Wellcome Trust building. Internet Archive staff will manage receipt, assessment, tracking and unpacking/repacking of items delivered, as well as all digitisation and post-processing activities. Internet Archive will carry out quality assurance, OCR, and creation of a wide range of derivative formats for publishing online. Content will be published online on a rolling basis so items are available on the Internet Archive site within a couple weeks of being digitised.

The Wellcome Library may consider installing one or more scanning units, staffed by the IA, at a contributing library's premises if there is a strong need to do so, and the contributing library has adequate space and facilities.

**STORAGE AND DELIVERY OF CONTENT**

The Internet Archive will, for no extra charge, store the images, metadata and a suite of derivatives for its lifetime. There is no limit on the number of downloads, and the Internet Archive has an open API for all its content. Items digitised under the UK-MHL project will become a part of the Medical Heritage Library (MHL) tagged collection on the Internet Archive alongside 50,000 titles already digitised by US libraries.

Contributing libraries, and anyone else, will be able to download any and all of the formats the Internet Archive publishes online. In order to ensure that formats remain up-to-date, the Internet Archive periodically re-derives the dissemination files, or adds new formats to the suite. Master images are stored as JPEG 2000 files.\(^2\)

Shortly after the items are available online, the Wellcome Library will harvest master JPEG 2000 files, metadata and a range of other files from the Internet Archive site in order to preserve the files and display the content on the Wellcome Library website as a significant part of its online History of Medicine resource. This content will be made available via the Wellcome Library’s existing digital library infrastructure\(^3\) and incorporated into the Wellcome Library Catalogue, which includes full-text search\(^4\).

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\(^2\) Currently the Internet Archives makes available PDFs, EPUB, Kindle, Daisy and DjVu files, as well as permitting downloads of the full-text and structural metadata, original and post-processed JPEG 2000 files.


\(^4\) See [http://blog.wellcomelibrary.org/2013/10/find-more-relevant-information-more-quickly-in-our-collections/](http://blog.wellcomelibrary.org/2013/10/find-more-relevant-information-more-quickly-in-our-collections/)
UK-MHL Guidelines for Candidates

Jisc Historic Books will also download the content to enhance its 19th century online book collection, providing access to its dedicated audiences in the HE and FE sectors. Making the content available via multiple platforms will increase discoverability and visibility to audiences both new and existing.

ANNEX 2: RESPONSE TEMPLATE

Please complete your Expression of Interest using this template. Submissions must be emailed to Christy Henshaw at c.henshaw@wellcome.ac.uk in a Word 2003 (or later) or PDF format no later than 5pm, Thursday 17 April 2014.

Explanatory text in italics should be deleted.

CANDIDATE INFORMATION

Name of Institution:

Name of contact person:

Email address and telephone number of contact person:

Total number of items and estimated linear metres of content:

Total cost of reimbursement requested:

Please attach a letter of support from Library director or equivalent.

<table>
<thead>
<tr>
<th>1)</th>
<th>Description of proposed collection(s)</th>
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<tr>
<td></td>
<td>Provide a summary description of the items proposed for digitisation. The content must be relevant to medicine and related sciences (up to 100 words).</td>
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| a) | Subject area of proposed collection(s) |

| b) | Date range |

| c) | Languages of proposed collection(s) |

| d) | Biases and boundaries |
|   | Describe the boundaries of the collection(s) if appropriate, what is and is not included, whether items will be cherry picked (and why), or if entire sub-collections/classifications will be included (up to 100 words). |

| e) | Type of content/formats |
|   | List the different types or formats, e.g. bound books, pamphlets, large format bound books, |
f) **Academic value**

*Describe known uses of the content and its overall value to researchers (up to 300 words).*

2) **Scope of proposed collection(s)**

- **Number of items** (e.g. Books or works, pamphlets)
- **Estimated linear metres**
- Where multiple formats are included, provide number of items and estimated linear metres for each format type

*(up to 100 words)*

3) **Condition of items**

*Describe the overall condition of the items. Items must be in good enough condition to undergo extensive handling during the digitisation process without sustaining damage. Please note that extensive conservation work will not be covered by the project funding. (up to 100 words).*

a) **Typical state of the bindings**

*Provide information on the typical state of bindings whether in good condition and easy to open, or for example, tight bindings, loose boards.*

*Provide approximate numbers in each category. (up to 50 words)*

b) **Typical state of the paper**

*Provide information on the typical state of the paper, whether in good condition or containing high proportions of loose or brittle paper. (up to 50 words)*

c) **Prevalence of uncut pages, loose pages, loose matter**

*Estimate the percentage of items that contain uncut pages, loose pages, loose matter. (up to 50 words)*

d) **Prevalence of items smaller than A5 or larger than A4**

*Provide an estimate of number of items that fall within these two size ranges, and number of linear metres. (up to 50 words)*

e) **Any other special handling requirements**

*Let us know if there are any other handling requirements to consider (up to 100 words).*

4) **Cataloguing information**

- **Classification system used, and what classifications are included**
- **Prevalence of “bound with” works i.e. analytical records**
- **Prevalence of multi-part works including multi-volume works**
- **Confirmation that items have been catalogued in AACR2 or RDA and held as MARC21 records.**

*Please note that cataloguing will not be covered by the project funding. (up to 100 words)*

5) **Re-use**
This project intends to provide free access to the digital resources. If there are any limitations to re-use for the collections proposed here, please explain. (up to 100 words)

6) **Capability**

Describe your management and staffing plan to support this project (up to 300 words). Please include a letter of support from the Library director or other relevant department head.

7) **Timescale**

When can you start the project? How much lead time would be required for recruitment or training? What time constraints are there? (up to 300 words)

8) **Support and reimbursement**

Do you require financial or other support (expertise or guidance)? If you require reimbursement of costs associated with participating in the project, please provide a cost breakdown by activity (e.g. staffing, equipment, conservation supplies), and a total amount.