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three years after women gained the right to vote in Oregon, only two women were elected to the Oregon legislature. By 2009, due in large part to the work of the women activists represented in these collections, twenty-six women were serving in the Oregon legislature. [*Oregon Blue Book*]), Unprocessed, these collections are essentially hidden from researchers in Oregon and elsewhere who could benefit from access to these materials. The story of women’s political work in Oregon in the mid-to-late twentieth century has not been fully told; these primary documents—the sources necessary for the writing of history—are essential to that process. Through technical processing of the collections, publishing finding aids online, and cataloging the collections in MARC, project staff will provide access to these collections, in Oregon and worldwide. Staff will create Wikipedia pages for the individual women and organizations represented in the collections, and staff will also create entries in the *Oregon Encyclopedia*.

- 13. 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 – Using Technology to Expand Access and to Increase Efficiency.**

**High Level Outcome**

- Access to information is enhanced through the effective use of cost-effective technologies that enable libraries of all types to share resources.

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

The University of Oregon Libraries’ Special Collections and University Archives is committed to maintaining the processed collections according to archival standards, and to providing access to them in our Reading Room indefinitely; online finding aids will be maintained in the Northwest Digital Archives (NWDA); catalog records in OCLC’s WorldCat are permanent records; Wikipedia articles will be updated as needed; *Oregon Encyclopedia* entries will also be updated as needed.

- 15. 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.

Ellen Herman, Professor, Department of History, University of Oregon.  
Priscilla Yamin, Assistant Professor, Political Science Department, University of Oregon.

**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   2   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		\$5,152	\$8,643	\$13,795
Benefits		\$2,696	\$433	\$3,129
Travel				\$0
Equipment				\$0
Supplies			\$2,544	\$2,544
Contractual				\$0
Library Materials				\$0
Total Direct Charges	\$0	\$7,848	\$11,620	\$19,468
Indirect Charges**			\$697	\$697
<b>Total Budget</b>	\$0	\$7,848	\$12,317	\$20,165

*\*\* 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: \_\_\_\_\_

**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 University of Oregon Libraries have earned international recognition for their success in acquiring, preserving, and making available for research important collections of historical and literary manuscripts, organization records, photographs and moving images, and historical sound recordings. The state’s largest library system, the University of Oregon Libraries are also the second largest library organization in the Pacific Northwest. With holdings of approximately 3 million volumes and 18,000 current serial titles, the library is also the state’s only member of the Association of Research Libraries. The UO Libraries consist of the main library, Knight Library, and branches for Architecture and Allied Arts, Science, Mathematics, and Law. Additionally, off-campus libraries serve the Portland architecture program and the Oregon Institute of Marine Biology. The UO Libraries’ staff includes 55 professionals and 100 classified staff, as well as student assistants.

The UO Libraries have assumed a leadership role within the state in the areas of bibliographic control, digital collections, preservation, and resource sharing. Within the Libraries, various

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departments provide intellectual, virtual, and physical access to the Libraries' collections, both analog and digital.

Special Collections and University Archives is the principal repository for the University's archives, rare books, historic photographs, and one of the largest historical manuscript collections in the Pacific Northwest. It is the largest repository in the state that provides extensive public access to its collections and is thus a critically important source for research and instruction concerning Oregon and the Pacific Northwest. The holdings include over 17,000 linear feet of manuscripts; 19,000 linear feet of university archives; 100,000 monographs; 600,000 photographs; 5,000 architectural drawings; 5,000 original drawings and illustrations; and over 20,000 broadsides, pamphlets, postage stamps, autographs, and pieces of ephemera.

It is the mission of Special Collections and University Archives to acquire, preserve, and make available a clearly defined set of primary sources and rare books, reflecting the written, visual, and audio history and culture of Oregon, the Pacific Northwest, and selected aspects of American and world history. Our diverse collections support all types of research, from K–12 education to international scholarship. We strive to play an active and creative role in the teaching, research, and service missions of the University.

### *B. Detailed statement of problem*

In the early 1990s, curators at the University of Oregon Libraries initiated an extensive collection development project to acquire manuscript collections relating to Oregon women's political history. Spearheaded by Special Collections head Fraser Cox in coordination with an advisory board and staff of the Center for the Study of Women in Society on the UO campus, this project was highly successful. It resulted in the acquisition of over a dozen manuscript collections reflecting women's political and activist work in Oregon in the 1970s and 1980s. Represented in the collections are the records of the Oregon Women's Political Caucus, the records of the Oregon chapter of NOW (National Organization for Women), and the papers of individual politicians and activists, such as Gretchen Kafoury, Eleanor Davis, Nancie Fadeley, Nancy Ryles, Jeanne Dost, Margie Hendrickson, Jane Novick, and many others. These collections have tremendous research potential for all levels of scholarship: K-12 curriculum, undergraduate and graduate research, and post-graduate research alike. The study of women, particularly research on the feminist movement in the 1960s, 1970s, and 1980s, continues to be a robust area of study; use of these manuscript collections would enhance and enrich scholarship in this area. Much research and writing remains to be done: the story of the women's movement in Oregon has not been fully told. Special Collections and University Archives has a vigorous instruction program to introduce our primary-source collections to undergraduates and graduate students at the University of Oregon by working directly with faculty across an array of disciplines, particularly in the social sciences and humanities. Through this program, students have experienced the excitement of discovering primary sources for their research, and have improved their research papers as a result.

Unfortunately, after the acquisition of these collections, funding was not available to process or catalog them and make them available for research; thus, these collections are currently inaccessible to the scholarly community. The collections are not processed to provide direct

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access to the materials; they cannot be discovered through searches on the Internet; and they do not have MARC catalog records. To the scholarly research community at large, these collections do not exist.

- 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)*

### Goals

The project's primary goal is to make available for research and instruction the Oregon Women's Political History Collections and to increase public awareness of the collections.

### Quantified Objectives

#### Objective 1:

Each collection will be processed to receive an EAD finding aid to be uploaded into the Northwest Digital Archives (NWDA) as well as a MARC record for the UO local catalog and OCLC's WorldCat. Finding aids will adhere to national standards (EAD and DACS) and include narrative text such as a biographical/historical note, collection content description, and box/folder listings.

#### Objective 2:

Materials will be rehoused into acid-free boxes to create a stable preservation environment. Generally, we will not need to refolder materials into acid-free folders unless materials are loose in boxes, housed in folders with mold or insect damage, or housed in folders that are falling apart.

#### Objective 3:

Increase visibility to collections by:

1. Creating and adding entries to the *Oregon Encyclopedia* for the organizations and persons represented in the collections.
2. Creating a subject guide describing the Oregon Women's Political History Collections. This subject guide will be posted with other subject guides on the Special Collections and University Archives website. The guide will include links to the NWDA finding aids.
3. Creating or adding to Wikipedia entries for the organizations and persons represented in the collections. Links to NWDA finding aids will be included.
4. Highlighting the collections to support the Oregon Women's History Consortium's celebration of the centennial of women's suffrage in Oregon, "A Century of Action: Oregon Women Vote, 1912-2012."

#### Objective 4:

While scanning will not be a part of this grant project, student processors will identify important documents (under the direction of project staff) for a future scanning project. Eventually, the scans will be made available within the online finding aid and through the UO Libraries' Digital Collections web page.

## Activities

Eligible grant activities for this project can be broken down into processing activities and outreach and visibility activities.

### Processing Activities

Cassandra Schmitt, in her role as head of processing, will oversee and supervise the majority of these activities. Work will be largely carried out by library student assistants with guidance and assistance from Schmitt. Linda Long will prioritize collection order for processing and assist in authority control for collections.

1. Hire and train library student assistants.

At the beginning of the grant period, Schmitt will hire two library student assistants to perform the processing work. Both students will receive training in processing archival materials.

2. Prioritize collections.

Long will use her knowledge of the collections to prioritize the work on personal papers. This will allow for processing the most relevant collections first. Organizational records will also be prioritized after personal papers. Criteria for prioritization will include research value; local, regional, or national significance; utility for undergraduate instruction and research; and collection size.

3. Gather and locate all collection information.

For each collection, information will come from a variety of sources including multiple accession records, collection records, deeds of gift/invoices, donor files, paper and/or electronic container lists, and other descriptive information located within the department. Much of the basic information regarding accessions and collections will be located in Archivists' Toolkit (an open-source data management system that facilitates publication of finding aids and catalog records). Schmitt will lead the library student assistants in this activity.

4. Create box/folder lists.

Library student assistants will create box inventories for materials. A large majority of the materials already have preliminary contents lists. This step can be skipped for those materials.

5. Establish intellectual Arrangement.

Library student assistants (with supervision and assistance from Schmitt) will analyze each collection's content and create a series organization. This will greatly assist researchers in locating materials relevant to their needs.

6. Separate organizational records from personal papers.

Using box/folder lists and series arrangement outlines, library student assistants will identify materials in personal papers that belong to an organization's records. For example, many people tend to bring home documents from organizations. When donors give their personal papers, they might also include other records. Because many of the women whose personal papers are part of the Oregon Women's Political History Collections worked for various organizations, their donations include materials from the Oregon Women's Political Caucus and other organizations.

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By identifying and removing these records from the personal papers and adding them to the organizational records, we will make finding materials easier for users. At the same time, we will condense storage space by identifying and removing duplicates.

### 7. Develop final box/folder list.

For each collection, library student assistants will sort folders into the intellectual series arrangement. A box/folder list will be generated using a Macro-enabled Excel spreadsheet. This method will later allow Schmitt to convert the list into EAD (Encoded Archival Description) to add to the finding aid.

### 8. Rehouse collections/accessions in acid-free boxes.

Currently, the materials are stored in harmful, acid containers. These materials will be rehoused into acid-free boxes by the library student assistants.

### 9. Create descriptive finding aids.

Library student assistants will create the descriptive portion of finding aids, using the Archivists' Toolkit (AT) software package. Students will add or write descriptive notes. They will add default notes relating to required department information and write notes specific to each collection. Written text will include biographical/historical notes, a scope and content note describing the contents of the collection, and a related materials note referring to other related holdings. Finding aid notes will adhere to national standards.

### 10. Authority Control: Add NWDA browsing terms and subject headings.

Library student assistants and Schmitt will assign preliminary NWDA controlled vocabulary or browsing terms and name/subject headings for each collection. Long will be able to provide suggestions. Collection Services staff will perform subject analyses, edit or create authority-controlled names and subject headings, and review NWDA browsing terms in Archivists' Toolkit records. The UO is an active member of the Program for Cooperative Cataloging, using and contributing to national standards and vocabularies such as the Library of Congress Subject Headings, the Getty Thesaurus for Graphic Materials, and other appropriate vocabularies.

### 11. Finalize and upload EAD finding aids.

AT collection records, after authority control has been completed and container lists converted and merged, will be exported into EAD files and made NWDA-compliant through the OSUO conversion tool developed in conjunction with Oregon State University. An NWDA ARK identifier will be assigned to each EAD finding aid. The file will then be uploaded to NWDA. The UO Libraries adhere to the current version of EAD.

### 12. Create MARC record and upload to catalog.

Staff will create MARC records in OCLC through the III Millennium product, using information in the EAD finding aids, and download them into the UO library catalog. The UO Libraries use III as our local catalog and OCLC's WorldCat Local product as our public interface. MARC records in the system can be searched in our local catalog and appear to all WorldCat users. The UO Libraries adhere to the current version of MARC.

## Outreach and Visibility Activities

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Linda Long, as Manuscripts Curator, will perform the majority of these activities. These activities can be completed for each identified person and/or organization after the completion of finding aids for the collections.

1. Create *Oregon Encyclopedia* entries for each major person/organization.

Long will write entries for the major people and organizations that were influential in Oregon's political history. The *Oregon Encyclopedia* is a useful and direct source of information about influential Oregonians. Biographical information generated by the library student assistants will be used as the starting point for this work.

2. Create/add to Wikipedia entries for each major person/organization.

Long will use information from finding aids to either create a Wikipedia entry or add to existing entries. Types of information that could be added will include biographical information, information relating to the strengths or highlights of the collection, and a link to the NWDA finding aid.

3. Create subject guide for Oregon Women's Political History Collections.

Long will create a "subject guide" describing the whole of the Oregon Women's Political History Collections. This guide will be posted to the UO Libraries' Special Collections and University Archives website, along with subject guides on other topics/collections. The guide will contain information (drawn from the finding aid notes) on each collection, with links to the NWDA finding aid.

4. Contribute to Oregon's centennial of women's suffrage (2012).

Collections will be highlighted and described on the web page "Century of Action: Oregon Women Vote, 1912-2012," a project of the Oregon Women's History Consortium, which is leading the centennial celebration of women's suffrage. Additionally, an exhibit at the UO Libraries will be installed in the fall of 2012 that will showcase the anniversary of suffrage in Oregon; a part of the exhibit will emphasize Oregon women's political history in the twentieth century. Documents discovered during the processing project will be featured in this exhibit.

### Project Timeline

#### First grant quarter: Winter 2012

Students are hired and trained in archival processing. Collections are prioritized for processing. Students begin processing, which includes making preliminary lists where none exist, separating out organizational records from personal papers to add to organizational collections, creating intellectual arrangement in series groupings, sorting into folders when appropriate, arranging folders within boxes. Box and folder lists are created. Biographies/histories are researched and drafted for the narrative component of the finding aids; scope and content narrative notes are also drafted.

#### Second grant quarter: Spring 2012

Students continue to process collections by sorting and arranging materials into archival boxes according to the established intellectual arrangement for each collection. Box and folder lists are

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created. Biographies/histories are researched and drafted for the narrative component of the finding aids; scope and content narrative notes are also drafted. Finding aids are reviewed and uploaded into Northwest Digital Archives (NWDA). MARC records are created and uploaded to the UO Libraries’ catalog and OCLC’s WorldCat.

Third grant quarter: Summer 2012

Students continue to process collections by sorting and arranging materials into archival boxes according to the established intellectual arrangement for each collection. Box and folder lists are created. Biographies/histories are researched and drafted for the narrative component of the finding aids; scope and content narrative notes are also drafted. Finding aids are reviewed and uploaded into Northwest Digital Archives (NWDA). MARC records are created and uploaded to the UO Libraries’ catalog and OCLC’s WorldCat. *Oregon Encyclopedia* entries are written. Wikipedia entries are created and/or updated.

Final grant quarter: Fall 2012

Students continue to process collections by sorting and arranging materials into archival boxes according to the established intellectual arrangement for each collection. Box and folder lists are created. Biographies/histories are researched and drafted for the narrative component of the finding aids; scope and content narrative notes are also drafted. Finding aids are reviewed and uploaded into Northwest Digital Archives (NWDA). MARC records are created and uploaded to the UO Libraries’ catalog and OCLC’s WorldCat. *Oregon Encyclopedia* entries are written. Wikipedia entries are created and/or updated. Subject guide to the Oregon Women’s Political History Collections is created and loaded onto the UO Special Collections and University Archives web page.

*D. Budget narrative*

The project budget contains the following elements:

Personnel: The in-kind contribution is composed of 10% (4 hrs/week) of the time of two librarians: Linda Long and Cassandra Schmitt. Two student processors will be hired; one will be the lead processor at a rate of \$8.90 per hour and the assistant processor will be hired at a rate of \$8.70 per hour.

Benefits: Benefits are computed for student processors and project staff. Students: \$262 (at 5% rate); \$171 (at 5% rate). Staff: \$1,376 (at 50% rate); \$1,320 (at 55% rate).

Indirect: LSTA costs are based on 6% of the direct costs. The federal rate agreement for facilities and administrative costs is attached.

**Supplies**

<b>Item</b>	<b># Units</b>	<b>Price/Unit</b>	<b>Totals</b>
Acid-free archival boxes	300 record storage boxes	\$4.30	\$1,290.00

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Acid-free archival folders	4,500 folders (45 boxes)	\$26.30 (letter/Hollinger)	\$1,183.50
Box labels	1 box of 100 sheets of 6 labels per sheet	\$70.35	\$70.35
Subtotal			\$2,543.85

**Student Wages (Requested Funds)**

Position	Salary Base	Time Commitment	Salary Contribution	OPE	Totals
Lead student processor (LSA 3)	\$8.90/hr	588 hours	\$5,233	\$262 (at 5% rate)	\$5,495
Assistant student processor (LSA 2)	\$8.70/hr	392 hours	\$3,410	\$171 (at 5% rate)	\$3,581
Subtotal					\$9,076

**Project Staff (in-kind contributions)**

Staff	Salary base	Time Commitment	Salary Contribution	OPE	Totals
Linda Long	\$55,039	5% (2 hrs/week)	\$2,752	\$1,376 (at 50% rate)	4,128
Cassandra Schmitt	\$48,000	5% (2 hrs/week)	\$2,400	\$1,320 (at 55% rate)	3,720
Subtotal					\$7,848

*E. Evaluation method*

Success of the grant project can be determined by assessing the following:

- Number of collections processed and preserved.
- Finding aids for each collection completed and uploaded in Northwest Digital Archives.
- MARC records completed and uploaded.
- Wikipedia articles and *Oregon Encyclopedia* articles created for each woman and each organization represented in the overall collection. In cases where entries already exist, articles will be updated.

**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.

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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*

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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> 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

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

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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, without letters of recommendation and appendixes, to *ann.reed@state.or.us*. This does not substitute for the signed, mailed copy.