GOALS

My primary goal for this professional development leave was to create a bibliography of documents published by and about Habonim Dror, an international Jewish youth movement. Beyond the bibliography, I sought to work with the Habonim Dror organization to lay the groundwork for creating a searchable, online repository for the organization’s publications.

If time and resources permitted, I also hoped to examine the feasibility of scanning skits and plays, camp song lyrics, chinuch (education) plans, personal essays and letters, etc.

The following report provides an overview of my accomplishments, challenges, and future opportunities with regard to this project.

COMPILING THE BIBLIOGRAPHY

At the outset of this project, I consulted publications on how to compile bibliographies. Two useful books on bibliographies are James L. Harner’s On Compiling an Annotated Bibliography (2000) and Antony Meredith Lewin Robinson’s Systematic Bibliography: A Practical Guide to the Work of Compilation (1971).

From these books I learned the importance of establishing parameters for the project, developing standards for inputting data, and documenting sources consulted.

In order to find the publications for this bibliography I utilized a variety of strategies:

• I contacted headquarters in the United States and other countries to determine if finding aids for their collections are available.
• I travelled to New York to inventory materials in the organization’s North American Central Office.
• I searched in online library catalogs and requested items via interlibrary loan.
• I visited the Center for Jewish History in New York, to obtain access to the archival and library collections of the American Jewish Historical Society and the YIVO Institute.
• I searched in numerous online article databases.
• I scoured the World Wide Web.

I used RefWorks to compile the Habonim Dror bibliography and RefShare to provide online, public access. This bibliography is now live and consists of approximately 260 unique entries.
The bibliography records in RefWorks/RefShare contain pertinent bibliographic information (author, title, publisher, date of publication), as well as links to digital versions of publications when available, information regarding libraries or archives that hold the item, and in some cases annotations to provide context and additional information.

**DIGITAL ARCHIVE**

In order to familiarize myself with the steps involved in creating a digital repository I consulted several guides on building digital collections. Two useful guides I utilized are the following: Lorna M. Hughes’ *Digitizing Collections: Strategic Issues for the Information Manager* (2004) and *Digitization in the Real World: Lessons Learned from Small and Medium-Sized Digitization Projects* (2010) by Kwong Bor Ng, Jason Kucsma, and the Metropolitan New York Library Council.

After examining these guides and consulting with colleagues at both Gleeson Library and at Habonim Dror North America’s Central Office, I determined that the most expedient and affordable means of creating a digital archive for works published by Habonim Dror would be to utilize USF’s server to store and provide access to digitized items, and to provide links to these items directly from the RefWorks bibliography. I ruled out the option of utilizing Habonim Dror North America’s server because staff there were concerned that the platform they utilized was not stable and that they did not have sufficient in-house technical support. Jessica Lu, a Digital Collections Librarian at Gleeson Library, suggested the Internet Archive as another option for hosting the digitized materials. In order to do this, however, Habonim Dror must accept the Internet Archive’s provisions of creative commons copyright. The Internet Archive would improve access to digitized materials, so this strategy could be ultimately a worthwhile endeavor. However, for expediency, I decided to utilize USF’s server and then to consider storing duplicate copies on the Internet Archive if the organization determines that this is appropriate.

Jessica Lu provided extremely valuable advice on the nuts and bolts of digitizing the publications that I had obtained either via interlibrary loan or from the organization’s Central Office. She also trained me in utilizing Gleeson Library’s scanners and graciously provided me with time to use these scanners. The information she provided saved me hours of research and helped me quickly get up to speed in the mechanics of digitizing materials. I have successfully scanned around 2 dozen publications and have uploaded them to USF’s server. These materials are now publicly available via the RefShare webpages.

Each digitized document is fulltext searchable on account of optical character recognition (OCR) software that I utilized in the scanning process. I also would like the Digital Library as a whole collection to be fulltext searchable. Unfortunately, RefShare does not allow fulltext searching of attachments (unless we make a campus-wide change to our RefShare settings, which I do not necessarily recommend). As a work-around to this problem, I plan on copying the text from each PDF and inserting it into a specified field in the respective RefWorks record. My thanks goes to Randy Souther, Head of Reference and Research Services at Gleeson Library, for suggesting this solution and thereby significantly enhancing the usefulness of the Digital Library.
ACCOMPLISHMENTS

I made significant progress in compiling the bibliography. There are three parts to the bibliography:

1. Publications By Habonim Dror: http://tinyurl.com/habobib1
3. Habonim Dror Digital Library – a subset of the publications by Habonim Dror consisting of materials that have been scanned or were born digital: http://tinyurl.com/habobib3

All are accessible from the project’s homepage that I created at www.usfca.edu/library/habobib/

There are currently around 260 entries in the bibliography. With regard to progress on building the Digital Library, as of August 2nd there are 37 publications in the collection. Around 24 of these publications were scanned and uploaded to USF’s web server by me. The remaining publications had digital versions already in existence that I could simply harvest or link to on the web.

CHALLENGES

In compiling the bibliography and working with RefWorks, I encountered several challenges. Outlined below is a snapshot of these challenges:

• Out of date finding aids at archives
• Grappling with decisions regarding what to include vs. exclude; what is unpublished vs. informally published, especially in light of the current digital environment of blogs, websites, listservs, databases, etc.
• Unclear copyright status of the Habonim publications that consisted of a mix of reproduced articles and original content
• The mechanics of scanning bound objects
• Inventorying serials – frequent name changes, numbering changes, limited lifespan, incomplete collections, etc.
• Texts in multiple and mixed languages (transliterated Hebrew and Yiddish mixed with other languages – English, German, Romanian, Spanish, French, etc.)
• RefShare display/functionality issues – how to best insert links to fulltext, how to sort titles with unknown authors, how to provide the public with fulltext searching capability across the entire database, etc.
• RefWorks glitches – I identified two RefWorks operating malfunctions during this project and notified their technical support. One glitch relates to fulltext searching of attachments and the other relates to the advanced searching function. These malfunctions affect all RefWorks customers.
OPPORTUNITIES

I am really delighted to have received encouraging support from Habonim Dror staff and alumni and Gleeson Library staff throughout this project. It has been a rejuvenating experience, and time permitting, I plan to continue work on the Habonim Dror Bibliography. I am specifically hoping to scan additional publications and to identify more publications that fall within the scope of the bibliography. I also plan on collaborating with Habonim Dror North America to publicize this resource and solicit copies of texts for inclusion in the Digital Library. Another avenue to explore is uploading the scanned documents to the Internet Archive for wider access. Last but not least, Habonim Dror North America is also interested in compiling a separate collection of unpublished materials (songs, skits, letters, etc.). I determined that the copyright issues for this material would require different parameters than those of the Habonim Dror Digital Library, and therefore I felt this should be treated as a separate project. However, this material could be collected, digitized and stored internally until such permission issues are addressed.

SOURCES CONSULTED


