INSIDE LOOK
GALE PRIMARY SOURCES DIGITIZATION PROCESS

Digitized primary source archives allow broader access to the most rare and historically significant documents from around the world. As a pioneer in digitization, Gale has developed a comprehensive metadata and indexing process. Here is a brief overview showing that, while the task at hand is arduous, the flawless results are worth the attention to detail.

IDENTIFY A NEED

In a way, our process of developing a new resource begins at the end. We first want to understand who the end user is and provide content based on their specific needs.

DEVELOP A TEAM

An advisory board comprised of distinguished researchers and leading experts serves as part of the Gale team. Together, they select what should be published—sifting through original documents completely by hand.

CAPTURE ORIGINAL MATERIAL

Gale operators painstakingly select, categorize, and key article information manually. The material is then scanned, all the while ensuring the integrity of the content is maintained. The original source could be a document, microfilm, or previously scanned digital material.

METADATA ASSIGNED

Each piece passes through up to three operators. They assign metadata such as chapter information and the type of graphic for each image at the publication and article level.

QUALITY ASSURANCE

All metadata and tagging is then compared against the original source. Every page and article is reviewed manually by as many as six people to ensure products are error free.

LOADED INTO PRODUCT

Once the product manager has reviewed and approved content, it is loaded into the appropriate collection of primary sources. While the metadata is linked to the article/publication, images are loaded separately so they are also searchable.

IN YOUR LIBRARY

The product is purchased by libraries across the globe. Everything is searchable. Subject indexing terms applied to documents reveal additional subjects and/or topics the user may not have even thought about.

START AT THE SOURCE.

Explore *Gale Primary Sources* and discover original, firsthand content that's meticulously cross-referenced to bring facts into focus and information to life in remarkable ways.

Request a trial or demonstration at **gale.com/primary-sources**

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