**Abstract**

**Hampton University's William R. and Norma B. Harvey Library is seeking funding in the amount of $99,980** for a national forum to support continuing education of librarians in the IMLS project category of Community Anchors. The forum's purpose will be to discuss the state of recruitment of minority librarians and to discover strategies for retention to increase and maintain diversity in the field. From this forum a white paper will be created which outlines strategies developed during the forum to improve the recruitment and retention of minority librarians. Tina D. Rollins, Library Director of Hampton University's William R. and Norma B. Harvey Library and Raeshawn McGuffie, Assistant Director of Technical Services will serve as PI and Co-PI on the project.

Whereas, the demand for diversity within the LIS field is certainly not a new topic, the number of minorities within the LIS profession still remains alarmingly low. The most recent demographic data from the American Library Association, (ALA 2014) shows that the profession remains largely white with only 12.9% of survey respondents self- identifying as minorities. This shows only a 2.9% increase in diversity over a 16-year period.

The proposed two-day national forum will convene 30-40 of today's librarians, leaders and experts in the fields of library science, diversity and leadership. These topics and concerns will be addressed through presentations and workshops which will focus on recruitment, organizational inclusion and strategies for retention of minorities in the field. Forum speakers will include national leaders and speakers in the LIS field as well as consultants and speakers on diversity.

The forum's focus will not only be to provide presentations and rhetoric on a well-researched topic, but it will also seek to provide a space for honest, open discussion and serve as a "think tank" to develop solutions to improving minority diversity. This will be achieved in a variety of interactive engaging presentations and activities for participants. The outcome from these discussions will help participants develop strategies to address the concerns of minority librarianship so this information can be used to promote change. Project activities will continue post forum through follow up virtual meetings and participant collaboration of a white paper.

The need for this project is high. Although there are several diversity recruitment programs which seek to recruit minority librarians, many of these programs do little to focus on retention or organizational inclusion in a predominantly white profession. Additionally, despite diversity initiatives, research and acknowledgement of the problem, there still has not been a significant increase in the number of minority librarians. The impact of the conference will help future research and initiatives to improve the experiences of minorities in the field.

Outreach efforts for attendance will include postings on listservs for committees and groups relating to minority librarianship and through social media. The forum will seek to invite participants from various library focus areas which include academic, public and special libraries. The forum will be held August 1-2, 2018. The timeframe for planning, activities and the submission of the white paper will be October 1, 2017- September 30, 2018.

**Narrative**

**Statement of Need**

*Overview*

**Hampton University's William R. and Norma B. Harvey Library is seeking funding in the amount of $99,980** for a national forum to support continuing education of librarians in the IMLS project category of Community Anchors. The project supports this category by creating an educational opportunity for librarians to address a challenge within the Library and Information Science (LIS) field.

The forum's purpose will be to discuss the state of recruitment of minority librarians and discover strategies for retention to increase and maintain diversity in the field. From this forum a white paper will be created which outlines strategies developed during the forum to increase and support minority librarianship. Tina D. Rollins, Library Director of Hampton University's William R. and Norma B. Harvey Library and Raeshawn McGuffie, Assistant Director of Technical Services will serve as PI and Co-PI on the project.

*Defining diversity and minority*

The discussion of racial and ethnic diversity in libraries is a subset of the larger discussion of race in the United States. For anyone participating in these discussions, the experience can be difficult and uncomfortable. Such discussions can be academic in nature, but very often they are personal and subjective (Swanson, 2015). To fully understand the participant focus of this conference we must first look at the concepts and definitions of the terms *diversity* and *minority* within the field of library and information science.

According to the *Online Dictionary for Library and Information Science,* "*diversity* is the inclusiveness with regard to variation in age, gender, sexual orientation, religious belief, and ethnic, racial and cultural background within a given population." This focus of the national forum will be to discuss diversity in the areas of ethnicity and race within the LIS field.

Diversity provides libraries with an opportunity for organizational development through collaboration and team-based decision making and implementation of ideas to meet the challenges of teaching, learning, and scholarship throughout higher educational institutions. Rather than portray workplace diversity within the context of compliance, it can become an organizing principle closely associated with the process of continuous learning (Simmons-Welburn, 2004, p. 10)

*The Merriam- Webster Online Dictionary* defines *minority* as "part of a population differing from others in some characteristics and often subjected to differential treatment." This project will use the term *minority* to refer to librarians with non-white ethnic and racial backgrounds. Their experiences within the field will be examined to provide insight and guide solutions for recruitment and retention.

## *Recruitment and Challenges*

Whereas, the demand for diversity within the LIS field is certainly not a new topic, the number of minorities within the LIS profession still remains alarmingly low. The most recent demographic data from ALA (2014) shows that the profession remains largely white with only 12.9% of survey respondents self- identifying as minorities. This shows only a 2.9% increase in diversity over a 16-year period.

Major organizations within the LIS field have always counted diversity as an initiative and have taken steps to improve representation of minorities within the field. The American Library Association (ALA) lists Equity, Diversity, and Inclusion as fundamental values of the association and its members, and diversity is listed as one of ALA's Key Action Areas (American Library Association, 2017). The ALA Spectrum Scholars program specifically addresses the underrepresentation of librarians of color within the current workforce. To this end, over 1,000 students from traditionally underrepresented groups have received scholarships, leadership training, professional networking and mentoring in order to build a pool of talented and trained library leaders reflective of the populations served by all libraries (ala.org).

The Association of Research Libraries (ARL) Initiative to Recruit a Diverse Workforce (IRDW), funded by ARL member libraries, was established in 2000 as a member response to the low representation of racial and ethnic minorities in the professional workforce among member institutions. The purpose of this program is to attract students from traditionally underrepresented groups to careers in academic and research libraries, and archives. The IRDW accomplishes this through generous funding for master of library and information science (MLIS) education and a suite of related benefits (Association of Research Libraries, 2017).

Although the aforementioned programs have been established, the LIS field must continue to expand programs and create national action strategies to help librarianship reflect the people we serve. These programs address some needs of recruitment, but don't have much support for retention past entry level career. It is important that we retain minorities in this field because population increases among African Americans, Native Americans, and particularly among Asian Pacific Islanders and Latino/Hispanics will result in our nation becoming more racially, ethnically, and linguistically diverse than ever. If libraries are to remain relevant to the communities they serve they must make diversity integral to their plan of action (Dewey, 2006, p. 33).

## *Needs of Minority Librarians*

Despite the best efforts of the diversity programs mentioned, the number of minority librarians still remain significantly low. Many diversity programs also do little to focus on mentorship or minority socialization in a predominantly white profession. The lack in growth can also be attributed to other particular challenges in recruiting minorities. It is a relatively small field, not highly visible in the grand scheme of careers, and it requires graduate education for professional status (Gulati, 2010).

Galvan (2015) writes that when librarians of color are hired, they are alienated as "the diversity hire," erasing their skills, talents, and expertise. Librarians with visible minority status are assigned more work, as many marginalized librarians are appointed to diversity and hiring committees by default. This leads to organizational cultural "labeling" by other librarians. Instead of making diversity a positive outcome, minority librarians may feel a sense of being singled out by other co-workers. They may also be viewed as a "token" and the expert on all issues involving minorities. Instead of inclusion, there is now a feeling of exclusion from the organizational community.

For many in the profession, the glass ceiling or early plateauing also creates a cycle of frustration. Additionally, many librarians resent feeling as if there are representatives for their race and culture. Others have voiced unfairness in salary or hiring practices. For other minorities, there are no opportunities for cultural engagement in organizational communities. Feeling marginalized, many minorities leave the profession altogether (Acree, 2001). The forum will seek to address these concerns and determine strategies to strengthen inclusion to support an environment that will produce opportunities for advancement and growth.

## 2. Project Design

### Project Goals, Outcomes, and Assumptions

The project goal is to produce a forum which will identify critical issues in the recruitment and retention of librarians and to serve as a springboard for ideas to effectively improve these concerns. The outcomes of this forum will include a white paper of the conference proceedings as well as give birth to potential new initiatives to improve minority representation in the field. The forum will also provide a space for minorities facing challenges of inclusion and retention to discuss their concerns with others who share their experience. This will lead to solutions and strategies to address the issues. The publishing of actionable objectives could lead to opportunities for potential funding for initiatives or research.

### Risks and Challenges

A potential risk of the project could include a lack of participation, which is addressed in the work plan by outreach to various list serves. Additionally, time constraints could be a challenge. This is addressed through a timeline which allows ample time for planning the conference and participant needs. Success of the project will be defined through participants producing a white paper which will list strategies for improvement to be used as a tool for library organization diversity initiatives.

**The project design will focus on a time-line of approximately 12-months with 5 different work phases to include the following:**

1. Virtual and in person planning and information gathering sessions
2. Outreach through webinar and list serves
3. Application solicitation and notification, continued planning
4. Forum
5. Post session evaluation, reflection and white paper

*Phase Activities*

**Phase 1** (October - December 2017)

*Advisory Board Creation*

Individuals listed in the chart below have agreed to serve on an advisory board for the forum. The purpose of the advisory board will be to assist the PI, Co-PI and Program Assistant with planning and other needs of the forum. Members come from a wide-variety of specialties and areas in the LIS field. Their experiences will help to create a collaborative diverse group with unique views on the focus areas of the forum.

 The board will also help to create the participant application and select applicants. Additionally, the board will assist in suggesting content for a forum wiki such as selected readings and other information presented. During this initial phase, the advisory board will meet virtually. The board will continue to meet virtually once a month utilizing Skype or Adobe Connect conferencing software during all phases of the project to discuss project needs and planning progress. The program assistant position will be posted, interviewed and hired during this time. The advisory board members include the following:

**Advisory Board**

| Name | Organization | Title | Relevant Expertise |
|---|---|---|---|
| Pauletta Brown Bracy | North Carolina Central University | Director of University Assessment | Academic Libraries, Diversity in Libraries |
| Judy Allen Dodson | Wake County Public Libraries | Local History Librarian | Special Libraries |
| LaTisha Lankford | The College of William and Mary | Cataloger | Academic Libraries and Diversity |
| Jamar Ramey | Jackson County Library Services | Library Director | Public Libraries |
| Clyde Wilson | Marquat Memorial Library (LRC) | Library Director | Special Libraries |

**Phase 2** (January – February   2018)

During this phase, outreach to potential participants will begin.  Email solicitation regarding the conference will be sent to listservs of minority librarianship organizations to garner interest in the forum.  The email will also serve as an advertisement for a webinar which will also be held in late January which discusses the forum and the application procedure with potential participants. Outreach will also be initiated to library science programs and libraries that have diversity initiatives and residences.  This will garner student interest in the forum and provide diversity in participant professional experiences.  The conference wiki will be posted in mid- January and will include the participant application, instructions for submission and other forum information.

*Program Participants and Outreach*

The forum will not only recruit participants who are minorities, but will also seek participants who have demonstrated an interest in diversity through participation in previous professional development and research.  Applicants to the forum will be based on criteria created by the advisory board for applicant selection.  In selecting applicants, the board will make sure to choose a cross-representation of applicants of various areas of expertise, region, and career-levels to create a balance group of participants.

Outreach efforts for attendance will include postings on listservs for committees and groups relating to minority librarianship such as The Black Caucus of the American Library Association, The National Association to Promote Library & Information Services to Latinos and the Spanish Speaking, The American Indian Library Association, The Asian/Pacific Library Association, and the Chinese-American Librarians Association. The list-serve postings will include information for a webinar to gauge interest and state the goals /intended outcomes of the forum with potential attendees.  Outreach will also be made using social media and posted on Facebook and Twitter pages for national, local and regional library groups, schools and organizations.

Interested parties will be asked to submit an application for participation in the forum which will be available on the wiki.  This application will evaluate interest in the topics as well as the potential benefits to attendees.  Criteria for participant selection will be created by the advisory board.  After selections are made, invited participants will be asked to view the forum wiki to prepare them to engage in discussion at the forum.   The wiki will include research on diversity and mentorship including readings, videos, webinars and statistics.

*Comparison/Contrast to other Conferences*

The purpose of this forum will be to not only view presentations and hear rhetoric on a topic that has been thoroughly researched in the LIS field, but to also provide a space for honest, open discussion and serve as a "think tank" and "action coalition" to develop solutions to improving minority diversity.   The attendees selected will be individuals who are have displayed a focused and active interest in promoting diversity in librarianship.  The relatively small number of attendees differs from other conferences where attendees simply listen to presentations or visit

vendors. The individuals selected to attend will focus on the shared goal of creating strategies for results. This will be achieved in a variety of interactive engaging methods for participants and will continue post forum through follow up webinars and the collaboration of the white paper.

**Phase 3** (March – July 2018)

During this phase, applications will be received and reviewed. The application deadline will be March 16, 2018. Applications will be reviewed by the advisory board and selected by April 30, 2018. Applicants who are invited will be contacted via email by May 5, 2018. Selected participants will receive assistance in travel costs through the project providing a stipend for lodging for one night. Applicants not invited will also be notified by this date. Ordering of conference materials, coordination of logistics and travel will be worked on during this time period.

To prepare participants to engage in discussion during the forum, additional content will be added to the wiki during May. The wiki will contain information including readings on the forum topics and other related information. Post forum, additional information will be added to the wiki including the conference white paper.

**Phase 4** (August 1-2, 2018)

The forum will take place on August 1-2, 2018 at Hampton University. The information below lists the tentative agenda:

<div align="center">

**Day 1**

***Theme:  Diversity and Inclusion:  Is there a seat at the table for me?***

</div>

The first day of the forum will discuss the concepts of diversity, minority librarianship and research which addresses the topic. Participants will hear from speakers and panelists on their experiences, writings and research. Additionally, a workshop on inclusion will be held during this day. Throughout the day, the participants will have the opportunity to live tweet questions to presenters and other participants regarding conference proceedings. Additionally, participants and speakers will have the opportunity to share their notes on the shared google drive.

**AGENDA**

| | |
|---|---|
| 8:30 am - 9:30  am | **Registration** |
| 9:30 am – 11:30 am | **Welcome breakfast and Opening Speaker**<br>**Topic:  Minority Diversity in the LIS Field, Past Present and Future**<br>Opening Speaker:  Ismail Abdullahi<br>North Carolina Central University |
| 11:30 am – 12:00 pm | **Break** |
| 12:00 pm – 2:00 pm | **Lunch and Learn Diversity Panel** |

| | |
|---|---|
| | **Topic:  Inclusion:  Creating a space for minority librarians**<br>Rebecca Hankins, Texas A&M University<br>Miguel Juarez, University of Texas at El Paso<br>Nicole Cook, The University of Illinois at Urbana-Champaign, |
| 2:00 pm – 2:30 pm | **Break** |
| 2:30 pm – 3:30 pm | **Diversity, Leadership and Inclusion Workshop**<br>Speaker:  Angela Spranger, Diversity Consultant<br>      Christopher Newport University |
| 3:30 pm – 4:30 pm | **Note Share and Guided Discussion Session** |
| | **Dinner on your own** |

## Day 2

### _Theme:  Let's Get in Formation:  The State of Recruitment and Retention of Minority Librarians_

The second day of the forum will discuss recruitment programs and initiatives and their successes and failures.  Participants will hear from individuals spearheading recruitment programs and their research and experiences.  The retention portion of the theme will be guided by the participants so that there may be open discussion on strategies to improve the concerns discussed during the forum.

**AGENDA**

| | |
|---|---|
| 9:00 am - 10:00 am | **Topic:  The State of Recruitment of Minority Librarians**<br>Speaker:  Mark Puente<br>Association of Research Libraries |
| 10:30 am -11:00 am | **Break** |
| 11:00 am – 12:00 pm | **Topic:  Creating Opportunities:  The Lincoln University Project**<br>Speaker:  Mr. Jerome Offord<br>Lincoln University |
| 12:00 pm – 1:30 pm | **Lunch** (Notes share) Participants will share notes regarding presentations. |
| 1:30 pm - 3:00 pm | **Group work sessions on strategies to improve recruitment and retention.** |
| 3:00 pm – 4:00 pm | **Wrap up and Closing** |

**Evaluation**

After each presentation, participants will complete an evaluation which will be available on the Google shared drive created for the forum.  All results of evaluations will be discussed at the beginning of the group strategy Session on Day Two.  The dissemination of this information will allow the overall effectiveness of the conference to be discussed.  The information presented could guide decisions in creating strategies for retention and recruitment improvement.

**Phase 5** (Mid - August - September 30, 2018)

In mid-August, forum attendees will attend a virtual post-forum evaluative session to discuss their overall experiences of the forum. The session will include the following: review of information and topics addressed during the forum, ways to continue to address diversity in the field, and collaboration of the white paper. Each participant will contribute to writing a section of the white paper. The white paper can later be used as a tool to guide organizational leaders in the field on developing new strategies and creating additional programs for outreach to minority librarians.

Another virtual session in early September will be held to discuss the progress of the white paper. Participant collaboration and content of the white paper will be reviewed. The white paper will be submitted to IMLS prior to September 30, 2018. It will also be published on the forum wiki.

### *Project Resources and Personnel*

For this two-day forum, the total budget requested to IMLS will be $99,980. The proposed budget will request $20,000 for salary for a part-time Program Assistant to help plan and organize the forum, $4,576 in fringe benefits for Program Assistant, $5,000 in participant costs, $25,000 in speaker and advisor fees /travel, $7,900 for office supplies, forum handouts and equipment, and $6,700 for printing, copying, postage costs and meals supplied during working sessions and presentations. The remaining amount of $30,804 supports indirect costs. The budget justification form contains additional detailed information regarding allocation of financial resources for the project.

The PI and Co-PI will work with the program assistant throughout the planning process. The Program Assistant will be in charge of administrative tasks and assist in logistical coordination during the planning of the forum. Detailed information including resumes of the project staff and a job description of the program assistant can be found in the supporting documents.

**Tina Rollins, (PI)** is the Library Director at the William R. and Norma B. Harvey Library at Hampton University. At Hampton, she has created initiatives to improve information literacy, outreach services and professional development. Mrs. Rollins previously served as the Assistant Director of Technical Services at Hampton before being promoted to Library Director. She has worked as Collection Development Librarian at Alabama State University and has also held positions at Bryant and Stratton College- Hampton, VA, the University of North Carolina at Chapel Hill and Virginia State University. She serves on the board of the alumni association for North Carolina Central University's School of Library and Information Science (SLIS) and creates workshops and professional development opportunities for students. As a student, she served as a Diversity Scholar for North Carolina Central's (SLIS) program. Additionally, she has studied international librarianship and is a member of various library science organizations. She has presented at various national, local and regional conferences.

**Raeshawn McGuffie (Co-PI)** is the Assistant Director for Technical Services at the William R. and Norma B. Harvey Library at Hampton University. She has held positions at Elizabeth City State University and North Carolina Central University. Her interest areas include mentorship and promoting continuing education of librarians. Additionally, she is an active member of the alumni association of the School of Library and Information Science of North Carolina Central University.

**Program Assistant (To be hired)**

The Program Assistant will provide administrative tasks and planning assistance for the forum. The assistant will help to create promotional materials and establish outreach to participants. The position will assist project staff with logistics including participant travel and on-site set up. This position requires a high school diploma with at least 2 years' administrative experience. The program assistant is part-time 29-30 hours per week from position from November 2017-September 2018.

### 3. Diversity Plan

The focus of the forum is to examine concerns of recruitment and retention of minority librarians. Participants will be from a variety of ethnic and racial backgrounds to ensure diversity. This will allow different ideas and views to be presented during the conference for well-rounded discussion and input regarding strategies to improve diversity representation in the field.

Outreach efforts for attendance will include postings on listservs for committees and groups relating to minority librarianship such as The Black Caucus of the American Library Association, The National Association to Promote Library & Information Services to Latinos and the Spanish Speaking, The American Indian Library Association, The Asian/Pacific Library Association, and the Chinese-American Librarians Association. The listserv postings will include information for a webinar to gauge interest and state the goals /intended outcomes of the forum with potential attendees.

### 4. National Impact

The potential impact of the conference will be far-reaching and will provide a springboard for honest and open discussion on topics of recruitment, retention, inclusion. These topics are often cited in research within the field as common concerns and initiatives. However, there has been little to none documented discussion regarding how we can change the problem. Through convening minority librarians and researchers in the field, there will be active and focused discussion with individuals who can be change agents.

If strategies for implementation of diversity and ways to increase minority librarianship can be improved, librarians can truly begin to represent the communities which we serve. In all types of libraries this is necessary, but it is crucial in public and academic libraries. In these areas,

patrons want to see themselves represented at the help desk to get assistance from those who they feel may understand their concerns or are able to address their information seeking needs. Additionally, minority librarians may also bring ideas for programming and outreach which will address the needs or interests of minorities in their community.  These initiatives will increase library usage and can also be used as ideas for grants and other external funding.

Through the publishing of the white paper, the suggested strategies can be further investigated in a future project.  Potentially, the strategies could also be turned into ideas for new research or a national action plan which could add and improve initiatives for recruitment and retention.  The forum has the potential to transform how diversity is implemented so that the importance and contributions of minority librarians can be recognized in organizations and communities.

# The Hampton University Forum on Minority Recruitment and Retention in the LIS Field

## Schedule of Completion

| Activities | October 2017 | November 2017 | December 2017 | January 2018 | February 2018 | March 2018 | April 2018 | May 2018 | June 2018 | July 2018 | August 2018 | September 2018 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Advisory Board virtual meetings | � | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ |
| Development of application criteria and application form | ▓ | ▓ | ▓ | | | | | | | | | |
| Recruit and hire Program Assistant | ▓ | ▓ | ▓ | | | | | | | | | |
| Webinar regarding forum | | | | ▓ | | | | | | | | |
| Outreach for forum including email, listservs and social media | | | | ▓ | ▓ | ▓ | | | | | | |
| Wiki posted and updated as needed | | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ |
| Applications received, reviewed and selected | | | | ▓ | ▓ | ▓ | ▓ | | | | | |
| Ordering of forum supplies | | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | | |
| Coordination of logistics and travel for forum | | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | | |
| Forum | | | | | | | | | | | August 1-2 | |
| Post- forum participant virtual meeting | | | | | | | | | | | ▓ | ▓ |
| White paper submission to IMLS | | | | | | | | | | | | ▓ |

# DIGITAL PRODUCT FORM

**Introduction**

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

**Instructions**

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

## PART I: Intellectual Property Rights and Permissions

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

The intellectual property content produced through this grant will belong to Hampton University. Any content published by researchers or participants will be given credit. Any users wishing to utilize content must give credit to Hampton University. This is necessary because any work created by the PI or Co-PI are considered works for hire. The content will also be stored on university servers.

**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.

Content will be stored on university servers which will make it property of the university. If content on the wiki such as forum pictures or videos or materials are used, Hampton University must be cited as the source.

**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.

No products creating privacy concerns will be created.

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

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

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

A wiki for the conference will be created. This wiki will be present online through a webpage url. A Google shared drive will also be used for note sharing and access to conference materials such as evaluations, presentations and readings.

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

Dell PCs will be used MediWiki software will be used for creation of the wiki.

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

HTML will be used for content.

### B. Workflow and Asset Maintenance/Preservation

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

The advisory board project staff will suggest content. The content will be uploaded and monitored by the project staff.

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

During the grant program, digital assets will be stored on the wiki and backed up on external hard drives. After the award period, the content will be moved the the library LibGuide software and a page will be created regarding the conference. LibGuides are digital research guides created by the Harvey Library for subject matter and collections for research. Conference proceedings and ephemera will also be digitized using Content DM software which will be part of the Harvey Library digital archives. Information on the Google shared drive will be stored in the cloud and backed to hard drives.

### C. Metadata

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

Dublin Core will be used as the metadata structure for digitizing using Content DM.

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

Metadata created and collected during the award period will be present on the forum wiki. After the award period, the information will be available on Content DM and LibGuides.

**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).

Content DM will provide access to the metadata for digitized forum materials. The digital archive will be discoverable in the university library catalog. The worldshare catalog will give the materials widespread access. Additionally LibGuides will also provide access to forum materials after the forum.

**D. Access and Use**

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

The digital content on Content DM is available through the library Sirsi software which is the integrated library system.  The library catalog is visible to the public which will make the digital content searchable.

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

The library LibGuides are examples of existing library digital content.  They can be found at www.https://hamptonu.libguides.com

## Part III. Projects Developing Software

### A. 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.

N/A

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

N/A

### B. Technical Information

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

**C. Access and Use**

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

N/A

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

N/A

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

Name of publicly accessible source code repository: N/A

URL: N/A

## Part IV: Projects Creating Datasets

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

N/A

**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?

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

N/A

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

Name of repository:

URL: N/A

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