

**Full Grant Proposal  
Library Services and Technology Act FFY 2013**

This form is available for download on our web site via:  
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use 12 point Times New Roman, with one inch margins. Do not alter the format of this form. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 10, 2012.**

**Part I: General Information**

1. Project title: Washington County Oral Histories: A Planning Grant
2. Applicant: Pacific University Library
3. Address: 2043 College Way, Forest Grove OR 97116
4. Contact person: Eva Guggemos Phone: 503.352.1415  
Email: guggemos@pacificu.edu
5. Fiscal agent (if different than applicant): ---
6. Project URL (if any): ---
7. U.S. Congressional District: Oregon's 1st District
8. DUNS number: 05-597-8035
9. List geographic target area to be served by the project:

This project focuses on the geographic area of Washington County, Oregon.

10. Estimated number of persons benefiting from the project:

The inventory resulting from this grant, made accessible via the Internet, will benefit the 550,000-plus people who reside in Washington County, as well as all interested parties (researchers, historians, teachers, students, etc.) in this region and beyond. The feasibility plan for developing unified online collections of oral histories will benefit other cultural institutions because it can serve as a model for managing dispersed and endangered audio/video recordings.

11. Description of persons benefiting from the project:

The Planning Grant will benefit both the public of Washington County who are interested in local memory and the organizations that work to preserve this history. In addition to local historians, we believe that the oral history inventory that the project will produce will benefit researchers interested in larger questions of immigration, changing land use, and changing social structures. On a broader level, other libraries and museums that hold complex oral history

collections will benefit from the Grant’s feasibility planning, which will suggest ways to preserve and build access to their recordings.

12. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.

#### Washington County Museum

13. Project abstract (one paragraph):

This project seeks to survey Washington County’s existing oral history collections and to plan for the curation of new oral histories. It will identify under-represented communities within the county whose experiences are not well documented, yet are of vital interest to preserve. The project will involve the communities themselves in selecting the most crucially important stories to record and preserve. Finally, this project will recommend a plan for preserving and making existing oral histories available online.

14. Provide the text of the single most relevant goal from the *Five-Year State Plan 2013-2017* that will be addressed by the grant project.

LSTA Goal 2: Use technology to increase capacity to provide library services and expand access

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

This grant will provide funding to assess the feasibility of making Washington County’s existing oral histories available online. The practicality and long-term sustainability of this proposed oral history project will be a key element in our report. Through surveys of our local organizations, we will assess the capacity and resources available to continue. We will also look for broader partnerships, such as with the Oregon Historical Society, that could influence not only this project, but create a model beneficial to other Oregon counties as well.

If the planning grant results in a strong proposal to take the next steps with an oral history project, we would review likely funding sources. Without the results of the planning grant/feasibility study, it is premature to consider this as a multi-year LSTA proposal.

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

Geoff Wexler, Library Director, Oregon Historical Society;  
Karen Shawcross, Executive Director, Bienestar;  
Eva Calcagno, Director, Washington County Cooperative Library Services;  
Amber Ames, City Recorder, City of Hillsboro;  
Katrine Barber, Associate Professor of History, Portland State University;  
James Moore, Director, Tom McCall Center for Policy Innovation, Pacific University;

Sharon Inahara, Community Member;  
 Rachelle Saltzman, Executive Director, Oregon Folklife Network.

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   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		\$18,165	\$23,500	\$41,665
Benefits		\$4,847	\$8,225	\$13,072
Travel			\$1,000	\$1,000
Equipment			\$1,500	\$1,500
Supplies		\$500	\$500	\$1,000
Contractual				\$0
Library Materials		\$500		\$500
Total Direct Charges	\$0	\$24,012	\$34,725	\$58,737
Indirect Charges**			\$2,084	\$2,084
<b>Total Budget</b>	\$0	\$24,012	\$36,809	\$60,821

\*\* 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)

Pacific University, established in 1849, began as a school for orphans from the Oregon Trail. Over time, the University has grown into a unique combination of undergraduate and graduate programs in liberal arts and sciences, education, business, and health, with campuses in Forest

Grove, Hillsboro, Eugene, and Portland. The University's Library is an integral part of the Pacific University educational experience, providing research and instructional services and excellent resources for our students, faculty and staff. The Library engages in innovative projects such as our digital repository, *CommonKnowledge*, a developing program of journal publishing, and our new Center for Educational Technology and Curricular Innovation. The University Archives is housed within the Library, under the management of our Archives and Instructional Services Librarian. The Archives serve as the institutional memory for the University, playing a lead role in the management of the institution's historical information resources in all media and formats. Highlights of the collection include rare manuscripts from Oregon's pioneer era, historic photographs from the 1850s to the present, and the personal papers of Oregon Governor Victor Atiyeh.

The Washington County Museum was established in 1956 to manage heritage materials given to Washington County. Today the Museum is operated by the non-profit Washington County Historical Society. In 1983, following an extensive capital campaign, a new museum with 4,800 square feet of storage and exhibit spaces was opened on the Portland Community College Rock Creek campus. After another campaign that raised \$1.7 million, the WCM began an expansion of its facilities (6,000 square feet) in 2008 to provide new space for its burgeoning collections. In 2011, a grant from the Oregon Cultural Trust is providing for further collections care and improved access. The Museum is also currently planning further expansion of exhibit space and collections storage.

Scholars both regionally and internationally have drawn on the collections to explore historical, cultural, and environmental issues at the local and national level. Recently, several monographs based on the photo collections held by the WCM have been published, evidence of the richness and the value of the collections. The Museum also offers programming for schools in the county and has a vibrant outreach program to residents of all ages.

Pacific University Library and Washington County Museum have a record of successful collaboration, evidenced by our current project, the LSTA funded *Washington County Heritage Online*. As the goal of this project, we created an online database of historic local photographs, drawing on our own collections as well as other historic collections from the community. As of this writing, over 5,000 images have been uploaded to the site, which can be viewed online at: <http://washingtoncountyheritage.org/>. In an evaluation of the grant's progress at its halfway point, the reviewer praised its accomplishments, noting: "Creating opportunities for these kinds of collaborative relationships has positive benefits above and beyond the nuts-and-bolts of historic image collection, and gets at the very essence of cultural visibility, appreciation, and empowerment." (Hillegas, *LSTA Grant Project Evaluation*, 29 Feb 2012). We are confident that PUL and WCM will be equally successful in this new collaborative project, drawing on past experience while innovating in a new area.

Several other projects at PUL show similar initiative and success. In June 2012, PUL finished an NHPRC grant designed to provide greater public access to the archival collections of seven Orbis-Cascade Alliance institutions. For that grant, PUL produced 100 finding aids, or 59% of the total promised by all seven institutions in the grant. We are participating in another LSTA grant, led by Western Oregon University, which will organize and provide online guides to the papers of Oregon governors. We are also a partner institution in an IMLS National Leadership

Grant being led by the Northwest Digital Archives, which is developing a “Cross-Search and Context Utility” to improve online access to archival material. In addition to these efforts, two internal Pacific University faculty grants have also been awarded to the Archives in the last two years, supporting the creation of our Ocular Diseases image database, and a project to describe and promote Pacific’s “hidden collection” of rare books. PUL’s successful participation in these projects underlines its ability to succeed with ambitious projects on deadline, with measurable results.

Washington County Museum also has a successful record of project development and management, in addition to its impressive capital campaigns to develop space. The Museum recently received a \$12,700 grant from the Oregon Heritage Commission to create an exhibition of work by noted wildlife photographer William L. Finley. The project includes scanning over 600 glass plate negatives and lanternslides, images that were discovered through the WCHO project. Another project, headed by the Museum’s Education and Folklore Coordinator, involves original research on the history of Mexican migrant labor in Washington County, specifically focusing on the Bracero Program.

Staff contributors to this project will bring considerable expertise in a variety of areas, including archival and museum practices, preservation, digitization of historic records, project management and community outreach. All have relevant graduate-level degrees. Copies of the *curriculum vitae* for the members of the team are located in *Appendix B*.

*B. Detailed statement of problem*

Oral histories capture an alternate kind of history than texts. People who would never be able to share their stories in writing – such as people with limited literacy, non-native speakers of English, or those who are not comfortable with technology – can still tell their stories orally. Memories told through oral recordings can preserve the stories of under-represented communities in a way that textual histories cannot.

For these reasons, the value of collecting oral histories has been recognized for many years. National projects like the WPA’s collection of former slave narratives have highlighted this. Within the local context, historical societies, libraries and archives in Oregon’s Washington County have been collecting oral histories since at least the 1970s. There are known collections at the Washington County Museum, Pacific University, Cedar Mill Community Library, Forest Grove City Library, Tualatin Historical Society, and Beaverton Historical Society, among others. WCM alone estimates that it has over 700 hours of recorded audio on cassette tape from 1978-2001. Its collections’ themes include memories of the Tualatin River, logging, early settlement, agricultural history, Prohibition, the Depression, and Latino immigration. One example from its collections is the “Save Helvetia” group of recordings, which preserve the voices of rural community members protesting urban expansion. Pacific University’s collections include several notable items, such as a 1973 reel-to-reel tape documenting reactions to the flooding of a rural area to create the Hagg Lake reservoir; a 1977 recording regarding former sawmills near Gaston; and an oral account of the county’s newspapers by a local publisher. We suspect that there are many other oral history recordings in collections around the county, in addition to those at the institutions listed above.

These oral recordings have never been collectively surveyed, conserved, or made widely available to the public. Neither has there been a coordinated effort to ensure that a range of diverse viewpoints are collected and preserved in the future. Since the 1960s, Washington County has changed tremendously, transitioning from a rural farming community to the heart of the “Silicon Forest.” Over the last 50 years its two largest cities, Hillsboro and Beaverton, have increased their populations 11 times and 15 times over, respectively. The county’s total population increased at more than twice the rate for the state overall (U.S. Census, 1960 and 2010). Washington County has lost 36% of its farmland since 1964 -- over 70,000 acres -- much of which has been converted to housing and industry (U.S.D.A. Census of Agriculture, 1964 and 2007). Large corporations including Intel, Nike, IBM, Columbia Sportswear, and Netflix employ tens of thousands of residents, and the vibrant economy has attracted skilled workers from all over the world. At the same time, the remaining farms have turned increasingly to labor from Mexican immigrants and other Latino Americans. The mix of agricultural workers, tech-sector workers and commuter residents has created what is often cited as “the most diverse county in Oregon.” 30.6% of the county’s population is Latino, Asian, African American, or other people of color, the highest percentage in the Portland metropolitan area. Nearly 23% of residents speak a language other than English at home (U.S. Census and American Community Survey, 2010). These factors make Washington County an especially fruitful place to collect local memories, as they inform multiple themes: stories of immigration, of rural communities, and of the disruptive yet fertile arrival of new industries.

The experiences of under-documented groups have historically been difficult for archives to capture, but recording oral histories makes it possible both to collect and to disseminate their ideas in a way that is widely accessible. As a recent article in *American Archivist* argues, oral histories can represent a way for diverse populations to become “active participants in the creation, appraisal, description, and use of their own archives” (Daniel, "Documenting the Immigrant and Ethnic Experience in American Archives," 2010). Involving these communities in identifying and selecting stories from their past to document would have a lasting impact on the historical record for the region.

In Washington County there is no comprehensive inventory of existing oral histories, their location, format or condition; nor is there any shared plan for their preservation and dissemination. We also lack knowledge of what stories are missing in the recorded histories of our diverse, growing county.

*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)*

This planning grant will directly address the problem described above through our project goal, its objectives and activities.

Project Goal: Plan a unified approach to collecting, preserving and making accessible oral histories in Washington County, reflecting its diverse and changing population.

Objective 1: Identify existing oral histories within Washington County and make it easy for the public to locate them. Actions:

- 1.1. Inventory known collections at the Washington County Museum, Pacific University Library, Cedar Mill Community Library, Forest Grove City Library, Tualatin Historical Society and Beaverton Historical Society. Existing collection records will be harvested and adapted whenever possible. (Quarter 1-2)
- 1.2. Systematically contact other local libraries and historical societies to identify more recordings. Compile survey data about these collections. (Quarter 1-3)
- 1.3. Conduct an online survey of community groups outside the library/museum world to identify more recordings. This survey will be sent to a long list of community groups within the county in order to gather a wide range of responses. Targeted communities will include members of the Cultural Coalition of Washington County, Washington County Citizen Action Network, and the list of “Community Resources for Culturally and Linguistically Diverse Clients” compiled on multicsd.org. (Quarter 1)
- 1.4. Compile the inventory data from the above sources and publish it online, including data about the oral histories’ locations, topics, formats, conditions and public availability. This will provide, for the first time, an overall view of the oral histories that have been collected in Washington County thus far. (Quarter 4)

Objective 2: With input from community members, identify the most urgently needed areas for new collections of oral histories.

- 2.1 Conduct an online survey of community groups outside the library/museum world to solicit opinions on which stories need to be recorded. This action would be folded into the community survey listed under Objective 1. (Quarter 1-2)
- 2.2 Create a comparison report on our collections survey results versus demographic data. Compile a report comparing the themes covered by existing oral history collections with county demographic and social statistics derived from the 2010 U.S. Census, the U.S.D.A. Census of Agriculture, and other sources. The report would attempt to identify populations that are present in the county, yet have little or no historic documentation. (Quarter 3)
- 2.3 Conduct focus groups to gather comments on the existing recordings and to communicate their perceptions of the most pressing needs. Based on the community survey and comparison report, select 3-4 community groups from whom to solicit more detailed information. Focus groups with members of these communities would be asked to provide in-depth ideas on which stories are most crucial to collect and preserve. (Quarter 4)

Objective 3: Create a plan for sustainable collection development, preservation and access for oral history recordings within Washington County. This plan will be shared online for the benefit of cultural institutions statewide.

- 3.1 Collection development plan: Using data gathered from Objective #2, publish a list of “gaps” in our oral history recordings. Disseminate this list to the libraries, museums, historical societies, and community organizations that were surveyed for the grant project, and solicit their help in collecting in these areas. Recommend best practices for creating new recordings based on existing standards. (Quarter 4)
- 3.2 Preservation/Digitization plan: Considering data gathered from Objective #1, assess the feasibility of preserving oral histories in their current formats (such as audio cassette) and develop a plan and budget for converting them to digital format. The emphasis in this plan will be on achievable, practical solutions. (Quarter 3-4)
- 3.3 Accessibility plan: Create a plan for hosting oral history audio/video files in a community database. This plan may draw on existing resources established by WashingtonCountyHeritage.org, our previous LSTA grant-funded project. (Quarter 2)
- 3.4 Proof-of-concept: Digitize and put online at least three oral histories from existing collections. (Quarter 2-3)

*A. Budget narrative*

Personnel: In order to accomplish the goals of the planning project, Pacific University Library and Washington County Museum will both contribute the expertise of their existing staffs. The in-kind contribution includes our Archivist, Eva Guggemos, our Digital Resources/Metadata Librarian, Erica Findley, and our Systems and Applications Librarian, Megan Banasek. Each will contribute 5% FTE of their time, working as a team with other project personnel (\$10,922 in personnel and fringe benefits with benefits based on university 35% rate). Washington County Museum will provide staffing as well, with the Folklife and Education Coordinator Beth Dehn, who currently coordinates the oral history program at WCM, allocating 10% FTE to the project. The Curator of Collections and Exhibitions, Adam Mikos, and the Museum Director, Sam Shogren, will also support the grant, giving 5% FTE each (\$12,090 in personnel and fringe benefits with benefits based on the museum 20% rate).

We request grant funding to support a half-time archivist or librarian with archival experience. This position will take the lead on carrying out the objectives and activities outlined in this proposal. The proposed position will be hired as Pacific University staff. A position description is in Appendix C. (Salary \$23,500; fringe benefits \$8225 based on university 35% rate, LSTA)

Travel: PUL will contribute \$250 toward travel expenses and we request an additional \$500 in LSTA funding in support. Travel will be mainly within the county to the many cultural heritage institutions and community organizations as part of developing an accurate inventory of existing oral histories and meeting with various focus groups. (\$250 PUL; \$500 LSTA)

Equipment: A laptop computer will be purchased to support the archivist position. Office space, desk, and other office equipment will be supplied by PUL. (\$1500 LSTA)

Supplies/Library Materials: PUL will contribute \$1000 in supplies and other library materials. We request an additional \$500 in support from LSTA funding for incidental supplies. (\$500 LSTA)

Indirect Costs: LSTA costs are based on 6% of direct costs. Pacific University’s current federally approved indirect cost plan is attached. (\$2,084 LSTA)

*B. Evaluation method*

This project will be evaluated on our successful completion of the objectives listed in Part B.

Evaluation of Objectives 1 and 2: At the beginning of this project, we will be surveying many community organizations about their collections and interest in oral histories. A second survey at the end of the project will assess these participants’ satisfaction with our work and their willingness to join in a continuing project.

Evaluation of Objective 3: Since this grant proposal relates to the planning stages of a larger project, we believe an appropriate evaluation of its success would be to solicit outside reviews from others who have undertaken (or in the case of library school academics, studied in-depth) similar projects. For these reviews, we would:

- Identify a list of potential reviewers who could evaluate our plans.
- Provide the list to a neutral third party who would act as a “blind” mediator for the reviews.
- Request comments on the feasibility and utility of our plans for Collection Development, Preservation/Digitization and Accessibility (see Objective #3); as well as overall comments/critiques to our approach.

**Appendices:**

**Appendix A:** Letters of Support

**Appendix B:** Resumes/CVs of Eva Guggemos, Samuel Shogren, Adam Mikos, Elizabeth Dehn, Erica Findley, Megan Banasek

**Appendix C:** Position Description

**Appendix D:** Timeline

**Appendix E:** Pacific University’s Rate Agreement

**Part IV: Certification of Application**

1. Documentation of project support. Partners listed in Part I, number 12 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.

<i>Name</i>	<i>Library/Organization</i>	<i>Signature</i>	<i>Date</i>
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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.

d. Signature of grant applicant

\_\_\_\_\_  
Name of official authorized to enter into contractual agreements for the  
ORGANIZATION

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

e. 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)

\_\_\_\_\_  
Name of official authorized to enter into contractual agreements for the  
ORGANIZATION

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

**This form must be received at the State Library no later than 5:00 p.m. on  
Friday, August 10, 2012.**

**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.