The CAS Library aims to integrate the Center’s historic documents, library databases, and other resources into a digital library and archive of alcohol studies, with library-wide search capabilities.

About the Center
- The birthplace of alcohol studies (established at Yale in 1940)
- Home of the oldest substance-use related scholarly journal in the U.S.
- Home of the first alcohol education and training program
- Interdisciplinary research center at Rutgers since 1962

About the collection
The library, which evolved from the journal, contains a unique and rare collection of artifacts documenting the history of alcohol studies:
- Scholarly publications by CAS (journal, monographs, pamphlets)
- Summer School documentation (registration cards, program brochures, newsletters)
- Library materials (databases, articles, personal correspondence, abstract archive, survey instruments)

Project goals
- Consolidate the entire collection into a single platform
- Implement current digital library and preservation standards
- Integrate historical and current resources into a comprehensive repository

Cabinets in the ALCVault...Your Secret is Safe Here

This visual representation organizes the documents along an x/y-axis. The X axis represents the continuum from highly unique items that need special customized treatment, to mass-produced, uniform publications, which allow for a more automated processing. The Y axis represents usage, ranging from restricted documents strictly for in-house use to items available to the broadest possible audiences, labeled as public.

Digitization Workflow is highly dependent upon the placement of the item in relation to each axis.
- Selection decisions
  - Mandatory retention
  - Voluntary archiving (on-demand, random, of special interest...)
- Scanning
  - Requires multiple workflows
  - Direct ingest into the software application
- Indexing options
  - At scanning or approval
  - Automated or manual
  - Single- or multiple-stage
- In the background
  - Full-text OCR and indexing
  - Defining access via destination
  - Routine security checks by software
  - Secure backups

Challenges & Solutions
- Investing in hardware and software (new scanner, server, MaxxVault)
- Creating individual workflows based on document type and use
- Implementing controlled vocabularies and full-text searching
- Maintaining confidentiality of sensitive materials via zonal OCR
- Handling and migrating large amounts of material via automation

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