Stepping up Access to the Indiana Code
Partnering for Increased Access and Preservation

**The Gap**
The Ruth Lilly Law Library holds one of the most complete sets of the Indiana Code in print. It is not unusual for us to receive requests for out-of-code sections. We became interested in digitizing our print codes to better serve our patrons who are unable to access the printed codes.

**Groundwork**
In the spring of 2013, we met with librarians from the Center for Digital Scholarship at our campus University Library. With their help, we decided to scan a single Title of the Indiana Code from 1970 through 2010 as a pilot project to assess feasibility and interest.

**Current Status**
Scanning of Title 35 is complete into the 2000s. The 1970 Code is at the moment, the only year that has been processed and exists in the collection.

**The Future**
There are two main avenues by which we hope to expand this project:

1. Digitize other titles of the Indiana Code from 1970 to 2000. This is largely a matter of time and labor, most of which we hope will be done by the Center for Digital Scholarship and their staff of student employees. The Indiana Initiative Services has agreed to contribute their digitized copies of 2001 to the present to the project.
2. Move backward in time, digitizing the Codes prior to 2001. Most of these were privately published, making copyright an issue for anything post 1932. Some of the print materials are also in poor condition, which will make scanning more challenging.

**Digitizing Process**
We reached out to the Indiana Legislative Services Agency (LSA) and Thomson Reuters to discuss copyright. Thomson Reuters, which published the Code on behalf of Indiana from 1976 to 2001, has granted permission for us to use section headings, tables, and indexes. The LSA has been enthusiastic about this project since the Indiana government has no plans to digitize anything prior to 2001, and likewise given us the necessary permissions to provide open access to the Code.

**Copyright**
We chose Title 35 (Crimes and Procedure) since it is one of the larger codes. We also decided to experiment first with CONTENTdm as the platform for hosting and public access because it would not cost us anything. University Library already pays for CONTENTdm. We also agreed to use University Library student employees to do the scanning, and we have been able to arrange to pay the student employees out of our student employee budget even though the work is being done at a different campus unit. Wile images are hosted on OCLS’s CONTENTdm server, we also planned for copies to be kept, at least temporarily, on University Library’s local server and, more permanently, in the university’s Scholarly Data Archive.

**Scanning**
1. Scan print code volumes using Bockeys 41V overhead scanner and Open FloxFree software, which scans both pages at once and automatically separates them into two images.
2. Export batches of scans to local server using FreeFlow. FreeFlow does automatic file naming, so most of the filenames are assigned at this point.

**Organizing**
1. Review images to ensure that everything has been scanned and edited in the proper order.
2. Create folders for Titles of Contents, Articles, and Chapters (based on the structure of Indiana Code) and sort the pages into the appropriate folders.
3. Rename files to reflect the Article, Chapter, and Section (or table of contents) using Better File Rename.

**Uploading**
1. Upload a volume (one year of Title 35) into Project Client, a Windows-based, digital collection builder for CONTENTdm, as a monograph (this creates the hierarchy of folders next to the viewing panel) using the correct object wizard. The compartment object wizard is also used to direct the software to generate ORO transcripts and print PDFs for each page. This upload takes about 40 minutes to an hour, depending on the size.
2. Add a cataloging code and item ID to metadata librarian can easily pull the volume from the collection for metadata work.
3. From Project Client, upload the volume into the collection in CONTENTdm, where users can view it online.