



Museum Grants for African American History and Culture

Sample Application MH-249490-OMS-21

Elizabeth City State University (Elizabeth City State University, G.R. Little Library)

Amount awarded by IMLS:	\$49,951
Amount of cost share:	\$0

The project description can be viewed in the IMLS Awarded Grants Search:
<https://www.ims.gov/grants/awarded/mh-249490-oms-21>

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion

When preparing an application for the next deadline, be sure to follow the instructions in the current Notice of Funding Opportunity for the grant program to which you are applying.

Archives Classroom and Educational Support for Emerging Historians Proposal Narrative

Project Justification

What need, problem, or challenge will your project address, and how was it identified? Elizabeth City State University is ideally situated through its curriculum, faculty, and location to provide close exposure to a wide range of post-education professions, especially those with low diversity. Our campus population is predominantly people of color, though it is diverse in all factors of identity. With a broad range of degree programs, ECSU has an opportunity to expose students to a wide range of careers that will utilize the education received during their years with us. Recent national education initiatives have promoted minority races and genders' inclusion into science, technology, engineering, and mathematic (STEM) academic programs and professional careers. This effort has increased the minority representation in STEM, and this grant seeks to effect similar results in areas of professional social sciences that are more homogenous than others are.

One such area is the professions that center on the preservation and conservation of cultural history, including Archives Management, Museum and Historical Site Management, and related fields. ECSU proposes to design and furnish a dedicated Archives Classroom with furnishings and technology that will support student and faculty research and give students practical archives management knowledge through hands-on experience. The classroom will grant the campus community access to and training in hardware and software in current digital archives. The classroom will also provide a space for embedded librarian/archivist instruction that will tie Archives theory to Archives practice by incorporating the Association of College and Research Libraries' *Framework for Information Literacy for Higher Education's* six core concepts^[1] and the Society of American Archivists' *Guidelines for primary source literacy's* five learning objectives.^[2] The requested \$49,951.30 will fund the purchase of research-sized tables, seating, computer stations, scanners and digitizers, and other technology currently in use in active Archives and Museums.

Recent campus discussions between professors and library and archives staff on the university's students' career readiness for archival and public history professions led to research in these professions' diversity. The university library and archives are undergoing drastic infrastructure repairs, allowing library leadership and staff to repurpose library and archives spaces for enhanced academic and student support. History professors' expressed need for archives research space for their classes and a new minor in digital archives furthered the idea of repurposing a classroom-sized space co-located with the Archives office and central Archives storage area into an Archives classroom and research space. Combining the need and the location became a possible solution for several issues and an opportunity to promote new professional avenues to students in relevant courses and majors in addition to supporting faculty researchers, instructors, and interested community users.

This grant proposal will address three significant issues:

1. the lack of diversity in archival and cultural memory professionals;
2. the student use of primary and historical documents in Humanities, Social Science, and Interdisciplinary studies; and
3. the awareness of the impact a small, rural historically black college and university (HBCU) can have on its region.

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The grant project's goals are:

1. to develop practical and theoretical knowledge of physical and digital archival practices in minority Humanities, Social Science, and Interdisciplinary college students;
2. to increase the use of historical, primary documentation in undergraduate academic research; and
3. to promote the rich history of a rural HBCU, Elizabeth City State University, in regional and state history research.

Who or what will benefit from your project, and how have they been involved in the planning? ECSU's Humanities and Social Sciences faculty and students will be the direct beneficiaries of this project, which provides them with opportunities for specialized training and research space that enhances their career-ready skill-building. The equipment and space availability will enhance the curriculum by providing access to real Archives materials and archival manipulation technology currently found in active Archives and Museums. These curriculum enhancements may lead to improved recruitment and retention for these smaller academic departments, leading to degree attainment and more minority professionals entering these non-diverse fields.

G.R. Little Library will also directly benefit from expanding the Archives department footprint, which gives purpose and function to an under-utilized space and extends service capabilities to researchers from our campus and community.

How will your project build the capacity of your institution? This project will allow the library to repurpose underutilized building space into a functioning and vibrant user space. Previously an office used for two meetings a semester, this space will be a classroom attached to the Archivist Office and co-located with most archival and special collections storage.

The Archives, though lacking a dedicated Archivist at the helm, has formed new collaborative bonds with the campus radio station, WRVS, and with the library and archives of regional higher education sister campus, East Carolina University. Both new partnerships have a digitization-for-access focus, with WRVS depositing their historical recordings into the ECSU Archives storage vaults. The Archives classroom provides an environmentally-controlled location for these partnerships to work on targeted collections.

This grant will also help create a space for training in the handling of archival materials and areas to convert archival materials into digital representations that are more accessible to the broader research community and support the conservation and preservation of the fragile physical items. This space will allow collections users ample space to spread materials out without damage and provide technology access to further their research.

How will your project address the goals of the Museum Grants for African American History and Culture program to build the capacity of African American museums and support the growth and development of the museum professionals? The grant proposal's goals correspond to the principal point of the Museums Grants for American History and Culture programs by increasing the career-ready skills of minority History students. With an archives classroom, minority Humanities, Social Science, and Interdisciplinary college students will

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develop practical and theoretical knowledge to manage cultural memory collections. ECSU faculty will expand the use of historical, primary documentation in undergraduate academic research (lessons and assignments) and their research. The G.R. Little Library will promote access to its archives to both the ECSU populations and strengthen the relationships with its external Archives partners.

The archival classroom will increase patron access to institutional, community, and regional history materials and information on prominent figures in Northeast North Carolina history. Some of the collections are identified and searchable, while other collections are hidden treasures of the university's African-American history.

Project Work Plan

What specific activities, including evaluation, will you carry out? This room will be a multi-functional room. The library will designate the space as an archive's classroom where ECSU faculty can bring their students to learn, handle, and review archival materials. For the non-class experience, the room will allow library staff and community users to use it as a research space and as an archive special event room.

Examples of specific activities include:

- Podcasting and filmmaking of historical projects;
- Recording of oral history including assignments, alumni interviews, and symposiums;
- Creating finding aid through Dr. Melissa Stuckey's Bias folder assignments;
- Digitalization of archives materials.

Some special events to be held in the space include Homecoming and VikingFest Week oral history collections and National Library Week activities.

For fall 2021 ECSU Homecoming weekend and Spring 2022 VikingFest, the library will host an Alumni event called "Alumni Matters." The library will collaborate with the ECSU TV and Radio station for this event to record memorable moments of the Homecoming's Hall of Fame inductees at ECSU. The library will also allow other alumni to come in and record a special ECSU memory to be digitized for the archives.

In early April 2022, the library will host a "What the library means to me" event. Administration, faculty, staff, and students will be encouraged to visit the Archives classroom and create a two-minute video on why they love the library or why they love G.R. Little Library. Library staff will compile the videos into a presentation for the video wall at the library entrance.

Library staff will evaluate these events in terms of participation, both in attendees and visitors and in the number of recordings created. Another evaluation point will be the number of views if the items are deposited online or publicly accessible repository. One way of measuring academic activities is to embed librarians within the ECSU History courses. The embedded librarians (Ms. Horne and Ms. Banks) will collaborate with ECSU history faculty to develop a strategic plan for information literacy classes, archival and digitalization procedures, and research focused

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opportunities. After librarian led classes, the librarian will survey the students and faculty on their experience (see attached survey).

Another way of measuring the impact of the archives classroom will be both qualitative and quantitative data.

Quantitative data could include

- the number of faculty/librarians meetings to discuss curriculum, technology issues, or other related issues,
- Classroom Use
- Number of classes held in the archives classroom (non-librarian led)
- Number of classes held in the archives classroom (librarian led)
- Number of students in the class
- Non-classroom use events
- Number of special archives events
- Number of patrons (anything outside of regularly scheduled classes)

Qualitative data include:

- Librarians' observations of the use of the room.
- Examples of recordings created in the classroom

What are the risks to the project, and are they accounted for in the work plan? There is minimal risk to this project. One of the risks, the technology infrastructure, has been addressed during the renovation process in the 2019/2020 fiscal year. Librarians will minimize risk to the surveys by keeping them anonymous.

Who will plan, implement, and manage your project? The team consists of two librarians and a Master of Library Science graduate student, who will be doing her practicum during fall 2021. All three people will be responsible for communicating with each other about the project's status, including the planning, implementing, and managing supported events.

- Mrs. Cynthia Horne is the project director. She is the Circulation Librarian and has experience in university Archives management and archival digitization projects. She holds Master of Library and Information Science degree from Valdosta State University and have been involved with archives management for more than ten years.
- Ms. Mary Jordan is the Technical Services Librarian. She has her Master of Library Science from North Carolina Central University. Ms. Jordan has her Bachelor of Science with a concentration in Public Administration and a minor in History.
- Ms. Leah Banks is the Technical Services Specialist and is currently pursuing her MLS degree in Archives and Record Management at North Carolina Central University. To further her training in Archives, she attended the Georgia Archives Institute in the Summer of 2017. For the last five years, she has assisted the Access Services Librarian with obtaining archives materials for alumni. Ms. Banks has attended several workshops on archives and preservation.

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Timeline: Throughout the 2020/2021 academic school, Mrs. Horne and Ms. Banks will be in frequent communication with the ECSU faculty as part of their liaison responsibilities and as the point of contact for the Archives classroom project. If the proposal is accepted and granted, the team will set up monthly meetings with the necessary partners to update the project's status quo. In July 2021, once the money is released to ECSU, the team will begin to purchase the budgeted items. The items should be delivered and in place by the beginning of the Fall 2021 semester. The team will set up the archives classroom to maximize workspace use and begin scheduling the room's usage. In August 2021, the first of many classes will held in the archives classroom. In the latter part of September, the ECSU Hall of Fame inductees' interview will be conducted. In October 2021, the archives classroom will be made available for the "Alumni Matters" event. In late November, students will use the room for podcast/filmmaking and oral history presentations.

In spring 2022, the ECSU history department will continue using the archives classroom as before. The library will host multiple themed events in the room, including women's history month, African American history month, "I love the library" (National Library Week) in April, and an annual panel discussion "Black Girl's Magic."

• **What time, financial, personnel, and other resources will you need to carry out the activities?** To purchase the needed tables, chairs, and technology, G.R. Little Library is requesting \$49,951.30. The most considerable portion of this funding (approximately 55% of the budget) will go to procure an overhead scanner with high pixel count imagery and OCR capabilities (\$10,750) and a microform scanner that will output high-quality digital images from a variety of microform types (\$16,583). An additional \$8,250.20 will be used for audio-visual recording equipment to facilitate podcast and oral history recordings. Two Apple (Mac) computers will be purchased for \$3,398.00 to support quality audio-visual recording manipulations. One Thousand dollars (\$1,000) will be allocated to purchase archival supplies and physical and digital storage items. The last of the grant funds, \$9,970.10, will be used to obtain large tables and an ample amount of seating for the activities planned for this space.

The travel funding of \$3,000.00 will be used to fund Ms. Banks' travel to IMLS meetings, with Mrs. Horne seeking university or alternate sources for travel funding to accompany Ms. Banks.

How will you track your progress toward achieving your intended results? Along with other stakeholders, the grant committee will break down the goals into its parts and set interim (monthly, semester) goals that will culminate in this project's overall success.

- The grant team will keep a log of the librarians' observations and identify what equipment and areas have been used.
- The team will create a calendar to keep track of scheduled classes.
- The team will maintain spreadsheets of archives traffic and usage data and qualitative feedback from classes and events.
- The team will meet regularly to discuss goal progress.
- Librarians will routinely solicit feedback from students, faculty, and other stakeholders and users concerning the Archives classroom and related instruction and events.

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How and with whom will you share your project's results? Whenever possible and relevant, key personnel will attend virtual or in-person IMLS meetings or conferences to present findings and experiences.

The team will publish and present their findings and experiences of embedded librarians in digital history courses using a dedicated archives classroom. Other possible opportunities for publication or presenting are with the Society of North Carolina Archivists' annual meeting, North Carolina Library Association biannual conference, or a larger library or archivist conference. Mrs. Horne and Ms. Banks may collaborate with a History Department Faculty to present at a national history association conference such as the American Historical Association.

The grant committee will request to meet with the ECSU's Office of Communication and Marketing to have a feature story on the archives classroom. The G.R. Little Library staff will feature the archives classroom on its quarterly newsletter and blog.

Project Results

What are your project's intended results, and how will they address the need, problem, or challenge you have identified? Within the one year of this grant project, librarians will increase student and researcher access to the archives and student knowledge of archival practice and theory. Librarians with archival experience will increase their presence in relevant classes and will utilize the archives classroom to model professional behavior. Minority students in degree programs that could matriculate into Archives Management, Museum and Historical Site Management, and related fields will develop professional awareness and practical job skills and knowledge.

The success of improving the racial diversity of archival and museum professions is a longer-term metric than can be accommodated by this grant project. However, it is an objective in some sense. The measurement of this in the short term will rely on students' qualitative feedback about their career plans and the possibility of going into one of the target fields post-graduation. Longitudinal data, obtained in coordination with the History department, will be gathered and possibly shared through publication or conference presentations.

How will the knowledge, skills, behaviors, and/or attitudes of the intended audience change as a result of your project? This project and the room that it outfits will improve the library's and archives' usage as a research resource and improve emerging and existing researchers' skills in handling fragile and antique materials and artifacts. There will be enhanced knowledge of archives management skills, such as arrangement, digitization, and metadata creation. Through advanced research skills training, it is expected that there will be an uptick in student grades and the quality of student research projects.

- What data will you collect and report to measure your project's success?

The library will collect and analyze the following data:

- the number of room reservations;
- the number of room visitors for research, classes, and events;
- the number of archival research requests/digital item conversions;
- post-instruction students and faculty surveys;

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- archives traffic and usage data; and
- qualitative feedback from classes and events.

If applicable, how will the care, condition, management, access to, or use of the museum collections and/or records that are the focus of your project improve? This project will support creating a safe archival space where archives can be kept in a homogenous environment, close to their storage area. It will train emerging research professionals in the proper handling and care of antique and fragile materials and the appropriate use of technology in the handling of museum/archives collections. Also, this space will facilitate and encourage responsible handling, use, and storage of materials. Overall, the care, condition, management, access to, and use of all of the ECSU University Archives will be improved because of access to a proper archival research space.

What tangible products will result from your project? The grant committee expects to see an appreciable uptick in the number of university research projects using the University Archives, especially in the History and Interdisciplinary Studies areas, which may be uploaded to the institutional repository. Alumni are expected to create numerous oral history recordings that target the university's history and the student experience, which will be maintained in a digital archives collection. The library staff also expects to digitize university archival materials and unique microform collections to improve research access to both.

How will you sustain the benefit(s) of your project? The Library staff is committed to embedded librarianship that benefits the educational endeavors of the campus. Building on this project's success regarding archives and information literacy, the library staff expects to embed librarians in other academic disciplines. This equipment will also enable the library staff to expand the access services provided to researchers to include archival and microform materials.

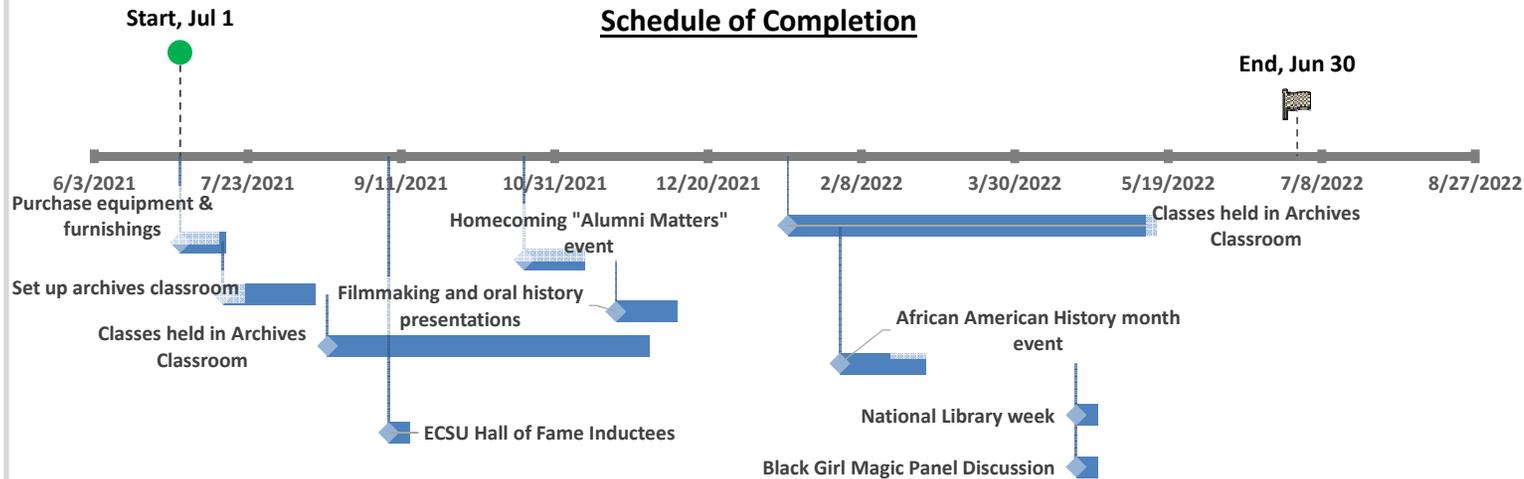
This space and its features will enable more collaborations with regional partners such as local museums and other universities, including the Museum of the Albemarle and East Carolina University. Also, this classroom and equipment elevate the awareness of the University Archives as a campus resource and will support the recruitment and retention of a full-time Archivist in the future.

[1] The Association of College and Research Libraries. (2016, January 11). *Framework for information Literacy for higher education*.

<http://www.ala.org/acrl/sites/ala.org/acrl/files/content/issues/infolit/framework1.pdf>

[2] SAA-ACRL/RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy (JTF-PSL). (2018, June). *Guidelines for Primary Sources Literacy*. Society of American Archivists. https://www2.archivists.org/sites/all/files/Guidelines%20for%20Primary%20Source%20Literacy_AsApproved062018_1.pdf

Archives Classroom and Educational Support for Emerging Historians Schedule of Completion



Tasks

Start	End	Duration	Label	Vert. Position	Vert. Line
7/1/2021	7/15/2021	15	Purchase equipment & furnishings	-25	-25
7/15/2021	8/15/2021	30	Set up archives classroom	-40	-15
8/18/2021	12/11/2021	105	Classes held in Archives Classroom	-55	-15
9/7/2021	9/18/2021	7	ECSU Hall of Fame Inductees	-80	-80
10/21/2021	10/24/2021	20	Homecoming "Alumni Matters" event	-30	-30
11/20/2021	12/10/2021	20	Filmmaking and oral history presentations	-45	-15
1/15/2022	5/15/2022	120	Classes held in Archives Classroom	-20	-20
2/1/2022	2/28/2022	28	African American History month event	-60	-40
4/19/2022	4/25/2022	7	National Library week	-75	-15
4/19/2022	4/25/2022	7	Black Girl Magic Panel Discussion	-90	-15

Milestones

Date	Label	Position
7/1/2021	Start, Jul 1	30
6/30/2022	End, Jun 30	15