



# Indexing Large Scale Digitization Projects

at the Ontario Legislative Library

Lightning Talk Session | CALL/ACBD Conference 2023

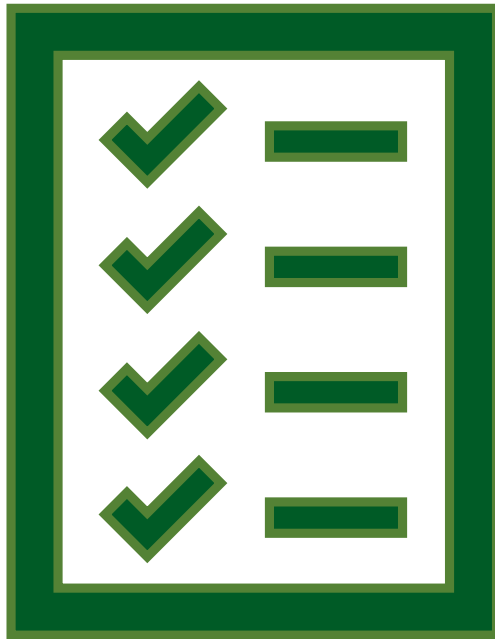
Tuesday, May 30th, 2023 | 4:00pm-5:30pm

Presented by:

Sandra Craig, Supervisor, Metadata Services  
Amy Tang, Metadata Services Technician

Legislative Assembly of Ontario

# Agenda



- Background
- Ontario government press releases & Estimates Briefing Books
- User consultation
- Project workflows
- Successes & challenges
- Finished products



# Background

- Ontario Legislative Library has recently been involved in two large scale digitization projects
- After many years of trying to complete the projects in-house, the digitization was outsourced
- Better access was needed to key resources
- Assembly moving towards a digital first strategy



# Ontario government press releases (1962 to 2005)

- 77 boxes were sent out
- Almost 200 000 pages were scanned
- More than 1550 files were created
- Ontario government news releases (including addresses, remarks and statements by Ministers) are key resources for our research librarians
- Unique historical collection of over 10 000 print news releases dating back to the 1960s
- Provide succinct overviews of government policies and programs
- Most of the news releases are catalogued individually and discoverable via the online catalogue
- Started an in-house digitization project in 2015 but it proved to be an excessively time-consuming and labour-intensive process so outsourced in 2021

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9:2

## News release

Ontario

Ministry of  
Municipal Affairs  
and Housing

Release: Dec. 19, 1984  
Refer to: Sheila File  
(416) 585-7027

Municipal Affairs and Housing Minister Claude Bennett announced today that the Town of Leamington will receive a provincial grant of approximately \$50,000 under the Marina and Boating Facilities Program.

Bennett said the provincial funds will go towards the construction of a service building containing laundry facilities and washrooms for the users of the marina.

The grants for municipally-owned marina and related boating facilities are administered by the Ministry of Municipal Affairs and Housing with funding provided under the province's Board of Industrial Leadership and Development (BILD) program.

BILD, a committee of the provincial cabinet, is responsible for co-ordinating economic development in Ontario, and represents a five-year, \$1.5 billion government commitment aimed at creating jobs and improving productivity.

- 30 -

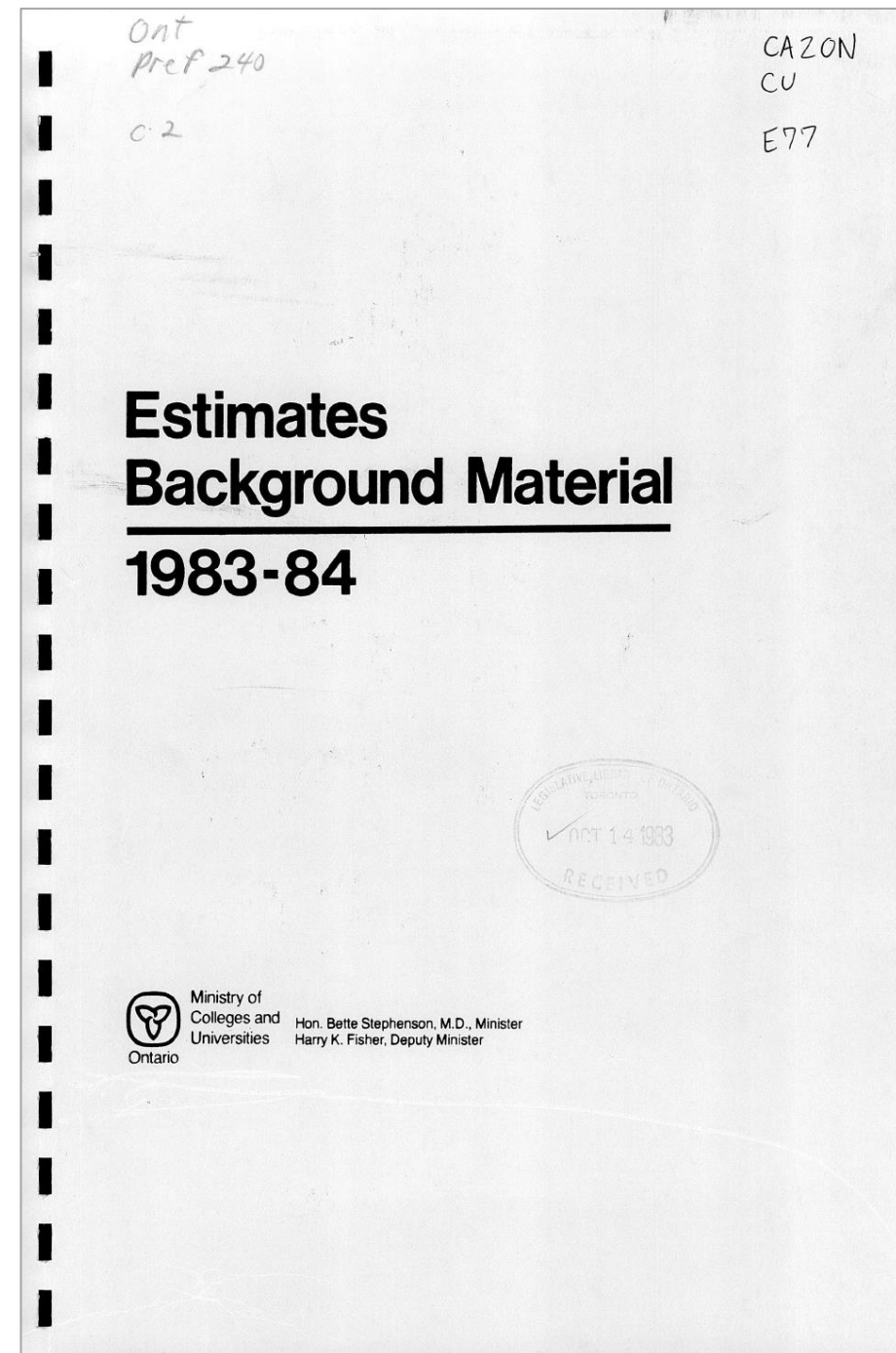
LEGISLATIVE LIBRARY OF ONTARIO  
TORONTO  
JAN 04 1985  
RECEIVED

750 (02/84)



# Estimates Briefing Books (1967-2019)

- 35 boxes of reports were sent out
- More than 1100 files were created
- Also key resources for both the research librarians and research officers
- Reports are catalogued and available via the online catalogue
- Since 2005/06 posted online and archived by the Library but not all Ministries post their complete reports
- Started to digitize our print holdings in 2020 but outsourced it in 2022





# User consultation

## Press releases

- Scanned in large batches by ministry and year
- Considered adding individual news releases to corresponding catalogue records
- After consultation with Reference staff, decision was to create one bibliographic record listing all the digitized press releases
- Drafted a sample index page with various options and presented to library staff for feedback
- Added a disclaimer about the comprehensiveness of this list

## Estimates Briefing Books

- Scanned individually
- Considered adding reports to individual catalogue records
- After consultation with Reference staff, decision was to create one bibliographic record listing all the digitized reports
- Drafted a sample index page and presented to library staff for feedback
- Continue to maintain individual catalogue records and archive reports posted on Ontario.ca, and begin adding born-digital reports to the list of digitized reports

## One point of access

### Names of ministries

- Index pages are organized alphabetically by ministry
  - Considered grouping by subject cluster



# Project workflows

- **Procedures:**
  - scan quality, folders and files, index pages
- **Spreadsheet:**
  - progress tracking
- **Training:**
  - staff and students (various technician roles)
- **PDF files:**
  - quality checking, file readability, naming conventions
- **Index pages:**
  - HTML template, link checking
- **Catalogue record:**
  - link to main index page
- **Announcement:**
  - spread the news!

```
<!DOCTYPE html>
<html lang="en">

  <head>
    <meta charset = "UTF-8"/>
    <title>AG : Digitized Ontario government press releases, 1962 - 2005</title>
  </head>

  <body>
    <h1 align="center" style="text-align:center">
      <span style="font-size:13.5pt;font-family:Arial;color:teal">
        AG : Digitized Ontario government press releases, 1962 - 2005</span>
    </h1>

    <hr><p>
    <a href="https://collections.ola.org/newsrel/ont/365679/index.html">Main index</a>
    </p><hr>

    <p>This index page contains press releases, addresses, remarks, and statements from the following:</p>
    <ul>
      <li>Ministry of Attorney General, 1975 - 2003</li>
    </ul>

    <b>2003</b>:
    <a href="https://collections.ola.org/newsrel/ont/2003/365679/AG.pdf">Press Releases</a>
    </p>

    <p>
    <b>2001</b>:
    <a href="https://collections.ola.org/newsrel/ont/2001/365679/AGrem.pdf">Remarks</a>
    </p>

    <p>
    <b>1984</b>:
    <a href="https://collections.ola.org/newsrel/ont/1984/365679/AGrem.pdf">Remarks</a>
    </p>
```



# Successes & challenges

## **Ontario government press releases**

- Issuing body names changed over time
- Quality control - working with large files
- Other tasks were higher priority in a general election year
- Staffing changes
- Bringing together a scattered collection with some press releases already individually catalogued and archived
- Completed after more than a year
- Feedback is positive

## **Estimates Briefing Books**

- Benefit of experience with previous mass digitization project
- Archiving to public vs internal repository
- Continuing to maintain separately catalogued records
- Completed within a few months





# Ontario government press releases (1962 to 2005)

## Main index (1)

Digitized Ontario government press releases, 1962 - 2005

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[Catalogue record](#)

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Not a comprehensive list. Search the [catalogue](#) for additional press releases.

[AG](#)

- Ministry of the Attorney General, 1975-2003

[ARF](#)

- Addiction Research Foundation, 1979-1996

[CA](#)

- Cabinet Office, 1978-1998

[CC](#)

- Ministry of Consumer and Business Services, 2001-2005
- Ministry of Consumer and Commercial Relations, 1970-2001

[CC.312](#)

- Alcohol and Gaming Commission, 1988, 1997

## CODOC index (66)

Digitized Ontario government press releases, 1962 - 2005

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CC

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[Main index](#)

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This index page contains press releases, addresses, remarks, and statements from the following:

- [Ministry of Consumer and Business Services, 2001-2005](#)
- [Ministry of Consumer and Commercial Relations, 1970-2001](#)

Ministry of Consumer and Business Services, 2001-2005

2005: [Press Releases](#)

2004: [Press Releases](#)

2003: [Press Releases](#)

2002: [Press Releases](#) | [Statements](#)

2001: [Press Releases](#) | [Statements](#)

Ministry of Consumer and Commercial Relations, 1970-2001

2001: [Press Releases](#) | [Statements](#)

2000: [Press Releases](#)

1999: [Press Releases](#) | [Addresses](#) | [Remarks](#) | [Statements](#)

Catalogue record: <http://lois.ola.org/vwebv/holdingsInfo?bibId=365679>



# Estimates Briefing Books (1967 to present)

## Main index (1)

Estimates Briefing Books & Results-based Plan Briefing Books
<a href="#">Catalogue record</a>
<a href="#">A</a> <ul style="list-style-type: none"><li>Ministry of Agriculture and Food</li><li>Ministry of Agriculture and Food &amp; Ministry of Rural Affairs</li><li>Ministry of Agriculture, Food and Rural Affairs</li></ul>
<a href="#">AG</a> <ul style="list-style-type: none"><li>Ministry of the Attorney General</li></ul>
<a href="#">CC</a> <ul style="list-style-type: none"><li>Ministry of Consumer and Business Services</li><li>Ministry of Consumer and Commercial Relations</li></ul>
<a href="#">CHS</a> <ul style="list-style-type: none"><li>Ministry of Children and Youth Services</li></ul>

## Serial index (50)

Index of /ser/EBB/A			
Name	Last modified	Size	Description
<a href="#">Parent Directory</a>	-	-	-
<a href="#">1981-82.pdf</a>	2023-02-09 13:15	4.1M	
<a href="#">1982-83.pdf</a>	2023-02-09 13:22	1.7M	
<a href="#">1983-84.pdf</a>	2023-02-09 13:27	2.9M	
<a href="#">1984-85.pdf</a>	2023-02-09 13:34	3.4M	
<a href="#">1985-86.pdf</a>	2023-02-09 13:48	2.7M	
<a href="#">1986-87.pdf</a>	2023-02-09 13:58	3.1M	
<a href="#">1987-88.pdf</a>	2023-02-09 13:59	3.0M	
<a href="#">1989-90.pdf</a>	2023-02-09 14:01	2.3M	
<a href="#">1990-91.pdf</a>	2023-02-09 14:16	4.3M	
<a href="#">1991-92.pdf</a>	2023-02-09 14:19	4.5M	
<a href="#">1992-93.pdf</a>	2023-02-09 14:21	4.2M	
<a href="#">1993-94.pdf</a>	2023-02-09 14:23	4.4M	
<a href="#">1994-95.pdf</a>	2023-02-09 14:28	3.1M	
<a href="#">1995-96.pdf</a>	2023-02-09 14:30	6.0M	
<a href="#">1996-97.pdf</a>	2023-02-09 15:55	3.5M	
<a href="#">1997-98.pdf</a>	2023-02-09 16:15	3.5M	
<a href="#">1998-99.pdf</a>	2023-02-09 16:18	3.1M	
<a href="#">1999-00.pdf</a>	2023-02-09 16:20	3.2M	
<a href="#">2000-01.pdf</a>	2023-02-09 16:22	3.6M	

Catalogue record: <http://lois.ola.org/vwebv/holdingsInfo?bibId=371215>



**Thank you!**  
**Merci!**

**Contact us**

Sandra Craig  
Supervisor, Metadata Services  
[scrag@ola.org](mailto:scrag@ola.org)

Amy Tang  
Metadata Services Technician  
[atang@ola.org](mailto:atang@ola.org)