Internet Archive
Table Top Scribe Partner Form

(Version: State Library PA 2015-09-23)

Overview

This form is to be completed by organizations or individuals who intend to use the Table Top Scribe (TT Scribe) from the Internet Archive, on loan from State Library of Pennsylvania. The information you provide will assist us in ensuring your TT Scribe is properly packaged and calibrated that your content is properly uploaded. The organization must fill out numbers 1-7. Number 8 (Catalog Details) would be useful for us to work with you but is not essential.

Please visit www.archive.org/details/partnerdocs for more information. Thank you so very much and we are looking forward to working with you.

Questions?

William Fee at wfee@pa.gov or 717-783-7014

General Information
1. Partner Contact
2. Technical Support Contact
3. Shipping Address
4. Social Media Handles
5. Material Description
6. Attribution Details
7. Catalog Details

1. Partner Contact

Please let us know how you would like your Institution's name to be displayed in our documentation:

Partner Name	
Address	
Phone Number	
Email	

2. Technical Support Contact

Please let us know who we should contact if there are technical problems:

Tech Support Contact Name	
Address (if different from above)	
Phone Number	
Email	

3. Shipping Address

Please provide the address where you will be receiving your TT Scribe:

Receiving Contact Name	
Receiving Address	
Receiving Phone Number	

4. Social Media Handles

Please provide any social media handles for your institution:

Twitter	
Instagram	
Facebook	
Website	

5. Newsletter

Would you like to receive the Internet Archive Digital Libraries newsletter? This will include information about our Table Top Scribe program, and the Internet Archive at large.

___ YES   ___ NO

6. Material Description

Please provide us with a brief description of the materials you will potentially be digitizing. This will help us when post-processing your items. We know that it may be difficult to specify in some categories, but any information you can provide will be helpful:

Will you likely be shooting bound volumes?	
Will you likely be shooting leaflets?	
Are items likely to have tight gutters?	
Are items likely to include large images shot on the large image capture arm? How frequently do you anticipate it will be used?	
How many items do you expect to digitize?	
How frequently do you expect to be digitizing items?	
Do you anticipate the Table Top Scribe will be operated with library staff or volunteers?	

7. Attribution Details

Sponsor: How would you like the sponsoring institution to be displayed?:

_____ in partnership with the State Library of Pennsylvania

Contributor: How would you like the contributing institution to be displayed?:

This project completed by _____ and was made possible by a grant from the Institute of Museum and Library Services as administered by the Pennsylvania Department of Education through the Office of Commonwealth Libraries

8. Catalog Details

If you would like to establish a z39.50 connection, to allow MARC records to be uploaded from your catalog with your item's metadata, please complete this section.

The following parameters are required for us to connect to the Z39.50 server for your library catalog. Please allow sufficient lead time (2-3 weeks), as establishing a successful Z39.50 connection that results in unique matches for items on your Pick List requires the coordination of several complex systems. Questions about this may be directed to:

William Fee at wfee@pa.gov or 717-783-7014

Catalog Access Parameters

These parameters identify your catalog and the communication protocol used to retrieve MARC records from your Z39.50 server.

Z39.50 Catalog Access Parameters		Example
Catalog Name:	This name will appear in the catalog menu used by scanner operators, so it should identify your institution, not just the library itself or the catalog software. *Examples: "Bigname University, Olin Library" rather than just "Olin Library"; "UC Berkeley Melvyl" rather than just "Melvyl"*	
Server:		z3950.loc.gov
Port:		7090
Database:		Voyager
Username:		(if needed)
Password:		(if needed)
Syntax:		USMARC
Charset:		marc-8
ElementSet:		F

For further information, see: Z39.50 Gateway to Library Catalogs, Library of Congress.

Please confirm the parameters you've provided above through the following procedure before returning this form:

1. If the program "yaz-client" is not already available on your workstation, install it (or request that your IT department install it) from http://www.indexdata.com/yaz.

2. Execute the following command, inserting the parameters you've provided above:

   yaz-client <server>:<port>/<database>

So, for example, if your institution were the Library of Congress, the command would look like:
   yaz-client z3950.loc.gov:7090/Voyager

If, when using the parameters for your Z39.50 server, this command generates an error message (or hangs indefinitely after printing "Connecting..."), your parameters need to be corrected.

3. Once you have a connection, perform a test search with a string like:

   Find @attr 1=4 <word>

Where <word> is any word found in the title of one or more of your books. For instance:

   find @attr 1=4 dog

Within the response you should see these two lines:

Search was a success.
Number of hits: <n>
Where <n> is any number greater than 0. If so, congratulations and thank you! (You can now exit the yaz-client program with the "quit" command.)

This is the same process we use to confirm your connection parameters. If you complete these steps yourself first, you will have assured that we can more quickly establish a connection to your Z39.50 server. If the rest of this form is filled in, and your institution has no firewall blocking our access, then we should have no difficulty connecting to your catalog. Thank you!

Bib-1 Attributes

These parameters identify the Bib-1 Attributes required to perform specific kinds of searches on your Z39.50 server. The most important is the "local number," which should serve as a unique identifier for the items on your Pick List. You may use any MARC field you like for this purpose, so long as each value of the field matches one and only one record, and you tell us below how to query the Z39.50 server based on the contents of that field.

Bib-1 Attributes		
URL for Bib-1 info:		
—OR—		example
Local number:		1=12
Title:		1=4
Author:		1=1003
Subject:		1=21
Keyword:		1=1016
Call Number:		1=16
ISBN:		1=7

Please see also: Bib-1 Attribute Set, Library of Congress.

Technical Contacts

Please provide the name and URL of your library's online public access catalog (OPAC), which we may use to help us verify the accuracy of our Z39.50 queries. Please also provide contact information for a person who can answer specific questions about, and help us troubleshoot, the retrieval of records from your Z39.50 server.

OPAC	
Name:	
URL:	
Vendor/Software/ Version #:	

Z39.50 Technical Contact	
Name:	
Email:	
Phone:	

Sample Pick List

A demo example for the Z39.50 test is shown below. For Bib ID, use the contents of the "Local number" field you identified in the Bib-1 Attributes section of this form. Again, a Z39.50 query on that

ID should match one and only one record. This sample Pick List will be used to verify the correctness of our Z39.50 queries; it will aid our testing if your list includes items whose titles contain non-Latin characters.

Please enter your picklist below. The first three lines set out an example of a sample Pick List for the Z39.50 test only:

Picklist				
Bib ID	**Title**	**Author**	**Publisher**	**Date**
1099569	"The memorial history of Boston including Suffolk County, Massachusetts. 1630-1880"	Justin Winsor	Osgood	1881
1200078	"A municipal history of the town and city of Boston during two centuries : from September 17, 1630, to September 17, 1830"	Josiah Quincy	C.C. Little and J. Brown	1852
2261218	The story of the Irish in Boston : together with biographical sketches of representative men and noted women	James Bernard Cullen	J.B. Cullen	1889

Biblio Z Connections for Contributors

In order for the Internet Archive to establish a connection to a contributing institution's Z39.50 catalog for bibliographic discovery, we'll need at least the following information:

1. **Z39.50 connection parameters**, e.g. (British Library Z39.50 Configuration)
   - Z server name/address
   - Database name
   - Port number/id
   - Element Set
   - Record Syntax
   - Username and password (if necessary)
2. Z server **Bib-1 Attributes**, e.g. (Z39.50 connection parameters to Smithsonian Catalogs), see also common Bib-1 Use Attributes, the Bath profile.
3. A **sample picklist** for MARC record verification based on the scenario under consideration. This can be a spreadsheet file, or a tab-delimited text file, e.g.

Call No.	Bib Id	Title	Author	Publisher	Date
F73.3 .W77 1881	1099569	"The memorial history of Boston including Suffolk County, Massachusetts. 1630-1880"	Justin Winsor	Osgood	1881
F73.3 .Q75	1200078	"A municipal history of the town and city of Boston during two centuries: $b from September 17, 1630, to September 17, 1830"	Josiah Quincy	C.C. Little and J. Brown	1852
F73.9.I7C9 1889ax	2261218	The story of the Irish in Boston: together with biographical sketches of representative men and noted women	James Bernard Cullen	J.B. Cullen	1889

4. Z server **technical contact** — someone in the systems or IT department that knows about the configuration of the institution's Z server, and the structure of the underlying database, which may be available to help troubleshoot problems retrieving matching records.

   Link to **library OPAC** for troubleshooting/verification.

Ideally, we want to be able to fetch a single record given some unique identifier (typically a "local number") in the target institution's Z server database, so if you have recommendations regarding a mechanism for selecting unique records, please pass that along as well.

Keep in mind that some connections are trivial, and others may require some technical troubleshooting, e.g. modifying the manner in which queries are made to a Z server, or modifying Z server settings to accommodate the scenario under consideration.

If you have any questions at all, please contact William Fee at wfee@pa.gov or 717-783-7014

Please return the completed form with project application to ra-digitaldocs@pa.gov. We look forward to working with you.