



13. Project abstract (one paragraph):

In the second year of this multi-year project, the Archives of Northwest Folklore (the Archives) will improve access to Oregon Folklife Program (OFP) 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 publication of finding aids and catalog records—and Northwest Digital Archives (NWDA)—an Orbis Cascade Alliance program that provides access to finding aids through an online database. The collections comprise fieldwork documentation and administrative records generated by of the OFP, which was located at the Oregon Historical Society (OHS) until 2009, and replaced in 2011 as the state's public folklore organization by the Oregon Folklife Network (OFN), located at the University of Oregon. OFP collections have great potential for use in instruction, research, and programming, particularly by the OFN, but are largely inaccessible, as documented in a collections survey contracted by the UO Folklore Program in 2008. In July 2011 the OHS loaned the OFP collections to the UO Libraries, which will house and manage the collections as improvements in accessibility are sought. In this year of the project the Archives will use tools it developed during the first year to minimally reprocess collections, inventory and assess media materials, build a collections database, 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 programs, community use, and personal enrichment.

14. Provide the text of the single most relevant goal and high-level outcome from the *Five-Year State Plan 2008-2012* that will be addressed by the grant project.

**Goal 5:** Oregon libraries use cost-effective technologies to expand and enhance the access that all Oregonians have to information resources.

**High Level Outcome:** Access to information is enhanced through the effective use of cost-effective technologies to deliver information/content.

15. Briefly describe how the LSTA project will continue after the grant ends, especially noting local support:

The Archives of Northwest Folklore will work closely with the OFN and the UO Libraries to improve access to Oregon folklife collections, particularly those created in the context of OFN programs. The Archives will continue to assist in the development of the Northwest Folklife Digital Collection, hosted by the UO Libraries and developed during the first year of this multi-year project, by helping with the digitization of media from its own collections and possibly those of the OFN.

16. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #11.

Letter from Kerry Tymchuk, Interim Director, Oregon Historical Society.

\*OHS is a project partner; letter is attached in response to LSTA Advisory Council concerns.

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PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE  1<sup>st</sup> YEAR OF A  ONE YEAR GRANT PROJECT  
 2<sup>nd</sup> YEAR  TWO YEAR  
 3<sup>rd</sup> YEAR  THREE YEAR

For projects that are multi-year be sure to include an estimate of the funds anticipated to be needed for the future years in the budget discussion.

THIS IS PRIORITY   3   OF THIS ORGANIZATION’S PROPOSALS

**Part II: Project Budget**

Proposed project budget (use this format only – do not alter):

*(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)*

| Item                 | Local Cash | Local In-Kind | LSTA     | TOTAL    |
|----------------------|------------|---------------|----------|----------|
| Personnel            |            | \$28,224      | \$30,641 | \$58,865 |
| Benefits             |            | \$7,436       | \$1,000  | \$8,436  |
| Travel               |            |               | \$2,500  | \$2,500  |
| Equipment            |            |               |          | \$0      |
| Supplies             |            | \$200         | \$3,475  | \$3,675  |
| Contractual          |            |               |          | \$0      |
| Library Materials    |            |               |          | \$0      |
| Total Direct Charges | \$0        | \$35,860      | \$37,616 | \$73,476 |
| Indirect Charges**   |            |               | \$2,257  | \$2,257  |
| <b>Total Budget</b>  | \$0        | \$35,860      | \$39,873 | \$75,733 |

\*\* If requesting indirect charges, you MUST attach the relevant portion of a current federally-approved indirect cost plan.

Proposed second year LSTA amount:                      Proposed third year LSTA amount: \$37,000

**Part III: Project Narrative**

(Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section.)

*A. Background of Applicant (describe the agency's ability to undertake this project)*

The Archives of Northwest Folklore is well-positioned to succeed in this project due to effective leadership, qualified staff, strong institutional support, and abundant student labor. Located in the UO’s Folklore Program, the Archives is directed by Dr. Lisa Gilman, Director of the Folklore Program; managed by Nathan Georgitis, Archives of Northwest Folklore Archivist and Librarian at the University of Oregon Libraries; and staffed by two, part-time Student Archivists who serve in Graduate Teaching Fellow positions funded by the Folklore Program.

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Collaboration with the UO Libraries from 2007 to 2009 to implement the Archivists' Toolkit database system and develop a database for 3,500 fieldwork collections in the Archives of Northwest Folklore led to the permanent addition of the part-time Archivist position, which is funded jointly by the UO Libraries and the College of Arts and Sciences. The Archivist, Georgitis, has a recent background in folklore studies and professional experience in archives management, collection processing, cataloging and metadata, and digital collection development. He is Digital Collections Librarian for the UO Libraries and former chair of the NWDA Standards Working Group. As such he has strong working relationships with individuals and organizations that will collaborate on this project. Georgitis coordinated the two-year collaboration with the UO Libraries to implement the Archivists' Toolkit and in this and other capacities he successfully performed many of the tasks involved in this project. The Archivist position will allow the Archives of Northwest Folklore to continue a strong, collaborative relationship with the UO Libraries, one that makes efficient and effective use of library technologies, services, programs, and facilities to improve public access to collections with regional, cultural content.

The Oregon Folklife Program, which provided services and programs with and for folk and traditional artists, was housed at the Oregon Historical Society from 1993 through 2009. As a result of state funding reductions to support its operations, the OHS discontinued the program in June 2009. Following a strategic planning process initiated by the Oregon Arts Commission and involving stakeholders across the state, including the Oregon State Library, the University of Oregon was identified to serve as the as hub of a re-envisioned and reinvigorated state folklife program, renamed the Oregon Folklife Network.

The OFN now occupies secure space in the UO Libraries' Knight Library. The UO Libraries has agreed to serve as a repository for selected OFN collections, with the Archives of Northwest Folklore providing technical services and the UO Libraries' Special Collections providing access and reference services. The OFN is supported by a nexus of units at the University of Oregon, including the Folklore Program and its Archives of Northwest Folklore, the Arts and Administration Program, and the UO Libraries' Special Collections, in addition to cultural organizations across the state, such as the Oregon Arts Commission, Oregon Cultural Trust, Oregon State Library, Oregon Historical Society, and others.

Oregon Folklife Program collections include the fieldwork documentation and administrative records generated by the Oregon Folklife Program from 1988 to 2009, which includes periods when the program was based at Lewis and Clark College, 1988-1993, and the Oregon Historical Society, 1993-2009. Collections include primary resources documenting Native Americans, refugees, rural communities, Mexican Americans, African Americans, maritime communities, and Oregon pioneer communities, among others. These collections afford an intimate view of cultural dynamics in the state. The collections are stored in approximately 100 acid-free record storage boxes totaling approximately 130 linear feet. Materials include fieldwork documentation in the form of still images (color and monochrome prints and negatives, color slides, digital image files), audio recordings (analog audio cassettes, DAT, CD-DA discs), video recordings (VHS, Umatic, Hi8, MiniDV, DVD-Video discs), transcripts (paper and digital word processing files), field notes, artist information sheets, release forms, ephemera and background materials.

*B. Detailed statement of problem*

OFP collections document communities that are underrepresented in the cultural record of the region and underserved by cultural heritage organizations; the collections have great potential for use in classroom instruction, academic research, public presentation, and cultural programming, in particular by the OFN; and, in many ways, OFP collections belong to the people and communities of Oregon. However, these collections are largely inaccessible, primarily due to the state of their arrangement and description, as documented in a survey of the collections contracted by the UO Folklore Program in 2009. The survey report documents the research value, physical condition, and accessibility of the collections, with emphasis on media material, and provides an overview of the collections and available metadata.

The OFN recently received an NEH grant to develop the Traditional Artists and Apprenticeship Program (TAAP), originally a program of the OFP, and consequently requires access to TAAP material in OFP collections, such as traditional artist name and contact information. As part of this project, the Archives assisted the OFN in a review of the OFP TAAP collection, comprising eight record cartons, and related data. This review confirmed the conclusions of survey report and provided insight into the resources required for the project proposed below.

*C. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe the activities that will be undertaken to meet each objective. (include timeline)*

The Archives will build an Archivists' Toolkit collections database for Oregon Folklife Program collections and publish finding aids to the Northwest Digital Archives (NWDA) database and catalog records to the UO Libraries, Summit, and WorldCat catalogs. The catalog records and finding aids will allow discovery of the collections in academic databases such as WorldCat and OCLC's ArchiveGrid, and through internet search engines such as Google. The collections database will allow UO Libraries to manage and provide reference service to the collections while they are on loan. Following the loan, the collections database, or data exported from it in standard format, will be returned to Oregon Historical Society along with the collections, and published finding aids and catalog records will be updated to reflect the change in repository.

The Archives will hire with grant funds one part-time Graduate Teaching Fellow for one year as a Student Archivist to work with the Archivist, one additional, part-time Student Archivist, and Hourly Student Assistants to complete the following primary activities: 1) Review of collections and data and creation of collection processing and data migration plans; 2) Collection processing; 3) Data migration; 4) Database development through inventory; 5) Publication of findings aids and catalog records for collections.

Secondary activities will include: 1) Promotion of collections to cultural and educational organizations and communities in Oregon; 2) Development of Archives of Northwest Folklore and OFN web sites to promote collections; 3) Presentation of project at a regional, cultural heritage meeting.

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Minimal processing of collections will focus on arrangement and description at the folder level, and will include the remediation of selected preservation concerns, but will not include refoldering of materials, removal of staples and clips, etc. Inventory and assessment of media materials, however, will focus on arrangement and description at the item level—the slide, sound recording, or videotape—and may include rehousing of materials to address preservation concerns. Item level inventory of media materials will allow publication of rich and accurate finding aids and will lay the groundwork for digitization of items for preservation and access, which is not a project activity.

Goal: Improve public access to Oregon Folklife Program collections by developing a collections database in Archivists' Toolkit and publishing finding aids and catalog records for collections to online library catalogs and databases.

The project activities and their objectives, timelines, and measures are outlined below.

### **1) Review of collections and data**

Timeline: Mar 2012

Archivist and Student Archivists will review the consultant's report on collections and data. Archivist and Student Archivists will review collections and data. Archivist will prepare processing plans and data migration plans for collections and data in consultation with Processing Archivist, UO Libraries and with prioritization by Director, OFN. Archivist will review plans with Director, OHS.

Progress on this objective will be marked by the following:

- Completion of review of consultant report on collections and data [Mar 2012]
- Identification and acquisition of data identified in consultant's report [Mar 2012]
  - OFP Collections Guide [Done]
  - Access database OFAP ARCHIVE on OHS server [Pending]
- Review of collections and data [Mar 2012]
- Development of processing plans and data migration plans for each collection [Mar 2012]
- Review of plans with Processing Archivist, UO Libraries [Mar 2012]
- Prioritization of processing plans by Director, OFN [Mar 2012]
- Review and approval of plans by Director, OHS [Mar 2012]
- Completion of collections processing schedule [Mar 2012]
- Completion of order for housing supplies for media [Mar 2012]

### **2) Collection processing**

Timeline: Apr-Aug 2012

Archivist and Student Archivists will minimally process collections according to processing plans, with consultation provided by Processing Archivist, UO Libraries. Collection processing may include inventory and assessment of media materials by Hourly Student Assistants.

Progress toward this objective will be marked by the following:

- Training of Student Archivists by Processing Archivist, UO Libraries [Apr 2012]

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- Execution of processing plans for collections [Apr-Aug 2012]
- Inventory and assessment of media materials, as necessary [Apr-Aug 2012]

### **3) Data migration**

Timeline: June-Aug 2012

Archivist will import data to AT database resulting in records for all collections and some items. Data to migrate includes legacy data and data generated through additional inventory of media and other materials.

Progress toward this objective will be marked by the following:

- Configuration of AT database [In progress]
  - Instance shared with Archives of Northwest Folklore
  - Database hosted by UO Libraries
- Creation of brief collection records from legacy data [Fall 2011]
- Execution of data migration plans for collections [July 2012]

### **4) Database development**

Timeline: Sept-Dec 2012

Archivist and Student Archivists will develop AT database through data clean up and additional inventory of collections, as necessary, by Hourly Student Assistants. Database development may include subject analysis at the collection level in preparation for publication of catalog records.

Progress toward this objective will be marked by the following:

- Completion of data cleanup work on names [Sept-Dec 2012]
- Completion of data cleanup work on subjects [Sept-Dec 2012]
  - Subject analysis and assignment of LC subject headings
  - Assignment of NWDA Browsing Terms, required by NWDA
- Completion of data cleanup work on notes [Sept-Dec 2012]
- Completion of example catalog records and finding aids [Sept-Dec 2012]

### **5) Publication of finding aids and catalog records; updates to websites**

Timeline: Jan-Feb 2013

Archivist will publish finding aids and records to library databases and Web Developer will update OFN and related web sites to promote access.

Progress toward this objective will be marked by the following:

- Test of export of finding aids and records [Jan 2013]
- Test of submission of finding aids to NWDA, MARC records to library catalogs [Jan 2013]
- Export finding aids and records [Feb 2013]
- Submission of finding aids to NWDA [Feb 2013]
- Submission of catalog records to UO Library Catalog and WorldCat [Feb 2013]
- Changes to OFN and Archives web sites to promote collections [Feb 2013]

**6) Promotion of Oregon Folklife Program collections**

Timeline: Apr 2012, Sept 2012-Feb 2013

Archivist and Student Archivists will present on the project at a regional, cultural heritage conference, possibly the Oregon Heritage Conference held in Apr. 2011. Archivist and Student Archivists will create and distribute publicity materials, including postcards and pamphlets, to regional heritage organizations and community centers. Archivist and Director, OFN will contact and meet with documented communities to promote collections.

Progress toward this objective will be marked by the following:

- Present at regional meeting such as Oregon Heritage Conference [Apr 2012?]
- Engage communities to promote collections with Director, OFN [Sept. 2012-Feb 2013]
- Creation of publicity mailing list [Sept 2012]
- Design of publicity materials [Nov-Dec 2012]
- Publication of publicity materials [Jan 2013]
- Distribution of publicity materials to heritage organizations, community centers [Feb 2013]

*D. Budget narrative*

The Archives of Northwest Folklore will meet project expenses through a balance of LSTA grant funds and in-kind contributions from the Folklore Studies Program, UO Libraries, and Oregon Folklife Network. These expenses are summarized below.

| <b>Personnel/Benefits:</b> |   | <b>\$31,641 total grant</b> | <b>\$35,660 total in-kind</b> |
|----------------------------|---|-----------------------------|-------------------------------|
| Grant                      | 1 GTF Student Archivist (.40 FTE). 1 yr + benefits, incl. tuition |                             | \$27,141                      |
| Grant                      | Hourly Student Web Developer position                             |                             | \$1,000                       |
| Grant                      | Hourly Student Assistants (680 hrs) (Federal Work-Study)          |                             | \$2,500                       |
| Grant                      | Fringe benefits - Student Web Developer, Student Asst. positions  |                             | \$1,000                       |
| In-kind                    | 1 GTF Student Archivist (.20 FTE). 1 yr + benefits, incl. tuition |                             | \$13,571                      |
| In-kind                    | 75% of Archivist position (.20 FTE) for 1 yr (6 hrs/wk)           |                             | \$7,560                       |
| In-kind                    | 5% of Archives Director position (1 FTE) for 1 yr (2 hrs/wk)      |                             | \$3,200                       |
| In-kind                    | 2.5% of Head, Spec. Coll., UO Libraries, 1 yr (1 hr/wk)           |                             | \$1,893                       |
| In-kind                    | 3% of OFN Director (.75 FTE), 1 yr (1 hr/wk)                      |                             | \$1,000                       |
| In-kind                    | 2.5% of Processing Archivist, UO Libraries, 1 yr (1 hr/wk)        |                             | \$1,000                       |
| In-kind                    | Fringe benefits - Archivist and Archives Director                 |                             | \$5,284                       |
| In-kind                    | Fringe benefits - Head, Spec. Coll. / Proc. Archvst / OFN Dir.    |                             | \$2,152                       |
| <b>Equipment/Supplies:</b> |   | <b>\$2,500 total grant</b>  | <b>\$0 total in-kind</b>      |
| Grant                      | Media housing supplies  |                             | \$2,500                       |
| <b>Publicity:</b>          |   | <b>\$3,475 total grant</b>  | <b>\$200 total in-kind</b>    |
| Grant                      | Costs for 500 color pamphlets, 500 color flyers                   |                             | \$975                         |
| In-kind                    | Postage and handling  |                             | \$200                         |
| Grant                      | Conference travel, hotel, fees for Archivist/Student Archivist    |                             | \$1500                        |
| Grant                      | Miscellaneous regional travel for meetings and network building   |                             | \$1000                        |

*E. Evaluation method*

The Archives of Northwest Folklore will prepare an assessment plan for the project, with input from the UO Libraries' Assessment Team. The assessment plan will involve the collection and review of the following data: Google analytics data for online finding aids for OFP collections provided by NWDA.

The Archives of Northwest Folklore will publicize its collections and activities in the following ways. Student Archivists will produce promotional literature for distribution to educational and cultural organizations in Oregon. The Archivist and Student Archivists will also prepare email notice for general distribution to these organizations and relevant list servers.

**Part IV: Certification of Application**

1. Documentation of project support. Partners listed in Part I, number 11 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTNERSHIP IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY ORGANIZATION'S COMMITMENT TO SUPPORT THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

*Name*                                      *Library/Organization*                                      *Signature*                                      *Date*

Appendix E – Full Application

2. Certification for Children’s Internet Protection Act

Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

|    |   |
|----|---|
| a. | The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.   |
| b. | <i>(for consortia only)</i><br>Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults. |
| c. | The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.   |

3. Certification of the grant applicant and/or fiscal agent (if different than applicant)

- a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION for which I am an official has authorized me to submit this application for LSTA grant funds.
- c. I affirm that if this application were to result in the ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

4. Signature of grant applicant

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Kimberly Andrews Espy  
Name of official authorized to enter into contractual agreements for the ORGANIZATION

Vice President for Research and Innovation  
Title

\_\_\_\_\_  
Signature Date

orsa@uoregon.edu  
Email

541-346-5131  
Phone number

5. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION)

Kimberly Andrews Espy  
Name of official authorized to enter into contractual agreements for the ORGANIZATION

Vice President for Research and Innovation  
Title

\_\_\_\_\_  
Signature Date

orsa@uoregon.edu  
Email

541-346-5131  
Phone number

**This form must be received at the State Library no later than 5:00 p.m. on Friday, August 12, 2011.**

**Faxed copies will not be accepted.** There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally approved indirect cost plan.

Mail or deliver **one copy** of your application to:

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

## Appendix E – Full Application

As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, without letters of recommendation and appendixes, to *ann.reed@state.or.us*. This does not substitute for the signed, mailed copy.