RUTGERS
Center of Alcohol Studies

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

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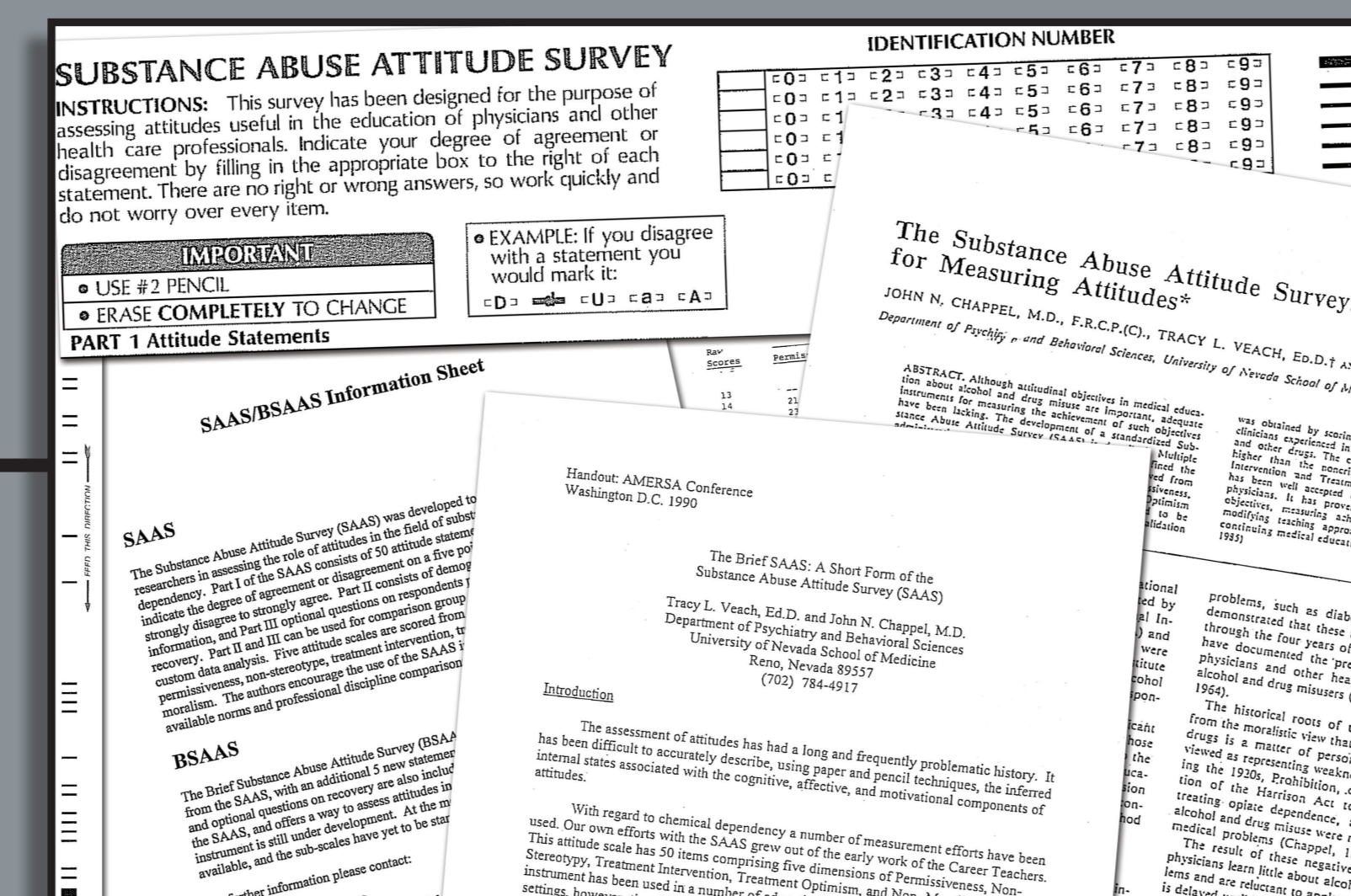
Project goals
- Consolidate the entire collection into a single platform
- Implement current digital library and preservation standards
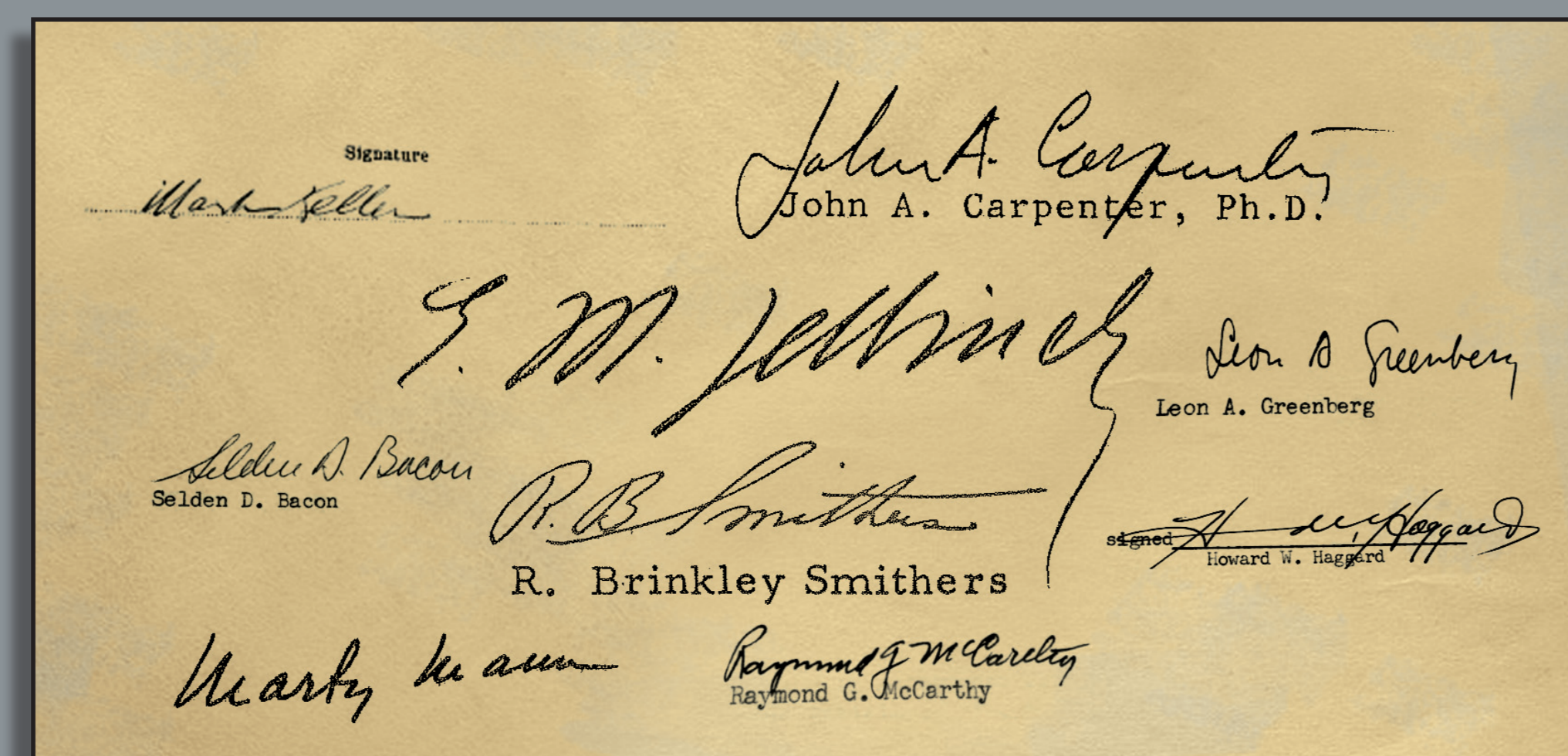- Integrate historical and current resources into a comprehensive repository

Public

Yale Plan Clinic posters

Monographs published by CAS

Customized

CARRF survey instruments

RUTGERS CENTER OF ALCOHOL STUDIES
ALCVAULT

Automated

Quarterly Journal of Studies on Alcohol

Personal correspondence
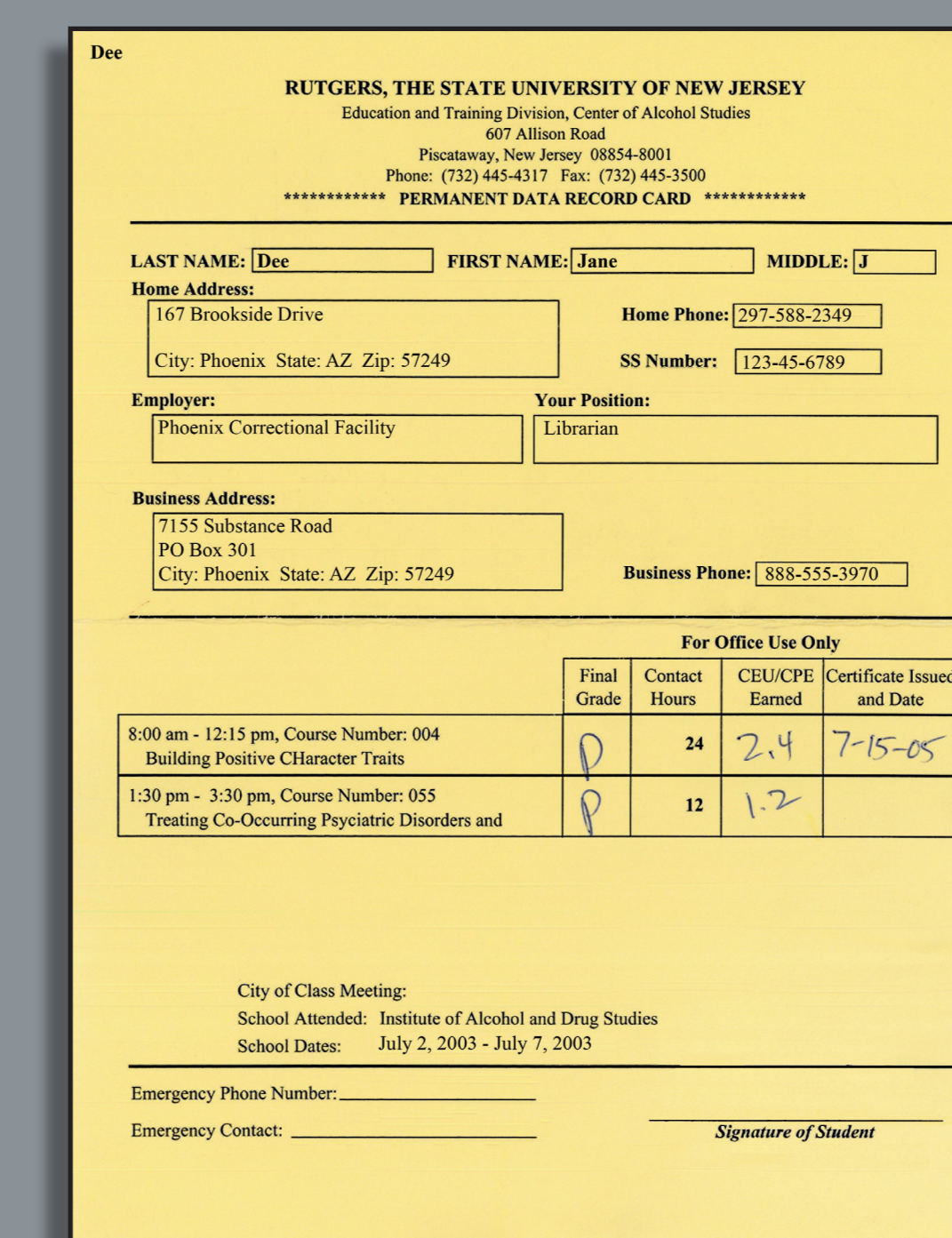
Summer School registration cards

In-house

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

JUDIT WARD, PHD, MLIS • WILLIAM BEJARANO, MA • DEBORAH FANSLOW, MLIS | CENTER OF ALCOHOL STUDIES | RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY