



**Museum Grants for African American
History and Culture
Sample Application MH-00-13-0013-13**

**William C. Jason Library
University Archives and Special Collections
Delaware State University**

Amount of MIMLS:	\$145,194
Amount of cost share:	\$146,798

Attached are the following components excerpted from the original application.

- Abstract
- Narrative
- Schedule of Completion

Abstract

In accordance with its mission and in support of the goals described in detail below, Delaware State University (DSU) is seeking funds from the IMLS grant program to support an archival fellowship program for recent graduates of archival science programs. It will provide valuable experience to fellows, while also strengthening and expanding the newly formed University Archives and Special Collections Department at the William C. Jason Library. The requested funds will be used in support of the archival unit's mission to promote the knowledge and understanding of the University's history and its heritage as a historically black college (HBCU). The archival unit serves students, faculty, staff, administrators, alumni, scholars, and the local community.

Over the two-year grant period we propose to hire two nine-month full-time archival fellows (one for each academic year of the grant); decrease extensive backlog through processing activities; digitize collection items to contribute to the Delaware Heritage Collection; hire two summer interns (one for each summer of the grant) to work for eight-weeks full-time in an effort to support the growth of the next generation of the profession; and promote the archives to the campus community through establishing a project blog and creating a historic campus walking tour, complete with guided brochure/map and historic signs on campus.

This project meets the following needs: 1) Provision of opportunity for young archivists to gain experience on a variety of tasks involved in running an archives in order to obtain permanent full-time employment; 2) Contribution to the growth of the Delaware State University Archives and Special Collections through added staff hours and resources; 3) Increased usability and visibility of the currently largely unprocessed collections in the University Archives; 4) Exhibition of the history of the university and publicizing the archives through the creation of a historic campus walking tour; 5) Provision of professional development opportunities for the university archivist and fellows.

To successfully complete this project, the grant funding will allow hiring of two nine-month full-time archival fellows and two eight-week full-time summer interns. Other funds will be utilized to purchase archival supplies and computers, as well as providing professional development registration and travel funds.

At the completion of this project, the two archival fellows will be well-equipped to obtain full-time employment in an archival repository. The experience working on a variety of tasks will make them better able to decide which type of position, whether it is in processing, digital projects, or reference, is best for their interests and career goals. In addition, the archival unit at DSU will be stronger with greater intellectual control over its collections and a significantly decreased backlog. A growing number of digitized items will be available in the Delaware Heritage Collection. Researchers from the DSU community and the general public will benefit from the increased ease of access to our collection materials.

Outcomes will be monitored through monthly reports detailing processing progress in linear feet, reference queries answered, finding aids prepared, outreach initiatives undertaken, and new acquisitions acquired by the archives.

Creating an Archival Fellowship Program

Narrative

Project Justification

In accordance with its mission and in support of the goals described in detail below, Delaware State University (DSU) is seeking funds from the IMLS grant program to support an archival fellowship program for recent graduates of archival science programs. In addition to providing this valuable experience to fellows, the grant funds will strengthen and expand the newly formed University Archives and Special Collections Department at the William C. Jason Library. The requested funds will be used in support of the archival unit's mission to promote the knowledge and understanding of the University's origins, aims, programs, and goals. The archives serves students, faculty, staff, administrators, alumni, scholars, and the local community. Over the two-year grant period we propose to:

- Hire two nine-month full-time archival fellows (one for each academic year of the grant)
- Decrease extensive backlog through processing activities
- Digitize collection items to contribute to the Delaware Heritage Collection
- Provide professional networking opportunities for the fellows and university archivist
- Hire two summer interns (one for each summer of the grant) to work for eight-weeks full-time in an effort to support the growth of the next generation of the profession
- Promote the archives to the campus community through establishing a project blog and creating a historic campus walking tour, complete with guided brochure/map and historic signs on campus

Delaware State University respectfully requests \$145,194 in support of these goals.

Delaware State University (DSU) is a public, comprehensive, 1890 land-grant institution that provides educational access and opportunities to diverse populations throughout the United States and abroad. Building on its heritage as a historically black college (HBCU), the University purposefully integrates the highest standards of excellence in teaching, research, and service in its baccalaureate, master's and doctoral programs. Its commitment to advance science, technology, liberal arts, and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

While recognizing its heritage as an HBCU, Delaware State University continues to provide services to a diverse population of over 4,100 students from geographically diverse regions. The university offers 64 undergraduate degrees, 22 graduate degrees, and five doctoral degrees in its academic units. As a state institution, the library also serves the state of Delaware.

Over the last twenty years, the William C. Jason Library has been responsible for receiving, maintaining and storing many published and unpublished resources documenting the history of the University and various departments. These materials contain an array of formats, including paper-based records, photographs, publications, three-dimensional objects, and audio-visual materials. Until June 2012 when the first university archivist was hired, some materials were treated as library materials and cataloged, while others remained in the backlog. Before the university archivist was hired, none of the library's staff had been trained in identification

of enduring value, so no appraisals were made. There had been no consistency of retention and no formal policies for the archives. Locating materials was time consuming and difficult with no arrangement or description of the collection. Beyond the installation of a climate and humidity control system, no preservation assessments or care were undertaken.

Starting in June 2012 with the hiring of the first university archivist, Emily Cottle, work began on transforming the previous state of relative chaos to order. Formal policies were prepared, including a mission statement, collecting policy, and deaccession policy. A deed of gift form was created and procedures for donations and transfer from university offices were formalized. Minimal intellectual control was gained by creating a box level inventory of the approximately 175 linear foot collection. From there, the university archivist has been working to process collections little by little, but there is a large backlog that remains to be processed. As of December 2012, a rough estimate places the backlog at approximately 150 linear feet – 25 feet of which are photographs. Additionally, materials continue to come in with approximately one accession per month received.

The university archivist is responsible for all aspects of the archival unit and her time is divided between processing collections, providing reference services, strategic planning, acquisitions, collection development, administrative functions and meetings, as well as professional development activities. These varied responsibilities make dedicated significant time to any one of these tasks impossible.

We propose to hire one full-time nine-month fellow for each year of the grant. We feel that the archival unit can provide an array of experience to a young professional. The ability to work on tasks from processing to digitization, reference, outreach, and collection development is hard to find in any one position at another repository.

The university archivist will supervise and mentor the fellows. In addition to training them in the University Archives' procedures, she will guide their professional development and provide networking opportunities. As an active member of several professional organizations, including the Mid-Atlantic Regional Archives Conference (MARAC), the Society of American Archivists (SAA), and the Tri-state College Library Cooperative (TCLC) Archives and Special Collections Interest Group, the university archivist can assist the fellow in making contacts relevant to their specific career goals. Aside from providing experience for the fellows themselves, the archival unit will benefit a great deal from the extra assistance.

Additionally, the university archivist and fellows will use grant travel funds to attend local free professional development opportunities. These may include collections care workshops provided by the Conservation Center for Art and Historic Artifacts (CCAHA) that are held close-by in Philadelphia and cost around \$50-60 per workshop. The archivists will participate in any relevant free webinars that are available as well.

Funds will also be used to allow the university archivist and fellow to visit nearby repositories such as the Delaware Public Archives and University of Delaware to tour these nearby repositories. This will provide networking opportunities to strengthen connections between regional repositories and provide a glimpse into the practices of other repositories.

With the assistance of the archival fellow on processing and other tasks of running the archives, there will be increased time for the important tasks of collection development and outreach. Collection development will

include reaching out to campus offices to secure transfer of relevant historical materials, as well as reaching out to alumni to fill gaps in the collection (i.e. missing yearbooks, etc.).

The fellow will also gain experience with digitization. Delaware State University has recently joined a local collaboration called the Delaware Heritage Collection. Through this program, funded by the Delaware Division of Libraries, DSU can contribute digital items to an individual Delaware State CONTENTdm collection that is hosted by the state of Delaware at no cost to the University. There it is freely available alongside collections for other repositories in the collaboration. All that is required from DSU are the scans to contribute and metadata to accompany them.

In the first half 2013, the archival unit plans to purchase a small flatbed scanner to begin contributing items to this project. The images will be stored on an external hard drive as well as sent to OCLC's digital archive where they are securely backed up. We request grant funds for a computer that will allow for the set-up of a dedicated scanning terminal. Currently, the scanner and related software will only be available on the university archivist's computer. A dedicated scanning terminal will allow the fellow, interns, or future volunteers to scan without disrupting the university archivist's work. This terminal will double as a work station for time periods when there are both a fellow and intern working during the first summer of the grant.

In addition to the fellowship positions, we hope to strengthen the profession by hosting two paid summer interns (one for each summer of the grant) full-time for eight weeks. Interns will be students enrolled in archival studies programs and will gain real-world experience to supplement their course studies, which will leave them well-equipped to obtain employment upon graduation. Projects for interns will be geared to their individual goals and can include processing projects, digitization, or a role in the design of the historic campus tour. This scenario is seen as mutually beneficial since it provides the archival unit with extra man hours, while providing the students with work experience to help them gain professional employment upon graduation.

With the archival unit being so newly formed, much of the campus is not yet aware of the rich resources the archives possess. This is equally true for both the student population and the administrative and academic offices on campus. To help rectify this, we propose to bring history directly to the DSU community through signs around campus. Funds will be utilized to create a historic walking tour of campus. Historic wayside signs (3-5 total), positioned at strategic locations around the campus will provide information on some of our most historic buildings, as well as provide "then and now" photographs. These signs will mention that to learn more they should visit the University Archives. A brochure will accompany the signs and highlight additional buildings and locations beyond what the wayside signs display. Additional outreach initiatives will include a project blog and participation in campus events (such as open houses or parents day).

Project Work Plan

The university archivist, Emily Cottle, will plan, implement, and manage the following activities related to this project:

- Arrangement and description of archival backlog
- Identification of digitization priorities

- Digitization of identified collection priorities
- Creation of metadata to accompany digital items according to Dublin Core metadata standards
- Publishing of blog posts throughout the duration of the project highlighting unique items and sharing general information about the archives
- Creation of a brochure/map for a self-guided historical walking tour of campus identifying historic structures and places
- Design and installation of wayside exhibit signs to accompany the historical walking tour
- Provision of two ten-week summer internships where interns will complete projects geared directly to their career goals and interests
- Participation in local networking and professional development activities and webinars

University Archivist Emily Cottle received her MS in library science with a concentration in archives management from the ALA-accredited program at Simmons College in December 2008. Her archival experience includes institutions ranging in size from small local historical societies to working on large government projects as an employee of the contracting firm, History Associates. She gained experience with grant reporting requirements as a project archivist on a Council on Library and Information Resources (CLIR) grant at her previous employer Hagley Museum and Library. As part of her previous grant position, she supervised and mentored several interns and volunteers. This included assisting them in their searches for professional employment in the field upon completing their internships. The diversity of her experience and the skills she has amassed, including previous grant participation, will allow her to successfully oversee all the facets of this project.

Additional project personnel will include Dean of University Libraries, Rebecca Batson. She will contribute to the project through continued oversight of the archival unit, consultation when questions or challenges arise, as well as reporting to the university administration regarding our progress.

Arrangement and description will include traditional archival procedures, such as rehousing into archival folders and boxes and preparation of finding aids. As arrangement and description proceed, the archivists will be constantly thinking about which collections should be identified as scanning priorities due to a high volume of expected use or as a preservation measure for extremely frail or damaged items.

For the length of the project, we propose to process 7-10 linear feet per month for documents and records or five linear feet per month of photographs. These numbers take into account that processing these collections is not simply working through a series of already mostly organized materials, but instead often involves hunting through numerous boxes to find all the materials related to a particular subject. Additional time is allotted for photographs to allow for their rehousing and detailed folder level descriptions. Time is also built in to obtain appraisals of materials and identify those that should be deaccessioned.

Throughout the entire project, blog posts will be published highlighting unique or interesting finds, as well as sharing general information about the archival unit and the services we offer. The fellows will also write entries describing their experiences and lessons learned. Relevant articles will be promoted to the Society of American Archivists (SAA) listserv as well as to the Mid-Atlantic Regional Archives Conference (MARAC) blog.

Additionally, the university archivist and fellows will use grant travel funds to attend local professional development opportunities. These may include collections care workshops provided by the Conservation Center for Art and Historic Artifacts (CCAHA) that are held close-by in Philadelphia and cost around \$50-60 per workshop. The archivists will participate in any relevant free webinars that are available as well.

Funds will also be used to allow the university archivist and fellow to visit nearby repositories such as the Delaware Public Archives and University of Delaware to tour these nearby repositories. This will provide networking opportunities to strengthen connections between regional repositories and provide a glimpse into the practices of other repositories.

In the second year of the project, with greater intellectual control over the collection achieved, work will begin on the historic walking tour initiative. This phase will include researching campus buildings and collecting images appropriate for display on the signs and/or in the brochure. A brochure will be designed containing a map and historical information so that participants can lead themselves to the interesting sites on campus where wayside exhibit signs will present additional information. The signs will be designed, printed, and installed around campus.

At the conclusion of our project, in order to share our success with as many colleagues as possible, proposals will be submitted to present at regional or national professional conferences such as the Mid-Atlantic Regional Archives Conference (MARAC) or the Society of American Archivists (SAA) Annual Meeting. MARAC has a blog to which we would submit a post detailing our project as well.

Articles will also be placed in our alumni newsletter, *The Echo*, to inform alumni of this project and the status of the archives, which will perhaps encourage donations, and in the school newspaper, *The Hornet*, to let the students know about the expanded capacity and resources we will be providing.

Grant funds will be utilized for hiring of personnel and for purchase of supplies, equipment, and services. We will hire one nine-month full-time archival fellow for each year of the grant and one summer intern (30 hours/week for eight weeks) for each year of the grant. Funds for supplies, equipment, and services will be used to purchase computers, manufacture and installation of wayside exhibit signs, and printing of walking tour brochure. To supplement the requested funds, the University will contribute personnel through the time of University Archivist Emily Cottle (95%) and the time of the Dean of University Libraries, Rebecca E. Batson (3%).

Project Results

Still in its infancy, the archival unit does not yet receive more than one or two researchers in a month. We have not conducted outreach yet since with the collections still largely unprocessed, we are unable to accurately describe for researchers all of the materials of our collection. The additional staff provided by this grant will greatly aid in decreasing the backlog of unprocessed collections. When intellectual control is more fully

established, outreach initiatives will begin. These will include reaching out to the DSU community through newsletters, to alumni through our alumni newsletters, inviting history classes to the archives, and to the wider community through establishing a blog for the archives that describes interesting items and helps to share information about our collections with readers.

The additional staff provided by this grant in concert with the aforementioned outreach initiatives will increase the number of researchers visiting the archives on a monthly basis. Statistics will be kept and included in grant reports identifying anticipated upward trends in reading room attendance.

The goal is for the fellow to be a recent graduate looking for their first professional position. The position will be advertised directly to library schools, such as University of Maryland and Drexel. It will also be shared on the Society of American Archivists listserv. This job will provide them with skills and experience that they need to succeed in the profession. The varied experience of processing, digitization, reference, outreach, and collection development will provide a diverse skill-set for the fellow.

The historic walking tour will provide visibility to the archives throughout the campus to those who are already on campus, such as students, faculty, staff, and administrators; but will also be visible to visitors.

The increased visibility will also be gained through expanded participation in the Delaware Heritage Collection scanning project. The additional computers will make digitization projects more efficient.

The audience who will benefit from this project is extremely wide. A primary beneficiary of this project will be the fellows who will reap the benefits of obtaining professional level experience in a university archives that is still in its infancy. In addition to honing processing or digitization skills, they will get to see how an archives is built from the ground up. They will see the challenges that are faced and participate in resolving them. It is our hope that the two fellows sponsored by this program will go on to utilize the skills and experience gained here for the rest of their careers.

The same will be true of the summer interns. These students will gain valuable real world experience while they are still in school that will equip them for the challenge of obtaining their first professional position upon graduation.

Through the project the students, faculty, staff, administrators, and the rest of the DSU community gain a richer understanding of our institution's history and provide increased access to historical records. This will be accomplished through outreach, such as the blog or scheduling class visits, and through the historic walking tour signs around the campus.

Benefits will also extend to researchers looking to utilize our collections. The current level of description does not provide adequate access to our materials, but with the additional staff help of the fellow and interns, our backlog will be greatly decreased.

Tangible results of our project will include the historic signs and accompanying map/brochure for the historic walking tour of campus. Additionally, they will include greatly expanded digital resources as part of the Delaware Heritage Collection and an expanded selection of finding aids for our materials.

Statistics that will be used to demonstrate success will include: number of linear feet processed, number of items digitized, number of researchers, number of class visits, and number of readers of blog posts.

At the end of the project, the backlog will be greatly decreased or eliminated. An expanded digital presence will be created through items being added to the existing Delaware Heritage Collection. Knowledge about the archives and our collections will be disseminated through blogs, class visits, presence at other campus events, and the establishment of a historic campus walking tour, complete with signs.

Delaware State University is committed to applying these grant funds in service of permanent growth and improvement of the archival unit and to the archival profession. The university archivist is a permanent position, so work will continue at the conclusion of the grant. The increased productivity and processing output during the grant period will be used to make a case for adding additional staff to the archives. The statistics described above, such as processing progress, items digitized, and patrons served, will all be instrumental in making the case for this growth. The blog posts will continue, with expanded outreach efforts as our collections become more fully described and the digital collection will continue to expand as a resource for scholars and the DSU community.

Schedule of Completion

Task Name	Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3		
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1 Hire Archival Fellow #1	█																							
2 Orientation for Archival Fellow #1		█																						
3 Archival Fellow #1		█	█	█	█	█	█	█	█	█	█													
4 Hire Archival Fellow #2										█	█	█												
5 Orientation for Archival Fellow #2												█	█											
6 Archival Fellow #2												█	█	█	█	█	█	█	█	█	█	█	█	█
7 Establish project blog		█	█																					
8 <input checked="" type="checkbox"/> Ongoing tasks			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
9 Publish articles to blog			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
10 Process collections			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
11 Digitization			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
12 Other tasks - Reference, Outreach, Collection Development			█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
13 Hire summer intern #1					█	█	█	█																
14 Summer intern #1 (Project TBD)									█	█	█	█												
15 Hire summer intern #2																	█	█	█					
16 Summer intern #1 (Project TBD)																					█	█	█	█
17 Research for walking tour													█	█	█	█								
18 Design walking tour brochure																	█	█	█	█	█			
19 Design wayside signs																█	█	█	█					
20 Manufacture wayside signs																	█	█	█					
21 Install wayside signs																				█	█	█		
22 Print brochure/map																					█	█		
23 Prepare proposals to present results at conferences																						█	█	█
24 Prepare final reports																								█