

**The HBCU Library Alliance + Digital Library Federation Authenticity Project***Fostering Dynamic Fellowship Cohorts, Strategic Organizational Partnerships, & Authentic Community***Project Directors:**Bethany Nowviskie, *MA Ed., Ph.D.* – Executive Director, Digital Library FederationSandra Phoenix, *MLIS* – Executive Director, HBCU Library Alliance

In close collaboration with the HBCU Library Alliance, the Digital Library Federation (DLF) seeks \$249,995 in Laura Bush 21<sup>st</sup> Century Librarian Program funding for the creation of a ***three-year program of HBCU fellowship awards, mentoring, and microgrant opportunities***. Our joint DLF/Alliance Authenticity Project will build on momentum and findings from last year's IMLS-supported DLF HBCU travel fellowship program and unconference to create points of institutional/organizational intersection and provide mentoring, learning, and leadership opportunities contributing to the happiness and professional growth of 15 librarians of color per year. *45 early- to mid-career HBCU librarians and 30-90 mentors from the DLF and Alliance communities* will participate in 3 tightly-networked annual fellowship cohorts over the course of the grant. Authenticity Project Fellows will receive: dedicated, facilitated mentoring from two established and experienced mentors (one from an Alliance library and one from a DLF member institution); opportunities to apply for microgrant funding to undertake inter-institutional projects of strategic importance across our membership communities; full travel, lodging, and registration expenses to the DLF Forum and Learn@DLF workshops; access to online discussion spaces and in-person networking opportunities; and quarterly facilitated, synchronous, online video-networking sessions for Fellows, mentors, and eventual microgrant partners. Mentors will be provided with quarterly discussion prompts, mechanisms for feedback and exchange with their mentees and peers, invitations to special events, and a small, annual stipend in acknowledgment of their efforts. Mentors from HBCUs will additionally receive free DLF Forum registrations or an equal sum in travel funding to enable them to meet with their mentees elsewhere. Through these measures, we mean to aid in the recruitment and retention of project mentors and advance their *own* continuing education, networking, and professional development as well. Finally, the grant will support continued opportunities for joint Alliance-DLF strategic planning, amplification of Fellows' voices and experience, and chances for our communities to connect.

The ***concept of authenticity*** has been a touchstone for us in advancing our organizational partnership and considering the impact DLF and the Alliance want to have, together, on the wider digital library community. The Authenticity Project is designed to *contribute to systemic change in the profession and improve the ability of predominantly white institutions and HBCUs to collaborate more fruitfully, equitably, and genuinely*. Project outcomes will be shared in communications from both organizations, and re-usable materials and insights from microgrant projects will be widely circulated to extend the program's benefit beyond immediate participants. Fellows and mentors will be invited to share their experiences publicly through brown-bag lunches at their home and partnering institutions, in blog posts, and in special, reserved sessions at Alliance and DLF events, as well as privately through a careful program of assessment. By establishing lasting and reciprocal connections among Fellows and mentors; seeding equitable, Fellow-led inter-institutional projects; deepening and enriching authentic exchange at the organizational and leadership level between DLF and Alliance; and providing unique networking and learning opportunities, the Authenticity Project begins locally, with an investment in *personal and professional relationships, honesty, and shared growth*—a necessary basis from which to extend the spirit of our collaboration far across institutions and communities.

**NARRATIVE****The HBCU Library Alliance + Digital Library Federation Authenticity Project:  
*Fostering Dynamic Fellowship Cohorts,  
Strategic Organizational Partnerships,  
and Authentic Community*****Statement of Broad Need**

Last year, together with our partners at the HBCU Library Alliance and through the generous support of IMLS, the Digital Library Federation hosted a DLF Forum HBCUs/Liberal Arts Pre-Conference and a DLF-HBCU travel fellowship for librarians and digital scholars employed by or having backgrounds in Historically Black Colleges and Universities. This was the first time the Alliance and DLF had worked together, and we were excited at the prospect. The focus of our 110-participant event was on how digital libraries at all types of institutions might better represent diverse communities and experiences through their collections; might better support learners from minoritized groups through digital pedagogy; and might more effectively nurture and sustain a dynamic workforce of librarians of color. The purpose of our fellowship program was to bring in more vital perspectives from HBCUs—not only to the pre-conference, but to conversations on digital librarianship, teaching, and data curation that happened throughout the Forum week.

IMLS funding ultimately enabled 24 fellows to attend our Pre-Conference and DLF Forum, where their contributions greatly enriched cross-community exchange among digital library professionals and laid strong groundwork for future collaborations between our organizations. The pilot program was a success. We were able to confirm that the ideas that brought us together resonated across our memberships; that the DLF and Alliance communities are eager to intersect more often and keen to find leaders that can serve as professional points of contact at all generational levels; and that we are able to work together effectively and equitably as staff, each organization drawing on its own strengths, to execute a complex, joint project. Our current proposal builds directly on IMLS's prior investment in drawing our organizations and membership communities together.

The continuing need to attend to the broad, national areas of focus that inspired and structured our 2017 event is well supported in the literature and in community conversation, as are two other issues that animate our current proposal: the importance of enhanced professional development opportunities to the growth and retention of librarians of color and the value of the broadened perspectives those expert practitioners bring to the development of a robust national digital platform.<sup>1</sup> These needs grow ever more acute in our current political climate, particularly

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<sup>1</sup> **Boyd**, Angela, Yolanda Blue, and Suzanne Im. "Evaluation of Academic Library Residency Programs in the United States for Librarians of Color." *College & Research Libraries*, v. 78, n. 4, May 2017, 472-511; **Damasco**, Ione T. and Dracine Hodges. "Tenure and Promotion Experiences of Academic Librarians of Color." *College & Research Libraries*, v. 73, n. 3, May 2012, 279-301; **Hathcock**, April. "White Librarianship in Blackface: Diversity Initiatives in

because— even as American demographics evolve—librarianship remains a pervasively white profession, unreflective of our overall national population of students and citizens.<sup>2</sup> (See “Common Mission, Common Ground,” the publicly disseminated report from our prior IMLS grant, provided here as Supporting Document #2, for a brief lit review substantiating and contextualizing these claims, as well as for deeper discussion of the themes and outcomes of our time together at the 2017 DLF Forum.<sup>3</sup>)

From the opening moments of the Pre-Conference to the closing panel of the 2017 Forum (which featured presentations from Alliance executive director Sandra Phoenix and board chair Monika Rhue), Alliance and DLF leaders identified *authenticity*—the fostering of genuine, equitable, mutual learning and sharing that is both true to our individual communities and to the future we want to create together—as the core value of our partnership, as an ongoing systemic need, and as the overarching goal of any future collaboration. The authentic project we now propose fosters needed community across our library organizations and membership institutions; funds and encourages participation in national conference conversations by more people of color in the field; amplifies and supports their meaningful, inter-institutional ideas and projects; and creates a solid, supportive, and well-balanced network of mentors and peers for career advice and support.

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LIS.” *In the Library with the Lead Pipe*, 7 Oct 2015; **Johnson**, Kelli. *Minority Librarians in Higher Education: A Critical Race Theory Analysis*. 2016. Dissertation. Marshall University, 2016; **Johnson**, Peggy. “Retaining and Advancing Librarians of Color.” *College & Research Libraries*, v. 68, n. 5, September 2007, 405-417; **Kim**, Kyung-Sun, Ming-Hsin Chiu, Sei-Ching Joanna Sin, and Louise Robbins. “Recruiting a Diverse Workforce for Academic/Research Librarianship: Career Decisions of Subject Specialists and Librarians of Color.” *College & Research Libraries*, v. 68, n. 6, November 2007, 533-552; **Morales**, Myrna, Em Claire Knowles, and Chris Bourg. “Diversity, Social Justice, and the Future of Libraries.” *portal: Libraries and the Academy*, v. 14, no. 3, July 2014, 439-451; **Vinopal**, Jennifer. “The Quest for Diversity in Library Staffing: From Awareness to Action.” *In the Library with the Lead Pipe*, 13 January 2016.

<sup>2</sup> **Chang**, Hui-Fen. “Ethnic and Racial Diversity in Academic and Research Libraries: Past, Present, and Future.” *ARL 2013*, 10-13 April 2013, 182-93.

<sup>3</sup> Pages 5-7 of the attached “Common Mission, Common Ground” report also outline an array of related fellowship opportunities and other programs for fostering professional growth among people of color in library and information fields, including the ARL/SAA Mosaic Program, ARL Initiative to Recruit a Diverse Workforce, ALA’s Spectrum Scholarship Program, ARL Fellowship for Digital and Inclusive Excellence, and ARL Leadership & Career Development Program. These are hosted primarily by ALA and ARL, and largely address the so-called “pipeline” issue, focusing on supporting POC in graduate study and earliest career phases, or even on attracting undergraduates to create a more diverse workforce to library careers. The project we propose here is unique not only in bringing together two smaller membership organizations that are perfectly positioned to address the intersection of HBCUs and digital libraries, but in providing benefits to professionals at more established career stages.

In a nutshell, we propose to host a one-of-a-kind, joint DLF-HBCU Library Alliance mentoring and professional development program that will impact 45 early- to mid-career HBCU librarians in 3 tightly-networked cohorts over the course of a 3-year grant, building their capacities and competencies in the digital library field. The Authenticity Project will also: engage (and, importantly, reward) between 30 and 90 volunteer mentors from our two organizations, who will serve as advisors to the Fellows; provide special DLF Forum or other conference travel opportunities for *all* program participants (Fellows and mentors) from HBCUs, benefiting both them and the conference communities their perspectives will enlighten; and offer, in the form of an annual microgrant competition, incentives for creative and collaborative Fellow-initiated projects that span Alliance and DLF member institutions and speak to the strategic priorities our communities share. DLF and the HBCU Library Alliance are uniquely positioned to host this program, to manage it in the way that we propose, to use it to address national needs, and to disseminate and promote sustained outcomes across our combined 244 institutional members.

True to the digital library endeavor, in which work on describing and curating library materials blends into and informs the development of the systems and interfaces through which they are preserved and made accessible, our proposal addresses both of IMLS's Curating Collections and National Digital Platform priorities. We are submitting it under the NDP category, however, because of its contribution to the development of a more diverse, inclusive, collaborative, and cohesive next-generation digital library workforce, ready to work across types of institutions in building infrastructure of various kinds (social and technological) in service to a wide array of communities. In doing this, they will take up both the strategic vision and missions of the HBCU Library Alliance ("transforming for tomorrow while preserving the past") and the Digital Library Federation ("advancing research, learning, and the common good through the creative design and wise application of digital library technologies"). We have also picked the NDP category because of the potential in this grant for advances to various aspects of the national digital platform—infrastructural and technological, social and systemic—that may come through our Authenticity Fellows' microgrant projects.

A pool of \$15,000 per year will be made available to Fellows on a competitive/collaborative basis, for partnerships and projects they may wish to apply to undertake in small groups. These microgrants are designed to serve several purposes. First, they offer an incentive and opportunity for Fellows to dream up, compellingly describe, and undertake projects of strategic value together. Projects that link Alliance and DLF member institution or speak to shared community values and DLF/Alliance goals will be particularly competitive, but we plan to put few restrictions on the type of activity that may be supported. Fellows may propose projects related to the development or adaptation/use of digital library software, workflows, materials, trainings, and best practices, or which convene relevant conversations and generate new knowledge or shared understandings. Projects will be required to have public outcomes, suitable to their expressed goals, but will be understood to be exploratory or experimental. Where appropriate and possible, DLF will help to

support projects past the “seed money” phase, just as we regularly do for the products of DLF working groups (see for instance the DLF Assessment Interest Group’s Digitization Cost Calculator and various published white papers, for examples of tools and best practices documents DLF has helped to sustain). Through the microgrants program, Fellows will also gain experience—on a small scale and in a supportive, low-stakes environment—with grant-writing and project management, and these projects will help to bolster their resumes both in terms of PI experience and public presentations. We also expect the microgrants opportunities to help create and cement long-lasting personal relationships with collaborators and program peers. Microgrant logistics are described in more detail in the following section.

### **Project Design**

The Authenticity Project has the following goals: to 1) provide travel bursaries that will enable practitioners from Alliance member libraries (hitherto in large part unable to participate for lack of travel funds) to intersect with and enrich the broader digital library community at the DLF Forum, especially at the culmination of a process in which the Forum itself has been transformed from a pure tech conference to one deeply invested in the social implications of library technology and its need to be under the greater control of historically disenfranchised groups; 2) establish lasting and reciprocal mentoring relationships among our 45 Fellows and more senior librarians and technologists across both of our organizations; 3) encourage DLF members to engage with Alliance activities, by offering opportunities to learn from project reports by future HBCU Fellows at the Forum and by creating networking opportunities that foster authentic personal relationships; 4) enable Alliance leadership—staff and representatives of the board of directors—to attend the Forum and allied meetings for mutual exchange and strategic planning between our organizations (with DLF leadership travel to Alliance meetings contributed in kind); and 5) deepen and enrich inter-institutional exchange among our members by incentivizing collaboration among DLF and Alliance member libraries through competitively-awarded Fellow-led microgrants for joint projects of strategic importance to both organizations. The project we propose therefore takes seriously the notion of promoting authentic engagement at multiple levels: interpersonal, institutional, and membership-organizational.

This grant would support 3 cohorts of Authenticity Project Fellows (15 in each program year, from 2019-2021) and engage between 30 and 90 seasoned professionals as mentors (between 75 and 135 core participants in all). Fellows will come from HBCU libraries and be recruited and selected by a joint committee of Alliance and DLF advisory board members and leaders. See Supporting Document #3 for a full list of board members from both organizations. DLF is well practiced in managing fellowship award processes, having worked with various committees and funders to make over 85 conference-related fellowship awards over the past 3 years. Supporting Document #4 offers a look at how DLF fellowship selection committees are typically prepared for their tasks. Our annual call for DLF Forum mentors/mentees regularly yields 100+ participants, and the



extremely enthusiastic Alliance community response to last year's DLF-HBCU travel fellowship opportunity leads us to believe we will have no difficulty in recruiting applicants for this program.

Fellowships will include: full travel, lodging, and registration expenses for the DLF Forum and Learn@DLF workshops toward the end of each fellowship year; facilitated mentoring (with each Fellow matched to two volunteer mentors: one from the Alliance and another from the DLF community, and given quarterly discussion prompts to provide a backbone for conversations and exchange); access to seed money through a microgrants program, to foster leadership among our fellowship cohorts and lead to deeper and broader collaboration among DLF and Alliance member institutions; access to an always-available Slack space, email list, and quarterly facilitated, synchronous, online video-networking sessions for Fellows, mentors, and eventual microgrant project partners—with these sessions jointly facilitated by leaders in the Alliance and DLF. The Authenticity Project would invest \$135k over the three years in direct fellowship funds and inter-institutional microgrants, with microgrant selection being managed in a well-established online application and vetting process that has been used successfully with several cohorts of Mellon- and Sloan-supported CLIR postdoctoral fellows. Fellows who win additional microgrant project funds will have an opportunity to present on their work in special sessions at future DLF Forums and Alliance membership meetings, as well as in other venues (see below). All Fellows will be invited to special DLF Forum networking opportunities alongside their mentors and other community leaders, and will have ongoing access to the Authenticity Project's online discussion spaces to promote sustained connections across the three cohorts, among our diverse memberships, and long beyond the active period of their fellowship years.

Likewise supported in the service they will provide to the Fellows are 30 mentors per year, recruited through open, joint calls for volunteers made each autumn—beginning as soon as the award is announced this year and leveraging our organizational membership contacts and social media platforms—and selected through a private vetting process managed by the HBCU Library Alliance and Digital Library Federation leadership and boards. (We will invite mentors to commit for the full three years of the Project, taking on one mentee each year, but are prepared to recruit and bring new mentors up to speed each year.) Each Fellow will be assigned two mentors, one from DLF and the other from the Alliance, matched up with careful attention to mutual interests, needs, and strengths. All mentors will receive guidance and preparation, as well as a small, annual stipend of \$300/year in acknowledgment of their efforts. To promote equity and address structural challenges to participation, mentors from Alliance institutions will additionally receive free DLF Forum registrations (a \$750 value at the non-members' rate) or the ability to apply to DLF for travel reimbursements of up to \$400 (the amount of the grant-funded subsidy) to meet with their mentees elsewhere. Alliance leadership will likewise be supported with conference travel subsidies to engage with Authenticity Project Fellows and provide oversight at the annual conferences. This constitutes an additional \$57,600 investment in compensating and rewarding leaders across both organizations and especially leaders from HBCUs, thus aiding in the recruitment and retention of

Authenticity Project mentors and advancing their own continuing education, networking, and professional development.

In order to measure success and evaluate outcomes, we will conduct formal and informal assessments with Fellows and mentors. Networking events at the DLF Forum as well as preparation for the quarterly synchronous sessions and mentor/mentee prompts (which will include a process of private, informal polling for participants' most-desired discussion topics),<sup>4</sup> will provide us ample opportunities to reach out and check in with participants. Formal evaluations for each cohort will be given before the program begins, while the program is underway, near the program closeout, and after the program ends. These evaluations will touch on a range of topics, such as program expectations and participant needs, impact of the program on job satisfaction, learning outcomes as related to IMLS required assessment and beyond, value of mentor relationships, effectiveness and quality of digital platforms and DLF/Alliance facilitation, and usefulness of online, "sync" sessions.

The feedback we receive from Fellows and mentors will inform our overall program evaluation. The first cohort piloting this fellowship will offer great insight into the strengths and weaknesses of our proposed model, and we will aim to improve upon the program every year. Since those who are awarded microgrant opportunities will likely continue their projects and collaborations well beyond their fellowship years, we have opportunities to incorporate participant feedback into the microgranting process as well. The value and visibility of microgrant projects will be maximized by incorporating project outcomes and the lessons Fellows and their collaborators are learning from them in multiple stages and venues throughout the award periods. Fellows will be invited to share publicly in the form of cross-posted blog posts, conversation in a dedicated Slack channel and at quarterly sessions, at brown-bag lunches at their home and partnering institutions, and in conference presentations. Finally, we will develop a lightweight and nurturing private reporting process for both mentors and microgrant winners, to promote accountability and encourage reflection and growth. Drawing from lessons learned through the entire lifecycle of the Authenticity Project, our own final grant report will ultimately make recommendations for future joint fellowship programs and address best practices in mentoring, cohort-building, and leadership development, with reference to and assessment of our original goals in fostering long-

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<sup>4</sup> Potential discussion topics include: authentic engagement in the digital library space; life-work balance and bringing one's whole self to professional projects; managing up/managing around and making the case (strategies for garnering administrative support and peer partnership); lifelong learning for digital scholarship/digital libraries (keeping up with research and "skilling up"); bridging the technology/public services divide; effective mentoring and managing the multi-generational workforce; cultural sensitivity and accessibility in digital projects; working with students and attracting them to digital librarianship; resource sharing and promoting equity in partnerships (models and resources for success); and strategies for handling difficult conversations and celebrating shared success.

lasting, collaborative relationships, deepening inter-institutional exchange through Fellow-led microgrants, and providing meaningful professional opportunities.

A full schedule of activities, including information on: recruitment and selection of participants; preparation for and execution of quarterly mentor/mentee discussions and quarterly online sync sessions; travel disbursements; microgrant opportunity timing, selection, recipient reporting, and overall management; evaluation, and dissemination and sustainability is available in the Schedule of Completion.

### **Diversity Plan**

Support and inclusion—in the broadest scope and through an intersectional lens—of communities and practitioners who have been traditionally underserved and underrepresented in the digital library technology community is central to this project. From project planning to recruiting mentors, collecting applications and selecting fellows, implementing the fellowship, and assessing data, every stage of this program requires critical engagement and thoughtful opposition to intersecting, structural biases and systems of oppression present within the LIS community. The project also necessitates a continued, authentic partnership between the HBCU Library Alliance and DLF. As with our previous round of DLF HBCU Fellows, a committee made up of Alliance and DLF practitioners and advisors will carefully choose fellows, make recommendations on the mentoring and microgrants programs, and help to monitor progress and outcomes. Research on diversity initiatives in LIS organizations indicates that there is much work to be done (Boyd, Blue, and Im, 2017; Hathcock, 2015; Johnson, 2007; Vinopal, 2016). As April Hathcock notes in “White Librarianship in Blackface: Diversity Initiatives in LIS”, “our diversity programs do not work because they are themselves coded to promote whiteness as the norm in the profession and unduly burden those individuals they are most intended to help.” With strong Alliance intellectual leadership and input from the advisory boards of both organizations, we will carefully consider application and communications processes, mentorship recruitment, community building initiatives, and microgrant selection in order to contribute to the ongoing work of those practitioners, institutions, and communities that are “bringing true diversity and anti-racist practice to the profession” (Hathcock, 2015). Whiteness will not be the norm in this program, and DLF sees its financial and administrative service role as a tremendous opportunity to listen, learn, contribute equitably, and engage humbly and authentically—continuing our work in joyful partnership with the Alliance from our previous IMLS grant.

In designing mentor-mentee discussion topics and quarterly meeting session themes, the perspectives, desires and needs of our Fellows and participants w/HBCU experience will be firmly in the driver’s seat. This is understood by and of utmost importance to all our staff and leadership, who will pre-meet with mentors from HBCUs, conduct periodic assessments with Fellows to check in and discuss their experiences in the program as well as poll for their chosen discussion/sync session topics, provide support and infrastructure to ensure Fellows remain in



contact with each other and their mentors both online and in-person, encourage and prioritize transparency through open lines of communication, and consult with our partners in the Alliance who have expertise in mentoring training.<sup>5</sup> We will also draw from our DLF's Organizers' Toolkit section on "Facilitating for Diversity and Inclusion," to develop and practice strategies for gently and constructively redirecting any conversations that may start to privilege already privileged perspectives.<sup>6</sup>

In addition to the 45 Fellows, 30-90 mentors, and estimated 12-20 involved DLF and Alliance staff and advisory board members we anticipate working with in the course of the project, the Authenticity Project will also benefit hundreds of conference-goers and microgrant project participants over the course of its three years. Unwilling to lose momentum after our successful 2017 event and the transformative presence of 24 IMLS-funded travel fellowship winners from the HBCU community, DLF has re-prioritized and re-allocated internal funds to make a "bridge year" of 10 DLF-HBCU travel awards possible for the 2018 Forum (a \$15,000 investment and evidence of our commitment to this partnership; if we are not awarded future IMLS funds, we will endeavor to sustain some small number of these travel-only awards ongoing, but will not be able to undertake a program as robust and beneficial as we now propose.)

Conscious that the DLF Forum, like most library conferences, is a predominantly white and cis-gender environment, we work hard to create a nurturing and inclusive environment for all, and to hold foremost an intersectional feminist and social justice-oriented understanding of the way in which oppressions overlap in American society and can emerge against an individual who may be seen to fit multiple categories: racial, ethnic, and religious, gender- and sexuality-based, or those based in disability, non-neurotypicality, background, lifestyle, and/or class, among others. Concrete steps we take to create a diverse and inclusive environment at the DLF Forum include publicizing and enforcing the DLF Code of Conduct, revised in 2016 to offer constructive advice as well as clarity on consequences for harassing or intimidating behavior;<sup>7</sup> and implementing the recommendations of our standing Forum Inclusivity Committee, which works annually on issues now standard for our events: among others, the publication and promotion of presentation accessibility guidelines, hosting of sessions on issues like Ally Skills and Active Bystander Strategies for participants and session moderators; provision of gender-neutral bathrooms and

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<sup>5</sup> In reviewing assessments and analyses of LIS fellowship programs focused on diversity, recruitment, retention, and professional development, Nicole A. **Cooke** offers explicit and pragmatic feedback to program administrators in "The Spectrum Doctoral Fellowship Program: Enhancing the LIS Professoriate," *InterActions: UCLA Journal of Education and Information Studies*, 1 Jan 2014. While the study focuses on the Spectrum Doctoral Fellowship Program, Cooke's findings indicate that transparency, structure, and meaningful networking opportunities with mentors are crucial aspects for a fellowship program's success.

<sup>6</sup> See: [https://wiki.diglib.org/Facilitating\\_for\\_Diversity\\_and\\_Inclusion](https://wiki.diglib.org/Facilitating_for_Diversity_and_Inclusion)

<sup>7</sup> See: <https://www.diglib.org/about/code-of-conduct/>

nursing/pumping and quiet rooms, offering of name badges and conference interfaces with preferred pronouns, collecting and honoring of information about dietary restrictions and needs along with other accessibility issues, and establishment of a ride-share/room-share exchange to help participants cut costs. We will also once again be offering DLF-funded support for childcare on site, to make it easier for parents and caregivers to participate, and—new for 2018—are lowering financial bars to participation by offering an “out of pocket” rate set far below cost recovery, for participants who lack institutional support. We share this information as part of our diversity plan for the Authenticity Project to indicate that we will be bringing Fellows and mentors into what we hope is an increasingly welcoming and comfortable environment, that values all attendees—and to show the kind of attitude and care DLF takes toward promoting diversity, equity, and inclusion in all its programs.

### **Broad Impact**

The outcomes of this project have clear relevance to the current and future health of the profession and to the ability of HBCUs and predominantly white institutions to collaborate more fruitfully, equitably, and authentically on digital library efforts that benefit us all. Impact can be measured and understood on three planes: individual, organizational, and community-wide.

On the level of individual beneficiaries, this project is designed to build safe and supportive spaces within the fellowship cohort as well as foster meaningful relationships between LIS professionals at all stages of career cycles. Organizational impact is imagined at two levels: between and among partnering institutions that participate in Fellows’ microgrant projects, and between the Alliance and DLF as membership organizations. It is designed to contribute to the ongoing, positive transformation of both our organizations, as we focus on elevating and aligning our common missions and priorities. Our attached organizational profile references DLF’s history and efforts to move beyond being an organization purely focused on platforms and tools to one that becomes a focal point for a digital library culture that is actively anti-oppression, aware of social consequences of technology, and works compassionately across difference. Likewise, the Authenticity Project supports and fits in perfectly with elements of the Alliance’s 2018-2023 Strategic Plan:

- Establish the HBCU Library Alliance as an organization that actively engages and encourages partnerships to provide leadership in the pursuit of excellence for teaching, research and learning.
- Provide skill development/continuing education as the primary source for professional development in leadership, preservation and digital scholarship for HBCU libraries, while capitalizing on member expertise.
- Identify partnerships that can provide resources and training opportunities for the HBCU Library Alliance members.<sup>8</sup>

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<sup>8</sup> Available online in the “Governance” section of <http://hbculibraries.org/>.

Finally, the Authenticity Project aims to contribute to a more intersectional, intergenerational, and inclusive digital library community writ large, as Fellows, mentors, conference attendees, and microgrant project collaborators are encouraged and pragmatically supported to see themselves as part of a genuine and ongoing Alliance+DLF partnership, extending far beyond the scope and term of this grant, and which we believe is poised to promote positive, systemic change—change which begins with the promotion of authentic personal and professional relationships and which can then extend in healthy and sustained ways to all our institutional homes.

In simpler terms, the outcomes of this program will be shared in outreach to our memberships from both groups and will invite wider sharing from our 45 Fellows, 30-90 mentors, and participating DLF and Alliance staff and advisory board members. Through compelling interviews, blog articles, reports, presentations, and social media posts, we will aim to circulate the results and re-usable materials of the fellowship widely and extend its benefit beyond our immediate participants, working to provide a holistic view of the program and raise awareness of the issues and insights derived from the experiences on a multitude of levels.

DLF's Open Science Framework space can serve as a repository for any relevant grey literature and other disseminated materials that lack more appropriate homes elsewhere, and OSF for Meetings provides a spot for user-contributed slide decks and other materials stemming from Fellows' presentations at DLF Forum events. Project staff will ensure that the DLF Organizers' Toolkit—an evolving, shared guide for community organizers to provide resources, best practices, and documentation—expands its “Facilitating for Diversity and Inclusion” section with lessons learned and resources derived from the Authenticity Project. Fellows and mentors will also be invited to contribute to the Toolkit and other community-produced DLF wiki resources as they desire, and Nowvieskie and Phoenix will share project outcomes with their respective boards and wider membership communities through talks and mailings as appropriate, inviting reflection, response, and engagement in the evolution of our organizational relationship. The goals and hoped-for outcomes of the Authenticity Project are so squarely aligned with those of DLF and the HBCU Alliance writ large, that our commitment to sustaining and promoting *them* is a simple reflection of our commitments to our members and the missions we serve.

The most important sustainability and impact measure we feel we can undertake is an earnest focus and constant reminder, from the start to the end of each year's fellowship cohort and throughout the 3 years of the Authenticity Project, on how the concept of *authenticity*—that genuine, equitable, mutual learning and sharing that remains true to the needs and subjective positions of our individual communities and to the imagined and hoped-for future we want to create together—can change conversations, individual and organizational relationships, and even technical project plans at a fundamental level. We see this project as an opportunity for all participants to *get real*, together, and to lift each other up as we learn and grow.

## Schedule of Completion

### 2018

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September-October	Award notification. PIs convene a program advisory committee made up of Alliance board & DLF advisory committee members; preparation
October 7-9, 2018	DLF representatives attend the HBCU Library Alliance meeting in Atlanta, Georgia to promote the project to HBCU library directors
October 15-17, 2018	10 DLF-funded HBCU travel fellowship winners and Alliance representatives attend the DLF Forum in Las Vegas, Nevada
October 22, 2018	Application opens for Year 1 fellows and mentors
November 26, 2018	Application closes, documents are distributed to scholarship subcommittee for review
December 1, 2018	Award start date. <i>Formal administration of the grant program begins</i>
December 4, 2018	Virtual subcommittee meeting is held to conduct selection of 15 program participants and 30 mentors; finalists are notified
December 17, 2018	Participants announced; initial evaluation conducted, important program dates/details circulated, and mentor stipends are relayed

### 2019

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January 8, 2019	Sync session #1: Fellows receive access to program Slack instance and introduce themselves, exploring common interests. (Mentors are not on the call, but a recording is made available to them.)
February 2019	Mentor matching occurs and mentors/mentees receive first discussion assignments
April 9, 2019	Sync session #2: Discussion topics. Mentors and mentees participate; next mentorship discussion assignments are distributed
June 2019	Fellows and mentors attending the Forum receive travel stipends and registration information; mentors notify of intent to request funds to meet fellows elsewhere, if not attending the Forum; mid-year evaluation distributed to participants
September 10, 2019	Sync session #3: Discussion topics. Microgrant project proposal guidelines are shared with fellows
October 13-16, 2019	Fellows attend DLF Forum with grant support; program participants are invited to networking opportunities with other Forum Fellows; informal session held to facilitate microgrant project partnerships; representatives of DLF and Alliance boards/leadership meet in person to assess progress; application for Year 2 fellows (and mentors, as needed) opens; application for Year 1 microgrant projects opens
November 22, 2019	Application for Year 1 microgrant projects closes; documents are distributed to microgrant subcommittee for review

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## DIGITAL LIBRARY FEDERATION

December 2, 2019	Year 1 microgrant recipients notified; Application for Year 2 fellows closes, documents are distributed to scholarship subcommittee for review
December 10, 2019	Sync session #4: Discussion topics. Wrap-up with fellows and mentors; participants' fellowships end, but they retain access to Slack community; end-of-program evaluation distributed
<i>Exact Date TBD</i>	<i>Investigators submit interim report to IMLS</i>
December 11, 2019	Virtual subcommittee meeting is held to conduct selection of Year 2 participants; finalists are notified
December 18, 2019	Participants announced; initial evaluation conducted, important program dates/details circulated, and mentor stipends are relayed

### 2020

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January 7	Program advisory committee hold a call to discuss Year 1 evaluations and plan for Year 2
January 14, 2020	Sync session #1
February 2020	Mentor matching occurs
April 14, 2020	Sync session #2; program staff conduct informal check-in with Year 1 microgrant recipients, solicit blog posts on progress, and mentor them in putting together an abstract on the project for the DLF Forum CFP
June 2020	Fellows and mentors attending the Forum receive travel stipends and registration information; mentors notify of intent to request funds to meet fellows elsewhere, if not attending the Forum; mid-year evaluation distributed to participants
September 8, 2020	Sync session #3; microgrant project proposal guidelines are shared with fellows Year 1 microgrant reports due; follow-up publicity
October 2020	Bicentennial HBCU Library Alliance meeting; Fellows attend the DLF Forum; application opens for Year 2 microgrant projects; Application opens for Year 3 fellows (and mentors, as needed)
November 20, 2020	Application for Year 2 microgrant projects closes; documents are distributed to microgrant subcommittee for review
December 1, 2020	Year 2 microgrant recipients notified; stipends distributed Application for Year 3 fellows closes, documents are distributed to scholarship subcommittee for review
December 8, 2020	Sync session #4: wrap-up with fellows and mentors; end-of-program evaluation distributed
December 10, 2020	Virtual subcommittee meeting is held to conduct selection of Year 3 participants; finalists are notified

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## DIGITAL LIBRARY FEDERATION

December 21, 2020      Participants announced; initial evaluation, important program dates/details circulated, and mentor stipends are relayed

### 2021

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January 6, 2021	Program advisory committee hold a call to discuss Year 2 evaluations and plan for Year 3
January 12, 2021	Sync session #1
February 2021	Mentor matching occurs
April 13, 2021	Sync session #2; program staff conduct informal check-in with Year 2 microgrant recipients, solicit blog posts on progress, and mentor them in putting together an abstract on the project for the DLF Forum CFP
June 2021	Fellows and mentors attending the Forum receive travel stipends and registration information; mentors notify of intent to request funds to meet fellows elsewhere, if not attending the Forum; mid-year evaluation distributed to participants
September 14, 2021	Sync Session #3; microgrant project proposal guidelines are shared with fellows; stipends distributed  Year 2 microgrant reports due; follow-up publicity
October 2021	Fellows attend the DLF Forum; application opens for Year 3 microgrant projects
December 1, 2021	Year 3 microgrant recipients notified; stipends distributed
December 14, 2021	Sync session #4: wrap-up with fellows and mentors; end-of-program evaluation distributed
December 2021	Grant cycle ends; DLF maintains Slack space and program listserv indefinitely; Alliance and DLF draft final report and contemplate next collaborative steps

### 2022

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January 2022	Final program advisory committee call to discuss Year 3 evaluations and overall project success/outcomes
<i>Exact Date TBD</i>	<i>Investigators submit final report to IMLS</i>
April 2022	Program staff conduct informal check-in with Year 3 microgrant recipient, solicit blog posts on progress, and mentor them in putting together an abstract on the project for the DLF Forum CFP Program staff ensure all microgrant-related products from Years 1-3 are collected in OSF.
September 2022	Year 3 microgrant reports due; follow-up publicity

# DIGITAL PRODUCT FORM

## Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (i.e., digital content, resources, assets, software, and datasets). The products you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products can be challenging. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

## Instructions

- Please check here if you have reviewed Parts I, II, III, and IV below and you have determined that your proposal does NOT involve the creation of digital products (i.e., digital content, resources, assets, software, or datasets). You must still submit this Digital Product Form with your proposal even if you check this box, because this Digital Product Form is a Required Document.

If you ARE creating digital products, you must provide answers to the questions in Part I. In addition, you must also complete at least one of the subsequent sections. If you intend to create or collect digital content, resources, or assets, complete Part II. If you intend to develop software, complete Part III. If you intend to create a dataset, complete Part IV.

## Part I: Intellectual Property Rights and Permissions

**A.1** What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? Who will hold the copyright(s)? How will you explain property rights and permissions to potential users (for example, by assigning a non-restrictive license such as BSD, GNU, MIT, or Creative Commons to the product)? Explain and justify your licensing selections.

**A.2** What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

**A.3** If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

## Part II: Projects Creating or Collecting Digital Content, Resources, or Assets

### A. Creating or Collecting New Digital Content, Resources, or Assets

**A.1** Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and format you will use.

**A.2** List the equipment, software, and supplies that you will use to create the content, resources, or assets, or the name of the service provider that will perform the work.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to use, along with the relevant information about the appropriate quality standards (e.g., resolution, sampling rate, or pixel dimensions).

## **B. Workflow and Asset Maintenance/Preservation**

**B.1** Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).

**B.2** Describe your plan for preserving and maintaining digital assets during and after the award period of performance. Your plan may address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

## **C. Metadata**

**C.1** Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata. Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

**C.2** Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

**C.3** Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

## **D. Access and Use**

**D.1** Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content).

**D.2** Provide the name(s) and URL(s) (Uniform Resource Locator) for any examples of previous digital content, resources, or assets your organization has created.

## **Part III. Projects Developing Software**

### **A. General Information**

OMB Control #: 3137-0092, Expiration Date: 7/31/2018

IMLS-CLR-F-0032

**A.1** Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

**A.2** List other existing software that wholly or partially performs the same functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

## **B. Technical Information**

**B.1** List the programming languages, platforms, software, or other applications you will use to create your software and explain why you chose them.

**B.2** Describe how the software you intend to create will extend or interoperate with relevant existing software.

**B.3** Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

**B.4** Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

**B.5** Provide the name(s) and URL(s) for examples of any previous software your organization has created.

## **C. Access and Use**

**C.1** We expect applicants seeking federal funds for software to develop and release these products under open-source licenses to maximize access and promote reuse. What ownership rights will your organization assert over the software you intend to create, and what conditions will you impose on its access and use? Identify and explain the license under which you will release source code for the software you develop (e.g., BSD, GNU, or MIT software licenses). Explain and justify any prohibitive terms or conditions of use or access and detail how you will notify potential users about relevant terms and conditions.

**C.2** Describe how you will make the software and source code available to the public and/or its intended users.

**C.3** Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

## Part IV: Projects Creating Datasets

**A.1** Identify the type of data you plan to collect or generate, and the purpose or intended use to which you expect it to be put. Describe the method(s) you will use and the approximate dates or intervals at which you will collect or generate it.

**A.2** Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

**A.3** Will you collect any personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information? If so, detail the specific steps you will take to protect such information while you prepare the data files for public release (e.g., data anonymization, data suppression PII, or synthetic data).

**A.4** If you will collect additional documentation, such as consent agreements, along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

**A.5** What methods will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

**A.6** What documentation (e.g., data documentation, codebooks) will you capture or create along with the dataset(s)? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

**A.7** What is your plan for archiving, managing, and disseminating data after the completion of the award-funded project?

**A.8** Identify where you will deposit the dataset(s):

Name of repository:

URL:

**A.9** When and how frequently will you review this data management plan? How will the implementation be monitored?