

**Full Grant Proposal
Library Services and Technology Act FFY 2011**

Part I: General Information

1. ***Project title:*** Cooperative Governors' Papers Project Planning Grant
2. ***Applicant:*** Consortium of the libraries at Willamette University, Portland State University and Western Oregon University (Western Oregon University is the lead institution)
3. ***Address:*** Hamersly Library, Western Oregon University, Monmouth, OR 97136
4. ***Contact Person:*** Dr. Allen McKiel Phone: 503-838-8886
Email: mckiela@wou.edu
5. ***Fiscal agent (if different than applicant):*** Ella Taylor, Western Oregon University
6. ***Project URL (if any):***
7. ***U.S. Congressional District:*** Oregon District 5
8. ***List geographic target area to be served by the project:*** Oregon
9. ***Estimated number of persons benefiting from the project:*** Thirteen Oregon post-World War II governors, the citizens of Oregon and the U.S. and for those materials that will be digitized— researchers world-wide.
10. ***Description of persons benefiting from the project:*** Each of Oregon's post-World War II governors, including future occupants of the office, will benefit because there will be a coordinated plan for collecting and preserving their personal and non-official papers. Their legacies will be available in both official (Oregon State Archives) and other stable repositories (university archives and other institutions) because of this grant's goals and outcomes. The citizens of Oregon will benefit by having access to those materials as a way of understanding and evaluating their own state's political history and leadership. Through digitization of a selection of materials, researchers world-wide will also have access to resources that illustrate Oregon's unique governance system and its workings, including the impact of its political, environmental, legislative, gubernatorial, and educational leadership and innovation on issues of local, regional, national and global interest.
11. ***List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.*** Willamette University Library, Portland State University Library, and Western Oregon University Library.

12. ***Project abstract (one paragraph):*** A consortium of three public and private higher education libraries (Willamette University, Portland State University, and Western Oregon University) will cooperatively identify, solicit for donation, process, and preserve, the non-official and personal papers of the 13 Oregon governors since World War II. Information about the collections will be made available online and selected portions of the collections will be digitized for access and viewing on the Web. The scope of the proposal is all materials other than those collected by the Oregon State Archives in Salem. This project is an identification and proof-of-concept phase that would set the stage for a larger project dependent on the outcome of the discovery portion of this first effort. The first part of the project will endeavor to identify the locations and ownership of gubernatorial papers and to create a listing of whose papers are where. A second goal of the project is the cross training among the three institutions on the systematic processing of political papers. This will be followed by a small proof-of-concept project for processing and digitizing of select portions of the Straub collection to determine time and resources needed for a larger initiative that would encompass non-official gubernatorial papers across institutions.
13. ***List 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.***
- Purpose 4 – Developing public and private partnerships with other agencies and community-based organizations
- From the OSL Five-Year Plan’s “Summary of Needs” statement: "Oregon lacks a coordinated plan for the digitization of valuable resources."
 - High Level Outcome: Access to information is enhanced through the effective use of cost-effective technologies to deliver information/content
14. ***Briefly describe how the LSTA project will continue after the grant ends, especially noting local support:*** The institutions involved have the finances, staff, and facilities sufficient for and committed to continuance of support for the collection, preservation, and use of the gubernatorial materials as evidenced already in their current collections (Roberts, Hatfield, Straub). The materials of other Oregon governors that are collected as part of this project will be the responsibility of the collecting institution(s) (either one of the three participating institutions or other appropriate institutions).
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.***
- Governor Ted Kulongoski
 - Governor Barbara Roberts
 - Doug Erickson, Lewis and Clark
 - Mark Henkels, Western Oregon University faculty
 - Richard Ellis, Hatfield Professor of Politics, Willamette University
 - Richard Engeman, former Public Historian for the Oregon Historical Society

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:
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(Check applicable boxes)

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

Do we want to project a second and third year? The narrative indicates that there will be more activities after the first discover phase of the project. Should we submit a separate grant next year that builds upon this one, similar to what happened with the CLIP project? In the narrative, there is mention of a follow-up grant for processing the materials.

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 1 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		\$20,000	\$44,000	\$64,000
Benefits			\$19,815	\$19,815
Travel			\$0	\$0
Equipment				\$0
Supplies				\$0
Contractual				\$0
Library Materials		\$2,000		\$2,000
Total Direct Charges	\$0	\$22,000	\$63,815	\$85,815
<i>Indirect Charges</i>	\$0	\$0	\$3,829	\$2,868
Total Budget	\$0	\$22,000	\$67,644	\$88,683

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 three institutions listed as applicants all have experience in collecting, processing, preserving and making accessible the personal and non-official papers of at least one of Oregon's recent governors. Willamette University and Portland State University have hired archivists to manage their gubernatorial collections, and those professionals have accumulated substantial experience with the issues involved in working with former governors and their staff members to ensure that the governor's legacy is collected, organized, and promoted. The professional staff members at Willamette University have developed particular expertise in handling the papers of political figures. Not only does Willamette University have the Hatfield papers, but it also houses the papers of former Senators Robert Packwood and Gordon Smith and, all but one but one of the individuals who served as Oregon's representative to the U.S.

Congress for the Fifth District. That experience and expertise will be tapped by the other grant applicants as the project moves forward.

Each of the grant applicant institutions is a stable, higher educational institution in Oregon with a history of managing institutional archives as well as collections of individuals and organizations. Willamette University is a private university in Salem and has a very close working relationship with the State Archives which has responsibility for the official papers of each Oregon governor. Portland State University and Western Oregon University are members of the Oregon State System of Higher Education. Each institution is actively pursuing responsibilities for helping to preserve Oregon's public, political legacy.

B. Detailed statement of problem

This project responds to the recommendations of the report *Envisioning Oregon: Planning Toward Cooperative Collection Development in Oregon's Historical Repositories*, developed with LSTA funding in 2008. That report details the issues associated with the preservation of Oregon's documentary history, focusing primarily on the difficulties repositories are facing in dealing with their existing collections and the threat this poses to preserving and making available their existing collections. Not being able to deal with existing materials has the collateral effect of acting as a disincentive for the identification and collection of additional documentary materials that should be preserved before they are lost.

The non-official and personal papers of Oregon governors fall into this latter category. That is, there has been no coordinated effort to identify, locate, collect, make accessible and preserve these materials. The Oregon State Archives fulfills its legislated mandate to collect the official papers of every governor. However, governors leave office with everything else. These non-official, personal papers and artifacts may include memos and communication with staff, diaries and personal journals, schedules and appointment books, videos and interviews, correspondence, briefing books and position materials, scrapbooks, photos, campaign planning and published materials, files of chiefs of staff and other key staff members, and much more. While the materials in the State Archives provide policy and legal documentation, the personal papers provide tremendous insight into politics, the persona of the individual holding the office, what they value and how they related to the issues, and how their staff members contributed. Such papers are a window into the era of the office holder, the cultural environment of the people who elected them, and the values of the period. While the official policy documents tell us about the end result, the personal papers reveal how and why things were done, who the players were, and how the issues were approached, which are essential to our historical understanding. Governors have significant influence on the life and welfare of the state; many of them held a succession of public offices during their career which increased their impact. Thus the gubernatorial non-official papers are worth identifying and preserving in an organized way. This has not been done. As the post World War II era fades into the 21st century, the risk of loss of materials increases. Recognizing that the pre-war materials may well be lost or scarce at best, this project focuses on the 13 governors who have served the state since 1947. Of the 13, three are already in repositories: Barbara Roberts in the Archives at Portland State University Library, Robert Straub in the Archives at Western Oregon University, and Mark Hatfield in the Archives of Willamette University. The disposition of the papers of the State's current and most recent governors as well as the governors in the years after the war has not been determined. Even for papers of the governors during the middle period (from 1960's through the 1990's)

improvements in processing and access are needed. As *Envisioning Oregon* stresses, the time to act on these recent materials is now. These gubernatorial materials are of value to the State and its citizens. This project proposes a collaborative effort to determine how to capture and make available this part of Oregon’s documentary history.

C. Proposed solution

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)

A consortium of three public and private higher education libraries (Willamette University, Portland State University, and Western Oregon University) have set long term goals for cooperatively identifying, soliciting for donation, processing, preserving, and making available online information relating to the non-official and personal papers of the 13 Oregon governors since World War II. The scope of the proposal is all materials other than those collected by the Oregon State Archives in Salem. This project is an identification and proof-of-concept phase that would set the stage for a larger project dependent on the outcome of the discovery portion of this first effort.

The first part of the project will endeavor to identify the locations and ownership of gubernatorial papers and to create a listing of whose papers are where. This information would eventually be incorporated into any fuller finding aids that would be created about specific gubernatorial collections. For those non-official and personal papers of Oregon governors not in repositories, the grant recipients will contact governors, their close family members or other descendants/associates to discuss the value of the materials and propose opportunities for donating their materials to repositories with staff and infrastructure to support those collections, with the intent of a follow-up grant for their processing and digitization and making materials widely available via the web.

A second goal of the project is the cross training among the three institutions on the processing of political papers, with expertise provided by Willamette University Archives staff, and to determine whether this and other forms of cooperation might extend to other repositories where such collections are held.

This will be followed by a small proof-of-concept project for processing and digitizing of select portions of the Straub collection to determine time and resources needed for a larger initiative that would encompass non-official gubernatorial papers across institutions.

Activities:

- Locate existing gubernatorial materials
 - Develop a job description and hire a part-time consulting archivist to help manage the project and provide central coordination and communication
 - Work with owners of the collections (e.g. former governors or their families) to explain program and solicit their involvement
 - Research the status of governors’ collections not in repositories. Determine existence, availability and nature (content, size, condition, etc) of collections
 - Develop an outline of a full project—timelines and parameters for donation of collections (deeds of gift, opening schedules, etc.)

Appendix E – Full Application

- Work with representatives of repository, negotiate gift/donations
- Provide initial estimates for subsequent grant applications of kind and amount of material to be processed and digitized, which includes estimates for resources (people and money) needed for processing, digitization, and Website development.
- Coordinate systematic processing of Straub collection
 - Provide training for staff
 - Process Straub collection according to agreed standards
 - Create finding aid and mount on NWDA site
 - Digitize select portions of Straub collection
 - Determine extent of materials to go online
 - Scan, create metadata, format in repository

<i>Time</i>	<i>Activity</i>	<i>Outcomes</i>	<i>Executor</i>
2-2011	Write job description and requirements for Project Archivist; publicize position; set up meetings for screening candidates; schedule interviews candidates	Schedule of interviews	Grant Administrator
2-2011 thru 3-2011	Interview candidates for Project Archivist	Hired Project Archivist	Directors of the three participating libraries— Willamette U, Portland State U, Western Oregon U
3-2011 thru 2-2012	Research the status of governors’ collections not in repositories. Determine existence, availability and nature (content, size, condition, etc) of collections	Initial description of extant governors’ collections, their locations and owners	Project Archivist w/ assistance from the archivists and directors at PSU, Willamette, and Western
3-2011 thru 2-2012	Work with owners of the collections (e.g. former governors or their families) to explain program and solicit their involvement	Determination of repositories, donation parameters, opening schedules, and provision of deeds of gift	Project Archivist w/ assistance from the archivists and directors at PSU, Willamette, and Western
4-2011 thru 2-2012	Implement electronic access to Straub collection	Online Straub Collection	Project Archivist w/ assistance from the archivists and directors at PSU, Willamette, and Western
3-2011 thru	Provide initial estimates of	Information necessary	Project Archivist

2-2012	kind and amount of material to be processed and digitized, which includes estimates for resources (people and money) needed for processing, digitization, and Website development for subsequent LSTA grant application.	for the succeeding stages of online implementation of governors’ papers in online collections	w/ assistance from the archivists and directors at PSU, Willamette, and Western
2-2011 thru 2-2012	Evaluation of project and report	Report to granting agency	Grant Administrator

D. Budget narrative

The project budget will be used to hire the expertise and time of a part-time coordinator/archivist for the project. In-kind funding will be provided by Willamette University, Portland State University and Western Oregon University by providing staffing, space, supplies, equipment, training and support for the project and hired personnel. The three institutions will provide continuing support for their governors’ non-official and personal papers after the end of the grant cycle.

E. Evaluation method

Evaluation of the grant activities will be based upon the following specific assessments:

1. Finding aids developed for three gubernatorial collections
2. The online materials for the three collections

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

_____ Dr. Allen McKiel _____

_____ Hamersly Library Dean, Library, Western Oregon University _____

Title

Signature Date

_____ mckiel@wou.edu _____

Email

_____ 503-838-8886 _____

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)

_____ Ella L. Taylor, Ph.D. _____

Name of official authorized to enter into contractual agreements for the AGENCY

_____ Director of Sponsored Projects _____

Title

Signature Date

_____ taylore@wou.edu _____

Email

_____ 503-838-8589 _____

Phone number

This form must be received at the State Library no later than 5:00 p.m. on Friday, August 13, 2010.

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

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.