
Digital Projects: The Alcohol Studies Archive 2008 – to date



Judit H. Ward
NBLF, April 5, 2024

RUcore + digital project impressions

From Francesca:

1. What is **required to steward a digital project** from start to finish at RUL?
2. **Workflow considerations:** documentation, seeking/getting approval, timelines, pitfalls to be mindful of, areas of strength?
3. What **abilities/skills** do archivists and librarians need in this area? What does the organization as a whole need?



Agenda

ABOUT: The Digital Alcohol Studies Archive

PROJECT

- Factors defining digital projects
 1. Content elements
 2. Format types (input & output)
- Factors defined (list with examples)

LIBRARIAN

- Skills / competencies
 1. Must have
 2. Nice to have

TAKEAWAY

- About the overall experience

The Digital Alcohol Studies Archive



Not a
usual
project

- Alcohol History Database (with images, shut down by RUL in early 2010s)
- AlcVault (library shut down in 2016)
- Pilot during Covid (Spring 2021 – WordPress/Omeka pilot)
- Items already digitized: 5K+ (issues: quality, access, copyright)

Not a
typical
librarian

- Instructor for Digital Library Technologies at SC&I (2007-2014)
- Experience with managing/supervising/training
- Sole decision-maker for content


Project Goals

1. Preservation ✓
2. Access ✓
3. Model ✓
4. Reflection ✓

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Digital Collections

9/11: Rutgers Reflects




Rutgers Reflects documents the creative growth that can emerge from tragedy, bringing together the scholarship produced at Rutgers that relates to the events of September 11, 2001, and to the effects that day have had on our teaching, learning, and living.

Alcohol Studies



Founded at Yale before moving to Rutgers in the 1960s, the Center of Alcohol Studies has been a leader in research, publishing, education, and training on alcohol and other drugs. This collection drawn from the CAS archive illuminates the history of Center and the field as a whole.

Avenues of Newark: Memories of the Central Ward




This collection contains photographs taken by Rutgers-Newark Professor Emerita, Beatrice Tabachnick Seagull who took pictures of Springfield Avenue and the surrounding neighborhoods of the Central Ward in Newark between approximately 1970 to 2002.

Rutgers Home | Search Rutgers

Alcohol Studies

- Home
- Digital Collection
- History
- Publications
- Notable People
- Special Collections
- Summer School
- Alcohol Studies Database
- Contact Us
- About




Welcome to the Digital Alcohol Studies Archives! This site hosts the digitized collections formerly held by the [Rutgers Center of Alcohol and Substance Use Studies \(CAS\)](#). Also available is the [Alcohol Studies Database](#) containing over 80,000 citations from 1956 to 2007 for journal articles, books, book chapters, dissertations, conference papers, and audio-visual materials.

- Search the [Digital Collection](#)
- Search the [Alcohol Studies Database](#)

Rutgers CAS is a leader in research, education and training on alcohol and other drugs, and over its more than eighty years of existence has been both a vital part of the history of the field and a crucial institutional repository for the preservation and dissemination of that history, dating back to its inaugural survey of scientific literature on alcohol in 1940.

The Information Services Division of CAS closed in December 2016. Its archival holdings were moved off-site to the Rutgers University Libraries' Annex, a remote storage facility closed to the public and located on Rutgers' Busch Campus. This project, the Alcohol Studies Archives, seeks to once again make these collections visible and discoverable for the Rutgers community and other scholars. It is our hope that digitizing and making these selected resources accessible, although only a small portion of a vast archive, will help highlight these collections and preserve the memory of the field's history for the next generation of researchers.



Display of the five pillars of Alcohol Studies in the Conference Room at the Center of Alcohol and Substance Use Studies (by Judith H. Ward and William Bejarano, 2013)

Current Exhibits

- The [80th Anniversary Exhibit](#) of the Summer School of Alcohol Studies
- "[Firsts](#)" in Alcohol Studies
- [Publications at Yale and Rutgers CAS](#)
- The [Mysterious E. M. Jellinek](#)

From the Digital Alcohol Studies Archives

- Browse items in [CAS Publications Collection](#)
- Browse items in [Notable People Collection](#)
- Browse items in [Summer School of Alcohol Studies Collection](#)
- Browse items in [CAS Archives Special Collections](#)
- Browse images only in the [CAS Archives Image Collection](#)
- Browse [all related documents](#) available in RUcore, the Rutgers University Community Repository
- Browse [all related images](#) available in the Alcohol Studies Collection in the [Alcohol Studies Archives](#)

<https://alcoholstudies.libraries.rutgers.edu/>

Content (1)

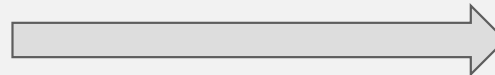
VALUE

- Unique for a reason: birth of science of Alcohol Studies at Yale and Rutgers (since 1940)
- Sentimental value: occasionally (T-shirts)



WORTH DIGITIZING for access

- Buy-in from Dept / School
- Its own page on CAS homepage



CAS Library



The Center of Alcohol Studies Library

The Center of Alcohol Studies Library, the former Information Services Division of the Center of Alcohol & Substance Use Studies, maintained one of the world's largest and most comprehensive collections of English-language documents pertaining to the biomedical and psychosocial aspects of alcohol use and abuse until December 2016. The CAS Library was formerly located in the Brinkley and Adele Smithers Hall, Busch Campus, Piscataway, New Jersey. The archived pages, with an abundance of relevant information, are available courtesy of Internet Archive.

Browse the *new* virtual archives of the Center of Alcohol and Substance Use Studies, a leader in alcohol research, education and training, as well as documentation and publication of alcohol literature since 1940. The collection includes publications, such as Classics of Alcohol Literature, images and documents about the Summer School of Alcohol Studies, a Temperance Collection, as well as archived biosketches and bibliographies of notable people in the history of Alcohol Studies, such as E. M. Jellinek, Leon A. Greenberg, Raymond McCarthy, and many more.

Search and browse digitized collections formerly held by the CAS Library and Archives presented by RUcore, the Rutgers University Community Repository through this portal. Browse all related documents directly in RUcore. Also available are copies of the Information Services Newsletters (2007-2016), a treasure trove of information on the Center in the recent and distant past.

Please contact Dr. Judit Ward with any questions about the CAS library and its resources.

[Visit the Archives](#)

[Read More](#)

Content (2)

AVAILABILITY

- Physically
 - condition (fragile, partly or unprocessed)
 - access (Annex, boxes, formats)



The Raymond McCarthy Collection in the Annex

OTHER

- metadata (exist; to be researched)
- can be described / automated
- copyright (alcohol advertisement and postcard collection; JSAD copyright)

Abstract or Summary

Type:

Value:

Entries for [abstract or summary]:

1. summary; Long-term Director of the Summer School of Alcohol Studies Ga << selected for edit or removal

Presentation Format

Form

Term source:

- gmd
- cc_unitOfMeasure
- mariform
- friendlyForm
- ruliib_tools
- Local (for free text entry)

Value:

Extent

Extent:

Extent Unit:

Entries for [extent]:

1. 1 audio file (87 min.)

Internet Media Type

Value:

Entries for [internet media type]:

1. audio/x-wav
2. audio/m4a

Content (3)

ISSUES

Sensitive

Restricted

Confidential

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Education and Training Division, Center of Alcohol Studies
607 Allison Road
Piscataway, New Jersey 08854-8001
Phone: (732) 445-4317 Fax: (732) 445-3500
***** PERMANENT DATA RECORD CARD *****

LAST NAME: [REDACTED] FIRST NAME: [REDACTED] MIDDLE: [REDACTED]
Home Address: [REDACTED] Home Phone: [REDACTED]
City: [REDACTED] State: [REDACTED] Zip: [REDACTED] SS Number: [REDACTED]

Employer: [REDACTED] Your Position: Chemical Abuse Counselor

Business Address: [REDACTED] Business Phone: [REDACTED]

For Office Use Only				
	Final Grade	Contact Hours	CEU/CPE Earned	Certificate Issued and Date
8:00 am - 12:15 pm, Course Number: 005 Understanding the Dynamics and Content of	P	24		Yes 7/16
1:45 pm - 3:45 pm, Course Number: 057 Group Techniques for the Addicted Population	P	12		

City of Class Meeting: C.A.C. New Brunswick, NJ
School Attended: Institute of Alcohol and Drug Studies
School Dates: July 11, 2004 - July 16, 2004

Emergency Phone Number: [REDACTED] [REDACTED]
Emergency Contact: [REDACTED] *Signature of Student*

Format

INPUT & OUTPUT

- Original format: physical condition
+ item types: doc, image, microform, AV

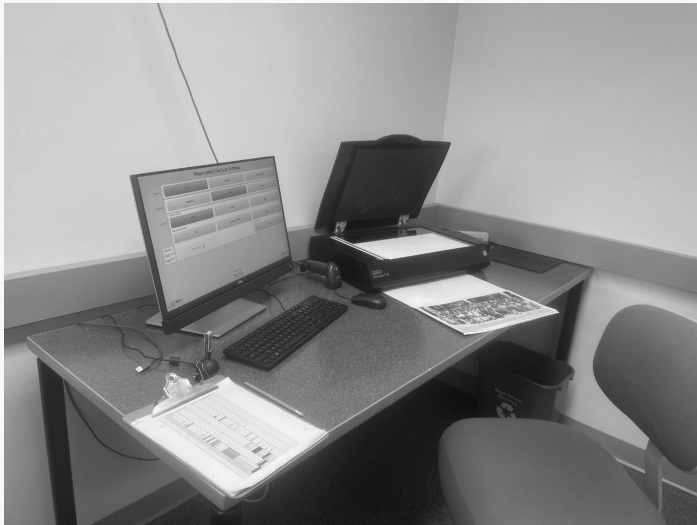
Format will define

- (1) How to digitize: equipment, software (scanners, file size, format, storage, metadata, workflow, automation; human resources)
- (2) How / where to provide access: platform, interface, process of uploading and describing (all given at RUL with few variables - RUcore, WMS, Drupal-based website, Omeka, RU WordPress)
- (3) Timeline: time needed (while juggling other assignments + others juggling theirs, respecting unit priorities)

The McCarthy Collection on microfiche



Format: (1) Equipment



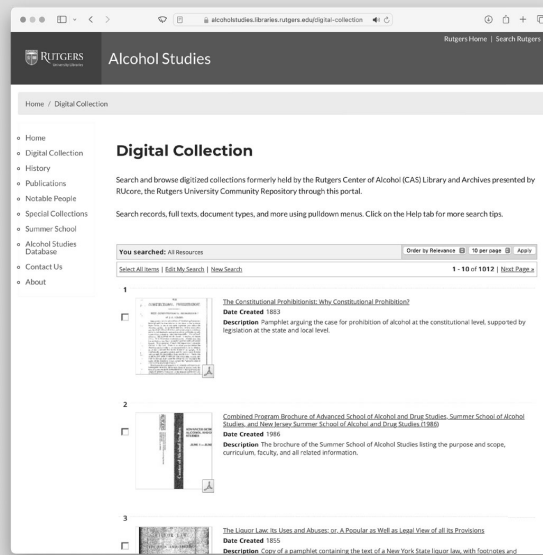
Simple scanner at Annex (docs, images)



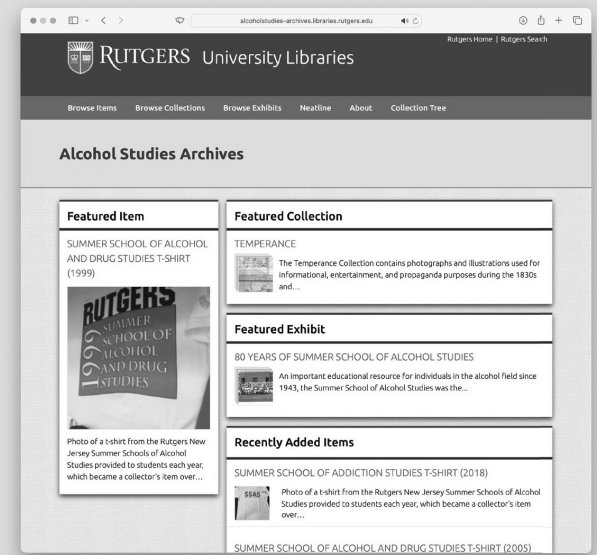
Large-scale scanner at Alex (large items) – assistance needed



Drupal



RUcore

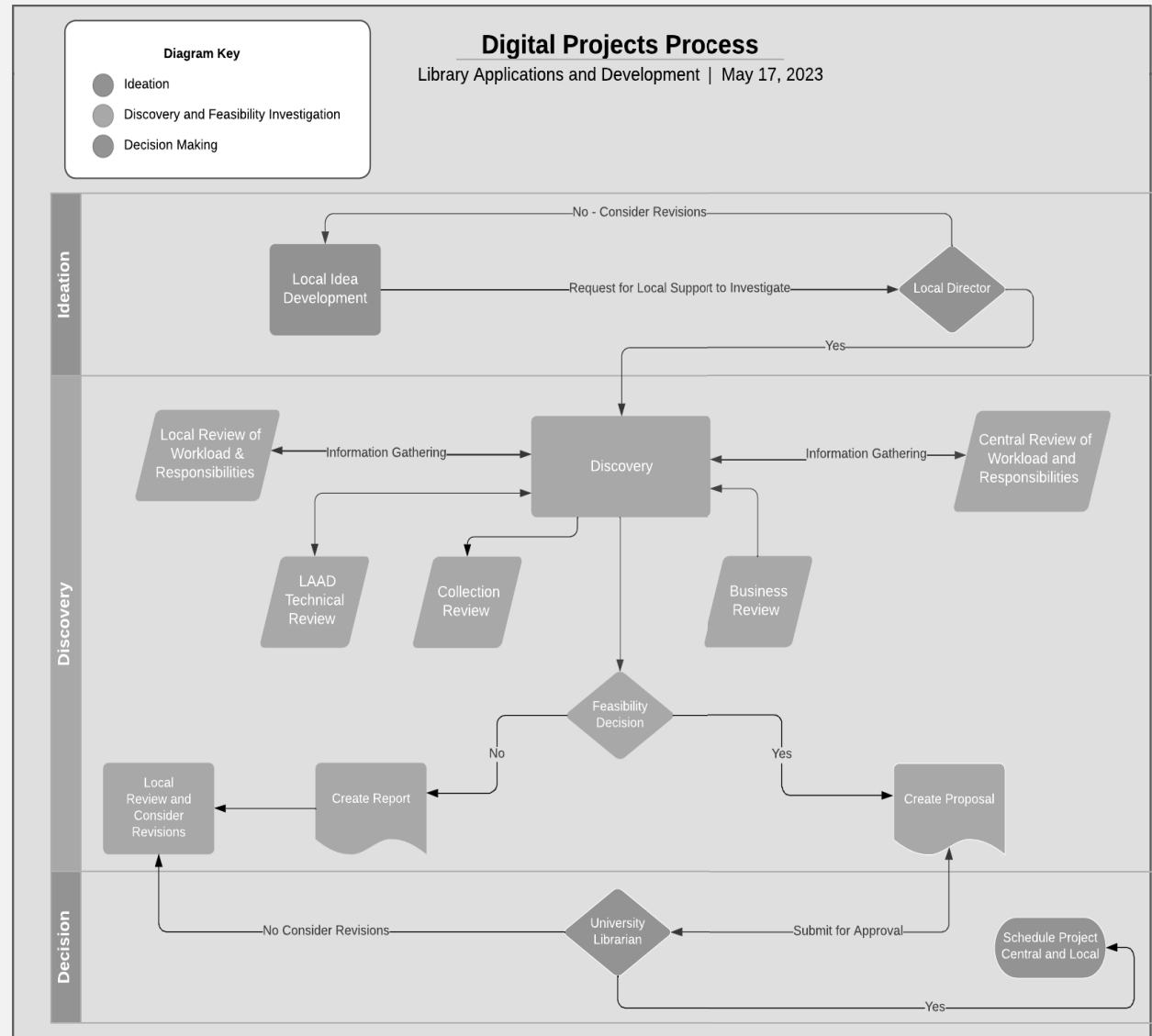


Omeka

Format: (2) Platforms of Alcohol Studies

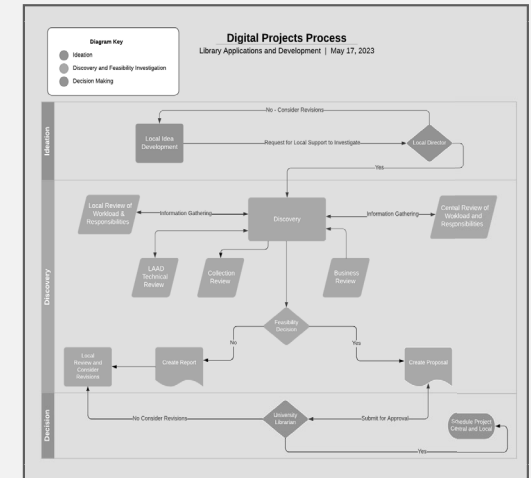
Format: (3) Timeline

Digital Project Process workflow
(Chart by Isaiah Beard)



Content + format will define

- Entire project management
- Project team
 - given: lead librarian, Central, LAAD (Library App and Dev)
 - optional: SA, UGrads
- Timeframe: add 50% for unexpected tasks and changes (remember workflow chart?)
- Resources needed (multiple variables: other RU units, RUL Central
 - get involved, get on their agenda and schedule)
- Whether approved
- Promotion: internal + external (before, during, and after)
- Output: volume, number of items (what's an item?), multiple access points
- Assessing use (metrics: being used and cited, librarian consulted for reference)
 - takes TIME!



Add to planning

Example: The team

Treasures in our Backyard: Meet the Digital Alcohol Studies Archives

Judit H. Ward (Science Librarian, NBL)

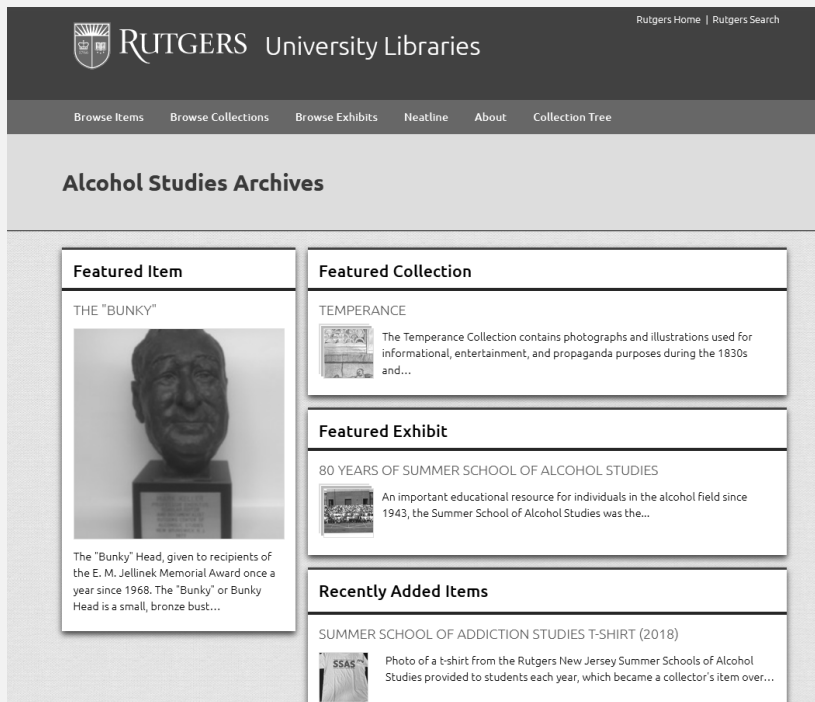
With contributions from

- Isaiah Beard, Digital Data Curator (RUL-LAAD)
- Jamey Silverstein, Library Associate (NBL-Annex)
- Kaitlyn Greenberg, SC&I Assistant (NBL)
- Geoffrey Wood, Metadata Librarian (RUL-Central)
- Nicholas Allred, Content Developer (Fairfield U)
- Sam McDonald, Web Developer (RUL-LAAD)
- Eva Chan, Web Developer (RUL-LAAD)
- William Bejarano, Instructor (SC&I)

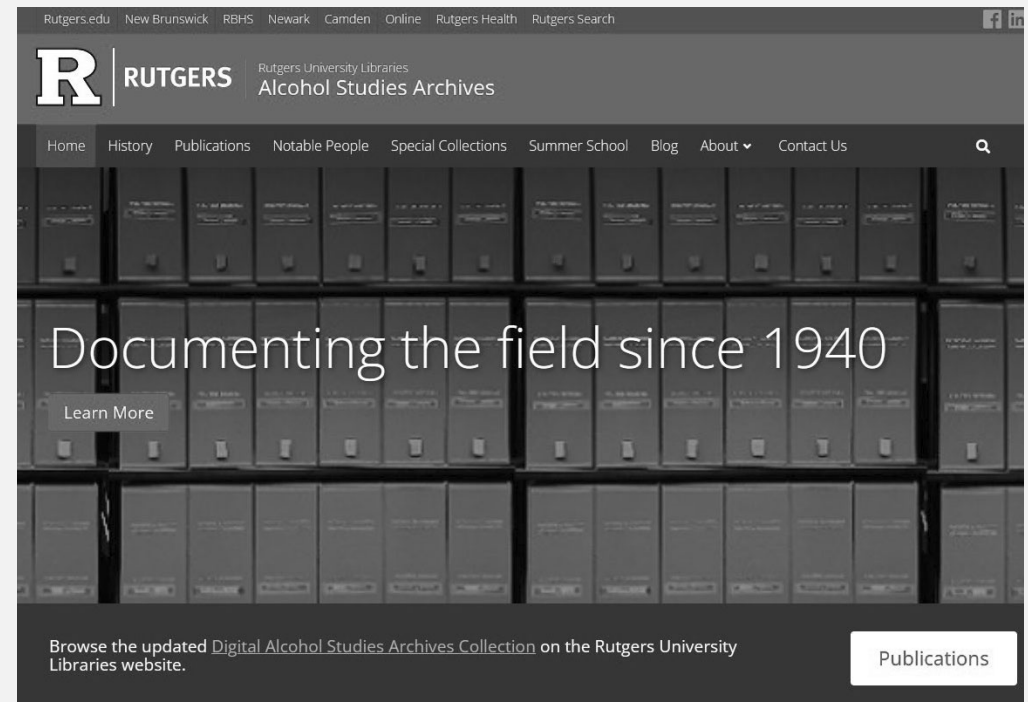
**With comments from Denise Hien, Director,
Center of Alcohol and Substance Use Studies**

SAPAC-presentation (December, 2023)

Example: Managing platforms



Omeka: Minimum setup needed, great for exhibits
Sustainability???



RU WordPress: Request site, full control, limited to RU setup
Sustainability???

Example: Designing workflow for content

Digital Collection

Search and browse digitized collections formerly held by the Rutgers Center of Alcohol (CAS) Community Repository through this portal.

Search records, full texts, document types, and more using pulldown menus. Click on the Help

Search Browse Help

Jellinek in Full Record ▾

Types: All Types of Reso ▾

AND ▾ in Full Record ▾

Order by: Relevance ▾

Results per page: 10 ▾

Search

Click here to hide the collection list

Select All Unselect All Expand Selected Expand All Close All

Collection(s) to search

- Alcohol Studies Archives
 - Images (Alcohol Studies Archive)
 - Notable People (Alcohol Studies Archive)
 - Publications (Alcohol Studies Archive)
 - Special Collections (Alcohol Studies Archive)
 - Summer School (Alcohol Studies Archive)

An RUcore Service

List of Existing Collections

Select a collection from the list:

Expand all Collapse all Search

Display by: collection hierarchy ▾

Show number of open resources in each collection? Yes ▾

Total collections: 5, top level collections: 0. Total open resources: 1.

No collection affiliation (Please read following before selecting this option)

- Select this option if you intend to do fedora-edit but don't know which collection the resource is affiliated with.
- A resource created under this option becomes an "orphan". An orphan resource cannot be ingested into Fedora until it is associated with a collection.

- Root
 - Rutgers University Libraries General Collection
 - Alcohol Studies Archives
 - Images (Alcohol Studies Archive)
 - Notable People (Alcohol Studies Archive)
 - Publications (Alcohol Studies Archive)
 - Special Collections (Alcohol Studies Archive) (1)
 - Summer School (Alcohol Studies Archive)
 - Classics Texts Archive
 - Aristotle Texts
 - Cicero Texts
 - Galen Texts
 - Plato Texts
 - Plinius Texts

To have THIS final public-facing search/browse function, decisions had to be made early to set up WMS like THIS

Skills

LIBRARIAN'S ROLE:

select, design, pilot, get approved, manage, decide, do all tasks, inspire & train others, supervise implementation, assess, adjust, keep on track, document, promote, etc.

- Understanding **how digital collections work**: platforms, access, workflows, partners and roles – all within RUL
- Ability to **design a digital collection** (pilot, small scale, roadblocks)
- **Project management** (more than basic): manage a non-linear project, keeping track of pending issues, lots of variables and hurdles, think on your feet, ready to compromise
- **Technology** (more than basic): scanning (from formats to dpi), platform (WMS, RUcore - librarian designs workflow), web design (Drupal, html)
- **Content knowledge**, research mindset (you will be the subject expert on the team)
- Know your **limits**: when to ask for help (preferably before uploading 50 items wrong and will have to go back to fix them; see also copyrighted or sensitive content)
- Beware of “**mission creep**”

Soft skills

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RUTGERS University Libraries

Alcohol Studies

Home / Log in

- Home
- Digital Collection
- History
- Publications
- Notable People
- Special Collections
- Summer School
- Alcohol Studies Database
- Contact Us
- About

Log in

Log in Reset your password

Username *

Judit Ward

Enter your Alcohol Studies username.

Password *

Enter the password that accompanies your username.

Log in

Manage Shortcuts Judit Ward

Content Structure Configuration Help

Home > node > Notable People > Notable People

Edit Basic page Notable People

View Edit Revisions

Title *

Notable People


Body (Edit summary)

Paragraph

B *I* U x^2 x_2 *ℒ*

This page honors some of the founders of CAS, as well as others who contributed to its success over the years. Browse our resources related to notable scholars in the history of alcohol studies.

- Selden D. Bacon
- John Anthony Carpenter
- Leon A. Greenberg
- Howard W. Haggard
- Yandell Henderson
- E. M. Jellinek
- Mark Keller
- Raymond G. McCarthy



STAFF CONFERENCE, Left to right: George L. Fisher, M.D., Leon A. Greenberg, Ph.D., Donald L. Brown, Ph.D., Selden D. Bacon, Ph.D., Mark Keller, Ph.D., Howard W. Haggard, Ph.D., and Raymond G. McCarthy, M.A., M.D.

Staff meeting at Yale (Photo: Rutgers Alcohol Studies Archive)

Published

Last saved: 08/18/2023 - 15:27

Author: admin

Create new revision

Revision log message

Briefly describe the changes you have made.

URL alias

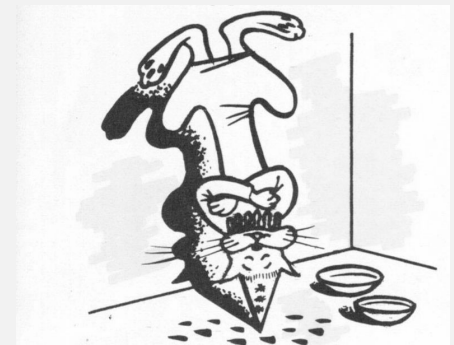
Alias: /notable-people

Example:
Skills – more than basic html

About the overall experience

HINT: no one talks about setbacks and negative experiences

- Assessment: looking back, looking forward - benefits?
- Defining and measuring success: Compared to what? Other collections at RUL? Similar collections?
- Fun: accidental discoveries
- By-product: you will become more visible as the expert, perhaps presenting and publishing, asked for reference and peer reviewing in area journals
- Your legacy, if set up for sustainability and longevity
- Circling back to start: your valuable content will age well



Treasure of the Month: Hollywood Squares from Rutgers

March 22, 2023 | By [Judith Hajnal Ward](#) | [Alcohol History](#), [News](#), [Summer School](#), [Treasures](#)

If you have no idea about [Hollywood Squares](#), you are not alone. The catchy title refers to a popular game show that ran on NBC from the mid 60s to the early 80s mimicking the standard tic-tac-toe game. However, the three-tiered "board" seated nine celebrities, who gave hilarious and witty answers to the game show host's questions. Selecting one of the nine, two contestants alternated marking the box based on their choice of agreeing or disagreeing with the chosen celebrity's answer.



Recent Posts

[Making the Alcohol Studies Instructional Video](#)
March 17, 2024

[A group photo of dignitaries: SSAS reunion in 1961](#)
March 15, 2024

[From Mark Keller on publishing Jellinek's "The Disease Concept of Alcoholism"](#)
March 5, 2024

[The Master Author Catalog of the Alcohol Literature](#)
February 26, 2024

[Jellinek Memorial Award to Bill W.](#)

In 1975, the Center of Alcohol Studies (CAS) co-sponsored an episode called "Beverage alcohol: Use and misuse." The Alcohol Studies Archive proudly owns a copy, digitized from the VHS tape donated to the CAS Library by Gail G. Milgram, director of the Summer School of Alcohol Studies and all education and training programs at CAS until her retirement in the 2010s.

[A Distinguished Leader's Guide to Hollywood Squares: Beverage Alcohol: Use and Misuse](#)



to its high profile, the educational benefit of a special program like this is much greater, adding tremendous value to this joint project.

The questions and answers used in the tv show were prepared by the Center along with a complementary publication called "A distinguished leader's guide to Hollywood Squares. Beverage alcohol: Use and misuse." The guide was based on the content of the pamphlet "What is alcohol, why people drink?" also written by [Gail G. Milgram](#). As stated in the guide, the primary purpose of this episode was "to motivate people think about and discuss information on alcohol use and analyze their feelings and attitude related to use." No doubt that Hollywood Squares remained as entertaining as it's supposed to be (and still enjoyable after so many years!), but, (and still enjoyable after so many years!), but, (and still enjoyable after so many years!), but,

Month Six: The Show Must Go On

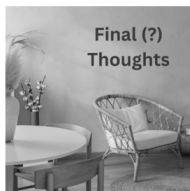
June 27, 2023 | By [Judith Hajnal Ward](#) | [Alcohol History](#), [News](#)

Wrapping up six months focusing on a single major project is a delightful period indeed. The journey is just as important as the destination as I discovered long ago. In this instance, there's a lot to learn from both the results and how I got there too.

It all started with one stubborn librarian, who couldn't accept that all the hard work, attention, efforts, time, and money that had been invested into collecting, abstracting, indexing, preserving, and digitizing an extremely unique collection over time should be forgotten and forlorn. This site fulfilled its role as a pilot for me to get a Short Research Leave in 2021, when I was able to focus on sorting things out and planning a viable solution for 22 days. With that accomplished – and with support from both CAS and NBL – a sabbatical leave in the Spring of 2023 resulted in a sustainable Digital Alcohol Studies Archives with the components as planned:

Now listed on the [Rutgers Digital Collections](#) portal, the [Digital Alcohol Studies Archives Collection](#) features its own landing page on the RUI website, which, partly, follows the original structure formerly designed for the [CAS Archives Pages on CAS Information Services](#). The site presents the history of CAS and the archival collection under headlines similarly to this WordPress pilot: as [Publications](#), [Notable People](#), [Special Collection](#), and [Summer School](#). The [Digital Collections search portal](#) allows searching and browsing the 1,000+ documents in [RUI Core](#) by document types and collections with options to narrow down searches to full text, full records or any of its parts, subject, and more. The [Ormeka digital collections](#) platform focuses on images to showcase representative content for forthcoming events and celebrations.

Accomplishments



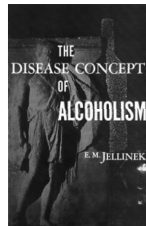
Blog

go.rutgers.edu/alcarchive

From Mark Keller on publishing Jellinek's "The Disease Concept of Alcoholism"

March 5, 2024 | By [Judith Hajnal Ward](#) | [Alcohol History](#), [Notable People](#), [Publications](#), [Resources](#)

Following up on a [post about The disease concept of alcoholism](#), the most widely cited (and least read) literary artifact of the modern alcoholism movement, according to alcohol historian William White, the next few paragraphs will introduce some new discoveries in the Mark Keller Papers here at Rutgers.



Keller to Smithers, 1959: Working on it!

In a [letter](#) dated February 25, 1959, Mark Keller writes to Brinkley Smithers that he visited Jellinek in Toronto and spent two full days working with him on the manuscript. They did quite a lot of editing, transferring one of the appendices back into the text and adding some new sections. At that time Bunky was working on chapter three as they were talking about chapters one and two.

Keller also shares two more estimates for the publication costs. The original figure for 2000 copies was over \$7,000 and another 1,300 for additional thousand copies. The new cost would be \$4,665.35 for 2500 copies.

Jellinek suggested that they should print 3000 copies and Keller agrees with him. The additional 500 copies will cost only \$483. In the same email Keller also notifies Smithers that Bunky finally agreed to call the book simply the "Disease concept of alcoholism," rather than "conception," because this has "more punch than any other considered before."

Jellinek to Keller, 1960: Handsome!

In a [letter](#) dated November 4, 1960 [labeled personal and confidential], Jellinek expresses his pleasure "how handsome the book is" and that he is more than satisfied with it. He hopes that it will sell. To that effect he promises to send a few suggestions to whom the flyer promotion flyer could be sent.

[Treasure of the Month: Alcohol, Cats, and People](#)
May 17, 2023

[Conference Room Exhibit](#)
May 10, 2023

[Month Four Reflections](#)
May 3, 2023

Recent Posts

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March 17, 2024

[A group photo of dignitaries: SSAS reunion in 1961](#)
March 15, 2024

[From Mark Keller on publishing Jellinek's "The Disease Concept of Alcoholism"](#)
March 5, 2024

A group photo of dignitaries: SSAS reunion in 1961

March 15, 2024 | By [Judith Hajnal Ward](#) | [Notable People](#), [Photos](#), [Resources](#), [Summer School](#), [Treasures](#)

Launched in 1943 at Yale, the [Summer School of Alcohol Studies](#) (SSAS) undoubtedly fostered a community with special bonds among its students and graduates. Gathering diverse groups of people interested in alcohol-related topics under one roof, SSAS provided not only knowledge and valuable insight but also a lot of shared experiences during the six-week program, experiences that continued to resonate for a long time.

The SSAS Alumni Association was instrumental in nurturing close bonds among the graduates. Through regular updates and motivational articles, the [Alumni News](#) kept the spirit alive, while Alumni Institutes, reunions, and refresher courses often drew students back to campus. Some of the graduates, like [Raymond G. McCarthy](#) and [Sheila Blume](#), returned as instructors after completing their coursework.



A photograph from 1961 captures a group of people in attendance at the SSAS alumni reunion. Many of the faces should look familiar, as these alumni had gained significant recognition by then. Notable alumni such as Raymond G. McCarthy (1943), Marty Mann (1944), Esther Wendell Henderson, the widow of alcohol researcher Ralph "Lefty" Henderson (1947), William Keaton (1952), and many others, were present, as documented in the brief description accompanying the image published in the [Alumni News](#) ten years later to commemorate this unique event.

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February 26, 2024

[Jellinek Memorial Award to Bill W. – Mark Keller's Speech](#)
February 13, 2024

[Author bibliographies, part 3: Organizing information](#)
January 24, 2024

[Author bibliographies, part 2: Sources](#)
January 17, 2024

[Author bibliographies, part 1: The process](#)
January 10, 2024

[Rutgers meets the Digital Alcohol Studies Archive](#)
December 22, 2023

[Stepping Stones: What's Next?](#)
December 11, 2023