

**Brief Grant Proposal for Continuing Projects  
Library Services and Technology Act FFY2012**

This form is available on our Web site via: <http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use this form only if applying for continuing grant funding. Proposals not meeting the following conditions will be returned. The form must not exceed the cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. Do not alter the format of this form. The deadline for receipt of this proposal is **5:00 pm on Friday, April 22, 2011.**

**General Information**

Project Title: Access to Oregon Folklife Collections Project, Year 2

Applicant: University of Oregon  
Address: c/o Office of Research Services and Administration  
5219 University of Oregon  
1600 Mill Race Drive, Suite 106  
Eugene, OR 97403-5219

Contact Person: Lisa Gilman

Phone: 541-346-3967

Email: [imgilman@uoregon.edu](mailto:imgilman@uoregon.edu)

Fiscal Agent (if different than Applicant):

Authorized by: Dr. Richard Linton

Title: VP of Research & Graduate Studies

Signature:

Date:

Project URL (if any):

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:  
(Check applicable boxes)

THIS IS THE                    X  2<sup>nd</sup> YEAR OF A                     TWO YEAR GRANT PROJECT  
    3<sup>rd</sup> YEAR OF A                    X  THREE YEAR

For projects that are anticipated to continue another year, be sure to include an estimate of the future funds anticipated to be needed in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY   1   OF THIS AGENCY'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 22, 2011. Faxed copies will not be accepted.** Mail or deliver **one copy** of your proposal to:

Library Development Services  
Oregon State Library  
250 Winter St. NE  
Salem, OR 97301-3950

*As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, to [ann.reed@state.or.us](mailto:ann.reed@state.or.us). This does not substitute for the signed, mailed copy.*

**Project Proposal (insert your text after each section)**

Section 1. Briefly describe the project. Indicate overall goal and objectives of the project. The Archives will improve access to the Oregon Folklife Program collections (ca. 35 collections, 1988-2009, 130 linear ft., 100 boxes) in a project that makes effective use of existing library technologies and programs, notably the Archivists' Toolkit (AT)—a free and open-source data management system that facilitates automated publication of finding aids and catalog records—and the Northwest Digital Archives (NWDA)—an Orbis Cascade Alliance program that provides access to finding aids for primary sources through an online database. In grant year one the Archives focused on its own collections, enhancing collection records in an AT database with item information for media materials and publishing finding aids and catalog records. In the second and third years, the Archives will focus on Oregon Folklife Program collections, using tools it developed during year one to minimally reprocess collections, build a collections database, inventory and assess media materials, and publish finding aids and catalog records. The primary goal is to improve public access to Oregon folklife collections for purposes of classroom instruction, academic research, public presentation, community use, and personal enrichment.

Section 2. Describe the progress accomplished in the current grant year to date and justify the need for continued funding.

The Archives initiated work in March 2011 and hired with grant funds a Student Archivist, who is assisting the Archivist and another Student Archivist in completing media inventories and developing the digital collection. The continuation of the Student Archivist position through the second year plus funds to hire students by the hour will allow the Archives to complete tasks related to collection processing, media inventory and assessment, and database development.

Section 3. Indicate the project goal for the next year. List the quantified objectives that will be used to measure whether the goal is accomplished. Describe the specific activities that will be undertaken to meet each objective.

Goal: Improve public access to Oregon Folklife Program collections by minimally reprocessing collections, developing a collections database in Archivists' Toolkit, and publishing finding aids and catalog records to OCLC WorldCat and Northwest Digital Archives.

Objective 1: [Mar 2012] Archivist/Student Archivists will survey collections and data; Archivist to draft processing and data migration plans for collections in consultation with Processing Archivist, UO Libraries and Director, Oregon Folklife Network. Activities: Review consultant report on collections/data; Review collections with Processing Archivist; Develop minimal processing plans; Review collections data; Create data migration plans.

Objective 2: [Mar-May 2012] Archivist/Student Archivists will minimally reprocess collections, with consultation by Processing Archivist. Activities: Execute processing plans

Objective 3: [June-Aug 2012] Archivist will migrate existing data to AT database resulting in records for all collections, some items. Activities: Execute migration plans for data.

Objective 4: [Sept-Dec 2012] Archivist/Student Archivists will develop AT database through additional inventory of collections, as necessary, and data cleanup. Activities: Inventory and assess media and other materials, as necessary, and import data to AT; Complete data cleanup tasks, including work on names, subjects, notes, in preparation for publication of records.

