



## **Museums for America**

**Sample Application MA-30-16-0149-16**  
**Project Category: Collections Stewardship**  
**Funding Level: \$25,001-\$150,000**

### **Preservation Society of Newport County**

Amount awarded by IMLS:	\$99,422
Amount of cost share:	\$99,423

Attached are the following components excerpted from the original application.

- Abstract
- Narrative
- Schedule of Completion

Please note that the instructions for preparing narratives for FY2017 applications differ from those that guided the preparation of previous applications. Be sure to use the narrative instructions in the FY2017 Notice of Funding Opportunity for the grant program and project category to which you are applying.

## THE PRESERVATION SOCIETY OF NEWPORT COUNTY

### Abstract

The Preservation Society of Newport County seeks \$99,422 to digitize its non-institutional archives or special collections. The project goal is to make this collection, which is of vital importance to the study and interpretation of national cultural and social movements that were initiated or developed significantly in Newport, accessible to scholars and the public; to enhance intellectual control of the collection for internal management and use in public programming; and to preserve the collection by reducing physical handling of the objects. Project beneficiaries include the general public and visitors to the Preservation Society; scholars, researchers, and educators; other cultural heritage institutions; Preservation Society staff; and future generations.

The Preservation Society's archival collections are a dramatically important resource for the study of Newport, a city nationally significant for its role as a haven for dissenters, as a colonial seaport that made major contributions to the decorative arts, as an important mercantile center with Atlantic World ties to the Caribbean and the slave trade, as a Revolutionary-era post for the British army, and as a social nexus for New York, Southern, and New England elites during the nation's industrial and post-industrial expansion. The Preservation Society's special collections strengths include the later colonial period and American Revolution of the 18<sup>th</sup> century; the American Renaissance of the 1830s through the end of the Civil War; the growth of industry and entrepreneurship of the Gilded Age of the later 19<sup>th</sup> century; lifestyles of the elite during the Gilded Age and the Progressive era in America at the turn of the century; and the role of women in influencing national cultural, social, and political developments.

We will hire a project digitization archivist for a 2-year, full-time term to scan and digitize 20 of our highest priority collections and create EAD finding aids for each collection. This represents approximately 2,000 individual items or 240 linear feet of the 467 linear feet of special collections. The materials include manuscripts, correspondence, photographs, illustrations, printed materials, scrapbooks, drawings, ephemera, books, and sheet music, and their date range is from approximately 1770 to the 1980s. The digital images and information about them will be uploaded to a shared website for history related to Newport, Newportal, that displays the collections of collaborating Newport cultural heritage institutions and allows users to search seamlessly across multiple collections and save results; and finding aids will be uploaded to the Rhode Island Archival and Manuscript Collections Online. Preservation Society full-time staff assisting the digitization archivist include the collections manager who will supervise the work on a daily basis; the curator who will review collections as they are digitized to ensure items selected for digitization are of scholarly interest and historical relevance; the conservator who will review collections as they are digitized to identify any conservation issues and pull items that would be harmed in the digitization process; the IT manager, who will perform all IT tasks for internal management of digital files and quality control; and the director of museum affairs, who will provide senior management oversight.

This project aligns with the Preservation Society's public service mission to "engage the public in the story of America's vibrant cultural heritage," and with the IMLS Museums for America goal to promote the use of technology to facilitate discovery of knowledge and cultural heritage.

## Narrative: Special Collections Digitization Project

### 1. Statement of Need

#### Project Summary

The Preservation Society of Newport County seeks \$99,422 to digitize 20 high-priority special collections that document activities in Newport, Rhode Island that played a vital part in shaping national cultural and social movements. Content focus will be on historic properties and landscapes owned or previously owned by the Preservation Society and on the history of resident families who were prominent both locally and nationally. The project goal is to make this collection accessible to scholars and the public; to enhance intellectual control of the collection for internal management and use in public programming; and to preserve the collection by reducing physical handling of the objects. We will hire a project digitization archivist for a 2-year, full-time term to scan and digitize the collections and create finding aids. The digital images and information about them will be uploaded to a shared website for history related to Newport, Newportal, which displays the collections of collaborating Newport cultural heritage institutions and allows users to search seamlessly across multiple collections and save results; and finding aids will be uploaded to the Rhode Island Archival and Manuscript Collections Online. This project aligns with the Preservation Society's public service mission to "engage the public in the story of America's vibrant cultural heritage," and with the IMLS Museums for America goal to promote the use of technology to facilitate discovery of knowledge and cultural heritage.

#### The Need and How It Was Identified

The Preservation Society's archival collections are a dramatically important resource for the study of Newport, a city nationally significant for its role as a haven for dissenters, as a colonial seaport that made major contributions to the decorative arts, as an important mercantile center with Atlantic World ties to the Caribbean and the slave trade, as a Revolutionary-era post for the British army, and as a social nexus for New York, Southern, and New England elites during the nation's industrial and post-industrial expansion. But they remain understudied and little known because our records are not accessible to scholars or to the public and the vast majority is not digitized. With the exception of the institutional records, which have been processed up to 2010, and a few historical collections, our archival holdings have no finding aids and are not professionally processed. About 10 to 20 percent of the collection is fragile, and physical handling must be limited, further impairing access. Currently a 1-year-contract archivist is processing the special collections (the non-institutional items), the first step toward control and access. But unless the collection and finding aids are digitized, they will remain largely hidden to scholars and the public.

#### *Significance of the Collection*

The Preservation Society's special collections strengths include the later colonial period and American Revolution of the 18<sup>th</sup> century; the American Renaissance of the 1830s through the end of the Civil War; the growth of industry and entrepreneurship of the Gilded Age of the later 19<sup>th</sup> century; lifestyles of the elite during the Gilded Age and the Progressive era in America at the turn of the century; and the role of women in influencing national cultural, social, and political developments. With its location on a protected bay along the southern coast, Newport was an important station during the Revolutionary War. From 1756 – 1790, President George Washington spent many days in Newport deploying and inspecting his troops and meeting with the French Navy, who had a permanent station with their commander of the French fleet Admiral de Ternay, when French forces occupied Newport in 1780. Jean-Baptiste-Donatien de Vimeur, better known as Comte de Rochambeau also established a headquarters in Newport during this time. The Preservation Society possesses a variety of illustrations, prints, documents, and photographs of these important figures, along with other materials from this period.

The Preservation Society holds significant collections detailing the creation, development, and growth of architecture and art in the United States during the American Renaissance, a time of significant growth in American culture and technology. During this time, Newport was a center of activity and experimentation, drawing artists and architects of national importance to its thriving cultural scene. A wealth of manuscripts, scrapbooks, photographs, prints, drawings, books, and illustrations document the work by key figures of the movement, including architect Richard Upjohn, who was influential in bringing Gothic Revival Style to America with the building of Kingscote

(1841); architect Richard Morris Hunt (*The Breakers*, 1895), who introduced Beaux-Arts architecture to America; and artist John La Farge, who experimented with and designed new techniques in stained glass and painting, and was the first American to publish a study of Japanese art.

Other materials document the creation, development, and expansion of multiple industries in the United States, each with a connection to families who constructed or purchased summer “cottages” in Newport, many of them now owned by the Preservation Society. Examples include the creation of an international traveling steamship company and the New York Central Railroad by Commodore Cornelius Vanderbilt (*The Breakers*, 1895); the Berwind-White Coal Mining Co. by Edward Julius Berwind (*The Elms*, 1901); and the discovery of the Nevada Comstock silver lode by James Graham Fair (*Rosecliff*, 1902).

Finally, many individuals who summered in Newport were influential at the national level in social and political change movements. For example, Alva Vanderbilt Belmont used her fortunes to found the Political Equality Association in New York City, a group affiliated with the National American Woman Suffrage Association. Traveling to England, she attended suffrage rallies and embraced the use of more militant tactics in the fight to win the vote for women. In 1914, she focused her efforts on the Congressional Union for Woman Suffrage (later the National Women’s Party), serving on its board, and allowed it to use her summer home, Marble House (1892), for events. The Preservation Society holds documents, photographs, and more pertaining to her service.

### ***Newportal and Related Newport Collections***

The Preservation Society’s special collections complement and complete collections held in other regional cultural heritage institutions, which together document the history of Newport and its cosmopolitan residents. To more fully tell this story and make it available to scholars and the public, the Preservation Society is leading the effort to create a shared website called Newportal ([www.newportalri.org](http://www.newportalri.org)), which brings together in one place collections from local libraries, museums, archives, and scholars. The site provides a seamless experience, allowing researchers to search collections across all participating institutions with one query, and to save information to personal accounts. Newportal also makes possible for the first time online, digital exhibitions organized by one or multiple institutions. Finally, Newportal’s robust database offers all participating institutions a cost-effective way to manage collections and present them online. Newportal is currently in development and is expected to be in beta testing by early 2016. The Preservation Society is currently digitizing its fine and decorative arts objects with private funding, which will be uploaded when the site goes live. It is vital that our special collections also be made available to the public through Newportal, but this will not happen until they are digitized.

### **Description of the Collections to be Digitized**

The archives comprise two sections: the institutional archives and the special collections. This project will focus on digitizing approximately 51 percent, or 240 linear feet, of the 467 linear feet of special collections. The materials include manuscripts, correspondence, photographs, illustrations, printed materials, scrapbooks, drawings, ephemera, books, and sheet music, and their date range is from approximately 1770 to the 1980s.

We have selected twenty of our highest priority collections for digitization: 1 each of material related to houses owned by the Preservation Society, documenting their history and the lives of the people who lived in them (*The Breakers*, *Marble House*, *The Elms*, *Rosecliff*, *Château-sur-Mer*, *Kingscote*, *Isaac Bell House*, *Chepstow*, *Hunter House*, and *Green Animals*); the *Breakers Stables and Coaching Weekend Collection*; the *LaFarge Collection*; a *Culinary Collection* comprising menus and recipes; the *McBean Family Collection*; the *W. W. Ernst Collection* of the famous photographer with images dating back to World War I; *John Hopf Collection* of architectural photographs of historic buildings; a *Postcard Collection*; a *Newport Collection* comprising photographs of the city being built, rebuilt, and of its people; the *Newport Estates Collection*, comprising documentation on properties previously owned by the Preservation Society (*Rough Point*, *White Horse Tavern*, *Malbone*, *Hopedene*, etc.); and the *Industries Collection* documenting multiple entrepreneurial endeavors of the Vanderbilts and others.

Materials will only be digitized if they are of unique importance, good image quality, and in a preserved state where digital scanning will not cause damage to the item. Currently, about 70 percent of the collection is in good

condition; about 20 percent is in good to fragile condition; and about 10 percent is in fragile condition. All items are housed in acid free containers, sleeves, and/or frames, and everything is stored in a controlled environment.

### **Who Will Benefit**

Digitization of the special collections and finding aids will benefit the general public and visitors to the Newport Mansions; scholars, researchers, and educators; other cultural heritage institutions; Preservation Society staff; and future generations. **The general public and visitors** will be able to look up information about the houses, the families, and their historical context in preparation for a tour or to extend the experience afterwards. **Scholars, researchers, and educators** will find a treasure trove of primary source material related to the history of Newport that will inform their work. **Other cultural heritage institutions** will be able to find materials that supplement or complement their own collections, opening new possibilities for collaborations and loans. Better internal access to the special collections will aid **Preservation Society staff** in a variety of outreach activities, such as creating exhibitions (both physical and digital), enhancing public tours, publishing books and articles, creating curriculum materials for K-12, and for marketing and communications activities. Finally, by digitizing the special collections, their content and context will be preserved, protected, and administered for the benefit of **future generations**. Materials will not have to be physically handled as often, increasing the lifespan of objects, especially if they are fragile or cannot endure a change in temperature, humidity, or light.

### **Digitization Advances Our Strategic Plan**

The Preservation Society recently concluded a lengthy strategic planning process facilitated by an outside consultant, resulting in our new Strategic Plan FY2016 – 2020, ratified by the board on January 30, 2015. A key priority of the plan is to “support the mission of the Preservation Society by modeling best practices in the fields of museum operations and historic preservation across our properties, collections, and landscapes.” To implement this goal, the Department of Museum Affairs, which is responsible for the management of the collections, developed collections mission and vision statements that call for “[increasing] access to our resources, both physically and through digital representations of the collections” in order to “encourage scholarship, research and new interpretations of [Newport’s] cultural heritage.” The Preservation Society has demonstrated its commitment to these goals by making digitization of the collections a priority objective of collections care; by identifying implementation of collections digitization as a key responsibility of the collections manager’s duties; and by actively soliciting funding sources to support our ability to implement an ambitious digitization initiative targeting all the collections.

The crucial importance of increased intellectual control and access to all of the Preservation Society’s collections has long been recognized. In 2002 an IMLS Conservation Project Support grant funded a general survey of the collections, resulting in a Long-Range Preservation Plan. In 2012 a grant from the IMLS MFA program supported a comprehensive wall-to-wall inventory of our museum collection and entering the 60,201 objects identified into a customized MuseumPlus database, which was newly purchased and customized as a related activity to the inventory. The MuseumPlus database has dramatically increased our capacity for intellectual control over the collections. In August 2015, we received funding from a private source to retain a 2-year-term collections specialist to digitize our museum collections; for professional photography to make the online records useful and engaging; and for a 1-year-term processing archivist to create finding aids and organize the archival materials in preparation for digitization. We estimate that by October 2016 most of the special collections will be processed (institutional records, approximately half the archive, are already processed through 2010).

The Preservation Society recognizes that digitization of our collections is vital for our ability to fulfill our mission, implement our strategic plan, and for future growth. Digitization directly impacts such key, mission driven activities as research and interpretation, visitor experience, scholarly programming, exhibitions, and community outreach. Digitization will allow us to provide online access to a broad range of collections records including high quality images, database records, archival documents, and historic photographs. From the experience of other museums, we know this will encourage scholarship, visitation and public interest in the Preservation Society’s properties and collections. As the Preservation Society develops new scholarly and public programming—including an innovative research fellows program funded by the National Endowment for the Humanities—one of the most impactful ways to encourage scholarship and reach larger audiences is through online access to our collection and archive.

## How the Project Addresses the Goals of the MFA Collections Stewardship Program

This project aligns with the IMLS Strategic Plan, 2012 – 2016, Goal 3, in which IMLS “supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage,” and addresses two key activities of the MFA Collections Stewardship category:

- 1) Digitization activities designed to improve collections management. Digitizing the collections will facilitate internal management and allow researchers and staff to access materials without handling them, contributing to the long-term preservation of the collection.
- 2) Developing and enhancing collections databases. Integrating digital images into the database will expand record descriptions and provide enhanced content for users of the database, whether internally or on the Internet via Newportal, thus dramatically improving access.

## 2. Impact

### Intended Results

The archives are currently accessible by appointment onsite only. This project will make available about 51 percent of materials from the special collections, comprising the most important and most requested materials, online via Newportal, dramatically enhancing access. Digitizing finding aids with Extended Markup Language Coding to make EAD finding aids and uploading them to The Rhode Island Archival and Manuscript Collections Online, a gateway to information about archival collections in Rhode Island, will advertise what historic materials the Preservation Society holds and expand research and educational opportunities for the general public. Finally, by utilizing digital images and information, the physical materials will be used less frequently, preserving the objects and reinforcing the institution’s responsibility of protecting its historic materials for the public good.

### How the Care, Condition, and Management of the Special Collections Will Improve

By digitizing the archival materials their content and context will be preserved for an extended lifecycle. Materials will not have to be physically handled as often, increasing the lifespan of objects if they are fragile and cannot endure a change in temperature, humidity, or light. As part of the project, we will create a **Digital Preservation Policy** that sets internal standards for the maintenance of digital files to extend the life of collections and continue access; and a **Digital Asset Management Policy** that creates guidelines for the acquisition, description, tracking, discovery, retrieval, searching, and distribution of digital objects. These policies will be used to guide and inform the digitization process and the long-term stewardship of the collections.

### Tangible Products

- 2000 digital files/facsimiles of objects
- 20 EAD finding aids
- A Digital Preservation Policy and a Digital Asset Management Policy
- An interim and final report

### Sustainability

Digital files will be migrated from old to new formats every 5-10 years to ensure continuous accessibility and stored on external hard drives to create a LOCKSS (Lots of Copies Keeps Stuff Safe) system in order to prevent technological obsolescence. These files will also be on a shared server of the Preservation Society and will have a hierarchical structure of organization. Finally, the Preservation Society supports several permanent staff positions that oversee the continued professional management of the collections. These include a full-time collections manager, a full-time curator, and a full-time conservationist.

### 3. Project Design

#### Activities, Evaluation and Performance Measurements

1. The digitization archivist, collections manager, curator, and conservationist will survey the processed special collections to identify which materials should be digitized based on level of importance, quality, uniqueness, and condition of the materials and develop a work plan. This process will include surveying Preservation Society staff who use or request collections frequently, such as research fellows, program and exhibition staff, and the communications department, and reviewing requests from outside researchers, to determine which collections are in highest demand.  
**Evaluation:** Condition, uniqueness, object quality, importance to research.
2. The digitization archivist, collections manager, and IT manager will create a Digital Preservation Policy and a Digital Asset Management Policy to ensure proper preservation, protection, and administration of all digital materials. This will include digitization standards on how to create new digital files to ensure optimal usability and sustainability.  
**Evaluation:** Best industry practices as established by the Northeast Document Conservation Center and the American Society of Archivists.
3. The digitization archivist and collections manager will develop a work plan and schedule to complete digitization.  
**Evaluation:** Digital Preservation Policy
4. The digitization archivist will digitize items from the twenty selected collections at the rate of approximately 90 items per month. This will include creating high-resolution image files using photography and scanning technology. These files will then be converted for the web using Adobe Photoshop and Light room software for easy online accessibility with any computer technology. The digitized collections will be stored on the Preservation Society's internal server and on backup systems.  
**Evaluation:** Digital Preservation Policy; bi-weekly meetings of the digitization archivist, collections manager and IT manager; monthly meetings of the digitization archivist and director of museum affairs.
5. The digitization archivist will create EAD finding aids at the rate of approximately one per collection per month (20 total) using the extended markup language (XML) development software Oxygen.  
**Evaluation:** *EAD Best Practices at the Library of Congress*; bi-weekly meetings of the digitization archivist and the collections manager; monthly meetings of the digitization archivist and director of museum affairs.
6. The digitization archivist will upload the digitized image files and the information pertaining to Newportal, the shared online collections website.  
**Evaluation:** Digital Asset Management Policy; bi-weekly meetings of the digitization archivist, collections manager and IT manager; monthly meetings of the digitization archivist and director of museum affairs; Google Analytics on Newportal will immediately start collecting information on user activity so that we can track in real time the impact of making these files available to the public.
7. EAD finding aids will be uploaded to The Rhode Island Archival and Manuscript Collections Online (RIAMCO), a gateway to information about archival collections in Rhode Island.  
**Evaluation:** Digital Asset Management Policy; bi-weekly meetings of the digitization archivist, collections manager and IT manager; monthly meetings of the digitization archivist and director of museum affairs.
8. Throughout the process, the IT manager will perform tasks related to the internal management of the digital files, which include: maintain network, servers, computers, and peripherals that are used for creating files and saving files; create top level folder on the storage server; set up user permissions for controlled access to folders; set up permissions for authorized users to make sub folders from the top level folder; create a backup job for the folders; periodically test backups by restoring test files from backup.

## **Project Staffing**

Paul Caserta, digitization archivist (2-year contract position; 100 percent FTE), will act as project manager and will carry out all digitization activities. As project manager he will oversee the project budget, schedule, and evaluation; coordinate activities of other staff team members; track staff in-kind hours to ensure IMLS match is properly documented; and work with the staff grant writer to create required interim and final reports to IMLS. As digitization archivist he will carry out all digitization activities and work with staff to create policies for archival preservation and management. Mr. Caserta holds a B.A. in English from Rhode Island College and a M.S. in Library Information Science concentrating in Archival Management from Simmons College. His work has included policy writing, preservation planning, and digital projects in archives, including working as archivist at the Digital Ark Corp. and in other cultural heritage institutions in Rhode Island and Massachusetts. He recently completed serving as a committee member of New England Archivists Fall 2015 Symposium, where he interviewed candidates for lectures, developed budgets, and performed research on the history of 19<sup>th</sup> century photography.

To be hired, collections manager (staff position; 20 percent FTE). This is a permanent staff position recently vacated and is expected to be filled in early 2016. The collections manager will work with the digitization archivist to create the Digital Preservation Policy and provide final approval, oversee the digitization process through weekly meetings with the digitization archivist, and report to the director of museum affairs.

Patricia Miller, chief conservator (5 percent FTE), will review materials to identify any that require special handling and/or conservation treatment and make recommendations. She received her B.F.A. from the School of the Art Institute of Chicago and Master of Science degree from Columbia University in Historic Preservation. In addition, she holds certificates in Arts and Business Management from the Sotheby's Institute in London; Project Management from ESI International/George Washington University and Laser Technology for Conservation from the National Museum and Galleries, Liverpool, England.

Paul Miller, curator (5 percent FTE), will review the special collections and information gathered from the survey to determine level of significance. Mr. Miller holds an M.A. from The Johns Hopkins University and attended the University of Paris, Institut d'Art et d'Archeologie. He has served since 1977 as curator at the Preservation Society, where he plays a key role in interior restoration projects, research, exhibitions, and conservation efforts. His specialties include European decorative arts research, with particular emphasis on the field of French architectural interiors in America.

Derek Jay McDaniel, IT manager (5 percent FTE), will perform all the necessary tasks for internal management of the digital files, ensuring that they are properly coded and uploaded to the server, accessible to staff, and periodically tested to maintain quality. Mr. McDaniel holds an Associates of Applied Science in Computer Information Technology from Ivy Tech and has worked for six years as an information technologist specialist and manager at the Preservation Society.

Laurie Ossman, Ph.D., director of museum affairs (5 percent FTE), will provide senior management oversight, meet monthly with the digitization archivist and collections manager, review all reports, and review products for final approval. Dr. Ossman graduated with honors from Brown University, then earned her Master's degree in Architectural History from the School of Architecture at the University of Virginia, followed by her Ph.D. from the Graduate School of Arts & Sciences, also from UVA. She has been an instructor in the history of American architecture and urban planning at UVA, and has lectured and written extensively on architectural history, design, and preservation.

## **Sequence of Activities**

Upon receiving notification of the award, the 1-year contract of the current processing archivist, Paul Caserta, which expires at the end of September 2016, will be extended an additional 2 years to complete the digitization. By that time Mr. Caserta will have completed basic processing of the archives and will be intimately familiar with the special collections, which will allow us to move quickly forward with digitization.



Oct – Nov 2016: Survey collections (240 linear feet, about 2000 items) and select objects for digitization  
Create Digital Preservation Policy and Digital Asset Management Policy

Dec 2016 – Sept 2018: Digitize collections and create metadata (90 items per month) and upload to Newportal  
Create 20 EAD finding aids (one per month) and upload to RIAMCO

The special collections will be digitized in strategic order to test the digitization and uploading process, identify any problems with the process, and make alterations as necessary. We estimate 20 minutes for digitization and creation of metadata for each file. This leaves sufficient time for uploading to Newportal and for creating and uploading XML coding for the finding aids.

1. The Isaac Bell House Collection and Hunter House Collection will be the first and second collection digitized. Because of their smaller size, these materials will be used as the project's sample to make sure the digitizing, creation of metadata and EAD finding aids, and uploading proceeds smoothly.
2. The next collections to be digitized include: Culinary, Postcard, Newport Estates, and Green Animals. These begin to increase in size, but also include materials in the genre of graphic arts, which require more metadata research through the Art and Architecture Thesaurus by Getty.
3. The next collections to be digitized include: Industries, Newport, The Breakers Stables and Coaching Weekend, John Hopf, W. W. Ernst, Kingscote, and McBean Family.
4. Finally, the largest collections will be digitized: LaFarge, The Breakers, Marble House, The Elms, Rosecliff, Château-sur-Mer, and Chepstow.

### **Resources Required for Project**

- Staff: digitization archivist (2-year contract position—IMLS funded); *In-kind*: Collections manager, conservator, curator, IT manager, director of museum affairs
- Equipment: Epson Expression 11000XLPH Photo Scanner; Nikon D5200 Digital Camera; LaCie 4TB d2 Quadra Hard Drive (2); SanDisk 32GB Memory Cards (2); Delta 1 Pro Magnetic Copy Stand; ColorMunki Display and Color Checker Passport; NZXT Aperture Internal Multi-Media Reader; Adobe Photoshop/Lightroom 6; Adobe Acrobat Pro DC; Oxygen XML Editor.

### **Tracking Progress**

The digitization archivist and collections manager will create a work plan and time chart based on the initial survey, will act as a guide for tracking progress by recording the percentage of collections completed every time a collection's materials have been digitized. As items are digitized, the digitization archivist will create a catalog to keep a count on digital materials and reference to where they have been placed. Bi-weekly meetings of project team members and monthly meetings with the director of museum affairs will serve to review progress, make adjustments, and address any issues that arise. Finally, as images are uploaded to Newportal, Google Analytics, a service built into Newportal that tracks and analyzes website traffic, will provide real time information on user activity, allowing us to track the impact of making these files available to the public.

### **Sharing Results**

- Press release to local media outlets describing the new digital collections on Newportal
- Notification to regional and national archival organizations, such as New England Archivists and Society of American Archivists
- Notification to regional and national colleges and cultural heritage institutions
- Notification to Preservation Society members and friends via various communications tools, including a monthly e-newsletter, weekly e-blasts, and a daily "Wow of the Day" email from the executive director

# THE PRESERVATION SOCIETY OF NEWPORT COUNTY

## Schedule of Completion

2016

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Hire digitization archivist												
Survey special collections												
Create policies												
Digitize Group 1												

2017

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Digitize Group 1												
Digitize Group 2												
Digitize Group 3												
Upload digitized files to Newportal												
Create EAD finding aids												
Upload EADs to RIAMCO												

2018

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Digitize group 4												
Upload digitized files to Newportal												
Create EAD finding aids												
Upload EADs to RIAMCO												

### **Collections Groups**

Group 1: Isaac Bell and Hunter House

Group 2: Culinary, Postcard, Newport Estates, and Green Animals

Group 3: Industries, Newport, The Breakers Stables and Coaching Weekend, John Hopf, W. W. Ernst, Kingscote, and McBean Family

Group 4: LaFarge, The Breakers, Marble House, The Elms, Rosecliff, Château-sur-Mer, and Chepstow.