Overall METRO Culture in Transit Project Statistics

Institution	Collection	Days onsite	Days needed for digitization	Available hours of digitization[2]	Scanner used?	Copy Stand used?	Amount of images digitized	No. unique items in digitized collection	Metadata creation?[3]	Post processing work done onsite?[4]	Average no. of images digitized per day	Types of material digitized
Wildlife Conservation Society	Ephemera Collection	8.5	8.5	42.5	✓	✓	402	112	Full	No	47.29	Leaflets, brochures, maps, printed publications, building plans, posters, documents, postcards
New York Academy of Medicine	Carte de Visite Collection	4.5	3	15	✓	✕	446	223	Partial	No	148.66	Carte-de-visites
White Plains Public Library[1]	White Plains Collection	7	7	35	✓	✓	246	246	Minimal	No	35.14	Photographs
Hostos Community College	Hostos Arts & Culture Collection	7.5	5	35	✓	✕	217	101	Full	Yes	43.4	Postcards, brochures, small posters
The Grolier Club	French Book Arts Trade Card Collection	4	2	10	✓	✕	92	57	Full	Yes	46	Trade cards, lithographs and engravings
LGBT Center	Bar Guides Collection	9.5	7	37.5	✓	✓	680	89	Full	Yes	97.14	Pamphlets
	The Center Records Collection											Newsletters
Yeshiva University	Student Struggle for Soviet Jewry Poster Collection	6	4	20	✕	✓	177	177	Minimal	Yes	44.25	Posters

Bronx Community College	Hall of Fame Collection	7	5.5	22.5	✓	✓	297	142	Minimal	No	54	Manuscript material and photographs
General Society for Mechanics and Tradesmen	Industry & Culture Collection	10	10	50	✓	✓	733	364	Partial	No	73.3	Manuscript material, photographs, lantern slides and glass plate negatives
Fordham University	The Catholic Church during Italian Unification	9.5	8	40	✓	✕	953	93	Minimal	Partial	119.13	Pamphlets and broadsides
											70.83 images per day	

1. **White Plains Public Library total digitized**
The amount of items digitized in this table reflects the items digitized during the onsite work. We also undertook a community scanning day with White Plains Public Library which produced 76 additional digitized items, so the total White Plains Collection in DCMNY is 322 items. The community scanning day items are not included here as they were digitized in a different environment to the onsite work and so would skew the data.

2. **Hours of digitization per day**
Over the course of the project, I averaged around 5 hours of digitization per day.

3. **Metadata descriptions**
Full: All metadata - technical and descriptive
Partial: Technical metadata and subject access terms
Minimal: Technical metadata

4. **Post processing onsite**
Because of scheduling clashes/other work commitments - all derivative creation and editing and metadata completion had to be completed during onsite working time at 4 institutions.