

**Brief Grant Proposal for New Projects  
Library Services and Technology Act FFY2011**

This form is available for download in Microsoft Word on our web site via:  
http://www.oregon.gov/OSL/LD/grantmainalt.shtml. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. The deadline for receipt of this proposal is **5:00 pm on Friday April 16, 2010.** Use form **Appendix D** if applying for a second or third year of funding.

**General Information**

**Project Title:** Randall V. Mills Archives of Northwest Folklore Preservation and Access Project for Media Collections

**Applicant:** University of Oregon

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**Fiscal Agent (if different than Applicant):**

**Authorized by:** Jason Wagoner  
Administrator – Pre-Award

**Title:** Senior Sponsored Projects

**Signature:**

**Date:**

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE  X 1<sup>st</sup> YEAR OF A  ONE YEAR GRANT PROJECT.  
 TWO YEAR  
X  THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY \_\_\_ OF THIS ORGANIZATION'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 16, 2010.** **Faxed copies will not be accepted.** Mail or deliver **one copy** of your proposal 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, to [ann.reed@state.or.us](mailto:ann.reed@state.or.us). This does not substitute for the signed, mailed copy.*

Project Proposal

**Section 1. Insert the exact text of the single most relevant goal and high-level outcome from the *Library Services and Technology Act (LSTA) Five-Year State Plan* that will be addressed by the grant project.**

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

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

**Section 2. Describe the problem that will be addressed by the proposed grant project.**

The Randall V. Mills Archives of Northwest Folklore is a regional repository of multi-format, ethnographic collections documenting the customary beliefs, social practices, and material traits of cultural, religious, occupational, and ethnic groups throughout Oregon and the Northwest from the 1950s to the present. Collections include primary resources documenting communities underrepresented in the cultural record of the region and underserved by cultural heritage organizations. These resources have significant potential for use in classroom instruction, research, cultural programming, and public presentation.

Access to the Mills collections is severely limited as a result of professional, but outdated, archives management practices and tools, particularly in the areas of resource description and digital preservation. Until recently, Mills Archives described collections in card catalogs and paper finding aids. Consequently, Mills Archives collections are heavily used, but only by Folklore Program faculty and students and only within the Mills Archives reading room.

The UO Folklore Program with UO Libraries anticipates acquiring the archives collections of the Oregon Folklife Program (OFP), Oregon's statewide public folklore association until 2009. This collection comprises multi-format documentation of the traditional arts and practices of Oregon communities from the 1980s-2009 when the organization was discontinued. Mills Archives has the technical expertise and the commitment to document, preserve, and increase the accessibility of folklore practices of diverse communities in the state. However, its outdated management practices limit its capacity to manage OFP materials.

**Section 3. 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 briefly the activities that will be undertaken to meet each objective.**

Mills Archives will update its practices of resource description to include records in the UO Libraries Catalog and contribute collection finding aids to the Northwest Digital Archives (NWDA), a union database of Encoded Archival Description finding aids for regional archives. It will improve its management of media collections and work with UO Libraries to preserve and provide electronic access in complement to the Libraries' digital collections program.

We propose a three-year project: Year 1 dedicated to the Mills's collections, Year 2 to finishing Mills's and starting OFP's, and Year 3 to OFP's. Funds will be used to hire two Graduate Teaching Fellows (GTFs) and support publicity and outreach. Building on our recent collaboration with UO Libraries to implement the Archivists' Toolkit database system, we propose three strategic activities to continue to improve access to collections and expand capacity to produce and deliver digital content:

**1. Preservation survey and inventory of media materials:** A) Conduct an inventory and assessment of sound recordings, moving images, and still images to improve the physical and intellectual control of media materials and develop procedures for performing this work with the

OFF and other collections. B) Add item records for all media materials to existing collection records in the Archivists’ Toolkit database, enabling the Archives to publish rich and accurate finding aids to the NWDA. C) The risk assessment will allow us to pursue an informed digital preservation and access program. D) Perform collection stabilization measures, such as the separation and re-housing of media materials. E) Import item-level metadata into the database.

**2. Publication of findings aids to NWDA and catalog records to UO Libraries Catalog:**

Publish collection finding aids for approximately 3,500 student folklore fieldwork collections to the NWDA database and coordinate the creation and addition of MARC records to the UO Libraries Catalog in order to increase discovery of collections on campus and in the region.

**3. Launch digital image collection and develop digital preservation procedures:**

In order to digitally preserve and provide online access to collection materials, we will develop a digital image collection in partnership with the UO Libraries’ Visual Resources Center. We will scan 6,000 slides in the Folk Art of the Oregon Country fieldwork project and the UO Libraries will launch a folklore digital collection available to the public. We will also develop policies and procedures for digital preservation and access to other media materials in the Archives, necessary for digitizing OFF materials in the future.

Upon completing these activities, we will publicize our collections by producing literature for distribution to cultural heritage institutions and cultural communities in Oregon. The Archives Manager and GTFs will also present at the Northwest Archivists’ annual meeting.

**Section 4. Provide specifics about the project budget.**

The budget includes expenses related to employment of Graduate Teaching Fellows, materials for collection stabilization measures, materials for the production and distribution of promotional literature, and travel expenses to participate in the Northwest Archivists’ annual meeting.

- **Personnel and Benefits:** 2 GTF positions (.4 FTE ) for one year. Expenses include the benefits package offered to all UO GTFs, which includes health insurance, fees, and tuition.
- **Supplies:** 500 color pamphlets, 500 color flyers: \$430
- **Travel/Conference costs:** Registration (3): \$525; transportation (motor pool shared vehicle to/from Seattle): \$200; lodging (2 nights, 3 rooms): \$900; meals (3 days @ \$65 x 3): \$585
- **Library Materials/Housing and storage for media materials:** Audio/Visual Microform Storage Cabinet: \$975; print and slide housing: \$200; audio and video housing: \$200 (estimates based on review of current prices in appropriate catalogs.)

**Section 5. Proposed project budget summary (Use this format – do not alter it):**

Item	Local Cash	Local In-kind	LSTA	Total
Personnel			\$18,498	\$18,498
Benefits			\$29,428	\$29,428
Travel			\$1,625	\$1,625
Equipment				\$0
Supplies			\$430	\$430
Contractual				\$0
Library Materials			\$1,375	\$1,375
<b>Total Direct Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,356</b>	<b>\$51,356</b>
<i>Indirect Charges</i>	\$0	\$0	\$3,081	\$3,081
<b>Total Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$54,437</b>	<b>\$54,437</b>

Proposed second year LSTA amount: 55,000 Proposed third year LSTA amount: 55,000