

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

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. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 13, 2010**.

Part I: General Information

1. Project title: Oregon Folklife Collections Access Project
2. Applicant: University of Oregon
3. Address: c/o Office of Research Services and Administration
5219 University of Oregon
1600 Mill Race Drive, Suite 106
Eugene, OR 97403-5219
4. Contact person: Lisa Gilman Phone: 541-346-3967
Email: imgilman@uoregon.edu
5. Fiscal agent (if different than applicant):
Authorized by: Rebecca Roby **Title:** Sponsored Projects Administrator
6. Project URL (if any):
Archives of Northwest Folklore: <http://www.uoregon.edu/~flr/welcome/archives.htm>
Northwest Folklife Digital Collection: <http://oregondigital.org/digcol/folklore/>
7. U.S. Congressional District: Oregon's 4th congressional district
8. List geographic target area to be served by the project: Oregon
9. Estimated number of persons benefiting from the project: 3,000
10. Description of persons benefiting from the project:
UO Folklore Program faculty and students
University of Oregon faculty and students
Individuals and communities documented in fieldwork collections
Traditional artists in Oregon
11. List partnering organizations. All partnering organizations must also sign section IV.1.
See instructions for guidance on partners versus participants.
University of Oregon Libraries
Oregon Folklife Network

12. Project abstract (one paragraph):

The UO Folklore Program seeks a multi-year, LSTA grant to improve public access to Oregon folklife collections in the Randall V. Mills Archives of Northwest Folklore and the Oregon Folklife Network, formerly the Oregon Folklife Program. These resources document communities that are underrepresented in the cultural record of the region and underserved by cultural heritage organizations; they have great potential for use in classroom instruction, academic research, cultural programming and public presentation; and they belong to the people and communities of Oregon. The project will build on a previous collaboration between the Folklore Program and the UO Libraries to implement the Archivists' Toolkit and develop a database for 3,500 fieldwork collections. In the first year the Archives will complete three major activities: 1) Inventory and preservation survey of media materials in the Archives' collections; 2) Publication of findings aids and catalog records for these collections in Northwest Digital Archives (NWDA), UO Libraries Catalog, and OCLC WorldCat; 3) Development of a Northwest Folklife Digital Collection, managed by the UO Libraries and including content from these collections and those of the Oregon Folklife Network. The Archives will develop tools and procedures for collection inventory, assessment, description, and preservation which it will use in the second and third years to create access to Oregon Folklife Network collections, using the Archivists' Toolkit to build a collections database and publish finding aids and catalog records to online databases. Project goals are to: 1) Improve discovery of and access to Oregon folklife collections by the public; 2) Develop the Archives' capacity to efficiently and effectively provide access to collections for the public and in support of Oregon Folklife Network programs.

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.

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

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

The Archives of Northwest Folklore will continue to improve the management of its collections and services in cooperation with the UO Libraries and the Oregon Folklife Network and under the direction of the part-time Archivist, who occupies a permanent position funded jointly by the College of Arts and Sciences and the UO Libraries. The Archivist will be assisted by two Student Archivists, whose positions are funded by the Folklore Program. Working closely with the UO Libraries, UO Arts and Administration Program, and Oregon Folklife Network members, the Archives will continue to develop the Northwest Folklife Digital Collection created during this project, coordinating the digitization of photographs, slides, sound recordings, and moving images from folklife collections.

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.

Jodi Allison-Bunnell, NWDA Program Manager, Orbis Cascade Alliance
 George Vogt, Executive Director, 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 _____ 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		\$17,509	\$16,212	\$33,721
Benefits		\$13,912	\$16,755	\$30,667
Travel				\$0
Equipment			\$1,375	\$1,375
Supplies		\$200	\$975	\$1,175
Contractual				\$0
Library Materials				\$0
Total Direct Charges	\$0	\$31,621	\$35,317	\$66,938
Indirect Charges			\$1,384	\$1,384
Total Budget	\$0	\$31,621	\$36,701	\$68,322

Proposed second year LSTA amount: \$39,375 Proposed third year LSTA amount: \$41,343

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 UO Folklore Program seeks a multi-year grant for its Archives of Northwest Folklore in order to complete three activities that focus on the management of media materials, the publication of catalog records and finding aids, and the development of a digital library collection.

The Archives of Northwest Folklore is well-positioned to succeed in this effort due to effective leadership, qualified staff, strong institutional support, and abundant student labor. Located in the University of Oregon's Folklore Studies Program, the Archives is directed by Dr. Lisa Gilman, Director of the Folklore Program; managed by Nathan Georgitis, Archives of Northwest Folklore Archivist and Librarian at the University of Oregon Libraries; and staffed by two, part-time Student Archivists who serve in Graduate Teaching Fellow positions funded by the Folklore Program.

A collaboration with the UO Libraries from 2007 to 2009 to implement the Archivists' Toolkit database system and develop a database for 3,500 fieldwork collections led to the permanent addition of the part-time Archivist position, which is funded jointly by the UO Libraries and the College of Arts and Sciences. The Archivist, Georgitis, has a recent background in folklore studies and professional experience in archives management, cataloging and metadata, and digital collection development. He is Metadata Librarian for the UO Libraries and chair of the Northwest Digital Archives' Standards Working Group. As such he has strong working relationships with individuals and organizations who will collaborate on this project. Georgitis coordinated the two-year collaboration with the UO Libraries to implement the Archivists' Toolkit and in this and other capacities he successfully performed many of the tasks involved in this project. The Archivist position will allow the Archives of Northwest Folklore to continue a strong, collaborative relationship with the UO Libraries, one that makes efficient and effective use of library technologies, services, programs, and facilities to improve public access to collections with regional, cultural content.

The Oregon Folklife Program, which provided services and programs with and for folk and traditional artists, was housed at the Oregon Historical Society from 1993 through 2009. As a result of state funding reductions to support its operations, the Oregon Historical Society discontinued the program in June 2009. Following a strategic planning process initiated by the Oregon Arts Commission and involving stakeholders across the state, including the Oregon State Library, the University of Oregon was identified to serve as the as hub of a re-envisioned and reinvigorated state folklife program, renamed the Oregon Folklife Network. The Oregon Folklife Network will occupy space in the UO Libraries' Knight Library and the University of Oregon will manage Oregon Folklife Program collections, with the Archives of Northwest Folklore providing technical services and the UO Libraries Special Collections providing access and reference services. The Oregon Folklife Network is supported by a nexus of units at the University of Oregon, including the Folklore Program, the Arts and Administration Program, the Archives of Northwest Folklore, and UO Libraries' Special Collections, in addition to cultural organizations across the state, such as the Oregon Arts Commission, Oregon Cultural Trust, Oregon State Library, Oregon Historical Society, and others.

Oregon Folklife Network collections include the fieldwork documentation and administrative records generated by the Oregon Folklife Program from 1988 to 2009, which includes periods when the program was based at Lewis and Clark College, 1988-1993, and the Oregon Historical Society, 1993-2009. Collections include primary resources documenting Native Americans, refugees, rural communities, Mexican Americans, African Americans, maritime communities, and Oregon pioneer communities, among others. These collections afford an intimate view of cultural dynamics in the state. The collections are stored in approximately 100 acid-free record storage boxes totaling approximately 130 linear feet. Materials include fieldwork documentation in the form of still images (color and monochrome prints and negatives, color slides, digital

image files), audio recordings (analog audio cassettes, DAT, CD-DA discs), video recordings (VHS, Umatic, Hi8, MiniDV, DVD-Video discs), transcripts (paper and digital word processing files), field notes, artist information sheets, release forms, ephemera and background materials. The collections also include a material culture collection.

B. Detailed statement of problem

The 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 that document communities that are underrepresented in the cultural record of the region and underserved by cultural heritage organizations. These resources have significant potential for use in classroom instruction, academic research, cultural programming, and public presentation.

Archives of Northwest Folklore collections are used extensively by Folklore Program faculty and students, as evidenced by use statistics collected by the Archives. However, access to these collections beyond the Folklore Program is severely limited as a result of outdated, archives management practices and tools, particularly in the areas of resource description and digital preservation, which are so important to the discovery and use of collections. Specifically, until recently the Archives of Northwest Folklore described collections in card catalogs and paper finding aids which limited use of collections primarily to Folklore Program faculty and students.

From 2007 to 2009 the Archives collaborated with the UO Libraries to implement the Archivists' Toolkit database system and develop a collections database for 3,500 folklore fieldwork collections. This project received financial support from the Arts and Administration Program, the College of Arts and Sciences, and the Libraries, and was presented as a model for other folklore archives at an annual meeting of the American Folklore Society. The project greatly improved access to collections for Folklore Program faculty and students. In order to extend this access to the campus, documented communities, and the public, the Archives must export MARC records and EAD finding aids from the Archivists' Toolkit to the UO Libraries Catalog and the Northwest Digital Archives, a online database of guides to primary resources in the region.

Oregon Folklife Network collections currently are inaccessible. In summer 2009 the UO Folklore Program hired Folklore Archivist Andy Kolovos of the Vermont Folklife Center to conduct a survey of the collections at the Oregon Historical Society with the goal of assessing the collections from the perspectives of access and preservation. He determined the following: 1) The materials, which lack item-level description, are organized according to two distinct systems that can be reconciled only via both a Microsoft Access database and a box inventory list created by the Oregon Folklife Program. In their current state the materials are extremely difficult to access. 2) Current storage in acid-free record storage boxes is inappropriate for long-term preservation. In general, most individual items are inappropriately housed for long-term storage. Many media formats represented in the collection are threatened by obsolescence and deterioration. 3) Materials are both a record of the work of the Oregon Folklife Program and a record of the individuals and communities documented. Materials are vital to the continuance of folklife research in the state of Oregon. 4) It is vital to insure that all documentation of the collection, including database files and digital and print documents, is saved and transferred with

the collection. Work must be done to complete the documentation of the collection so materials are accessible. Materials in the collection require rehousing. Preservation digitization of audio and video materials is a necessity or content will be lost or inaccessible. Image materials should be digitized for access and preservation purposes. The Oregon Folklife Program materials should be saved and, most importantly, put to use as a part of future folklife research and programming in the state.

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)

The Archives of Northwest Folklore will improve public access to Oregon folklife materials in Archives of Northwest Folklore and Oregon Folklore Network collections through a three-year project that will make effective use of existing library technologies and programs, in particular the Archivists' Toolkit database system—a free and open-source archival data management system that facilitates automated publication of finding aids and catalog records—and the Northwest Digital Archives—an Orbis Cascade Alliance program that provides enhanced access to finding aids for primary sources in the Northwest through a public, online database. The project will focus on the management of media materials, the publication of finding aids and catalog records to library catalogs and online databases, and the development of an Northwest folklife digital collection. In the first year of the project, the Archives will focus on its own collections, enhancing existing collection-level records in the Archivists' Toolkit database with item-level information and publishing finding aids and catalog records to online library catalogs and databases. In the second and third years of the project, the Archives will focus on Oregon Folklore Program collections, using the tools and procedures it developed during the first year to inventory collections, prioritize materials for preservation, and publish finding aids and catalog records. The primary goal of this project is to improve public access to Oregon folklife collections for purposes of classroom instruction, academic research, cultural programming, public presentation, and personal enrichment. The secondary goal of this project is to build the Archives' capacity to readily provide access to folklife collections as they are created by the Oregon Folklife Network, which will initiate public programming in Fall 2010.

In the first year of the project, the Archives will hire with grant funds one part-time Graduate Teaching Fellow for one year as a Student Archivist to work with the Archivist and one additional, part-time Student Archivist to complete the following activities: 1) Inventory and preservation survey of media materials in Archives of Northwest Folklore collections; 2) Publication of findings aids and catalog records for Archives of Northwest Folklore collections in Northwest Digital Archives, UO Libraries Catalog and OCLC WorldCat; 3) Development of Northwest Folklife Digital Collection and creation of digital preservation and access procedures for photographs, moving images, and sound recordings. Secondary activities undertaken in the first year of the grant will include: 1) Promotion of the collections to cultural and educational organizations and communities in Oregon; 2) Development of the Archives of Northwest Folklore's Web site to aid discovery of and access to collections; 3) Presentation of the project at the Northwest Archivists' Annual Meeting.

During the first year of the project, the Archives of Northwest Folklore will develop or adapt procedures and tools for collection inventory, preservation assessment, resource description, and

digital preservation. In the second and third years of the project, the Archives will use these resources to provide technical services in support of Oregon Folklife Network collections. Specifically, the Archives will conduct inventories and preservation assessments of Oregon Folklife Network collections then use the Archivists' Toolkit system to publish collection finding aids and catalog records to online databases and library catalogs.

The project activities and their objectives, timelines, and measures are outlined below.

1) Inventory and preservation assessment of media materials

Timeline: Year 1, Feb. 2011-Aug 2011

The objective of this activity is to inventory and assess the sound recordings, moving images, and still images in Archives of Northwest Folklore collections in order to publish rich and accurate collection finding aids and to establish priorities for preservation and access. Through this work the Archives will develop or adapt inventory and assessment procedures and tools that will allow it to inventory and assess Oregon Folklife Network collections in the second and third years of the project.

In consultation with the Archives Director, the Archivist will develop local procedures and adapt existing inventory and assessment tools for local use. Under the direction of the Archivist, Student Archivists, including one hired with grant funds, will inventory all sound recordings, moving images, still images, and computer media in 3,500 folklore fieldwork collections, approximately 2,300 items. Additional Student Assistants hired with grant funds at Federal Work-Study Program rates will contribute to the inventory as necessary to ensure the timely completion of this task.

The inventory will involve the review of groups of sound recordings, films and videos, and slides that are stored separately and described in paper indexes. The survey will also involve the separation of media materials, particularly photographs and slides, from paper files in 20 file cabinet drawers. These materials will be rehoused as necessary and stored separately using supplies purchased with grant funds. As part of the inventory, the Archivist, Student Archivists, and Student Assistants will conduct preservation assessments of media materials by media type. As the inventory is completed, the Archivist will import item-level metadata into existing collection-level records in the Archivists' Toolkit database. This will allow the publication of finding aids and catalog records to library catalogs and databases in the next project activity.

Progress on the inventory and preservation survey will be marked by the following:

- development of survey procedures and tools by Archivist (in progress, done Mar. 1, 2011)
- completion of inventories for media types by Student Archivists, Student Assistants
 - sound recordings (in progress, done Mar. 1, 2011)
 - films and videotapes (done Apr. 1, 2011)
 - slides, negatives, prints (done May 15, 2011)
- completion of preservation assessments by Archivist, Student Archivists (done June 1, 2011)
- purchase of required housing and storage supplies by Archivist (done June 15, 2011)
- re-housing of media in files by Student Archivists, Student Assts. (done Aug. 31, 2011)
- import of survey spreadsheet data into the Archivists Toolkit (done Aug. 31, 2011)

2) Publication of findings aids and catalog records in online library databases

Timeline: Year 1, Sept. 2011-Nov. 2011

The objective of this activity is to increase discovery of collections on campus and across the region by adding catalog records to the UO Libraries Catalog and OCLC WorldCat, and adding finding aids to Northwest Digital Archives, an online database of finding aids to archives collections in the region.

The Archivist will coordinate the Archives of Northwest Folklore's membership in the Northwest Digital Archives with the NWDA Program Manager. (UO Libraries' membership in this Orbis Cascade Alliance program allows the Archives of Northwest Folklore to participate free of cost.) The Archivist and Student Archivists will publish Encoded Archival Description (EAD) finding aids for folklore fieldwork collections from the Archivists' Toolkit and submit them to the Northwest Digital Archives database. The Archivist and Student Archivists will create collection-level, MARC records for series of fieldwork collections using data from the Archivists Toolkit database. The Archivist will coordinate the addition of these records to the UO Libraries Catalog and to OCLC WorldCat.

The Archives Director and the Archivist will hire a student Web Developer to add the following components to the Archives of Northwest Folklore's Web site: policy statements governing access to and use of collections; and subject guides to topics covered by collections with links to online finding aids. The Archivist and the Student Archivists will develop the contents of these policy statements and subject guides from existing documentation. The Web pages will be linked to online finding aids in order to facilitate discovery and use of collections.

The Archives will measure its success in these activities by monitoring the use of finding aids and the use of collections. Northwest Digital Archives provides statistics on the use of online finding aids as a service to program members and the Archives of Northwest Folklore currently collects reference statistics for collections.

Progress on publication of finding aids and catalog records will be marked by the following:

- membership in the Northwest Digital Archives by Archivist (done Sept. 15, 2011)
- addition of EAD finding aids to NWDA database by Archivist (done Nov. 1, 2011)
- addition of MARC records to library catalogs by Archivist (done Nov. 1, 2011)
- indexing of EAD finding aids by Google and other search engines (done ca. Nov. 31, 2011)
- hiring of student Web Developer by Archives Director and Archivist (done Oct. 15, 2011)
- addition of policies, guides to Web site by Web Developer, Archivist (done Nov. 31, 2011)

3. Development of Northwest Folklife Digital Collection and procedures for digital preservation and access to collections

Timeline: Year 1, Sept. 2011-Jan. 2012

The goal of this activity is to provide public access to collections by completing an ongoing, digital preservation project and launching a digital library collection in collaboration with the UO Libraries. As part of this activity, the Archives will establish policies and procedures for digitizing photographs, sound recordings, and moving images for preservation and access.

In 2009 the Archives of Northwest Folklore partnered with the UO Libraries' Visual Resources Center to begin the development of a digital library collection of folklore materials drawn from fieldwork collections. The project team decided to begin with the Oregon Arts Commission's Folk Art of the Oregon Country project records, a collection of 7,000 slides that document folk artists and folk art in cultural communities across Oregon, circa 1979.

Student Archivists already have scanned 2,500 slides using equipment in the Visual Resources Center. Student archivists annotated images with descriptions provided by fieldworkers and assigned subject headings from the Ethnographic Thesaurus, a vocabulary developed by the American Folklore Society to improve access to information about folklore, ethnomusicology, cultural anthropology, and related fields.

Under the direction of the Archivist, Student Archivists will complete scanning of 2,500 of the remaining 4,500 slides in the Folk Art of the Oregon Country project records, using scanning facilities in the UO Libraries' Visual Resources Center. As necessary, the Archivist will hire additional Students Assistants with grant funds at Federal Work-Study Program rates to contribute to the scanning effort. UO Libraries' Image Services will assist by scanning the last 1,000 slides, if necessary. The Archivist and the UO Libraries' Digital Collections Coordinator will coordinate the addition of the digital images and metadata to the Northwest Folklife Digital Collection in the Libraries' CONTENTdm digital asset management system. The Archivist will prepare a finding aid and catalog record for the collection with links to the digital collection. The Archivists will submit the finding aid to the Northwest Digital Archives and the catalog record to the UO Libraries' Catalog and OCLC WorldCat.

The Archivist and Student Archivists will consult with UO Libraries' Digital Collections Coordinator Karen Estlund, Head of Special Collections and University Archives James Fox, and other UO Libraries staff to define procedures for providing preservation and access services for other media materials in Archives of Northwest Folklore collections, specifically sound recordings, moving images, and manuscripts. This project will not include any digitization for preservation and access. However, the development of procedures will provide a framework for future efforts with Archives of Northwest Folklore collections and Oregon Folklife Network collections.

Progress on this activity will be marked by the following:

- completion of slide scanning by Student Archivists, Assts. (in progress, done Dec. 1, 2011)
- completion of EAD finding aid by Archivist (in progress, done Jan. 1, 2012)
- upload of metadata, digital images to digital collection by UO Libraries (done Jan. 31, 2012)
- publication of EAD finding aid in NWDA by Archivist (done Jan. 31, 2012)
- completion of preservation/access procedures for media by Archivist (done Jan. 1, 2012)

4. Publicity of Archives of Northwest Folklore collections and Northwest Folklife Digital Collection

Timeline: Year 1, Nov. 2011-Jan. 2012

The goal of this activity is to raise awareness of Oregon folklife materials in Archives of Northwest Folklore and Oregon Folklife Network collections through a direct mailing to educational and cultural organizations and communities across Oregon.

The Archivist and Student Archivists will design and produce a color pamphlet and a color flyer for distribution. The Archivist and the Archives Director will compile a list of educational and cultural organizations and communities in Oregon. The Student Archivists will mail promotional materials.

Progress on this activity will be marked by the following:

- completion of design of pamphlet and flyer (done Dec. 1, 2011)
- completion of production of pamphlet and flyer (done Jan. 15, 2012)
- completion of mailing list (done Dec. 1, 2011)
- delivery of pamphlets and flyers (done Jan. 31, 2012)

5. Presentation of project at Northwest Archivists Annual Meeting in Helena, Montana

Timeline: Year 2, Apr. 2012

The goal of this activity is to raise awareness of Oregon folklife collections in Archives of Northwest Folklore and Oregon Folklife Network collections among Pacific Northwest archivists and archives.

The Archivist and Student Archivists will develop a presentation on the work and results of the project. The presentation will focus on activities covered in the first year of the project, and provide an overview of upcoming activities. The Archivist and Student Archivists will use this opportunity to add names of organizations to the mailing list for promotional materials.

Progress on this activity will be marked by the following:

- submission of presentation proposal to Northwest Archivists program committee
- presentation at Northwest Archivists annual meeting

6. Inventory and preservation assessment of Oregon Folklife Network collections

Timeline: Year 2, Feb. 2012-July 2013

The objective of this activity is to inventory and assess the materials in Oregon Folklife Network collections in order to publish rich and accurate collection finding aids and to establish priorities for preservation and access.

The Archivist will review existing, collection-level inventories, box lists, and databases. The Archivist will plan the migration of existing collection- and item-level information into EAD xml for import into Archivists' Toolkit. Student Archivists will execute data conversion and cleanup. The Archivist will identify collections that require additional collection- and item-level inventory work. Student Archivists will perform inventory work, using tools adapted for local use during the first year of the project. As part of the inventory, the Archivist and Student Archivists will conduct a preservation assessment of media materials by media type. As inventories are completed, the Archivist will import collection- and item-level metadata into the Archivists' Toolkit database, which will allow the publication of rich and accurate finding aids and catalog records to online, public access catalogs and databases.

Progress on this activity will be marked by the following:

- completion of list of Oregon Folklife Network collections
- completion of data migration plan for all collections

- identification of collections requiring additional inventory work
- completion of additional inventory work
- completion of preservation assessment worksheets for media by type
- import of data for all collections into Archivists’ Toolkit

7. Publication of findings aids and catalog records for Oregon Folklife Network collections

Timeline: Year 3, Aug. 2013-Jan. 2014

The goal of this activity is to increase discovery of Oregon Folklife Network collections on campus and across the region by adding catalog records to the UO Libraries Catalog and OCLC WorldCat, and adding finding aids to Northwest Digital Archives, an online database of finding aids to archives collections in the region.

Using Archivists’ Toolkit, the Archivist and Student Archivists will publish finding aids and catalog records. Student Archivists will submit finding aids to the Northwest Digital Archives using NWDA’s Document Submission Tool. The Archivist will load catalog records into the UO Libraries Catalog and OCLC WorldCat.

Progress on this activity will be marked by the following:

- addition of EAD finding aids to NWDA database
- addition of MARC records to UO Libraries catalog and OCLC WorldCat
- indexing of EAD finding aids by Google and other search engines

D. Budget narrative

The Archives of Northwest Folklore will meet project expenses through a balance of LSTA grant funds and in-kind contributions from the Folklore Studies Program. These expenses are summarized below.

Personnel/Benefits: \$32,967 total grant \$31,421 total in-kind

Grant	1 GTF, Student Archivist (.40 FTE) for 1 year (16 hrs/wk) + all benefits (including tuition)	\$25,392
Grant	Hourly Student Web Developer position	\$5,000
Grant	Hourly Student Assistants (680 hrs) (Federal Work-Study)	\$1,500
Grant	Fringe benefits - Student Web Developer, Student Asst. positions	\$1,075
	Grant sub-total	\$32,967
In-kind	1 GTF Student Archivist (.20 FTE) for 1 year (8 hrs/wk) + all benefits (including tuition)	\$12,697
In-kind	75% of Archivist position (.20 FTE) for 1 year (6 hrs/wk)	\$7,560
In-kind	5% of Archives Director position (1 FTE) for 1 year (2 hrs/wk)	\$3,200
In-kind	2.5% of Head, Special Collections position for 1 year (1 hr/wk)	\$1,893
In-kind	Fringe benefits - Archivist and Archives Director	\$5,284
In-kind	Fringe benefits - Head, Special Collections	\$787
	In-kind sub-total	\$31,421

Notes: Expenses for GTF Student Archivist positions reflect the benefits package offered to all University of Oregon GTFs, which includes health insurance, fees, and tuition. Funds to hire

student assistants by the hour at the Federal Work-Study Program rates will allow the Archives to complete project work without hiring an additional GTF Student Archivist position, as indicated in the brief proposal. Federal Work-Study Program students will earn approximately \$8.80 per hour, with only 25% of that cost, or \$2.20 per hour, paid by the Archives with grant funds.

Equipment/Supplies: \$1,375 total grant \$0 total in-kind

Grant	Audio/visual microform storage cabinet	\$975
Grant	Photograph and slide housing	\$200
Grant	Audio and video housing	\$200

Notes: Estimates based on review of current prices in appropriate catalogs.

Publicity: \$975 total grant \$200 total in-kind

Grant	Material/production costs for 500 color pamphlets, 500 color flyers	\$975
In-kind	Postage and handling	\$200

Notes: Estimates based on quote from University of Oregon Printing Services.

E. Evaluation method

The Archives of Northwest Folklore will prepare an assessment plan for the project in collaboration with the UO Libraries' Assessment Team. The assessment plan will involve the collection and review of the following data: Google analytics data for online, finding aids provided by NWDA; Google analytics data for online, digital collection provided by UO Libraries' Digital Collections Program; Google analytics data for Archives of Northwest Folklore web site provided by the Folklore Program; reference data for patron visits and collection use from the Archives' visitors log.

The Archives of Northwest Folklore will publicize its collections and activities in the following ways. Student Archivists will produce promotional literature for distribution to educational and cultural organizations in Oregon. The Archivist and Student Archivists will also prepare email notice for general distribution to these organizations and relevant list servers. In addition, the Archivist will coordinate with UO Libraries' Director of Communications to create a Did You Know? feature and accompanying news item for the UO Libraries' home page. At the conclusion of the first year of the project, the Archivist and Student Archivists will prepare a presentation for the Northwest Archivists' Annual Meeting in Helena, Montana. The presentation will review the work completed with Archives of Northwest Folklore Collections and preview work to be completed with Oregon Folklife Network collections.

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.

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>
Deb Carver	Dean, UO Libraries		
Lisa Gilman	Oregon Folklife Network		

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

Richard Linton, Ph.D.
Name of official authorized to enter into contractual agreements for the ORGANIZATION

Vice President for Research – University of Oregon
Title

Signature Date

orsa@uoregon.edu
Email

541-346-3151
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)

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 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.