

**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: Oregon Historic Speakers Preservation and Access Project
2. Applicant: Portland State University
3. Address: PO Box 751 (RSP), Portland, Oregon 97207-0751
4. Contact person: Cristine Paschild Phone: (503) 725-9883
Email: paschild@pdx.edu
5. Fiscal agent (if different than applicant):
6. Project URL (if any):
7. U.S. Congressional District: All.
8. DUNS number: 05-222-6800
9. List geographic target area to be served by the project: State of Oregon
10. Estimated number of persons benefiting from the project: 2,000 regional users
11. Description of persons benefiting from the project:

Academic historians, community historians, educators, public policy researchers, undergraduate and graduate students conducting primary resource-based research.

12. List partnering organizations. All partnering organizations must also sign section IV.1.
See instructions for guidance on partners versus participants.
None.

13. Project abstract (one paragraph):
Portland State University Library holds approximately 250 hours of original reel-to-reel audio recordings, representing over 200 public speaking events recorded on the Portland State campus from the 1950s through the 1970s. As primary documentation of the visits of noted public figures in government, foreign policy, education, science, the arts, and social activism, these unique recordings capture an important moment of intersection between global, national, and local events and perspectives. At this time, however, this entire collection of recordings is entirely inaccessible. Playback in the original format may cause irreversible damage and loss due to the fragile nature of the medium. The goals of this project are to preserve these invaluable and

unique resources through transfer to a digital format and to make them easily and freely accessible online to a broad range of users.

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.

Goal 1: Provide access to information resources and library services

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

Once completed, this project will be maintained by the Special Collections unit of the Portland State University Library as one of its ongoing digital resources. Special Collections will also continue to provide user support including reference and research assistance tied to the collection. Technical support, including maintenance of the database and user interface, any needed technology upgrades, and regular back-up and file integrity checks will be addressed by the Library Technology unit.

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.

-Carl Abbott, Professor of Urban Studies, College of Urban and Public Affairs, Portland State University

-Gwen Carr, Research and Education Chair, Oregon Black Pioneers

-William Lang, Professor of History, Portland State University; Editorial board, Oregon Encyclopedia; Founding director, Center for Columbia River History; Board member, Oregon Historical Society

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

(Check applicable boxes)

THIS IS THE 1st YEAR OF A ONE YEAR GRANT PROJECT
 2nd YEAR TWO YEAR
 3rd 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	\$4,407		\$3,750	\$8,157
Benefits	\$2,426		\$620	\$3,046
Travel				\$0
Equipment				\$0
Supplies	\$300			\$300
Contractual			\$5,000	\$5,000
Library Materials				\$0
Total Direct Charges	\$7,133	\$0	\$9,370	\$16,503
Indirect Charges**	\$428		\$562	\$990
Total Budget	\$7,561	\$0	\$9,932	\$17,493

*** 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.)

Please see attached. [In electronic courtesy copy, attachment is included at the end of this document.]

- A. *Background of Applicant (describe the agency's ability to undertake this project)*
- B. *Detailed statement of problem*
- 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)*
- D. *Budget narrative*
- E. *Evaluation method*

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:

Appendix E – Full Application

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.

ATTACHMENT

LSTA Full Grant Proposal
Oregon Historic Speakers Project
Portland State University Library

Part III: Project Narrative*A. Background of Applicant (describe the agency's ability to undertake this project)*

Portland State University is Oregon's largest public university with over 29,000 students enrolled in its 60 undergraduate and 40 graduate programs in fine and performing arts, liberal arts and sciences, business administration, education, urban and public affairs, social work, engineering and computer science. At the heart of the campus, Portland State University Library is dedicated to providing the services, facilities, expertise, support, and instruction necessary for successful learning, research and engagement for students, faculty and the greater community. Over 950,000 people passed through the Library's doors in the last year. Special Collections is an active unit of the Portland State University Library. It is responsible for the Library's rare books and manuscripts, archival collections, historic university records, and its photograph and audio/visual holdings. The Head of Special Collections and University Archivist, who will be serving as manager for the Oregon Historic Speakers project, has over 11 years in archives management and has overseen a number of successful grant funded projects, including proposals funded by the National Historic Records and Publication Committee and the National Film Preservation Foundation. The unit's Special Collections Technician has 14 years of professional experience at the University Library in preservation and conservation. (See attached CV for Cristine Paschild and resume for Carolee Harrison.) In addition to managing its physical collections, Special Collections works closely with the existing infrastructure of the University Library, including its library technology and cataloging departments and its digital initiatives manager, to administer, populate and maintain its own information technology systems for digital preservation and online access to its collection records, finding aids, research guides, digital exhibits and collections. (For examples, see <http://library.pdx.edu/specialcollections.html> and <http://dr.archives.pdx.edu/xmlui/>)

- *Detailed statement of problem*

The Portland State University Library holds over 250 hours of original reel-to-reel audio recordings, representing approximately 200 public speaking events recorded on the Portland State campus from the late 1950s through the 1970s. Recorded speakers span a wide array of influential public figures engaging with topics of global historical significance. These include numerous notable political, scholarly, and creative figures. A sampling from the inventory includes Robert F. Kennedy three months before his assassination, Henry Kissinger, Eugene McCarthy, Wayne Morse, Frank Ivancie, Margaret Mead, Linus Pauling, Carl Sagan, Alex

Haley, Saul Alinsky, Louis Lomax, Allen Ginsberg, Robert Lowell, Dave Brubeck, Cornel Wilde, George McGovern, Ralph Nader, Tran Van Dinh, Jean Luc Godard, Ferenc Nagy, Julian Bond, Johnetta Cole, Timothy Leary, Stokely Carmichael, Jessica Mitford, Kenneth Rexroth and past Portland State presidents Gregory Wolfe and Joseph Blumel. These unique recordings capture an important moment of intersection between global, national, and local events and perspectives, documenting the concerns, interests, and engagement of Oregonians on a broad range of issues such as urban renewal, military involvement in Vietnam, the development of Black Studies and Women's Studies in academia, the role of popular culture and youth culture in the United States, the efficacy of peaceful protest, nuclear disarmament, and the future of space exploration. At this time, however, this entire collection of recordings is entirely inaccessible. Playback in the original format may cause irreversible damage and loss due to the fragile nature of the magnetic tape medium. Currently, the University Library does not have a process in place nor the personnel to complete the delicate transfer process. As a result, these unique primary resources documenting over three decades of Oregon's participation in the national dialogue are unavailable to researchers, community members, teachers, and students. With the passing of time and the inevitable deterioration of the medium, they will be lost forever without intervention.

B. 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 goals of this project are to preserve these invaluable and unique resources and to make them easily and freely accessible to a broad range of users. The objectives to support these goals are to create preservation quality digital files from the original audio tapes and to make these files available to the public online in a streaming format. The steps to fulfilling these objectives are detailed below in bulleted points and in the project timeline.

For the first objective, the following steps will be taken:

- The project manager will hire a temporary project technician (see attached position description) and contract an audio technology consultant (see attached scope of work).
- The project team will assemble an in-house digital transfer station within the Library's Special Collections. This station will utilize existing equipment within Special Collections including a reel-to-reel tape player and a dedicated Macintosh station with Audacity, a well-known open source software for audio recording and editing. The set-up of the digital transfer station will be supervised by an audio technician consultant. The decision to create an in-house transfer station was made based on discussions with other archives and audio professionals in the area. The benefits of this approach include being able to keep one-of-a kind assets on-site and under direct supervision of the project staff; a savings in transfer costs that can be applied to support for basic metadata creation; a

more efficient work cycle that allows metadata and file management work to take place while audio transfers are in process, and the creation of a technical infrastructure that will allow Portland State to transfer additional materials in the future and to offer this support to other institutions and community partners.

- The project manager will work with the consultant to establish procedures and standards for the transfer process including audio tape handling, recording settings, file naming conventions and master file formats. These will be informed by the advice of the audio technician consultant and by best practices in the field as documented by such institutions and organizations as the Library of Congress and the International Association of Sound and Audiovisual Archives. The consultant will also assist project team with initial transfer of 2 to 3 selected tapes to test and troubleshoot transfer process
- Project technician will transfer at least 250 hours of audio recordings from reel-to-reel magnetic tape format to digital master files. Special Collections technician will quality check resulting files.
- Project technician will associate appropriate metadata with each recording file, including Dublin Core metadata terms, local vocabulary, and format specific fields. Fields will be established by project manager and approved by Portland State Library's monographic and special format cataloger. Special Collections technician will check resulting metadata for consistency and accuracy.
- Special Collections technician will archive master digital files to Library's dedicated server space and to preservation quality DVDs. Project technician will create derivative access files in format appropriate for online streaming to be loaded into project database

For the second objective the following steps will be taken:

- A web designer will be contracted by the project manager to design and customize a Web interface for the project to facilitate optimal browsing, searching, and retrieval of all recordings including an embedded audio widget to support streaming access. As part of its standard workflow, this interface will then be integrated by the University Library's Library Technologies staff with a version of an existing back-end database previously developed to facilitate online access to University oral history collections. The database will then be populated through with uploads of the project's digital access files and their associated metadata
- An assessment survey will be designed by the project manager and embedded by Library Technologies into the public interface on the individual audio file display level to gather user data for later assessment and evaluation of desired outcomes (see *E. Evaluation Method* below). A copyright statement noting that streaming access is for non-

commercial, educational purposes only and that all ownership to rights of the content, including copyright, may belong to the speaker, will also be added to the template for each individual recording, to be displayed directly under the streaming media player.

- After usability and functionality testing overseen by the project manager and the Special Collections technician, the Oregon Historic Speakers site will go live a part of the University Library's website (<http://library.pdx.edu/>)
- In addition to access via the Oregon Historic Speakers site, the University Library's cataloging department will process each new file as a Special Collections accession, creating a MARC collection record to be uploaded to the Library's local catalog, Vikat and to the WorldCat union catalog. All Vikat records will contain embedded links to the referenced audio file. The project manager will create a finding aid, including item level records for each recording, to be added to the Library's local archives management system, Archon, (<http://archon.archives.pdx.edu/>) and uploaded to the Orbis Cascade Alliance's Northwest Digital Archives search portal (<http://nwda.orbiscascade.org/>)
- The availability of the online collection will be promoted by the project team through targeted press releases and e-mails, outreach to local historical and educational groups, blog posts, newsletter entries and the Library's and University's social media outlets. Special Collections will also work with the University Library's liaison librarians to inform faculty, particularly in the fields of history, black studies, women studies, and primary and secondary education.

Project timeline:

- February 2013
 - Hire temporary project technician
 - Contract audio technician consultant
 - With consultant, project team evaluates physical condition of audio collection and flags any recordings that may require special handling
 - With consultant, project team to set-up hardware and software for digital transfer station
 - With consultant, project team to create and test process for analog to digital transfer
 - With consultant, project manager will document steps for transfer process and project standards for file format, file naming, quality check, storage and back-up
 - Project manager creates queue of audio tapes for transfer

- March 2013
 - Special Collections technician trains project technician on transfer process
 - Project manager establishes metadata fields and standards for resulting files.
 - Project technician begins transfer of audio tapes
- April – July 2013
 - Transfer process continues
 - Technician populates metadata fields in project spreadsheet for each digital file upon completion of each transfer
 - Project team regularly check progress and quality of digital audio files, metadata spreadsheet, and post-transfer audio tapes
- August – September 2013
 - Transfer processes continues, if necessary
 - Project manager works with Library Technologies to begin upload of digital audio files and corresponding metadata into back-end database for online access
 - Web design consultant begins work on public interface design. Design reviewed and revised in consultation with project team, and with library technology department as needed.
- October – November 2013
 - Web design completed, attached to back-end database and mounted on library's development server.
 - Functional and usability testing of database performed. Troubleshooting as needed.
 - Assessment survey design and content completed and survey tool embedded in public interface
- December 2013 – January 2014
 - Database live to public
 - Outreach and promotion
- By January 31, 2014

-Grant project report completed including analysis of assessment data and plan for continuation and further development of resource

C. Budget narrative

The proposed total budget for this project is \$17,493. This includes a request for LSTA funding of \$9,932. This includes funds to support a temporary project technician for 250 hours at \$15.00 + 16.5% OPE for a total of \$4370; \$1,500 to contract an audio technology consultant; \$3500 for the design and creation of the public Web interface as a contracted service; and indirect costs of \$562 (See attached Portland State University Federally improved indirect cost plan). Portland State University Library's contribution will include the Head of Special Collections and University Archivist will dedicate 5% of her time as the project's manager and a Special Collections Library Technician will put 60 hours of time into project support. The Library will also cover the cost of acquiring archival quality DVDs as a component of the digital preservation plan described above at an estimated cost of \$300.

Once completed, this project will be maintained by the Special Collections unit of the Portland State University Library as one of its ongoing digital resources. Special Collections will also continue to provide user support including reference and research assistance tied to the collection. Technical support, including maintenance of the database and user interface, any needed technology upgrades, and regular back-up and file integrity checks will be addressed by the Library Technology unit.

D. Evaluation method

Special Collections regularly uses Google Analytics to track and analyze visits, downloads, and other uses of its digital resources. For this project, special attention will be paid to the referral sources and search terms that bring visitors to the project site in order to optimize outreach efforts and searchable metadata to increase discoverability. Google Analytics will also be used to identify and track items of high interest for future project planning.

In addition, the project manager will create a survey to gather data to evaluate the impact of the project based on the success rate for the desired outcome of user satisfaction. This will be determined through an analysis of the information received via survey questions designed to address the following:

- Did the users find the resources they were looking for?
- Was the format and accessibility of the resource satisfactory?
- Was the content useful to them? If not, why?
- What other related content or resources would also be useful to them?
- Are our users the target audience we anticipated?

This survey will be embedded within the project website on the level of individual item record and will be active with the public launch of the site. It will be delivered via a survey platform adopted by the University Library for assessment purposes or, if necessary, through a dedicated Survey Monkey account. Results will be monitored regularly by Special Collections with a comprehensive review to continue at six month intervals. Data both quantitative and qualitative will be used to improve the ongoing successful outcome of the Oregon Historic Speakers project and to inform future project planning for additional digital collections or other digital learning objects that can complement the Oregon Historic Speakers collection. It is hoped that this information will help Portland State University Library both optimize this resource and to identify potential opportunities for collaboration with other Oregon educational and cultural heritage institutions interested in building digital historical resources for our community.