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Erway, Ricky, *Rapid Capture: Faster Throughput in Digitization of Special Collections*. OCLC, 2011

Available at <http://www.oclc.org/research/publications/library/2011/2011-04.pdf>

Erway, a senior program officer for OCLC Research, has crafted the third in a series of reports focusing on digitizing special collections and ways to make digitizing these collections “a bit more routine, affordable and effective.” This particular report focuses on the processes that have been developed to increase the throughput for the digital capture of special collections. Erway looks at the activities of a number of organizations including the Archives of American Art and their large scale digitization of manuscript collections, Indiana University’s Archives of Traditional Music parallel transfer of sound recordings, the activities involved with the Green Revolution and University Archives projects at the University of Minnesota and the work of the Walters Art Gallery in digitizing early Islamic and western manuscripts. Each presentation includes information on the collection being digitized, the type of equipment used in the scanning process, the kinds of staff involved with the project, and the bottlenecks team leaders discovered while working on the project.

The remainder of the report focuses on some additional issues involved in rapid capture. These include working with student workers, dealing with the heterogeneity of the materials within special collections and dealing with metadata issues. For those with additional questions contact information is provided for project team leaders in the appendix. Also there is a brief bibliography where readers can find bibliographic information on digitization and large scale digitization projects.

Though one might wish for more detailed information on the highlighted projects, it is extremely interesting to read about the projects and compare how different repositories handled their projects and the issues they faced. This report provides models for those repositories considering rapid capture and those who are looking for ways to increase the speed of digital capture in their scanning projects.

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