

PROPOSAL TO IMLS
REVOLUTIONARY CITY PLANNING GRANT
APRIL 13, 2020

NARRATIVE

Revolutionary City: A Portal to the Nation's Founding

In anticipation of the 250th anniversary of the Declaration of Independence and in partnership with the Historical Society of Pennsylvania (HSP) and Library Company of Philadelphia (LCP), the American Philosophical Society (APS) respectfully requests an IMLS NLG-Libraries grant of \$96,400 for a collaborative pilot project to design an online portal, entitled *Revolutionary City: A Portal to the Nation's Founding*. This proposed project will bring together educators, public historians, and digital humanists to connect the partnering archives' collections related to the American Revolution. The vision for the portal is to create a one-stop-shop for scholars, teachers, students, and the public to learn about the diverse stories of the American Revolution from the perspective of early residents of America's revolutionary city. While the APS will use its digital infrastructure to support the backend technology needs of the project, the APS, HSP, and LCP will seek to design a process by which the portal can eventually incorporate other relevant collections to create a site rich in materials inclusive of the experience of a revolutionary nation that can also serve as a reproducible model for other regional archives nationwide.

1. Statement of National Need

As the United States prepares to celebrate the semiquincentennial (250th) anniversary of its founding, a broad range of Americans will be thinking about their nation's origins. Educators, students, scholars, and the interested public will be looking for materials to help them understand the nation's founding principles, history, and democratic processes. They will want to find their own diverse backgrounds and experiences reflected in these sources, and they will want to *see themselves* in the shared story of the women and men who declared independence, founded a new nation, and united as a citizenry to overthrow a monarchy to create a democracy. They will be looking for this information where they are accustomed to find information today: online.

Anticipating national celebrations in 2026, this pilot intends to bring together archivists, educators, and digital humanists to engage in a yearlong planning process to explore how a free, web-based digital archive could serve as a portal to this founding moment for a range of stakeholders. As the United States Semiquincentennial Commission lays out in its recent *Report to the President*, the 2026 anniversary will be a largely decentralized commemoration that is "of, by, and for the people".¹ *Revolutionary City: A Portal to the Nation's Founding* embraces the spirit and opportunity of this charge by imagining how to create a truly public digital humanities project supported by the nation's independent research libraries that breaks down institutional barriers and increases access to manuscript and printed material many find inaccessible and hard to use. *Revolutionary City* will educate Americans on the founding moment and its legacy, engage them to better understand and participate in civil dialogue through historical examples, and unite them in an appreciation of the diversity of the American experience and the common bonds that hold its citizens together. This pilot project will focus on the nation's founding city, Philadelphia, drawing on the extensive public-facing, publicly engaged experience of stakeholders from Philadelphia-area research libraries, history museums, and community colleges to make heretofore hidden collections broadly available.

¹ U. S. Semiquincentennial Commission, "Report to the President" (2019), 37

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Philadelphia is a natural focus for a digital project exploring the founding story of the nation. The city is an iconic symbol of the American Revolution, home to the Continental Congress, Independence Hall, and the Liberty Bell. Most Americans associate it with the Declaration of Independence, the founding of a new nation, and the rise of a successful democracy.

However, there was more to Philadelphia's revolutionary experience than these well-known events. As a thriving seaport connected to Atlantic World trade, Philadelphia was the largest city in British North America. Walking the streets of the city in 1776, one would have met a diverse range of people, in the words of historian Stephanie Grauman Wolf, "as various as their land," of all ranks and occupations, who enjoyed various degrees of freedom, and who spoke a bewildering number of languages. What happened in Philadelphia reflected and reverberated across the thirteen newly-independent states, and laid the groundwork for a federal governing structure that eventually brought those states (plus another 37 in time) into an unprecedented union.

Three of Philadelphia's great independent research libraries—the American Philosophical Society, the Historical Society of Pennsylvania, and the Library Company of Philadelphia—hold the papers of some of Philadelphia's best-known revolutionaries, such as Benjamin Franklin and Thomas Paine. They also contain rare materials that shed light on compelling but less well-known stories. Here one finds Quakers whose faith directed them to declare neutrality only to face persecution as loyalists; African Americans who fled enslavement on hinterland farms and plantations to find freedom in the British-occupied city; and working women and men whose refusal to accept the status quo led them to reject a hierarchical social order for a more egalitarian one.

While these diverse stories have begun to appear in the pages of scholarly monographs, there have been far fewer freely accessible digital sites where the interested public can find these materials available. The manuscript legacy of the American Revolution in particular has languished in the archive—rarely digitized in institutions too often perceived to be closed to the general public (and, at least, not physically open during the hours when most could visit).

The *Revolutionary City* pilot will undertake a yearlong planning process with archivists, educators, and digital humanists to understand how best to digitize and make available a key selection of important manuscript material that documents the history of the American Revolution in Philadelphia, defined as 1774-1783 for this pilot phase. By focusing on the wide range of materials—such as private diaries and correspondence of less well-known individuals—the portal will provide a more complete picture of the Revolution than other online databases. Sites like *Founders Online* (created by the National Archives, <https://founders.archives.gov/>) limit the story to the papers sent to or written by elite, white male political leaders while the American Founding Era collection, published by the University of Virginia under its Rotunda digital imprint (<https://www.upress.virginia.edu/rotundacollections/american-history-collection>) places more diverse content behind paywalls, which limit use and hinder wide public access.

The American Philosophical Society has joined with the Library Company of Philadelphia and the Historical Society of Pennsylvania to pilot this initiative because, in aggregate, they hold the vast majority of materials that document Philadelphia's role in the American Revolution and reflect the range of capabilities and challenges many research libraries face today. Combined, the three institutions hold an estimated over 100,000 pages of manuscript material, yet they have vastly different capabilities for digitizing and making their collections available online. The project will digitize a select portion of those for the pilot, with a preference for related collections that are separated by institutions and have a high research value or tell particularly hidden stories about the revolutionary experience.

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At its heart, this pilot is an attempt to understand how smaller institutions with fewer resources and less infrastructure can partner with larger institutions to maximize their collective capacity for education and engagement. By beginning with independent research libraries, the Stakeholder Team, composed of local educators, public history professionals, and digital humanists, can reflect on the opportunities and challenges such libraries face when trying to create a shared platform. The collaborative project will require the model created to reflect the capabilities of each institution, while also trying to adapt best practices for sustainability.

The proposed pilot seeks a way that complements the work of the Digital Public Library of America, but extends its mission and spirit. A key difference is, during the pilot phase, *Revolutionary City* will itself host all the original images, creating a unified digital library, thus providing a repository for institutions without the resources to support their own. While the goal is to provide a curated selection through a dedicated portal, all materials created for *Revolutionary City* will also be added to the DPLA to ensure as many possible paths to those materials. The proposed pilot also seeks to complement the work of university and public libraries to make materials available for educators and the broader public by examining the model of collaborative work deployed by the Pennsylvania Area Consortium of Special Collections Libraries (PACSCL). If the pilot proves to be successful, the model could be scaled to include other PACSCL institutions and eventually research libraries in other parts of the country.

At this point, no clear plan is in place to make digitally available historic materials related to the founding of the United States for the nation's upcoming semiquicentennial celebrations. The decentralized approach of the United States Semiquicentennial Commission places the responsibility on the nation's independent archives and libraries to fill the gap. As the nation's oldest learned society (founded 1743) and storehouse for irreplaceable national collections, the American Philosophical Society is well situated to take the lead on this project and ensure national and international access and dissemination. An IMLS National Leadership Grant would provide the necessary funding for planning a digital infrastructure to support this national anniversary. This project seeks to provide national leadership for research libraries as they make nationally significant collections available to broader publics in meaningful ways. APS, HSP, and LCP's decision to apply for a pilot grant recognizes the fact that there are still many conversations with external stakeholders and extensive internal planning work to be done before this important goal can be realized.

Current modes of digitizing manuscript materials often do not tap into the expertise of those with actual experience engaging with diverse audiences. This pilot project will work through the issues related to engaging audiences and creating collaborations among differently sourced institutions to provide for the digitization, datafication, hosting, and presentation of this unique material. If the pilot is successful, it will lay the groundwork for a site that will document the nation's leading revolutionary city, and could in time become a national digital repository on manuscript materials related to the founding period. Now is the moment when this work needs to be done—before it is too late to engage meaningfully with stakeholder audiences, before institutions begin planning the programming that will depend on these materials, and before the opportunity to scale up to national representation is foreclosed upon.

2. Project Design

There are two main components for the *Revolutionary City* pilot project:

The first is to engage various stakeholders from the education, library, museum, and digital humanities communities in a yearlong dialogue about the needs and opportunities involved in making historic materials related to the founding of the nation available to the broader public. By gathering education professionals from a range of public-facing, publicly engaged institutions, the stakeholders can explore impediments to the design of interfaces for digital archives and discovery tools. This group will also be instrumental in thinking through

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how to convey the diverse stories and valuable surviving primary source materials related to the nation's founding in advance of the United States' commemoration of 250 years of independence in 2026.

The stakeholder team will meet monthly throughout the period of the grant with the co-Project Managers and the Project Data Manager. They will make multiple contributions to the pilot project, which include: identifying materials for digitization that represent the diverse range of revolutionary experiences; sharing their experience with creating meaningful access to digitized material for different audiences; helping design a digital interface that is intuitive and user-friendly; devising and helping implement appropriate assessments; and writing a contextual essay or personal reflection on their involvement in this process to be published with the portal.

In addition, the co-Project Managers and Project Data Manager will keep a process blog to be shared on the APS website and social media feeds (Twitter, Facebook, Instagram) updated monthly with reflections on the pilot as it evolves. This will document the work and invite dialogue with other public history professionals, scholars, and the interested public on the leading questions wrestled with at each stage.

The second component will be to produce a beta version of a public-facing web portal designed to unite three nationally significant collections residing in separate repositories. The collections being digitized range from single sheet items described in detail to archival collections described at the less granular box- and folder-levels. The fact that descriptive metadata for these materials is scattered and disparate has hindered their discoverability and made it difficult for researchers to utilize these rich collections side by side. The pilot seeks to rectify this problem by emphasizing the creation of simple, interoperable descriptive and structural metadata derived from a variety of sources. APS, HSP, and LCP believe that digitally uniting these collections will allow users unprecedented access to a key selection of important manuscript material that documents the history of the American Revolution in Philadelphia.

This component of the pilot consists of five principal activities to be undertaken by the Project Developer, the Project Data Manager, and the co-Project Manager in consultation with the stakeholders:

1. Digitizing a selection of materials from three separate independent research libraries and depositing the images in a single repository hosted by the APS;
2. Transforming and enhancing existing metadata with a focus on standardization and interoperability;
3. Creating a public-facing discovery layer that presents digital images and associated metadata;
4. Incorporating digitized material and enhanced metadata as part of the APS Open Data Initiative;
5. Designing a workflow that can be scaled up to incorporate collections at other research libraries across the country.

Our one-year work plan is broken up into four phases. Monthly updates on the technical work will also be shared in the process blog.

Workflow Overview:

- The Stakeholder Team creates list of items to be digitized, listing folders, boxes, etc.
- Project Data Manager populates fields in a MIK-compliant (See Phase Two) spreadsheet with information supplied from the list above, which includes data from the catalogs and finding aids supplied by the Project Team.
- Project Data Manager digitizes content and adds object identifier to the corresponding field on the metadata spreadsheet.
- Project Data Manager retrieves spreadsheets and objects from each member of the Stakeholder Team and runs the MIK process to create ingest packages.
- Project Data Manager bulk ingests images/metadata to APS Digital Library.

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- Project Developer uses newly created content to populate the portal.

Phase One: Setting the Stage July 2020 - September 2020

During this preliminary phase the partners will notify all project stakeholders of the successful application, recruit a Project Data Manager, and coordinate workflows for digitization with all participating institutions. The Principal Investigator and co-Project Manager will create and distribute a press release regarding the project and funding from IMLS. They will launch the pilot's process blog. The Project Data Manager will be interviewed and hired with a start date of September 1, 2020. Upon hiring, the Project Data Manager will participate in a two-week intensive training to get him or her up to speed on the digitization protocols and metadata guidelines for the project. Project stakeholders will meet to review the project objectives, determine what material they would like to see digitized for initial testing, conduct an analysis of existing metadata, and discuss the needs and expectations of potential audiences for the project.

Phase Two: Digitization and Metadata enhancement October 2020 - January 2021

Phase Two will see the digitization of the initial collections as determined by the project stakeholders. Since the project relies on metadata created by each institution, the partners have chosen a flexible process by which to ingest and reuse this metadata. Harnessing the power of Islandora, the partners will use a modified version of the Move to Islandora Kit (MIK). Originally developed by Marcus Barnes and the team at Simon Fraser University, MIK is an [“extensible PHP command-line tool for converting source content and metadata into packages suitable for importing into Islandora.”](#) This tool will allow the upload of items simultaneously within a single collection into the APS Islandora repository, complete with metadata. To ensure standardization, a master spreadsheet used by all participating institutions will be developed. The spreadsheet will be set up for simple data entry and have color-coded categories for required and recommended fields. The MIK process was recently adopted by the APS for all in-house digitization and is considered a far more efficient way to populate the digital repository. This process will be central to the success of the pilot.

Prior to digitization the Project Data Manager will work collaboratively with participating institutions to transform existing metadata into MIK compliant spreadsheets that contain both descriptive and structural metadata. Fields in the spreadsheet template will accommodate key metadata drawn from participating institutions' existing metadata that exists in various forms, such as MARC, EAD, and Dublin Core formats. At the beginning of October, the Project Data Manager will start the digitization of selected materials. Each digitized item will be given an identifier for easy association with the corresponding data on the spreadsheet. Using the MIK process, the spreadsheets will be used to create ingest packages for upload into the APS Digital Library and conversion of the structured data therein into a uniform schema, MODS (Metadata Object Description Standard) 3.7.

MODS is a highly flexible schema that is particularly suitable for digital library objects that require rich description. It complements and is compatible with commonly used schemas at the three institutions involved in the project as well as most other digital library projects. Metadata in formats ranging from unqualified Dublin Core (with a few elements and little substructure) to more complex formats such as MARC21 can all be transformed into MODS. Additionally, MODS is well suited for documented crosswalks between other standards. As a result, digital content described with MODS can easily be manifested in any number of other schemes, as needed—a significantly useful feature when implementing well-documented API protocols.

When imaging and metadata transfer is completed on a given collection, the Project Data Manager will work with the digital services team at the APS to upload the ingest packages (MODS and associated digital objects) into the digital library. The APS Digital Library infrastructure will ensure proper technical curation, preservation, and access for deposited materials. The APS Digital Library is an instance of the open source

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digital library system, Islandora. Islandora is made up of several different open-source components: Drupal (presentation layer), Fedora Commons (digital repository software), and Solr (search layer). Among many other benefits, Islandora automates the creation of derivative datastreams for preservation and access of digital material. Material is presented via the IIIF enabled Open Seadragon viewer that allows users to experience digital objects in great detail.

While the selected items and collections are being digitized, stakeholders will begin to do collections-based research on those materials. The newly digitized collections will require a degree of interpretation to provide users with a more meaningful experience. At the end of Phase Two, stakeholders will review the digital objects (images and metadata) created and identify supplementary collections to digitize for a second round.

Phase Three: Discovery Layer Experimentation February 2021 - May 2021

During the third phase, the Project Data Manager will work closely with the Project Developer and the Head of Digital Scholarship & Technology to ensure that images and metadata stored in the APS Digital Library are used to present all project material in a unified portal at revolutionaryphila.org.

The data and images collected from phase two will be presented using a combination of HTML5 and the open-source content management system, Drupal 8. Functionality of the site will require the assistance of a subject specialist to develop and assign subjects at the collection level. Working at the collection level and allowing for data to cascade to objects will allow for working with a few hundred entries rather than tens of thousands. These data will allow us to create thematic galleries that highlight different aspects of the Revolution and create applications for classroom use.

The Project Developer will experiment with two options for populating the portal: automated data scraping and human assisted uploading. The first option, data scraping, would use OAI-PMH ([Open Archives Initiative Protocol for Metadata Harvesting](#)) to harvest collections and objects from Islandora to dynamically populate the portal. The second option would involve writing a script that queries Islandora and generates upload packages for the portal. Both means of collecting data will be evaluated with due consideration for scalability and application beyond this project.

While all the *Revolutionary City* materials will be made available in a unified portal, it is important to the project participants that the data produced be open. The use and reuse of the data will be encouraged. The APS Digital Library has a well-documented API and will work with the staff at PA Digital to make sure all new materials are harvested and added to the DPLA to ensure that as many possible paths to those materials are fostered.

In this phase, the stakeholders will devise assessment plans for the portal interface and preliminary content and identify audiences to be surveyed. They will also use this time to write either contextual essays or reflections on their work on the project that can be uploaded to the portal. Finally, tutorials will be created during this phase illustrating how to use the portal.

Phase Four: Assessment, Testing, and Launch June 2021 - August 2021

During the fourth and final phase of the project, the co-Project Managers and the Project Data Manager will work with the stakeholders to identify different sample audiences for testing the portal. Users will be asked to give feedback based on a series of pre-set questions about ease of use, interest in digital material and metadata, and the value of contextual material. An evaluative survey will be devised and sent to the extensive list of former fellows and patrons of the David Library, now the David Center of the American Revolution at the APS.

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Having completed the individual assessments by stakeholder representatives of different target audiences, the partners envision hosting three workshops to introduce the project and to solicit additional feedback from potential users. The first workshop will be held at the APS in June 2021 for Philadelphia-based archivists and librarians; public history professionals from area institutions; K-12, community college, and university educators; and independent and professional scholars. The second workshop will be held at the annual Keystone DH conference in July 2021, the premier regional gathering of digital humanities professionals. A third workshop will be held later in July 2021 at the annual conference of the Society of Historians of the Early American Republic (SHEAR). Feedback following these presentations will be considered for modifications to the pilot.

Also in July 2021, the Project Data Manager will work with PA Digital (<https://padigital.org/>), the regional hub of the Digital Public Library of America, to harvest project data from the pilot project and upload it into the DPLA.

The project will launch to the public in August 2021. The portal will provide access to the materials digitized under the project, rich metadata, contextual materials about the diverse experiences of the revolutionary era, and reflective essays completed by each stakeholder on the importance of making materials related to the founding era accessible to diverse audiences.

Key Project Staff and Teams

The Project Team:

- Patrick Spero - Librarian and Director of the American Philosophical Society's Library & Museum, will serve as the Principal Investigator and oversee project activities and progress.
- Bayard L. Miller - Head of Digital Scholarship & Technology at the American Philosophical Society, will be the co-Project Manager. He will supervise the Project Data Manager, coordinate the digitization, and oversee the development of the portal.
- Kyle Roberts - Associate Director of Library and Museum Programming at the American Philosophical Society, will be the co-Project Manager. He will coordinate communication and meetings with the stakeholder team.
- Richard Shrake - freelance developer, will be the Project Developer, responsible for designing the workflows and developing the portal/interface.
- Will Fenton - Director of Scholarly Innovation, Library Company of Philadelphia, will oversee access to that institution's collections for digitization.
- Cary Hutto - Director of Archives, Historical Society of Pennsylvania, will oversee access to that institution's collections for digitization.

The Stakeholder Team:

- Museum educator from the Museum of the American Revolution, Philadelphia
- Museum educator from the African American Museum in Philadelphia or Historic Philadelphia (which runs the Betsy Ross House)
- Representative from PA Digital (regional DPLA hub)
- Special Collections archivist or librarian from an institution other than APS, LCP, HSP but that is active in the Pennsylvania Area Consortium of Special Collections Libraries
- Philadelphia Public Schools K-12 Educator
- Local Community College faculty member
- Local University faculty member

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- Representative from Philadelphia National History Day

In addition, the grant will fund the hiring of a Project Data Manager for a 12-month term position based at the APS. Over the course of the grant, the Project Data Manager will perform four primary tasks:

1. Digitize material at HSP and APS (LCP material will be digitized at APS)
2. Working with the APS, HSP, and LCP on metadata enhancement
3. Bulk uploading images and metadata to the APS Digital Library
4. Work with staff at APS to create an interface and basic search layer using available lightweight tools to create a single web portal.

The co-Project Managers and the Project Data Manager will meet weekly throughout the pilot to oversee the development of the project. The Stakeholder Team will meet monthly to receive updates from the co-Project Managers and the Project Data Manager on overall project activities and to provide feedback as needed.

The Stakeholder Team will make multiple contributions to the pilot project, which includes:

1. Identify materials, in collaboration with the Project Team, for digitization that represent the diverse range of revolutionary experiences;
2. Share their experience to help us to think through meaningful access to the digitized material by different audiences;
3. Provide feedback on the digital interface;
4. Devise and help implement assessment appropriate to their audiences;
5. Write a contextual essay/reflection on their involvement in this process.

Because digitization and the portal buildout are dependent on direction and feedback of the stakeholders, it is expected to be an iterative process involving ongoing revision and adjustment. In return for their contributions, each stakeholder will receive a \$1,500 stipend.

Milestones and Performance Measures

This project will use the following milestones and measures of success:

1. Onboarding project stakeholders and selecting materials for digitization (Phase One)
2. Digitization and Metadata Enhancement (Phase Two)
3. Portal developed and populated (Phase Three)
4. Work with stakeholders to develop a community of practitioners (Phase Four)

Sustainability & Scalability

Sustainability is important to all the partners of the *Revolutionary City* pilot. The APS is well suited and committed to sustaining all content created for the project in perpetuity. Over the past decade, the APS has made a serious investment in digital infrastructure and digital preservation has been a central aspect of this. The images and metadata created for this project will join a growing collection of over 200,000 manuscript pages, thousands of hours of audio recordings, and over 8,000 graphics. All data is backed up remotely in consistent rotations, and all daily data modification is mirrored to an offsite location. The servers are stored in a specialized, climate-controlled location running a separate backup power supply. The APS has 100 TB of space to work with and the current SAN infrastructure is built for expansion. Upon ingestion to the APS Digital Library a series of services are implemented to help safeguard the long-term use of the files: checksums are applied to the file datastreams, technical metadata is extracted, and checksum checkers are run periodically on all content.

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The pilot and initial portal will be designed for scalability and application beyond this project. In an effort to create something that is easily replicable by other institutions the partners will use highly accessible, open-source tools and software, explore various methods of aggregation, release all data, and document the entire process and release any source code via GitHub. APS, HSP, and LCP expect the *Revolutionary City* pilot project will become a model for other collaborative multi-institution projects and the partners will make themselves available to consult with other institutions that are interested.

3. Diversity Plan

With the *Revolutionary City* pilot, the APS looks to build on the best practices developed over the past decade by its Center for Native American and Indigenous Research (CNAIR). This means engaging directly with communities that have too long felt—or actually been—excluded from access to their cultural heritage. At the core of this work is a respect for knowledge sharing and community co-curation, demonstrating a willingness on the part of the collecting institution to share authority with contributing communities when it comes to the interpretation of and access to those collections.

Over the past few decades, scholars have increasingly recovered the ideological and lived experience of the American Revolution for a diverse array of North American women and men who had previously been forgotten. The story of the American Revolution can no longer be told without incorporation of the contributions of African Americans, Native Americans, the laboring classes, and middling and elite white women. Yet the stories recovered in scholarly publications are still less well known in popular circles. In anticipation of the semiquincentennial commemoration of the Declaration of Independence in 2026, these stories need to be made broadly available.

To do this, the *Revolutionary City* pilot starts with stakeholder audiences and asks them what primary sources they need in order to convey their contribution to national independence. APS, HSP, and LCP want to serve audiences whose race (African Americans, Native Americans), gender (women), and class (working class) has resulted in underrepresentation in the scholarly record and the national discourse.

Those audiences will be represented initially by our Stakeholder Team of eight local educators, public history professionals, and digital humanists. Members will be chosen with an eye towards their track record of connection to diverse audiences that the APS, HSP, and LCP strive, but do not always succeed, to serve. They will be tasked with selecting content for digitization reflective of the histories of those communities, helping design an interface that is accessible to those audiences, and assessing the reception of that content and site.

The whole pilot is meant to be agile and iterative, designed for testing through feedback and modification over the course of the year. This allows for APS, HSP, and LCP to enjoy guidance from representatives of local communities and to incorporate feedback from the larger communities. The monthly process blogposts will provide a degree of transparency for the project that is still too uncommon, allowing interested people to follow the work and to engage with the teams in dialogue about them.

4. National Impact

The pilot project, *Revolutionary City*, supports many aspects of the “National Digital Infrastructures and Initiatives” IMLS project category:

- **Integrating shared resources and collaborative networks for public access to and preservation of digital library content and collections.** Philadelphia’s independent research libraries hold many inter-related collections that can be difficult for researchers to access. On the one hand, there is significant correspondence that is now artificially separated by institutions. For instance, the APS holds key writings by

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Benjamin Rush, one of the central figures of the American Revolution, while the LCP holds the vast majority of Rush's papers. Similarly, the HSP holds a large corpus of the Burd and Shippen Papers, prominent families deeply involved in the era of the American Revolution, while the APS itself holds several collections of related Burd-Shippen material. By focusing on these types of collections in the pilot, the public-facing portal will break down these institutional walls and combine artificially separated collections, giving the public much easier access to these materials. On the other hand, the online portal and plans for distribution through the DPLA will make these collections accessible to those whose schedules, lack of proximity, or general comfort keep them from being able to visit the originals in these research libraries.

- **Enhancing the sustainability, interoperability, and accessibility of digital content and collections to provide long-term impact to and value for diverse and evolving user communities.** This pilot is an attempt to understand how smaller institutions with fewer resources and less infrastructure can partner with larger institutions to maximize their collective capacity for education and engagement. For user communities, time and financial resources are major barriers to accessing the collections at these institutions. At present, the APS has approximately 1,500 to 2,000 reader days a year in its Library Reading Room, while its Digital Library receives on average 18,000 page views a month. By focusing on Philadelphia, the center of the national government and a key site of revolutionary events, the partners anticipate that the online portal would receive much heavier traffic. APS, LCP, and HSP would also develop additional content to appeal to other constituents, including digital galleries, contextual essays, and curriculum for teachers and students.
- **Exploring methods, tools, and techniques for sustainably and efficiently providing access to digital content and collections at scale for users of all interests and skill levels.** The pilot and initial portal will be designed for scalability and application beyond this project. The longer-term goal is to develop an expanded, national online portal on the American Revolution. The APS is well positioned to organize and facilitate such an endeavor. With the model established with the *Revolutionary City* pilot, archives and repositories will be able to contribute digital material remotely to the portal. In May 2019, the APS and the David Library of the American Revolution (DLAR) announced a long-term partnership to create an unparalleled single physical site for the comprehensive study of this era. This includes the David Library's 9,000 reels of microfilm from over 50 repositories around the world. With the anticipated success of the pilot project, the APS would include, with the permission of other archives, these scanned microfilm images in the online portal, thus quickly creating the most complete digital portal for the American Revolution. In time, and in sum, all of these materials together will create an incomparable resource for access to materials related to the founding of the United States.
- **Fostering community memory and identity through the development, enhancement, and long-term maintenance of digital collections and community collaborations.** The 250th anniversary of the Declaration of Independence provides a unique opportunity to educate, engage, and unite the American people in an exploration of the nation's founding principles and experiences as they look ahead to a more united future. For too long, the story of the nation's founding has privileged certain segments of the population and ignored the contributions of others. *Revolutionary City* embraces those diverse stories, encouraging a broad range of Americans to see themselves in the founding moment, as a means of reminding all of our common bonds.

**PROPOSAL TO IMLS
AMERICAN PHILOSOPHICAL SOCIETY – REVOLUTIONARY CITY PLANNING GRANT
APRIL 13, 2020**

SCHEDULE OF COMPLETION

Phase One: July 2020 - September 2020	Award notification, begin to recruit Project Data Manager.	Press release to announce the project, assemble team of project stakeholders, initiate process blog.	Review project objectives with stakeholders, Project Data Manager starts training with APS staff (9/1), selection of objects for digitization based on thematic linkages, analysis of existing metadata.
Phase Two: October 2020 - January 2021	Digitization begins at APS and HSP, LCP material transferred to the APS for digitization; project stakeholders begin collection-based research.	Digitization continues; stakeholders continue to research in archive.	Stakeholders meet to review completed digitization and enhanced metadata and to identify supplementary collections to digitize. Initial images and metadata uploaded to APS Digital Library, Project Developer builds out prototype for back end of portal and interface design.
Phase Three: February 2021 - May 2021	Testing different methods to populate the portal with newly created data and objects, Project Data Manager works on additional digitization.	Interface created, additional digitization completed, new data and objects uploaded to APS Digital Library, stakeholder create assessment plans based on interface.	Completion of beta version of Revolutionary City unified portal, evaluation begins, meeting with stakeholders to discuss audiences and beta testing. Curated content and contextual essays incorporated, tutorials developed for how to portal use.
Phase Four: June 2021 - August 2021	Assessment by audiences identified by stakeholders, workshop for area archivists, educators, and scholars to explore Revolutionary City, work with regional DPLA hub to harvest project data into DPLA.	Project presentations at Keystone DH and Society of Historians of the Early Republic (SHEAR), revise interface according to Keystone DH and SHEAR feedback, stakeholders complete reflective essays.	Completion of project with public launch, final meeting of stakeholders to discuss next steps and scalability.



DIGITAL PRODUCT FORM

INTRODUCTION

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data (see below for more specific examples). Excluded are preliminary analyses, drafts of papers, plans for future research, peer-review assessments, and communications with colleagues.

The digital products you create with IMLS funding require effective stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse by libraries, archives, museums, and the public. 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

If you propose to create digital products in the course of your IMLS-funded project, you must first provide answers to the questions in **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**. Then consider which of the following types of digital products you will create in your project, and complete each section of the form that is applicable.

SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS

Complete this section if your project will create digital content, resources, or assets. These include both digitized and born-digital products created by individuals, project teams, or through community gatherings during your project. Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, and teacher toolkits. Your project may involve making these materials available through public or access-controlled websites, kiosks, or live or recorded programs.

SECTION III: SOFTWARE

Complete this section if your project will create software, including any source code, algorithms, applications, and digital tools plus the accompanying documentation created by you during your project.

SECTION IV: RESEARCH DATA

Complete this section if your project will create research data, including recorded factual information and supporting documentation, commonly accepted as relevant to validating research findings and to supporting scholarly publications.

SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS

A.1 We expect applicants seeking federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. What will be the intellectual property status of the digital products (i.e., digital content, resources, or assets; software; research data) you intend to create? What ownership rights will your organization assert over the files you intend to create, and what conditions will you impose on their access and use? Who will hold the copyright(s)? Explain and justify your licensing selections. Identify and explain the license under which you will release the files (e.g., a non-restrictive license such as BSD, GNU, MIT, Creative Commons licenses; RightsStatements.org statements). 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.

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.

SECTION II: 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 the format(s) you will use.

A.2 List the equipment, software, and supplies that you will use to create the digital 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, OBJ, DOC, PDF) you plan to use. If digitizing content, describe the quality standards (e.g., resolution, sampling rate, pixel dimensions) you will use for the files you will create.

Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan. How will you monitor and evaluate your workflow and products?

B.2 Describe your plan for preserving and maintaining digital assets during and after the award period. Your plan should 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).

Metadata

C.1 Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata or linked data. Specify which standards or data models you will use for the metadata structure (e.g., RDF, BIBFRAME, 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).

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, delivery enabled by IIIF specifications).

D.2. Provide the name(s) and URL(s) (Universal Resource Locator), DOI (Digital Object Identifier), or other persistent identifier for any examples of previous digital content, resources, or assets your organization has created.

SECTION III: SOFTWARE

General Information

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 or similar functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

Technical Information

B.1 List the programming languages, platforms, frameworks, 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), URL(s), and/or code repository locations for examples of any previous software your organization has created.

Access and Use

C.1 Describe how you will make the software and source code available to the public and/or its intended users.

C.2 Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

SECTION IV: RESEARCH DATA

As part of the federal government's commitment to increase access to federally funded research data, Section IV represents the Data Management Plan (DMP) for research proposals and should reflect data management, dissemination, and preservation best practices in the applicant's area of research appropriate to the data that the project will generate.

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

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 sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information. If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation). If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

A.4 What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data?

A.5 What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the data it describes to enable future reuse?

A.6 What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project?

A.7 Identify where you will deposit the data:

Name of repository:

URL:

A.8 When and how frequently will you review this data management plan? How will the implementation be monitored?