

Processing Maine Power: The CMP Collection Project
The Maine Historical Society

Narrative

I. Statement of Need

A. Overview The Maine Historical Society (MHS) is seeking a Museums for America grant to process and provide access to the Central Maine Power (CMP) collection, one of our institution's largest and most important recent acquisitions. The CMP collection—donated to MHS by the company in 2002 and physically transferred in 2004—provides a case study of rural electrification in Maine from 1890 to 1998, one of the great technological transformations in American life. The collection is vast, consisting of approximately 1,878 objects and 1500 linear feet of archival material. It includes early electrical equipment and appliances; advertising, marketing and public education materials; and extensive documentation of the politics, economics, and business practices of the utility industry in the 20th century. Once processed, the CMP Collection will be a resource of major significance to researchers in Maine and beyond and provide critical insights into key aspects of economic development and domestic life in the state. This project will establish physical and intellectual control over the collection, provide comprehensive information about it online, support key goals of our strategic plan, and lay the groundwork for substantial scholarship, exhibition, and programming at MHS.

B. Project Background Central Maine Power began life in 1899 as the Oakland Electric Company, operating with one tiny water-powered generator on the Mesalonskee Stream, which flows from the Belgrade Lakes. Founded by Harvey Eaton and Walter Scott Wyman, the company started with street lighting contracts, as many small electric suppliers did. It added new generating capacity at Fort Fairfax in 1907 and began powering the Waterville-Augusta-Lewiston Inter-urban trolley line. Business and residential customers were slowly added. Shrewd land deals along Maine's waterways secured important generating assets. In 1910 the company changed its name to Central Maine Power and rapidly began buying smaller electrical companies—a process of consolidation that did not slow until the 1930s. In 1916 the first of many retail appliance stores (in Augusta, Brunswick, Dexter, Greenville, Rockland, and more) was launched to stimulate demand. From the start, however, the company's potential to monopolize hydroelectric resources caused public concern. In 1909 Maine passed the Fernald Law, prohibiting the export of excess electrical capacity beyond state borders, and in 1914 it created the Public Utilities Commission to control prices. Over the years the Fernald Law caused CMP to intensify investment in large Maine companies that were or could become its customers, and played a pivotal role in the state's economy. In the late 1920s it arranged financing to save cotton-textile mills in Lewiston, Auburn, Biddeford, and Saco, to create what is now the Champion Paper Mill, in Bucksport, and to keep Bath Iron Works afloat during the Depression. A major transformation of daily life throughout rural Maine had begun, and CMP became one of the most visible and influential institutions in the state. CMP continued to play a major role in key social, economic, political, and environmental issues throughout the twentieth century, including the development of nuclear power, and the company remains a prominent player in Maine life.

The CMP Collection provides a remarkable record of the company's development and the impact of electrical power on the daily life of people in Maine. The collection is sprawling and includes an amazing range of materials. In addition to extraordinary archival material—including thousands of rare books, pamphlets, records, photographs, drawings, and printed materials—the collection includes toasters, radios, and many other early domestic electrical appliances, retail displays, tools used by linemen, metering and testing equipment, a diesel generator that serviced Jay, Maine at the turn of the century, and even the switchboard that once controlled the state's power grid. **(Please see Supporting Documents: Overview of the CMP Collection.)** CMP began to document its history relatively early. In 1948, the company opened a private museum in a former power-generating station in Farmingdale. The museum was staffed by volunteers known as the Old Timers Club—a committed group of retired employees. Over the next fifty years, the Old Timers, with the company's support, assembled the collection from CMP employees and CMP facilities as they closed. When it was apparent that the company would be sold in the late 1990s, senior CMP staff made a commitment to finding an appropriate home where the collection would be preserved and made accessible to the public. The donation of the collection to MHS reflected the increasing confidence that key stakeholders have placed in MHS to

manage, care for, and make meaningful use of collections of statewide interest and significance, our own growing ability to pursue and acquire collections of unprecedented magnitude, and our recognition that the pursuit of 20th century collections is vital to the continued growth, vitality, and relevance of MHS. **(Please see Supporting Documents: Letters of Support, Earle Shettleworth, Jr., State Historian, and Erik Jorgensen, Director, Maine Humanities Council.)**

C. Institutional Background The acquisition of the CMP Collection, completed in 2004, was a milestone for MHS and reflects significant growth in our capacity, standards, and ambitions. Founded in 1822, MHS is organized into four major program areas: the MHS Museum, the Brown Research Library, the Wadsworth-Longfellow House, and the Maine Memory Network (www.mainememory.net), our nationally-recognized, statewide digital museum. Over the past several decades, MHS has transformed itself from a small, specialized archive into a professional institution that plays a far-reaching role in Maine. In our Museum, we have revamped collection management policies and practices and improved storage conditions. Collections have increased by nearly fifty percent, and we are now completing a comprehensive inventory of processed museum collections (funded by IMLS) that will produce a standardized museum catalog available online through PastPerfect. (Unprocessed collections were well beyond that project's scope.) We have made similar strides in our Research Library where we have modernized collections management practices and completed the retrospective conversion of our library catalog. This year we completed a \$9.5 million renovation and expansion of our historic library building which is now a state-of-the-art facility for processing, housing, and providing access to our archival collections. Across the institution, we have added important staff in the curatorial, library, technical services, and education departments. Our budget, membership, annual giving, grants, and endowment have all expanded to support that growth. The development of the Maine Memory Network has been especially important to our ability to serve audiences across the state. Launched in 2001, Maine Memory began as an online digital archive whose primary goal was to expand access to historical collections in Maine. It has since evolved into a flexible online museum that has been recognized by IMLS, NEH, and others for its innovative approach to providing access to historical resources and engaging communities in local, state, and national history. To date 200 organizations have become "contributing partners" and Maine Memory has become a critical piece of the state's cultural, educational, and technological infrastructure. Perhaps most importantly, MHS has seen a seven-fold increase in audience in the past decade. Today MHS serves nearly 500,000 people a year: in Portland, across the state, and online. While the current economic downturn has forced us to reduce our operating budget by 10%, we have been able to do so without cutting programs or services and continue to balance our budget.

In many ways, MHS is an ideal home for the collection. We have established a vibrant museum program that provides researchers, scholars, students, the public, and partner organizations diverse opportunities to see and interact with our collections. MHS offers a robust exhibition program, extensive online resources, school partnerships, and innovative programs. The institutional history captured in the CMP collection is complemented, balanced, and enhanced by other materials in our collections and those held by countless small historical organizations around the state. These materials deepen our understanding of the electrification of Maine, describing what it meant to local people, reflecting their concerns, and showing how it changed the landscape of communities. The Maine Memory Network gives us incredible capacity to gather these materials together, frame and interpret them in relationship to CMP, and reach large, well-established audiences. For example, a quick search in the Maine Memory database on "electricity" yields more than 400 related items from literally dozens of collecting organizations, including images of an electric railroad in Sanford from our own collection (MMN Item #5573), images of new generators being delivered to Presque Isle in 1959 from the Oakfield Historical Society (MMN Item #15219), and much more. **(Please see Supporting Documents: MMN Search Result and Sample MMN Record.)**

D. Strategic Planning, Needs, and Opportunities In 2000, MHS began a rigorous self study and strategic planning process designed to clarify the problems, aspirations, and priorities of the organization. Our strategic planning process was developed in partnership with a highly regarded consultant, and is built on the robust,

ongoing participation of our Board of Trustees, staff, and other stakeholders. This work created our current Strategic Plan which establishes a broad and ambitious vision for the future. (The current plan covers 2006-2009; we are now completing a comprehensive review and revision that will be adopted by our Board in January, 2010 and guide us through 2013.) The plan seeks to achieve that vision through seven interrelated Strategic Objectives related to core activities, including: Collections: Preservation, Access, Acquisition; Education and Exhibition; Research and Scholarship; Marketing and Audience Services; Finance, Development, and Business Opportunities; Organizational Effectiveness; and Physical Facilities and Technological Infrastructure. Each Strategic Objective is supported by a series of concrete, measurable Action Plans. Revised in 2006, the Strategic Plan charts continued improvement, outreach, and accomplishment in every department of the organization. (See Attachment: Executive Summary, MHS Strategic Plan.)

Having now completed the renovation and expansion of our Research Library, our major institutional focus for the past five years, we are ready to turn our attention back to the CMP Collection. This project will enable us to address several key areas of strategic importance to our institution. At the broadest level, it supports the Strategic Objective related to “Collections: Preservation, Access, Acquisition,” which calls for us to: ***“Dramatically improve the stewardship of MHS’ collections by providing the highest possible professional standards of physical care, conservation, and storage; by initiating cataloging procedures that facilitate access to and use of the collections; and by adopting strategic collecting practices that enhance quality and breadth, foster strong relationships with donors, and encourage cooperation with other collecting institutions in Maine.”*** More specifically, the project will directly address two areas of strategic need and opportunity articulated in the Strategic Plan:

1. Processing the Collection: Establishing Physical and Intellectual Control At its most basic level, an MFA grant will enable us to assess, organize, house, catalog, digitize, and create a finding aid and guide to the CMP Collection. The CMP Collection is easily the largest and most significant historical collection to be transferred to a museum in Maine in a generation. The volume of material in the object collection alone is vast—nearly 2,000 objects, or approximately 10% of our existing collection. Currently stored in a 3000 sq. ft. temporary, off-site storage facility, the CMP collection is physically and intellectually inaccessible to staff, researchers, and the public, carries significant storage expense, and represents much unrealized opportunity. Project staff—working under the supervision of our Museum Curator and Head of Library Services—will be hired to process the entire collection, including both its artifact and archival components. The collection will be fully processed and moved to permanent storage at our museum (objects) and in our expanded Research Library (archival materials) where it will be accessible to staff and researchers. This has been deemed an essential Action Plan under the Strategic Objective quoted above. The Action Plan states: ***Assess and address the unprocessed backlog in the museum and library, establishing priority rankings where appropriate, but giving special attention to processing the CMP collection.***

2. Integrating and Enhancing Resources of the Maine Memory Network As part of the project, we will establish a major presence for the CMP Collection on the Maine Memory Network. We will develop an online “Guide to the CMP Collection” that serves as a comprehensive jumping off point for research in and use of the collection. It will include an illustrated overview essay that provides information about the history of the company and scope of the collection; a digital copy of the finding aid; the ability to directly search the collection through our PastPerfect catalog; and approximately 200 representative digitized and fully-interpreted items from the CMP Collection. This online guide—essentially a website within Maine Memory that will grow and expand as resources related to the collection are developed—will serve as a model for presenting comprehensive information about MHS and other collections on the Maine Memory Network. This has been deemed an essential Action Plan under the Strategic Objective for Research. The Action Plan states: ***Continue to increase the depth and breadth of MMN database content while working to develop...an interpretive and educational framework for the presentation of state history on MMN.***

II. Project Design

A. Scope of Activities One of the strengths of the CMP Collection is the depth and richness of both its artifact and archival components. Museum and Research Library operations are closely integrated at MHS, and acquiring well-documented, multi-faceted collections that are clearly connected to particular Maine people, places, and institutions is one of our highest collecting priorities. This project was planned and will be overseen by a team, led by our Museum Curator, that includes staff from our museum, library, and digital services departments. The project will receive vital guidance and support from Hal Wallace, Associate Curator, NMAH Electrical Collections at the Smithsonian Institution, who will serve as **Project Consultant** and bring significant expertise in the history of electrification. **(Please see Attachment: Letter of Commitment.)** Processing of the collection will be carried out by three temporary project staff funded by the grant who will work closely with MHS permanent staff. The **CMP Project Curator** will be responsible for coordinating day-to-day project activities, reviewing and assessing objects in the collection, updating catalog and object file records, and ensuring that project routines meet institutional standards. The **CMP Project Archivist** will organize, assess, and house the archival components of the collection and create the finding aid. The **CMP Project Technician** will support the Project Curator and Project Archivist by retrieving and returning objects to storage, housing items, entering catalog data, and taking digital photographs of each object. Project staff will meet with the **MHS Curator (Project Director), Registrar, and Head of Library Services** twice per week to monitor progress, make adjustments to the workplan, address procedural and storage questions that arise, and, critically, ensure that knowledge gained about the collections is institutionalized.

B. Project Planning The groundwork for this project was laid when MHS took possession of the CMP Collection in 2004. The size of the collection, diversity of materials, and relative lack of organization and documentation made it clear from the outset that processing the collection would require significant time and resources. As part of the donation agreement, we negotiated a contribution from CMP to support the cost of preparing the collection to be moved, moving it to Portland, and renting offsite storage where the collection could be assessed, weeded, and fully-processed. (While we have adequate space for permanent storage at our museum and library, the size and complexity of the collection and many individual items in it make additional space critical for processing.) We hired experienced museum consultants and an archivist to conduct a preliminary inventory of both the object and archival components of the collection in order to ensure that we had at least a basic record for each item prior to moving the collection. The consultants created a skeletal PastPerfect record for each of the 1,878 objects in the collection, and the archivist created a basic inventory of all archival materials that located and documented each item. The information they gathered provides a rudimentary inventory of the collection, helped us plan this project, and will provide a foundation for our work.

C. Work Plan

1. Project Start-Up During the first three months of the project, temporary project staff will be hired, the core team will meet, and a formal workplan will be finalized. Our Project Consultant will travel to Portland and spend five days reviewing the collection, working with staff to identify and evaluate items, helping staff develop a vocabulary for describing them, and helping establish organizing principles for the collection. Using the MHS *Collections Policy* as a guide, the project team will establish a framework for the collection that includes categories for object types and the criteria needed to establish a context for each object. **(Please see: MHS Collections Policy, www.mainehistory.org/PDF/collectionpolicy.pdf)** Members of the Old Timers will be invited to participate in the review process and identification of items on a regular basis; they bring significant knowledge of the use and history of materials in the collection. Artifact and archival components of the collection will be processed simultaneously according to well-established MHS collections management practices that reflect high professional standards for treating each type of material.

2. Processing of Artifacts The CMP Project Curator will process objects as follows:

A. Inventory and Assessment Working item by item, each object in the collection will be inspected, documented, and inventoried. If needed, objects will be dusted and permanently numbered and tagged.

Each object will be evaluated in relation to the history of CMP, anecdotal information, condition, and related or similar material in the collection. **B. Input standardized data** An electronic record for each object will be input into our PastPerfect collections database. Using standard cataloging procedures, the electronic record for each item in the collection will be complete and meet MHS standards. **(Please see Supporting Document: Museum Collections Cataloging Guidelines.)** Object files for each artifact will be created. The process will provide a complete inventory of objects in the CMP Collection. **C. Imaging** A digital image of each item will be made and uploaded into the PastPerfect collections database. This visual record will complement object information, support study and access, and reduce the need for object handling. **(Please see Attachment: Specifications for Projects that Develop Digital Products, and Supporting Document: Standards for Digitizing)** **D. Online Access** Once catalog records have been updated and digital images have been made, information related to the item will be made available to the public online. Catalog records of the collection will be part of the MHS Museum Collections Catalog that is available to the public through MHS's website using PastPerfect-Online. **(Please see: <http://mainehistory.pastperfect-online.com/>)** A low-resolution jpeg of the item will be generated from the master image archive and attached to the PastPerfect catalog record for that item. On a quarterly basis, the MHS Registrar will update the PastPerfect-Online version of the Museum Catalog by doing a batch upload from the local (primary) PastPerfect catalog. **E. Housing and Permanent Storage** Objects will be placed into standardized containers, on storage shelves, or pallets and arranged with similar items. This will reinforce the rational arrangement of collections, and clarify storage needs for the collection. Once the collection has been processed, objects will be moved to our museum building. Our **Facilities Manager** will work closely with permanent and project staff to prepare and configure permanent storage space, and supervise the movement of collections.

3. Processing of Archival Materials Processing of the archival components of the collection will focus on evaluating each manuscript items, organizing the collection, housing, and creating a comprehensive finding aid. The CMP Project Archivist will process archival materials as follows:

A. Organization of Archival Materials Materials in the CMP collection will be maintained in original order where possible. When the original order is unclear or has been compromised, the collections will be arranged in a fashion that allows for ease of use by researchers. **B. Housing and Shelving** Appropriate housing will include proper interleaving, foldering, and housing materials in boxes/storage units appropriate for the size and shape of the material. Acid-free boxes and folders will be used to house materials, while the items within each folder will be protected from other detrimental items within said folders (e.g. wax seals, etc.) Each folder will be housed in proper containers (acid-free flip top boxes for documents, and flat storage archival boxes and flat files for oversized materials). **C. Finding Aid** Once the material is organized and housed, meticulous care will be given to the creation of a finding aid for the collection that will facilitate research, access, and citation. The finding aid will include collection title, creator, accession information, date range, collection size, medium, provenance, biographical/administrative note, scope and content, and any special considerations. The finding aid will include an inventory with folder level control and be prepared to EAD standards. MHS finding aids meet standards established by the Society of American Archivists and best practices of the field. **(Please see Supporting Document: Model Finding Aid.)** **D. Cataloging** MHS staff use AACR2 and MARC-format to create collection level catalog records and enters those records into Minerva, a statewide integrated library system that includes academic, public, school and special libraries. **E. Moving and Permanent Storage** Once archival materials have been processed, they will be moved to our expanded Research Library. Our Facilities Manager will assist staff in preparing storage areas and supervise the movement of collections.

4. Development of Online Guide to the CMP Collection Once the CMP Collection has been processed, project staff will create the Online Guide to the CMP Collection. The Guide will include: (1) an illustrated essay that provides background on CMP, describes the scope and organization of the collection, suggests

potential themes for research, and includes sample items. The essay will be written by the Project Consultant with additional input from MHS and project staff. (2) a Search box that enables direct searching within CMP material in the PastPerfect database; (3) a digital version of the finding aid; (4) a gallery of approximately 200 representative items (objects and documents) from the CMP Collection that have been prepared for and uploaded to the Maine Memory Network. The Guide to the Collections will be built using a tool developed for MMN called Sitebuilder. Sitebuilder enables staff (and Maine Memory contributors through various outreach programs) to easily build websites within Maine Memory.

D. Evaluation The project team will evaluate progress regularly and make adjustments as needed. At the most basic level, the CMP Project Curator will continually monitor the workplan to ensure that satisfactory progress is being made. Progress will be measured by: the quality of catalog records, the number of items processed, the amount of time it takes to process individual items and to move through the collection, and issues related to housing items. The Registrar will review catalog records on a weekly basis to ensure their consistency and that they meet standards for completeness and accuracy. The Museum Curator will further monitor progress through weekly team meetings. Finally, the MHS Collections Committee and Board of Trustees, through its regular review of progress on the Strategic Plan, will provide oversight and support.

E. Outreach and Use of CMP Collection The CMP Collection has been the subject of a great deal of attention in Maine and there is much anticipation for it becoming accessible to researchers and the public. We will promote information about the project broadly in the media, through MHS publications (our newsletter, websites, and *The Journal of Maine History*), and through our extensive network of members, partners, friends, MMN contributors, and scholars. Once the project is underway, we will begin planning the next phase of work related to CMP: the development of a major museum exhibition that introduces the collection to the state, explores the social, cultural, and economic impact of electrification, and considers it in the context of a key contemporary conversation occurring in Maine: business leaders, government officials, and many others are hoping that Maine's distinctive geography can provide a foundation for a major new renewable-energy industry. Wind farms have opened in a number of rural parts of the state, and efforts are underway to develop major off-shore wind and tidal power generation projects. The history of CMP provides vital context for this story.

III. Project Resources

The majority of requested funds will be used to hire temporary project staff who will focus exclusively on the CMP Collection Project. Staffing needs, estimated time needed to complete the project, and overall scope are based on ongoing review of collection processing practices. Grant funds will cover the honorarium for our Project Consultant as well as his travel expenses to Portland. IMLS funds will also be used to purchase standard housing supplies and to move the collections to MHS after they are processed. (**Please see Supporting Documents: Housing Supply Budget Detail.**) Budgeted cost-share is met primarily through time dedicated to the project by permanent staff who will provide extensive support to the project team. The following individuals will play important roles in the project:

A. Maine Historical Society Permanent Staff

Curatorial Department: Curator of Museum Collections: John Mayer (M.A. University of Delaware-The Hagley Program). John, who will serve as **Project Director**, has over 25 years experience in the museum field as curator in history and historic house museums in the Northeast. He has been on staff at MHS for seven years, and is responsible for the care and management of the museum collection. John will meet twice weekly with the inventory team. He will provide overall leadership, guidance, and oversight for the project, and ensure that it achieves MHS' objectives. **Registrar, MHS Collections: Holly Hurd-Forsyth** (M.A., San Francisco State University). Holly has 13 years experience in the museum field and is responsible for maintaining collection information for both museum and library collections. She will oversee cataloging, review records added to PastPerfect, and meet twice weekly with the CMP project team. **MHS Facilities Manager: Steven Atripaldi**. Steven will play an important ongoing role helping to move collections and refining, adapting, and constructing Collections storage spaces to make the most effective use of existing MHS facilities.

Research Library: Head of Library Services: Nicholas Noyes (M.S., Columbia University). Nick will participate in project planning and oversight, including the organization and storage of the archival components of the CMP Collection. Nick has been on staff for 22 years and is responsible for the care, acquisition, and management of library materials. He oversees reference and technical services related to archival collections, including manuscripts, architectural and engineering drawings, books, maps, photographs, newspapers, and ephemera. **Jamie Kingman Rice, Archivist/Public Services Librarian** (M.S., Simmons College). Jamie will assist Nick in providing daily oversight to the CMP Project Archivist, help plan and monitor housing and storage of archival materials, and assist in the development of the finding aid. Jamie brings keen archival instincts and skills to the project, and has played a leading role in instituting professional standards in the library. **Nancy Noble, Technical Services Librarian** (M.S.L.I.S., Simmons College). Nancy will also provide key support to the CMP Archivist. She has been on staff for 12 years and is responsible for processing and cataloging all archival and book collections.

Digital Services: Director of Digital Services: Kathy Amoroso (B.S., Univ. of Miami) Kathy oversees the development, integration, and support of all technology at MHS, including PastPerfect-Online and the Maine Memory Network. She will manage the production of the Online Guide to the Collection and provide technical assistance with the imaging process.

Administration: Executive Director: Richard D'Abate (Ph.D., Cornell University) will provide general supervision, support, and financial management to the project team. **Assistant Director: Stephen Bromage** (MA, Univ. of Massachusetts, Amherst). Steve coordinates special initiatives and oversees the Maine Memory Network, Education Department, and Public Programs. He will assist in project planning, support, and monitoring the project as it relates to the Strategic Plan. **Network Administrator: Cindy Murphy**. Cindy will work with the Digital Services team to support the computer needs of project participants.

B. Consultants

Project Consultant: Harold Wallace, Associate Curator, National Museum of History Electrical Collections, Smithsonian Institution (Ph.D., University of Maryland, Baltimore County, in progress). Hal will play a key role in the project. He will provide content expertise, experience working with material similar to that in the CMP Collection, and a solid scholarly understanding of central issues related to rural electrification, CMP, etc. He will spend ten days working on the project. Five of those will be spent in Portland reviewing the collection and working directly with project staff. Five additional days will be spent preparing the essay and providing other consultation to the project from off-site.

C. Project Staff

IMLS funding will be used to hire three temporary project staff. **CMP Project Curator (full-time for eighteen months): Dana Twiss** (B.F.A., Florida Atlantic University), an experienced curator with extensive experience working with Maine collections who is currently serving as our inventory project manager, will be responsible for coordinating day-to-day project activities, reviewing and assessing each object, updating catalog and object file records, and ensuring that project routines are consistent and meet institutional standards. The responsibilities of the **CMP Project Archivist (full-time for nine months)** and **CMP Project Technician (30 hours/week for eighteen months)** are described above.

IV. Impact

Once processed, the CMP collection will become a model for how MHS solicits, acquires, processes, provides access to, and interprets major institutional collections in Maine. In recent years, we have taken active steps to develop relationships with significant businesses and institutions in Maine, encouraging them to think about their historic role in the community and the importance of preserving their artifacts and records. Developing our capacity to attract and steward institutional collections is important to MHS's future, and will help ensure the vitality and continued relevance of our collections, build broader awareness of the need to preserve such collections, and help us establish relationships with potentially important corporate partners.

BUDGET FORM - PAGE FOUR

Section B: Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages			
2. Fringe Benefits			
3. Consultant Fees			
4. Travel			
5. Supplies and Materials			
6. Services			
7. Student Support			
8. Other Costs			
TOTAL DIRECT COSTS (1–8)			
9. Indirect Costs			
TOTAL COSTS (Direct and Indirect)			

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS

2. Cost Sharing:

 a. Cash Contribution

 b. In-Kind Contribution

 c. Other Federal Agencies*

 d. TOTAL COST SHARING

3. TOTAL PROJECT FUNDING (1+2d)

% of Total Costs Requested from IMLS

* If funding has been requested from another federal agency, indicate the agency's name:

Schedule of Completion
October 2010-March 2012

Processing Maine Power: The CMP Collection Project
Maine Historical Society

Quarter Beginning	Oct 10	Jan 11	Apr 11	Jul 11	Oct 11	Jan 12
Project start-up:						
Project Start-Up						
Project tasks: (continuing during project)						
1. Inventory						
2. Input standardized data						
3. Collection Assessment						
4. Collection Organization						
5. Imaging						
6. Online Access						
7. Production of Guide to Collection						
Evaluation and Project Management:						
Team Meeting (bi-weekly during project)						
Project Evaluation (quarterly)		■	■	■	■	■
Project Report				■		