

OREGON STATE LIBRARY

Library Services and Technology Act
Grant Activities Report

DEC 11 2012

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quarterly reports must be filed even if there is no activity in that quarter

1st Quarter Report 3rd Quarter Report
 2nd Quarter Report Final Report (*send e-copy to State Library*)

Project Name: Washington County Heritage Online

Grant Project Number: 12-07-5m Date Submitted: 12/11/2012

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1. Summarize the overall purpose of the grant project:

The goal of Washington County Heritage Online is to build a unique collection of historical photographs relating to Washington County, available through an integrated web-accessible digital collection that will be created with partnering organizations from throughout the county.

2. Summarize the project results to date:

Outputs Summary – please report as appropriate depending upon your grant
(*double click Word table to enter data- table can be altered to record appropriate outputs*)

Actual # of people served this quarter	15	Actual # of people served to date	66
# of programs /meetings /events	15	# of programs /meetings /events to date	68
# of programs /meetings /events attendees	122	# of programs /meetings /events attendees	267
Items added to CONTENTdm this quarter	964	Items added to CONTENTdm in total	5685

Narrative summary:

Washington County Heritage Online continued to progress well this quarter. The Banks Historical Society, the Cornelius Public Library, Community Action, and the City of Beaverton

all officially joined this quarter. The website continued to receive steady traffic, and we will continue to add partners through the fourth quarter, if appropriate. The sustainability plan was also begun this quarter. This work will continue through the fourth quarter, and will enable WCHO to keep operating beyond the grant period.

The breakdown for items added to WCHO this quarter is as follows:

Institution	Added this quarter	Total Items
Washington County Museum	0	1197
Pacific University Archives	468	2940
Tigard Public Library	1	45
Centro Cultural	0	904
Friends of Historic Forest Grove	160	250
Forest Grove City Library	45	59
Cedar Mill Community Library	14	14
Banks Historical Society	93	93
Cornelius Public Library	144	144
Community Action	31	31
City of Beaverton	8	8
Total	964	5685

These items can be viewed at <http://washingtoncountyheritage.org>.

3. Report on specific project objectives to date:

Objective: Continue digitization and cataloging of the collections	% Progress / Results: 20%
Activity Summary: <i>(type below this table)</i>	

Quarter One:

As noted in the last Quarterly Report (Quarter 4 of Year 1), the website for WCHO is live and the press releases went out (some of them just at the beginning of this first quarter of this year).

At the beginning of March, the last of the Centro Cultural collection was uploaded into CONTENTdm. The collection, comprised of 904 items, shows a wide range of topics, ranging from celebrations of Latin American culture to educational activities to migrant labor camp life.

WCM has the largest image collection among the partners, including Pacific's collection. The current plan for WCHO at the Museum entails digitizing, adding metadata, and uploading as many objects as possible in the next year, with the added staff support enabled by grant funding. A student worker will be working 30 hours a week on the collection over the summer. Since this student worker will be working 30 hours instead of 40, the Project Manager will devote 5-8 hours each week to creating metadata to help get more items from WCM into WCHO.

At Pacific, work on creating a crosswalk from File Maker Pro to CONTENTdm has been completed, and the first batch has been submitted. The batch amounted to almost 500 items. This constitutes about a fifth of the items that were digitized pre-WCHO at Pacific University, so progress is swift. Student workers at PUA will continue to write metadata; two students will be working nearly full time on the project over the summer. One student will continue to work on writing metadata for the items that were digitized pre-WCHO, and the other will work on items that still need to be digitized.

Tigard Public Library is also actively submitting items to WCHO. Project Clients have been uploaded at the Forest Grove and Cedar Mill City libraries, and they will be submitting items soon. Work has also begun at the Beaverton Historical Society, and they will be receiving a Project Client soon. Banks Historical Society does not have staff to do the work for WCHO, so we will be helping them to submit their items to WCHO (see below for more details).

Quarter Two:

Work continues to progress at the lead partner's institutions. Being able to have full time students over the summer makes work progress quickly. We are currently working on changing the way we submit metadata to CONTENTdm at WCM and PUA. Pacific added nearly 900 items over the summer, and the Washington County Museum added roughly 700 (about 500 of the items are awaiting approval and are not live on the WCHO site yet).

Currently, the students write metadata in Excel spreadsheets and they are submitted after being turned into tab delineated files. While this is quick in terms of writing metadata, it does require a lot of training. We are looking for ways to make the metadata writing process require less intensive training, as staff will not have time for that kind of training after the grant period ends. Our Metadata Librarian recently attended a session at ALA about a group in North Carolina that is using Google Docs to submit to WCHO. The Systems Librarian at Pacific University is currently working on the Google Doc, and we expect to test this method next quarter.

More institutions officially joined WCHO this quarter, including Cedar Mill Community Library, Friends of Historic Forest Grove, and the Forest Grove City Library. They are all actively submitting their own materials. Tigard Public Library is done submitting their small collection.

There are three more organizations joining WCHO, but will be doing so by having us digitize and describe their collection. The Banks Historical Society, Community Action, and the Cornelius Public Library will all be joining WCHO in this way. These organizations simply do not have the manpower to do the work, but would love to have their collections available to the public. The Project Manager and students workers will work together to get these collections online. These are unique collections and the partnerships we are building with the community organizations benefit and enrich our project.

The City of Beaverton, Beaverton Historical Society, and Beaverton City Library are currently working on a way to submit the City's collection of photographs. They want to submit Beaverton's historic photo collection to WCHO, but none of the three organizations has the

resources to do all the scanning and metadata on their own, so they are currently dividing up the work.

Quarter Three:

We have continued to digitize collections for WCHO. This quarter, the Project Manager spent some time assisting two organizations with their collections for WCHO. In most cases, as reported last quarter, institutions are able to follow our original plan of training partners and then they carry out their own digitization and metadata writing. We have had a few interested partners, however, who are unable to do this work, and Banks and Cornelius are the most recent organizations to officially join in this revised capacity.

The Banks Historical Society (BHS) is a small organization led by several members of the Banks Chamber of Commerce. They have a small building where they hold their collections and a few display cases, and they also visit the local elementary school to talk about local history. The Project Manager spent one day visiting BHS and scanning their collections and gathering information about all of the photos. A member of the Historical Society was able to describe the people and events in the photos, and to provide any other information needed to complete the metadata. The Project Manager then edited all of the scans and wrote the metadata and put the items online. All of the digitized items were also loaded onto archival gold DVDs and given to BHS.

For the Cornelius Public Library, the project took a little longer. The library holds the collections for the library's history as well as the general history of the city, fire department, police department, and civic club. The items were all held in the library's attic, and there was no real organization. The Project Manager spent one day looking through each box and recording the contents and choosing items for inclusion in WCHO. Most of the photos in the collection were removed from the main part of the collection and placed in archival boxes, which will be held in the main library instead of the attic. The Project Manager then spent three additional days visiting Cornelius with the travelling scanner, and scanned approximately 150 text and photographic items. These items are now all live on WCHO. The Library was also given archival gold DVDs with all of their digitized items. In addition, the library requested a Project Client, so that they may add items here and there if they want to. This Project Client is now uploaded and ready for use at the Library.

Community Action has also joined WCHO in this capacity. The organization published a monthly newspaper in the 1970s called the Rural Tribune, and they wanted to contribute this paper to WCHO. This collection represents the first significant text collection to be added to WCHO since we added the ability to accept text items. A student worker at Pacific University scanned all of the papers and saved them as multi-page PDFs, which are now being loaded into CONTENTdm as she writes the metadata for each paper. Community Action has been very happy with the results, and we are now working with them to digitize some of their photos. Their photographic collection includes photos of their building and of the various programs that they have created and administered over time.

Project Clients were also installed this quarter at the Beaverton Historical Society and the Beaverton City Library. These groups are going to work together to add the City of Beaverton's

photo collection to WCHO, and we hope that they will eventually be able to add collections of their own too. A handful of items from this City of Beaverton collection are already up online.

Pacific University, Friends of Historic Forest Grove, the Forest Grove City Library continue to add items. The Tigard Public Library added one final item last quarter, and their collection is now complete. The Washington County Museum did not add any items this quarter; however, there are 504 images (113 compound objects and 391 items) in the cue for approval/upload by the museum's collections manager. We expect a strong push by museum staff in the final quarter of the grant to meet their target.

We are also working to create a website maintenance plan for WCHO. For detailed information on how this plan is going so far, please see Objective 4, "Build sustaining practices to support long term viability of the project."

Objective: Training and partner development	% Progress / Results: 30%
Activity Summary: <i>(type below this table)</i>	

Quarter One:

On March 20th we officially added our first partnering institution. The Tigard Public Library has a small collection of photographs that originally came from the Tigard Historical Society (the Society appears to be defunct at the moment).

We then added Cedar Mill Community Library on March 28th and the Forest Grove City Library on April 6th. They are working on digitizing their items, and will be submitting the items with metadata in the near future.

We continue to add more partners to the project. The Project Manager will be visiting Friends of Historic Forest Grove and the Sherwood Historical Society at the beginning of the next quarter, to check on their progress. Work is also starting to incorporate Banks Historical Society and the Beaverton Historical Society.

In Banks, the Historical Society is very small, so we will carry out the project slightly differently there. We are going to take the travelling scanner to them and scan their small collection of images, and then upload to the items and write the metadata for them. We have found it necessary to recognize the fact that some of these groups may not be able to do the work involved in participating WCHO themselves, and we will help and educate them as best we can, while taking a larger role in actually getting their items incorporated in WCHO.

Beaverton Historical Society, however, has the capacity to do this project themselves. The Society just recently scanned the historic photos kept by the City of Beaverton, so we are hoping that these digital objects can be contributed to WCHO. We are currently in the process of getting the Project Client set up for them, and we will also need to make sure that the City of Beaverton is ok with us uploading these items to WCHO.

Quarter Two:

As said above, we have added three new partners this quarter, and are well on our way to adding three more.

Our next partner to join will be the conglomerate from Beaverton, and we will be carrying out training sessions with those organizations for the various aspects of the project that they will be completing. Most of the training will be with the Historical Society, as they will be writing the metadata for the collection.

We will spend the next quarter trying to add a few more partners, including (potentially) the Tualatin Historical Society and Sherwood Historical Society.

Quarter Three:

This quarter we have been able to add a group from Beaverton to the Project. We were glad to accomplish this, as Beaverton is not represented as much as we would like in WCHO. They received Project Clients and training at the Beaverton Historical Society and the Beaverton City Library. They will be working on a collection owned by the City of Beaverton, but they are set-up to add items into their own separate collections, if they wish to/are able to do so in the future.

We are also in talks to add photos from Community Action and the Virginia Garcia Clinic organizations. These photos would help us to add more photos from the period of 1960-1990, a time period important to the growth and history of diverse populations in Washington County. Already the Project Manager is scheduled to start scanning items for Community Action early next quarter.

Objective: Build sustaining practices to support long term viability of project	% Progress / Results: 20%
Activity Summary: <i>(type below this table)</i>	

Quarter One:

This quarter we completely finished Usability Testing for the WCHO website. We tested 7 people in a task-driven testing session. The script for the Usability Testing is attached. We also registered the testing with the Pacific University Institutional Review Board, so we will be able to share the results of our testing with others. The testing was extremely helpful in assisting us in deciding whether or not the customizations we made to CONTENTdm are good or not. It also helped us to be able to refine the information we included on the peripheral pages of the WCHO website, such as the About and Copyright pages.

A key to the sustainability of this project is to get as many items as possible uploaded in the next year, and add and train as many partners as possible as well. We will be able to make significant progress over the summer at WCM and PUL since we will have several full-time students working. WCHO will continue to grow over the years, but we plan to have a substantial bulk of images online by the end of Year Two.

The Wiki has also been through a redesign, with the hopes that it is now easier to find and download the WCHO documentation. Having these resources available is important to our partners.

Quarter Two:

This quarter we finished the new training manual for WCHO, which includes instructions for adding text-based items. There has been a lot of interest among our constituents in the addition of text items. We wanted to make sure that there was plenty of time before the end of the grant to roll out text items and get everyone properly trained.

We also want to make sure work continues smoothly, especially at WCM and PUA. Our work on the Google Docs submission method, as referenced above, will hopefully be a good method for submitting metadata as we move forward.

Quarter Three:

We are continuing development of our plan for how WCHO will function once the grant period is over. One of the ways which we are doing this is that the Project Manager has created a shared Google Doc where everyone can list their current tasks for WCHO, and then we can determine whether or not these need to be done past the end of the grant period. This is especially true of the Project Manager of course – any of her tasks that will continue to be carried out after the grant period will be assumed by staff at PUA or WCM.

All of the documentation for the project will be preserved on a Google Site that has been created for the project. This will be a public site where everyone can gain access to things like the WCHO training manual and the grant materials. The website is available for collaboration, as well, so everyone working on the project will be able to edit and add documents as they need to in the future. The paper-based documentation for WCHO is being organized into binders, which will be stored at Pacific University.

We are also implementing plans to ensure the long-term survival of our digital items. The Systems Librarian at Pacific University has set up a system where all digital items produced at Pacific are placed on the server, where they are then routinely backed up onto a couple of external hard drives. Any items that have been scanned for other institutions by the Project Manager are also being backed-up in this way. Those items are also placed on archival gold DVDs and given to the institutions, so that they have a copy of their digitized items for themselves.

The plan for the next quarter is to use all of this information to create a detailed sustainability plan for WCHO, detailing who is supposed to be doing what and what will need to be continued into the future.

Objective: Promote the WCHO within Washington County and regionally	% Progress / Results: 20%
Activity Summary: <i>(type below this table)</i>	

Quarter One:

On March 9th, the Pacific University Board of Trustees was invited to a reception where faculty and staff presented new research and projects. WCHO was invited to set up a display, which tied-in nicely with the unveiling of the website a few days before. It was a successful event, and it will help contribute to the sustainability of WCHO for us to maintain contact and support from the administrators at Pacific University and the Washington County Museum.

The official unveiling of the website occurred a few days into March, and was kicked off by the issuing of a press release to local news sources. The news of WCHO being available publicly has shown up:

1. On the Pacific University news page:
http://www.pacificu.edu/news/detail.cfm?NEWS_ID=11036&CATEGORY_ID=1
2. On the Washington County Museum home page:
<http://www.washingtoncountymuseum.org/>
3. On the Washington County Cooperative Library Services home page [*see attached screen shot*]
4. On Oregon Live: http://blog.oregonlive.com/my-forest-grove/2012/03/pacific_university_library_and.html

In April, the Project Manager presented during a lightning round session at the Northwest Archivists conference. The presentation covered 10 different digital projects being carried out throughout the northwest. The presentation is currently being turned into an article, which will be featured in the next issue of the Northwest Archivist's newsletter, Easy Access. The presentation was a big success, with about 100 attendees, and several people approached the Project Manager after the presentation with questions about WCHO. It was a nice chance to be able to share our work with a wider audience, and to help others gain confidence in trying a digitization project such as WCHO.

The Project Manager also had a proposal for a Poster Session at the Oregon Library Association conference accepted, so WCHO will have a small presence there as well. The poster was shown at the conference and a version of it is available at <http://www.nwcentral.org/ola-conference-2012-building-heritage-network>.

WCHO postcards were distributed to all of the libraries in the WCCLS system. Flyers were also delivered to the staff members of all of the secondary schools in the Beaverton, Hillsboro, Forest Grove, and Tualatin-Tigard school districts. Postcards are also going out to local city and county government members, and to the historical societies, archives and museums in the counties surrounding Washington County.

The Project Manager is also doing a small amount of work with the Museum Educator at the Washington County Museum, Beth Dehn, to help incorporate WCHO into lesson plans and other teacher resources. Most of the work entails deciding which events/themes to focus on, and choosing photos that correspond to these topics.

The Project Manager and Museum Educator are also considering hosting 'Public Submission Days' on a few Saturdays this fall. On these days, we would set up a scanner and invite

members of the community to submit their photos for inclusion into WCHO. We hope to use these days as a time to fill in some of the gaps in our collection, such as photos of Aloha, Farmington, and Helvetia.

The next Advisory Group meeting is June 14th, so a report on that meeting will be in the next Activity Report.

Quarter Two:

This quarter the Project Manager for WCHO attended the Society of American Archivist's Annual Conference in San Diego. At the conference, she presented a poster about WCHO and attended several education sessions. This was a great piece of promotion for WCHO, and the Project Manager was also able to discuss WCHO with many other people who are working on similar types of projects.

The WCHO website continues to get a steady stream of traffic, which is encouraging. It is good to see that our outreach efforts are leading people to continue to find and use the web site [*see attached Web Statistics*].

The Education Coordinator at WCM is currently compiling a lesson plan on Japanese Internment, using excerpts of oral histories conducted by WCM and photos from WCHO. We hope to distribute this lesson plan in the beginning of the next quarter, when public schools start back up again.

We had also planned to do 'scan your own images' days, but this project is currently on hold. The Washington County Museum is moving to downtown Hillsboro starting this fall, and many small projects have been put on hold to work on this move.

Quarter Three:

This quarter, we continued to promote WCHO, and worked to preserve and build our web audience. For example, the Washington County Museum recently opened its new exhibit space at the Hillsboro Civic Center, and WCHO was represented and postcards were distributed.

WCHO also participated in the 3rd Annual Archives Crawl in Portland. The Project Manager spoke to approximately 70 people during the afternoon. The Project Manager also attended the 100th anniversary of the Cornelius Public Library, and talked briefly to the crowd about the Cornelius Public Library collection that had recently been added to WCHO.

In addition, two librarians from the Multnomah County Central Library came to Pacific University and discussed WCHO with the Project Manager and the Archivist at Pacific. They are considering a similar, community-based project for Multnomah County, and they wanted to talk to us about how our project is progressing. We shared all of the WCHO documentation and gave them an overview of our experience working with a large group of people and of working with CONTENTdm.

Objective: Build for WCHO's future	% Progress / Results: 0%
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Activity Summary: <i>(type below this table)</i>
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Quarter One:

No activities on this objective this quarter.

Quarter Two:

The new text manual and the development of Google Doc submission process will help to sustain WCHO. We will report on the implementation of these new methods and their effect on the sustainability of the project next quarter.

We are also actively looking to expand the Advisory Committee, and will be holding another advisory committee meeting next quarter.

Quarter Three:

We are currently working on adding more text items to the collection, to be sure that all of our text documentation is workable. So far things are going well and several collections now have text items in them.

On October 9th, the project team and the Advisory Group came together for a very constructive meeting. Two new members were added to the Advisory Group at this meeting. We got a few ideas for organizations that we could add before the end of the grant period, and were given instructive ideas about what statistical information our partners would like to see. The minutes for this meeting are attached this report. It is very important to us that the Advisory Group is sustained into the future, as their ideas and support have added much to WCHO, and can keep it going strong.

One of the ideas given to us by the Advisory Group was for us to distribute item-level usage statistics for each collection. We decided to distribute this list monthly, and response to the new reports has been very positive. They give each institution a better sense of which items are of most interest to users, and which topics may come up the most often in reference questions. The first two reports are attached to this activity report.

4. Significant developments:

Adding so many partners this quarter was a real coup. We wanted to add partners this quarter in a big push to get people on board before the grant ends, and to make sure people had time to work out the kinks before the Project Manager was no longer available. We have also progressed so well on the project that we have been able to assist many more people with their collections than we initially thought we would be able to. The Cornelius City Library, Banks Historical Society, and Community Action have all benefited from this help. The Project Manager took the travelling scanner to Banks and Cornelius, and scanned their items and gave them some archival storage materials where needed. For Community Action, they loaned Pacific University their run of the Rural Tribune, which a student worker then scanned, re-housed and described. Most of the issues of the Rural Tribune are now in the database.

We continue planning for how things will go after the grant period ends, and it's shaping up quite nicely. With next quarter's report, we will be able to share the web pages and other documentation we will use to propel WCHO into the future.

Attached:

- Web usage statistics
- Item usage statistics for September, October, and November
- Advisory Group minutes
- WCHO response e-mails
- WCHO Newsletter for Fall 2012

