

Sample Application

2009 National Leadership Grants for Libraries

Collaborative Planning Grant Category

Pennsylvania State University

The Pennsylvania Home Front
in the Civil War

The Penn State University Libraries and the Penn State George and Ann Richards Civil War Era Center, in partnership with the Pennsylvania Historical and Museum Commission, the State Library of Pennsylvania, the Historical Society of Pennsylvania and the Historical Society of Western Pennsylvania, propose a 12-month Collaborative Planning Grant to begin a multi-year library-archive-scholar collaboration to identify and make accessible primary source materials held in Pennsylvania archives and special collections that will advance research into the Northern homefront during Civil War. Our planning year will place a special emphasis on identifying and assessing materials of potential value to help set an agenda for improving access through description, digitization, preservation, and perhaps publication. In doing so, we will model how scholars, librarians and archivists may work together to promote new scholarship and improve access to a wide range of archival collections.

Our collaboration will place the scholar's research goals and needs for access to collections at the center of our planning and decision making process, and will focus on advancing the study of the Pennsylvania Homefront of the Civil War Era. Historians are one of the most important user communities of archival materials, and the Civil War serves as a special prism through which to understand the social, cultural, ethnic, religious, and political dimensions of life in the mid-nineteenth century. Recent scholarship on the American Civil War has been enriched by an infusion of social history that has broadened the view of the conflict beyond the battlefield. While some of this work has featured the North, far more attention has gone to the Confederate South. The northern homefront remains understudied, especially concerning issues such as mobilization of forces, opposition to the war, women's contributions, and the African American experience.

To further this work, we will address the following needs:

1. A clearly articulated set of criteria for identifying collections that will be of value to those with interest in the Civil War. How should we define the Civil War era? What subjects deserve study? What types of materials would advance that study?

Outcome: A qualitative report on the study of the Pennsylvania homefront and researcher needs.

2. An improved understanding of what is now held in diverse collections around the state, and their readiness for digitization. What materials could meet the criteria? Are they processed? Are collections well enough known by staff to answer the question?

Outcome: A high-level inventory of collections relevant to the study of the Pennsylvania homefront

3. An understanding of the obstacles facing Pennsylvania archivists in making these collections more accessible. What resource constraints exist? What simple methods could be used to overcome these obstacles?

Outcome: Assessment of readiness of cultural heritage organizations to provide discovery and access services.

IMLS funding will support meetings of an advisory board of historians, representatives from county historical societies and archives, archival fieldwork undertaken by an advanced PHD candidate in history, and an archival consultant to develop metadata and finding aids that will populate a collections registry to use in making future plans for digitization.

A. Assessment of Need

The Penn State University Libraries and the Penn State George and Ann Richards Civil War Era Center, in partnership with the Pennsylvania Historical and Museum Commission, the State Library of Pennsylvania, the Historical Society of Pennsylvania and the Historical Society of Western Pennsylvania, propose a 12-month Collaborative Planning Grant to lay groundwork for a multi-year library-archive-scholar collaboration to identify and make accessible primary source materials held in Pennsylvania archives and special collections that will advance research into the Northern homefront during Civil War. Our planning year will place a special emphasis on identifying and assessing materials of potential value to help set an agenda for improving access through description, digitization, preservation, and perhaps publication. In doing so, we will model how scholars, librarians and archivists may work together to promote new scholarship and improve access to a wide range of archival collections.

Mass digitization projects have raised the expectations of fast access to collections of breadth and depth in a matter of years. These programs hold promise for creating new readership for materials previously neglected, in turn promoting new scholarship in a number of fields. However, programs to digitize printed materials, such as the Google Book Project, will not address all the needs of scholars or members of the public, particularly those who seek primary documents and other materials held in archives and special collections.

The library and archival communities have begun to address these needs in two ways. One focuses on solving the "hidden collections" problem, which includes recent competitive awards from the Mellon Foundation and the Council on Library and Information Resources to create inventories of and basic descriptive records for important collections. The backlog of unprocessed or un-described collections may be especially acute for smaller archives and museums, especially those in the care of local and historical societies, where professionally trained staff is few in number. In such an environment, the appropriate care and preservation of materials may be a challenge, let alone description and digitization. Another recent focus has been a new look at the methods and purposes of digitization from special collections, with an emphasis on speed, scale, and access, rather than perfection and preservation. In "Shifting Gears: Gearing Up to Get Into the Flow," Ricky Erway and Jennifer Schaffner contend that we must move past the era of boutique digitization and work towards programmatic models of digitizing special collections on a large scale with minimal description.¹

This planning project is situated within both of these arenas: identifying and revealing valuable collections with the goal of enabling their digitization to improve access in a scalable manner. Our effort places the scholar's research goals and needs for access to these collections at the center of our planning and decision making process. Advancing the scholarly objectives of our user communities will require close collaboration among scholars, librarians, and archivists, and this collaboration can contribute new perspectives to the service and collection dialogue from the perspective of working scholars.

Our work has begun while agencies of the Commonwealth of Pennsylvania have begun planning for commemorations of the Civil War sesquicentennial. Our work builds on this ongoing conversation, which has already raised awareness of the need for coordinated and cooperative effort to improve

¹ Erway, Ricky, and Jennifer Schaffner. 2007. *Shifting Gears: Gearing Up to Get Into the Flow*. Report produced by OCLC Programs and Research. Accessed online at: www.oclc.org/programs/publications/reports/2007-02.pdf on January 28, 2009.

access to Pennsylvania Special Collections. Bill Blair, director of the Ann and George Richards Civil War Era Center, leads the Working Group for Digitization as part of the Pennsylvania 150th Planning Committee on the Civil War Sesquicentennial, which seeks to identify the materials that will be of value to Pennsylvanians interested in the war, as well as potential methods for improving access to them. In September 2008, Blair and Mike Furlough, Assistant Dean of Scholarly Communications at Penn State Libraries, hosted a meeting in Harrisburg, Pennsylvania, to discuss ways of coordinating activities that would advance the commemoration [See Supporting Documentation for the agenda and list of participants]. Attendees included representatives from the Historical Society of Pennsylvania, the Historical Society of Western Pennsylvania, the Pennsylvania State Library, the Pennsylvania Historical and Museum Commission, and several county historical societies from around the state. Discussions highlighted three needs that would have to be addressed in order to improve access to collections through digitization.

1. A clearly articulated set of criteria for identifying collections that will be of value to those with interest in the Civil War. What constitutes the chronological boundaries of the Civil War era—just the conflict itself or does it include the coming of the war and its consequences? What subjects deserve study? What types of materials would advance that study?
2. An improved understanding of what is now held in diverse collections around the state, and their readiness for digitization. What materials could meet the criteria? Are they processed? Are collections well enough known by staff to answer the question?
3. An understanding of the obstacles facing Pennsylvania archivists in making these collections more accessible. What resource constraints exist? What simple methods could be used to overcome these obstacles?

To further refine our focus, we have identified the Pennsylvania Homefront of the Civil War Era as the primary organizing subject of historical inquiry. Historians are one of the most important user communities of archival materials, and the Civil War serves as a special prism through which to understand the social, cultural, ethnic, religious, and political dimensions of life in the mid-nineteenth century. In the past couple of decades, the scholarship on the American Civil War has been enriched by an infusion of social history that has broadened the view of the conflict beyond the battlefield. While some of this work has featured the North—such as *A People's Contest: The Union and Civil War, 1861-1865* by Philip Shaw Paludan²—by far more attention has gone to the Confederate South. For historians and other scholars of the Civil War, the northern homefront remains understudied, especially concerning issues such as mobilization of forces, opposition to the war, women's contributions, and the African American experience. For Pennsylvania, the neglect is arguably worse. Fewer than a dozen monographs examine these issues in the Keystone State, yet it was the second most important state in supplying resources for the Union. Our ultimate goal is to try to enliven this area of historical research via a collaboration of scholars with librarians, archivists, and museum personnel.

² Paludan, Phillip Shaw. 1996. *A People's contest: the Union and Civil War, 1861-1865*. Lawrence: University Press of Kansas.

B. National Impact and Intended Results

Penn State University Libraries and the George and Ann Richards Civil War Era Center will lead this grant and partner with the Pennsylvania Historical and Museum Commission, the State Library of Pennsylvania, the Historical Society of Pennsylvania and the Historical Society of Western Pennsylvania, in order to develop a model for collaborative investigation that could be adopted by our colleagues in other communities and other subject fields. Our work will leverage the expertise of multiple groups around their common aims. While we believe that the study of Pennsylvania Civil War period is important in itself, we hope that the project will initiate diverse inquiries into the social history of the Civil War North. The data gathered during the planning year will be made be publicly available to ensure its utility for scholars and archivists beyond the Commonwealth of Pennsylvania, and it is our expectation that this planning year will help to develop a coherent agenda for prioritizing collection processing and digitization in the state.

Our work will build upon the results of the 2007-2008 LSTA Grant "Collection Development: Digital Collection for the Study of Pennsylvania History, Culture and Society," administered by the Pennsylvania Academic Library Consortium, PALINET, State Library of Pennsylvania. This project developed a recommended set of priorities for digitizing materials held by Pennsylvania institutions, and sought to foster cooperation in bringing these materials online for a Pennsylvania Digital Library. We will extend that work by focusing within one of the four priority topics recommended by the project, specifically "Major nineteenth- and twentieth-century conflicts--the American Civil War and World Wars I and II, for example--and the communities of conscience that have reacted to war and injustice"³

While the proposed audiences in the LSTA grant were broad, and included scholars, we are paying special attention to the scholarly audience in order to promote a deeper and richer understanding of the social fabric of Pennsylvania during a critical moment in the nation's history. Ultimately, we will need to identify sustainable methods to coordinate ongoing, distributed efforts to carry out the documentation, description, and digitization of a wide variety of materials held around the state. While we anticipate seeking grant funding to carry out some of these future activities, we also recognize the importance of advocating support for our agenda within our own organizations to help drive resource allocations to this type of initiative in the coming years.

At the end of the year, we plan these three deliverables that will allow us to develop plans for a multi-year program of collection processing and digitization, but which we think will also have broad utility beyond the immediate project participants.

Outcome #1: A qualitative report on the study of the Pennsylvania homefront and researcher needs

This report (referred to throughout the document as the "research report") will be equivalent in length to a brief journal article, and will include a) a literature review on the topic; b) a discussion of research issues that would be most important to explore; c) a discussion of the types of primary materials that

³ "BUILDING THE PENNSYLVANIA DIGITAL LIBRARY: Guidelines for Topics, Materials, Priorities, Best Practices, Next Steps" 2008. A report from "Collection Development: Digital Collection for the Study of Pennsylvania History, Culture and Society" (LSTA grant). Accessed online at <http://padl.pbwiki.com/f/PA+Digital+Collection+Development+Guidelines--as+of+07-30-08.pdf> on January 28, 2009.

scholars would hope to uncover to support these research topics and to promote further work on the topic d) a short description overview of known relevant collections. We anticipate that the literature review will be broader than Pennsylvania because of the sparse study of the topic, and will include a focus on southern studies to identify complementary research questions. This document will be developed in conjunction with a scholar's advisory group and will serve as a roadmap for future activities and research investigations.

Outcome #2: A high-level inventory of collections relevant to the study of the Pennsylvania homefront

We will begin to collect and refine descriptions of collections held by Pennsylvania institutions that show potential for the study of the homefront in order to begin a public registry. To the extent possible, we work from existing data held or gathered by our partner institutions about their collections or those in smaller regional archives. We believe that we can work from already well-defined archival assessment tools and methods to document condition and suitability for digitization. However, we believe that we will also need to define and field-test an instrument that can address the potential scholarly impact of resources, and consider how that information may be combined with other available data in the form of a public inventory. The registry will be begun during the planning year but will likely become an ongoing effort of the project beyond the planning year.

Outcome #3: Assessment of readiness of cultural heritage organizations to provide discovery and access services

Developing this registry will also help us to determine the readiness of archives to participate in a longer-term program to process and digitize collections. We intend to host at least one meeting during the year for representatives of county historical societies and similarly sized archives to discuss the project's goals and their own for their collections. Through our discussions, we will seek to identify barriers to improving processing or engaging in digitization, and the potential solutions that would address these barriers. Our findings will be presented as a short conference report, and will be made publicly available along with other materials developed in this planning year. In the longer term of this project, we hope we can find ways to share the responsibility for resolving these issues and hope to promote awareness of the value of these collections in order to draw funding to support their processing, digitization, and conservation.

C. Project Design and Evaluation Plan

Penn State University Libraries and the Richards Civil War Era Center will take the lead in planning and coordinating the work of this grant. The Libraries will take responsibility for gathering, collating, and publishing data as well as providing expertise in planning for digitization. It will also make its special collections available for assessment and potential digitization. The Richards Center will oversee the development of the scholarly agenda and provide expertise in assessing content for its relevance to the project. Our partners at the Historical Society of Pennsylvania, Pennsylvania Historical and Museum Commission, State Library, and Historical Society of Western Pennsylvania will provide critical expertise on archival collection assessment and on collections in their own holdings and in their region. The Historical Society of Western Pennsylvania, the Historical Society of Pennsylvania, and the Richards Center will also serve as liaisons to local archives and historical societies in their respective regions of the state.

Our collaborative work on this project began with an initial meeting held in September 2008 in Harrisburg, PA to begin identifying core needs to advance this project (discussed in section A above). With the assistance of a graduate student, we have also undertaken some basic content assessments of several processed collections held by Penn State, in order to experiment with methods of assessing collections based on the value to the defined subject area [See Supporting Documentation for example]. Our intent is to use this year to refine the criteria and protocol to gather this data.

We will continue to take small, progressive steps in organizing the work prior to the beginning of the grant period in October 2009. By that date we plan to have created a public website to distribute information about the project, identified and confirmed members of a scholar's advisory group, and have held at least one informal meeting of the project advisory board. In this timeframe, we will also begin to review and collate available information in our hands and responses to preliminary inquiries about relevant collections so that we will have small dataset at the start of the project.

The core work of the planning year, for which we seek funding, will involve more detailed information gathering from experts and stakeholders to help us set an agenda for collection access to support research on the homefront. Our approach will build partly on the archival survey methodology developed by the Historical Society of Pennsylvania, which includes both quantitative and qualitative measures for assessing each collection's research value as well as physical condition, quality of housing, and physical and intellectual access. The Mellon Foundation has promoted this methodology as a national model, and surveys based on it have been successfully carried out by Columbia University, the Library of Virginia, the University of Massachusetts-Amherst, and the Philadelphia Area Consortium of Special Collections Libraries (PACSCL). The PACSCL Consortial Survey Initiative, which HSP hosted, adapted the methodology for use in a collaborative framework, making it possible to aggregate and compare data across multiple institutions. Our proposed project will borrow elements of this approach and further adapt them so as to bring scholars together with librarians and archivists in the assessment process.⁴

Early in the planning year we will hold a one-day meeting of a scholar's advisory group. This group will consist of at least six historians with expertise in subfields that include political history, economic history, women's history, and African-American history. The scholar's advisory group will be asked to clarify and strengthen a working definition of the Civil War era homefront, identify relevant research questions, and provide guidance for the development of a research report on the state of inquiry into the subject. Their input will be critical to the success of the program. An advanced graduate student in history, to be selected by the Richards Center and awarded an assistantship at Penn State, will begin to draft the text that will become part of the report detailed as Outcome #1.

We will use the results of this Scholar's Advisory Board meeting to present a simple content assessment form we used in fall 2008 on several Penn State Collections [an example is provided in the Supporting Documentation]. During the planning year we will refine this too, explore how it can be used in tandem with existing assessment methods for archival collections, and develop a protocol for conducting field research to assess the potential scholarly value of these resources. We will identify and contract with a consultant with archival training and experience to assist us in refining the content assessment criteria and to help develop a protocol for applying it in combination with other collection assessment methods.

⁴ More detail on the PACSCL Consortial Survey Initiative can be found at <http://www.pacsclsurvey.org/>.

We will conduct our first round of collection assessments after this meeting, which will include archival field work on at least ten collections held in different archives, testing the protocol and gathering data for the registry. Following those field tests, the collected data and protocol will be revisited and data gathering tools will be revised. A second round of field tests on at least ten more collections will then be conducted, and the results compared. More collections will be surveyed in each round if time and travel funds permit. The collections to be surveyed will be chosen by the project's Advisory Board to ensure a representative sample of material types, collection sizes, and conditions. In the first phase of field testing, we will likely select collections from among partner holdings and in the later round solicit recommendations from smaller archives and historical societies.

The data collected during this field work will be compiled, corrected, and aggregated throughout the year as it is collected by the archival consultant hired for the project. Early in the year the advisory group and the consultant will review possible ways of presenting standard metadata (EAD-encoded finding aids) with more specialized information used to assess the potential scholarly value and impact of the collections. Our goal is to publish on the World Wide Web a registry of collections relevant to our academic subject, including descriptive and analytic data. Because many of these collections will already have existing finding aids available online, we will work to federate available data and to avoid replication of data at multiple sites. All data that is enhanced or created will be shared with the collection owners to ensure accuracy. This registry will serve as the basis for future collection assessment to determine suitability for digitization. Penn State Libraries will commit to providing a platform for delivery of the results during the planning year and afterwards. This registry and the instruments used to create are identified above as Outcome #2.

By the mid-point of the planning year, we will hold a one-day workshop for representatives of smaller archives and historical societies. We will use this meeting to discuss the goals of the project, present the results of work to date, and discuss how smaller archives could contribute to the effort, or what they would need to do so. Here we will begin to document the issues that confront Pennsylvania archives in making their materials more accessible, and we will use the input of this community to identify new partners and begin to make longer-term plans for the project. This meeting will also provide an opportunity to solicit recommendations for relevant collections to be assessed. Data collected from this solicitation will be recorded in the final collections registry. Following this meeting we will draft a conference report (see Outcome #3 above) and share with participants for comment before release.

By the last quarter of the planning year, we will hold an additional meeting of the scholar's advisory group to present near-final results of the report on the study of the Northern Civil War Homefront, discuss our findings in the archives, and discuss plans for the future. We expect to include members from the advisory board, as well as representatives from archives and special collections to ensure a dialog between scholars and archivists on their common goals. This will in many ways serve as culminating discussion for the planning year, and provide all stakeholders with an opportunity to address our potential for a sustainable collaboration.

During the final months of the planning year we will begin public distribution of our results, and will have begun to develop plans and funding models to ensure that highly valuable collections can be processed and made accessible online within two to three years.

D. Project Resources

Budget

We seek IMLS in the amount of \$82,701.94, including \$55,879.69 in direct costs and \$26,822.25 in indirect costs. Penn State University will cost share 66.11% of the budget or \$42,394.81, which includes \$32,283.09 in direct costs and \$10,111.72 in indirect costs. [Penn State excludes tuition and tuition waivers from indirect cost calculations.] These funds will be used to support meeting expenses, travel to archives, a graduate assistant's stipend, and an archival consultant's fees.

The largest single expense for this planning grant are travel and meal expenses to support five meetings: 2 face-to-face meetings of the Project Advisory Board, 2 face-to-face meetings of a Scholar's Advisory Board, and 1 meeting of representatives of local archives and county historical societies. The Project Advisory Board will attend all meetings, and we hope to have several representatives from local archives attending the second Scholar's Advisory Board meeting late in the planning year. (Expenses per meeting are detailed in Supporting Document No. 5).

The Project Advisory Board will also meet by phone throughout the year, but we believe that face-to-face meetings at the start and towards the end of the grant year will be important to establish clarity and focus for our work. Meetings of the Scholar's Advisory Board and local archive representatives are absolutely critical for our intention to establish a true collaboration among multiple stakeholders. These meetings will be used to gather input on the needs and wishes of these stakeholders to help develop a roadmap for identifying collections, assessing them, and developing plans to ensure that these collections can be made accessible in the future.

Our direct staffing costs include \$14,235 to support a graduate assistant stipend, and \$2192 in fringe benefits from October 2009-May 2010. Penn State will cost share the graduate assistant's tuition for that same time period. (In addition, Penn State will pay \$6,656 in the months August-September 2009 to begin this assistantship at the start of the academic term. (This cannot be cost-shared on the grant but must be paid in order to have the assistant available for the fall semester.) All full time staff from Penn State are cost-shared on the budget.

We also request travel funding to support the work of the graduate assistant. He or she will make up to ten trips to archives throughout the state of Pennsylvania to conduct fieldwork and review the content of collections for their relevance to the study of the Civil War homefront. We estimate \$4940 for this work.

We have allocated 30 days of work for an archival consultant to assist us in developing the finding aids and data gathering instruments to support the development of a collection registry. We are estimating \$400/day for this work.

Personnel

Penn State Staff

Michael Furlough, Assistant Dean for Scholarly Communications, Penn State University Libraries, and Bill Blair, Professor of History and Director, Ann and George Richards Civil War Era Center will serve as the principle investigators for this project. Blair will be responsible for coordinating relationships with scholars and the preparation of related research reports. Furlough will take the lead in developing relationships with external organizations and agencies, and in overseeing the work of data gathering and preparation. Blair and Furlough's time will be cost-shared at 5% FTE each.

Martha Ney, Assistant to the Assistant Dean for Scholarly Communications will oversee logistics of grant management and reporting, as well as planning meeting logistics. Ney's time will be cost-shared at 3% FTE. Karen Younger, Managing Director of the Richards Center, will supervise the graduate student assessing the collections, help in the creation of the qualitative report on the homefront, maintain contact with county historical societies in the central portion of the state, and generate content for the project website. Younger's time will be cost shared at 3% FTE.

Partners and the Project Advisory Board

We have invited partners to join this project in order to ensure that we have broad representation that with a true statewide focus. Each organization brings significant strengths in collections, resources, expertise, and relationships with other agencies and archives in Pennsylvania. A representative of each partner will work with Furlough and Blair to oversee the project and guide our future plans.

- William Blair, Professor of History and Director, George and Ann Richards Civil War Era Center (Co-PI)
- Barbara Franco, Executive Director, Pennsylvania Historical and Museum Commission
- George Friedline, Division Chief, State Library of Pennsylvania, Technical Services and Collection Management
- Michael Furlough, Assistant Dean for Scholarly Communications. Penn State University Libraries (Co-PI)
- Matthew Lyons, Director of Archives and Collection Management, Historical Society of Pennsylvania
- Dr. Alexis Macklin, Director of Library and Archives, Historical Society of Western Pennsylvania

Scholar's Advisory Group

Six historians with expertise relevant to the study of the Northern homefront will attend two in-person meetings to provide critical guidance on the study of the subject area, the types of materials needed to promote that study, and criteria to be used in assessing their potential scholarly value. We expect that most of the board (four members) will come from Pennsylvania colleges or universities.

Graduate Assistant

The Graduate Assistant will conduct the literature review, conduct research, and draft our research report on the study of Northern homefront in the Civil War (outcome #1). He or she will also conduct

archival field work to gather data on relevant collections that can be used to assess prioritization for processing and digitization as well as develop a registry of collection information (outcome #2).

Archival Consultant

The consultant will support the development and refinement of survey tools to address criteria developed by scholars, and will be asked to consolidate existing information found in inventories, finding aids, and/or gathered by the Graduate Assistant in order to begin the creation of a registry of relevant collections (outcome #2).

SAMPLE

BUDGET FORM - PAGE FOUR

Section B: Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages	14,235.00	13,815.00	28,050.00
2. Fringe Benefits	2,192.19	3,951.09	6,143.28
3. Consultant Fees	12,000.00	0.00	12,000.00
4. Travel	20,312.50	0.00	20,312.50
5. Supplies and Materials	0.00	3,300.00	3,300.00
6. Services	0.00	0.00	0.00
7. Student Support	0.00	0.00	0.00
8. Other Costs	7,140.00	11,217.00	18,357.00
TOTAL DIRECT COSTS (1-8)	55,879.69	32,283.09	88,162.78
9. Indirect Costs	26,822.25	10,111.72	36,933.97
TOTAL COSTS (Direct and Indirect)	82,701.94	42,394.81	125,096.75

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS	82,701.94
2. Cost Sharing:	
a. Cash Contribution	0.00
b. In-Kind Contribution	42,394.81
c. Other Federal Agencies*	0.00
d. TOTAL COST SHARING	42,394.81
3. TOTAL PROJECT FUNDING (1+2d)	125,096.75
% of Total Costs Requested from IMLS	66.11%

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

SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

Part I. Complete the appropriate section(s):

A. Converting Non-Digital Material to Digital Format

A1. Describe types and original formats of materials to be selected for digitization and quantity of each.

A2. Identify copyright issues and other potential restrictions with regard to the original non-digital material.

Public domain: _____ % of total.

Privacy concerns: _____ % of total. Plan to address:

Permissions have been obtained: _____ % of total.

Permissions to be requested: _____ % of total.
Plan to address:

Other: _____ % of total. Explain:

A3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material and specify what percentage if any of the total material will be subject to restrictions.

A4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server, A/D audio or video converter).

B. Repurposing Existing Digital Content

B1. Describe types and original formats of digital materials to be selected for repurposing and quantity of each.
EAD-encoded finding aids, and/or other unstructured finding aids or collection descriptions.

B2. Identify copyright issues and other potential restrictions with regard to the original digital material.

Public domain: _____ % of total.

Privacy concerns: _____ % of total. Plan to address:

Permissions have been obtained: _____ % of total.

Permissions to be requested: 100 % of total.
Plan to address:

Other: _____ % of total. Explain:

We will solicit for relevant collections to be assessed, and for permission to re purpose their finding aids if necessary, in order to create the collection registry. Enhanced metadata will be returned to the provider.

B3. Describe how the repurposed material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to repurposed material and specify what percentage if any of the total material will be subject to restrictions.

Finding aids and other metadata will be used to generate a publicly accessible registry of collections relevant to the study of the Pennsylvania Homefront in the Civil War. View access will be provided to the general public, and the registry will support OAI-compliant metadata publishing to any harvester.

B4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., MPEG encoder, non-linear editing system, GIS software).

Standard text editing, database/spreadsheet software, and/or XML editing software on standard PC workstation.

C. Creating New Digital Content

C1. Describe types of materials to be created in digital form and quantity of each.

EAD-encoded finding aids developed from existing descriptive data. The number of new finding aids to be created is uncertain, and will be determined through solicitations and the quality of available metadata. Will create as many records as possible that will at least minimally document relevant collections.

C2. Describe plan to obtain releases/permissions from project content creators and subjects.

The Project Advisory Board will recommend collections, and solicit recommendations, for relevant collections to be described/documented. All collection owners must consent to allowing discovery data to be made publicly available and harvestable using OAI-compliant methods.

C3. Describe disposition of ownership and use rights of new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to new content and specify what percentage if any of the total material will be subject to restrictions.

Records will be returned to collection owners for their own use, but also retained by the project as part of a collection registry available to public and OAI harvesters. Penn State Libraries are committed to continued maintenance of the registry alongside its own finding aid collections.

C4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software, server).

Standard text editing, database/spreadsheet software, and/or XML editing software on standard PC workstation.

Part II. Answer all questions:

5. Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each.

Master: XML/EAD encoded finding aids

Access: Rendered XHTML

Thumbnail: NA

6. Describe the delivery medium that will be used (e.g., Internet, broadcast, DVD).

Internet/World Wide Web

7. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, ContentDM).

Penn State Libraries are testing ContentDM as delivery platform for EAD-encoding finding aids, with expectation of implementation in FY 2009-10.

8. Describe the quality control plan.

New, enhanced, or repurposed metadata will be collected, encoded and presented to collection owners for review and correction.

9. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

Data will likely be collected in multiple formats, including EAD. We will use existing or create new EAD records for all collections, using available information.

10. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, and commitment of institutional funding).

The Libraries will maintain the registry created by this project as one of its own collections, and it will be maintained and migrated as part of any future work undertaken by Penn State to change platforms and/or processes. The planning year will focus on future needs for sustaining the growth of the registry.

11. If content will be provided on the Internet, indicate agreement to submit collection-level records for digital products to the IMLS Digital Collections Registry. State reasons for selecting alternative approaches.

We agree to this provision.

12. Provide URL(s) for applicant's previous digital products, if applicable.

PSU Libraries: <https://secureapps.libraries.psu.edu/digital/index.cfm> and <http://www.libraries.psu.edu/digital/speccolls/FindingAids/findaids.htm>
HSP: <http://www.hsp.org/default.aspx?id=976>

PARTNERSHIP STATEMENT

Complete one of these forms for each formal partner.

Legal name of applicant organization (5a from Face Sheet): The Pennsylvania State University

1. Legal name of partner organization: Historical Society of Western Pennsylvania

2. Partner DUNS number: 169987088

3. Mailing address

Street1: The Senator John Heinz History Center Street2: 1212 Smallman Street

City: Pittsburgh State: PA Zip+4: 15222-4200

4. Partner Web address: http://www.pghhistory.org

5. Partner project contact name: Alexis Macklin, PhD

Title: Director of Library and Archives

Telephone number: 412-454-6305 E-mail: amacklin@hswp.org

6. Governing control of partner (choose one):

- | | |
|---|--|
| <input type="checkbox"/> State Government | <input checked="" type="checkbox"/> Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> County Government | <input type="checkbox"/> Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> City or Township Government | <input type="checkbox"/> Private Institution of Higher Education |
| <input type="checkbox"/> Special District Government | <input type="checkbox"/> Individual |
| <input type="checkbox"/> Regional Organization | <input type="checkbox"/> For-Profit Organization (Other than Small Business) |
| <input type="checkbox"/> U.S. Territory or Possession | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Independent School District | <input type="checkbox"/> Hispanic-serving Institution |
| <input type="checkbox"/> Public/State-Controlled Institution of Higher Education | <input type="checkbox"/> Historically Black Colleges and Universities (HBCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Federally Recognized) | <input type="checkbox"/> Tribally Controlled Colleges and Universities (TCCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Other than Federally Recognized) | <input type="checkbox"/> Alaska Native and Native Hawaiian Serving Institutions |
| <input type="checkbox"/> Indian/Native American Tribally Designated Organization | <input type="checkbox"/> Nondomestic (non-U.S.) Entity |
| <input type="checkbox"/> Public/Indian Housing Authority | <input type="checkbox"/> Other (specify) _____ |

7. What is the partner organization's mission? [500 characters]

The History Center is an educational institution that engages and inspires a large and diverse audience to the past, understanding in the present, and guidance for the future by preserving regional history and presenting the American experience with a Western Pennsylvania connection.

8. Describe the partner organization's service area (audience served, including size, demographic characteristics, and geographic area). [500 characters]

Our current audience is 80 percent local residents and 20 percent out of town visitors. The largest audience segment is multi-generational families (36 percent) and second largest is school/youth groups (26 percent). The long-range plan calls for continued focus on these audience segments – increasing the number of multi-generational families seeking a meaningful educational/leisure experience as a family unit. The Pittsburgh regional demographic is 90 percent Caucasian and 8 percent African

9. List the partner's key roles and responsibilities in the project. [1000 characters]

The Historical Society of Western Pennsylvania will participate in this project in several ways. Dr. Alexis Macklin, Director of Library and Archives, will join the Project Advisory Board and help to oversee the planning work. In addition, HSWP will make collections available for assessment during the planning year, serve a liaison to smaller regional archives, and provide expertise on collections of interest that relate to the western sections Pennsylvania.

Please note:

- A. Submission of this application by the authorized representative of the applicant organization reflects the partner organization's agreement with the following statements:
- We will carry out the activities described above and in the application narrative.
 - We will use any federal funds we receive from the applicant organization in accordance with applicable federal laws and regulations as set forth in the program guidelines and the terms and conditions of the grant award.
 - We assure that our facilities and programs comply with the applicable federal requirements and laws as set forth in the program guidelines.
- B. Prior to submission of the application, the applicant will ensure that the partner organization has provided to the applicant a signed original of this Partnership Statement for the applicant's records. Such original will be made available to IMLS, if requested by IMLS.

PARTNERSHIP STATEMENT

Complete one of these forms for each formal partner.

Legal name of applicant organization (5a from Face Sheet): The Pennsylvania State University

1. Legal name of partner organization: State Library of Pennsylvania

2. Partner DUNS number: 007782381

3. Mailing address

Street1: Office of Commonwealth Libraries Street2: Bureau of State Library, 333 Market Street

City: Harrisburg State: PA Zip+4: 17126-1745

4. Partner Web address: http://statelibrary.state.pa.us

5. Partner project contact name: George Friedline

Title: Division Chief, State Library of Pennsylvania, Technical Services and Collection Management

Telephone number: 717-783-5964 E-mail: gfriedline@state.ps.us

6. Governing control of partner (choose one):

- | | |
|---|--|
| <input checked="" type="checkbox"/> State Government | <input type="checkbox"/> Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> County Government | <input type="checkbox"/> Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> City or Township Government | <input type="checkbox"/> Private Institution of Higher Education |
| <input type="checkbox"/> Special District Government | <input type="checkbox"/> Individual |
| <input type="checkbox"/> Regional Organization | <input type="checkbox"/> For-Profit Organization (Other than Small Business) |
| <input type="checkbox"/> U.S. Territory or Possession | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Independent School District | <input type="checkbox"/> Hispanic-serving Institution |
| <input type="checkbox"/> Public/State-Controlled Institution of Higher Education | <input type="checkbox"/> Historically Black Colleges and Universities (HBCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Federally Recognized) | <input type="checkbox"/> Tribally Controlled Colleges and Universities (TCCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Other than Federally Recognized) | <input type="checkbox"/> Alaska Native and Native Hawaiian Serving Institutions |
| <input type="checkbox"/> Indian/Native American Tribally Designated Organization | <input type="checkbox"/> Nondomestic (non-U.S.) Entity |
| <input type="checkbox"/> Public/Indian Housing Authority | <input type="checkbox"/> Other (specify) _____ |

7. What is the partner organization's mission? [500 characters]

The State Library of Pennsylvania provides information for State Government and citizens while collecting and preserving our written heritage through materials published for, by, and about Pennsylvania.

8. Describe the partner organization's service area (audience served, including size, demographic characteristics, and geographic area). [500 characters]

State Library of Pennsylvania: founded in 1745 by Benjamin Franklin as a Legislative Reference Library the State Library provides information for State Government and citizens while collecting and preserving our written heritage through materials published, for, by and about Pennsylvania. The State Library is one of four Statewide Resource Centers and as such provides collections, online reference, and digital resources to support Pennsylvania libraries.

9. List the partner's key roles and responsibilities in the project. [1000 characters]

The State Library of Pennsylvania will participate in this project in several ways. George Friedline will join the Project Advisory Board and help to oversee the planning work. The State Library administered the 2008 LSTA grant that led to the development of Pennsylvania collection development guidelines for digitization, and it hosts the State Library of Pennsylvania Digital Collections, which already include materials relevant to this project. Their participation will help to ensure that our work extends logically from these efforts. In addition, the State Library will make collections available for assessment during the planning year.

Please note:

- A. Submission of this application by the authorized representative of the applicant organization reflects the partner organization's agreement with the following statements:
- We will carry out the activities described above and in the application narrative.
 - We will use any federal funds we receive from the applicant organization in accordance with applicable federal laws and regulations as set forth in the program guidelines and the terms and conditions of the grant award.
 - We assure that our facilities and programs comply with the applicable federal requirements and laws as set forth in the program guidelines.
- B. Prior to submission of the application, the applicant will ensure that the partner organization has provided to the applicant a signed original of this Partnership Statement for the applicant's records. Such original will be made available to IMLS, if requested by IMLS.

PARTNERSHIP STATEMENT

Complete one of these forms for each formal partner.

Legal name of applicant organization (5a from Face Sheet): The Pennsylvania State University

1. Legal name of partner organization: The Pennsylvania Historical and Museum Commission

2. Partner DUNS number: _____

3. Mailing address

Street1: State Museum Building Street2: 300 North Street

City: Harrisburg State: PA Zip+4: 17120

4. Partner Web address: http://www.phmc.state.pa.us

5. Partner project contact name: Barbara Franco

Title: Executive Director

Telephone number: 717-787-3362 E-mail: _____

6. Governing control of partner (choose one):

- | | |
|---|--|
| <input checked="" type="checkbox"/> State Government | <input type="checkbox"/> Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> County Government | <input type="checkbox"/> Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> City or Township Government | <input type="checkbox"/> Private Institution of Higher Education |
| <input type="checkbox"/> Special District Government | <input type="checkbox"/> Individual |
| <input type="checkbox"/> Regional Organization | <input type="checkbox"/> For-Profit Organization (Other than Small Business) |
| <input type="checkbox"/> U.S. Territory or Possession | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Independent School District | <input type="checkbox"/> Hispanic-serving Institution |
| <input type="checkbox"/> Public/State-Controlled Institution of Higher Education | <input type="checkbox"/> Historically Black Colleges and Universities (HBCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Federally Recognized) | <input type="checkbox"/> Tribally Controlled Colleges and Universities (TCCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Other than Federally Recognized) | <input type="checkbox"/> Alaska Native and Native Hawaiian Serving Institutions |
| <input type="checkbox"/> Indian/Native American Tribally Designated Organization | <input type="checkbox"/> Nondomestic (non-U.S.) Entity |
| <input type="checkbox"/> Public/Indian Housing Authority | <input type="checkbox"/> Other (specify) _____ |

7. What is the partner organization's mission? [500 characters]

As the official history agency of the Commonwealth of Pennsylvania, the Pennsylvania Historical and Museum Commission was created in 1945 to combine responsibility for the collection, conservation, and interpretation of Pennsylvania's historic heritage. The Commission preserves the Commonwealth's memory as a teacher and champion of its heritage for citizens of Pennsylvania and the nation through programs and partnerships throughout the state.

8. Describe the partner organization's service area (audience served, including size, demographic characteristics, and geographic area). [500 characters]

The PHMC serves citizens and visitors via: The Pennsylvania State Archives holds permanent documents of state government; The State Museum of Pennsylvania preserves and presents the state's historical, natural and artistic heritage of the state with exhibitions and programs; The State Historic Preservation Office helps to preserve the Commonwealth's architectural, historical and archaeological resources; The Pennsylvania Trails of History includes historic sites and museums across the state.

9. List the partner's key roles and responsibilities in the project. [1000 characters]

The Pennsylvania Historic and Museum Commission will participate in this project in multiple ways. Barbara Franco will join the Project Advisory Board and help to oversee the planning work. PHMC will make collections from the Pennsylvania State Archives available for assessment during the planning year. In addition, PHMC will serve as a liaison to cultural heritage institutions throughout the Commonwealth.

Please note:

- A. Submission of this application by the authorized representative of the applicant organization reflects the partner organization's agreement with the following statements:
- We will carry out the activities described above and in the application narrative.
 - We will use any federal funds we receive from the applicant organization in accordance with applicable federal laws and regulations as set forth in the program guidelines and the terms and conditions of the grant award.
 - We assure that our facilities and programs comply with the applicable federal requirements and laws as set forth in the program guidelines.
- B. Prior to submission of the application, the applicant will ensure that the partner organization has provided to the applicant a signed original of this Partnership Statement for the applicant's records. Such original will be made available to IMLS, if requested by IMLS.

PARTNERSHIP STATEMENT

Complete one of these forms for each formal partner.

Legal name of applicant organization (5a from Face Sheet): The Pennsylvania State University

1. Legal name of partner organization: The Historical Society of Pennsylvania

2. Partner DUNS number: 083243048

3. Mailing address

Street1: 1300 Locust Street Street2: _____

City: Philadelphia State: PA Zip+4: 19107

4. Partner Web address: http://hsp.org

5. Partner project contact name: Matthew Lyons

Title: Director of Archives and Collection Management

Telephone number: 215-732-6200 E-mail: MLyons@hsp.org

6. Governing control of partner (choose one):

- | | |
|---|--|
| <input type="checkbox"/> State Government | <input checked="" type="checkbox"/> Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> County Government | <input type="checkbox"/> Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> City or Township Government | <input type="checkbox"/> Private Institution of Higher Education |
| <input type="checkbox"/> Special District Government | <input type="checkbox"/> Individual |
| <input type="checkbox"/> Regional Organization | <input type="checkbox"/> For-Profit Organization (Other than Small Business) |
| <input type="checkbox"/> U.S. Territory or Possession | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Independent School District | <input type="checkbox"/> Hispanic-serving Institution |
| <input type="checkbox"/> Public/State-Controlled Institution of Higher Education | <input type="checkbox"/> Historically Black Colleges and Universities (HBCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Federally Recognized) | <input type="checkbox"/> Tribally Controlled Colleges and Universities (TCCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Other than Federally Recognized) | <input type="checkbox"/> Alaska Native and Native Hawaiian Serving Institutions |
| <input type="checkbox"/> Indian/Native American Tribally Designated Organization | <input type="checkbox"/> Nondomestic (non-U.S.) Entity |
| <input type="checkbox"/> Public/Indian Housing Authority | <input type="checkbox"/> Other (specify) _____ |

7. What is the partner organization's mission? [500 characters]

The Historical Society of Pennsylvania collects and shares stories of the peoples of Pennsylvania and their contributions to American history. Conserving and disseminating knowledge spanning the 17th century to the 21st, HSP opens minds.

8. Describe the partner organization's service area (audience served, including size, demographic characteristics, and geographic area). [500 characters]

Founded in 1824 in Philadelphia, The Historical Society of Pennsylvania is one of the oldest historical societies in the United States and holds many national treasures. The Society's building houses some 600,000 printed items and over 19 million manuscript and graphic items. The Society is one of the largest family history libraries in the nation, has preeminent printed collections on Pennsylvania.

9. List the partner's key roles and responsibilities in the project. [1000 characters]

The Historical Society of Pennsylvania (HSP) will participate in this project in several ways. Matthew Lyons will join the Project Advisory Board and help to oversee the planning work. In addition, HSP will provide expertise in collections assessment methods developed through the PACSCL Consortial Survey Initiative, which the Society hosts. HSP will make collections available for assessment during the planning year and serve a liaison to smaller regional archives.

Please note:

- A. Submission of this application by the authorized representative of the applicant organization reflects the partner organization's agreement with the following statements:
- We will carry out the activities described above and in the application narrative.
 - We will use any federal funds we receive from the applicant organization in accordance with applicable federal laws and regulations as set forth in the program guidelines and the terms and conditions of the grant award.
 - We assure that our facilities and programs comply with the applicable federal requirements and laws as set forth in the program guidelines.
- B. Prior to submission of the application, the applicant will ensure that the partner organization has provided to the applicant a signed original of this Partnership Statement for the applicant's records. Such original will be made available to IMLS, if requested by IMLS.