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**Free Library of Philadelphia
Milestones in 20th-Century
American Children's Literature at
the Free Library of Philadelphia
Ms. Anne Lee**

Submitted: 09/04/2009

Application ID: 444

Status: Submitted

Applicant Information

Submitted Date: 09/04/2009

Status: Submitted

Name: Ms. Anne Lee

Position/Title: Chief, Materials Management Division

Institution: Free Library of Philadelphia

Email: [REDACTED]

Phone: [REDACTED]

Address: 1901 Vine Street
Philadelphia, PA 19103

Country: United States

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Collection Identification

Name of the Collection/Project: Milestones in 20th-Century American Children's Literature at the Free Library of Philadelphia

Approximate Size: 67 Boxes
47 Linear Feet
7100 Objects

The materials are listed in: Selected collections: Special Collections in Children's Literature, ed. Dolores B. Jones (1995); all surveyed by PACSCL

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Description of Content

Material Description:

The six archival collections proposed for this project -- the Lloyd Alexander, the Virginia Lee Burton, the Carolyn Haywood, the Evaline Ness, and the Tomi Ungerer collections and the Frederick R. Gardner collection of Robert Lawson -- are part of the Free Library of Philadelphia's Children's Literature Research Collection (CLRC) and were included among 59 unprocessed Free Library special collections described in a recent survey by the Philadelphia Area Consortium of Special Collections Libraries (PACSL). The collections vary in size and contain a wide range of archival material, including original manuscripts, notes, etchings, drawings, illustrations, sketchbooks, correspondence, galley proofs, mock-ups, dummies, color separations, tapes, photographs, and slides, as well as some published books and reviews. Each of the individuals to whom these materials relate made important contributions to 20th-century American children's literature as the authors and/or illustrators of well-known and enduring children's books. Five of them won nationally-recognized literary awards for their work, such as the Caldecott and Newbery medals, the National Book Award, and the Hans Christian Andersen Award. Together, the archival materials in these collections offer key resources for studying the literary and stylistic development of these six authors and illustrators as well as valuable insight into the nature and development of 20th-century American children's literature and culture.

What period do the materials cover?

1910 AD - 1990 AD

What is the geographic scope of the project?

The text materials are in English, and all materials are primarily related to children's literature produced and published in the United States.

Format:

Text
Image
Audio
Book
Manuscript
Work of Art
Artifact

Preliminary finding aid or description of this collection/project:

Yes

Collection/Project URL:

<http://libwww.freelibrary.org/collections/collectionDetail.cfm?id=3>

Are the contents of the collection(s) in any way at risk or endangered?

No

Does the holding institution have a conservation plan for these materials?

No

Are there physical or artifactual characteristics of the materials that would inhibit either the cataloging effort or future digitization?

No

Does the institution hold the rights to these materials, including the rights or permission to digitize the materials at a future date? Explain any limitation, embargoes, or other restrictions.

Yes

What is the access policy with respect to the use of these materials?

The materials in these collections do not circulate but are available to all, by appointment, for use in either the Rare Book Department or the Children's Department at the Parkway Central Library, depending on the location of the collection. Materials are restricted as much as possible to scholarly and professional purposes, although, as a public institution, the Free Library also accommodates requests from interested members of the general public. Patrons must show some form of identification and complete a registration form. Materials are retrieved from and returned to storage areas by Library staff. Pencils (no pens), laptops, cell phones, and the use of digital cameras without flash are allowed in the reading rooms. Subject to copyright laws and a reproduction fee, Library staff can provide scans and other images of requested material.

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Value and Significance

Describe the value of the collection(s) to scholarship and the ways that scholarship would be enriched by greater access to these materials.

Cataloging the Library's Lloyd Alexander, Virginia Lee Burton, Carolyn Haywood, Robert Lawson, Evaline Ness, and Tomi Ungerer collections would close significant gaps in related archival material at other institutions. For example, few of Alexander's papers have yet been cataloged anywhere. The Library's nearly 800 items -- including drafts, notes, and illustrations pertaining to all 5 books in The Chronicles of Prydain and many other books by Alexander; correspondence; and early advertising and translation work -- would dramatically increase available primary source material, especially when combined with the Ness papers, about 30 illustrations, mostly for the Prydain series and related Alexander titles. Other Ness collections typically do not include any of her work for Alexander's books. The Library's Haywood collection is one of the most extensive extant. The estimated 4,000 typescripts, original art, and other items relate to at least 45 titles written and/or illustrated by Haywood, span nearly the breadth of her career, and comprehensively illuminate her artistic process. The nearly 300 items in the Burton papers, mostly art work, are almost all related to Burton's last book, Life Story. Burton created multiple variants of each illustration before selecting a final version; the collection represents an extraordinary resource for in-depth study of the book's development. The Library's considerable Lawson collection, nearly 1,900 items originally collected by Frederick Gardner, provides detailed insight into Lawson's life, stories, and art, from manuscripts and drawings for many of his works, some unpublished; to greeting and holiday card designs; to correspondence and photos of the Lawsons and Rabbit Hill (for which Lawson's 1945 Newbery Medal-winning story was named). Among the gems in the 100-item Ungerer collection is a short handwritten sketch about the origins of the Mellops, the titular family of pigs in several of Ungerer's best-known children's books.

These collections were chosen for their depth and quality and because their respective author-illustrators made significant contributions to 20th-century American children's literature. The thousands of unique items in these collections would significantly expand existing information about six key figures and would be of interest to researchers in a range of fields, including literature, history, childhood education, library science, and the visual arts. Additionally, the collections' exceptionally rich visual material holds tremendous potential for digital reproduction online. Existing digital collections of children's literature, such as the Baldwin Library Digital Collection, either do not cover the same time period or focus on digitizing full, published works. Laying the groundwork for future digitization of these well-known authors' and illustrators' production materials would help establish a unique online resource for studying the history of the book and the creative process.

Identify other collections (if any), not held by the applicant institution(s), whose value would be enriched as a result of improved access to these materials. If there are no such collections, please denote this by entering "N/A" in the space below.

Improved access to the unique archival material in the Free Library's Children's Literature Research Collection would complement and extend the range of related archival holdings in several other institutions, including the University of Minnesota's Children's Literature Research Collections, which holds material related to Evaline Ness, Tomi Ungerer, Virginia Lee Burton, Carolyn Haywood, and Robert Lawson; the University of Mississippi's de Grummond Children's Literature Collection, which holds material related to Ness, Haywood, and Lawson; the University of Oregon's Division of Special Collections, which holds material related to Burton; Brigham Young University's L. Tom Perry Special Collections, which holds material related to Lloyd Alexander, and the Tomi Ungerer Museum in Strasbourg, France.

Describe any innovative aspects of cataloging, archival descriptions, and dissemination.

The Library has structured this project to take advantage of two key existing resources -- specialized graduate programs at local universities and our existing online digital collections database. Taking a form-based approach to generating finding aids allows the Library to efficiently channel most of the actual cataloging work through grant-funded graduate student catalogers/archivists, who will be able to enter data into a template with minimal training and oversight. The students, drawn from library science and archival education programs at Drexel University and Temple University, respectively, will in turn gain critical library, archival, and cataloging experience and will be able to fulfill

programmatic internship requirements.

The resulting finding aids will be linked from two web-accessible Library locations -- from each collection's existing collection-level MARC records in the Library's Online Public Access Catalog (OPAC), and from the Free Library collections web page that currently contains a very brief description of the Children's Literature Research Collection -- as well as submitted to PACSCL's regional electronic finding aid repository. The project's simultaneous creation of digital database records for collection items intended for future digitization will result in a nearly-complete new digital collection at the Free Library -- only the actual digital images will be needed. Once future digitization has been completed, the finding aids for these collections will be fully integrated with the corresponding digital collection, providing scholars with comprehensive access to collection information and images. These multiple points of access will also aid dissemination of collection information, which will be discoverable through both OPAC and web searches.

Finally, the very production of EAD-based online special collections finding aids is innovative within the institutional parameters of the Free Library. The creation of finding aids has not been a standard cataloging procedure for Free Library special collections, and the Library has not previously implemented EAD. A grant from CLIR would allow the Free Library to take a large step forward in making our archival special collections accessible to scholars in a way that also conforms to current archival standards and procedures. Moreover, the project would provide a model for other public libraries who hold special collections of scholarly value but whose public missions and resource base, like the Free Library's, preclude the archival and technical expertise needed to produce finding aids that are standard in research institutions.

Describe your approach to expanding the impact of your project through outreach and professional activities.

Project staff will disseminate information about the project to a wide range of professional and specialized listservs, websites, publications, and professional organizations serving the children's literature, library science, and archival communities. Targets include the Children's Literature Association (ChLA); the Children's Literature Division of the Modern Language Association (MLA); the National Center for the Study of Children's Literature at San Diego State University; the Center for the Study of Children's Literature at Simmons College; the American Library Association's (ALA) Rare Book and Manuscript Section, Association for Library Service to Children (ALSC), and Caldecott and Newbery committees; the Society of American Archivists; organizations and affiliate groups related to the project's authors / illustrators; and lists such as EXLIBRIS-L, Child Lit, and the listserv for Public Librarians serving Young Adults and Children (PUBYAC). Project staff will propose sessions/presentations for meetings of the Pennsylvania Library Association (PaLA), Public Library Association (PLA), and American Library Association (ALA).

Project staff will also disseminate the information through local professional organizations, such as the Philadelphia Area Consortium for Special Collections Libraries (PACSCL) and the Philadelphia Children's Reading Round Table (PCRRT), with strong representation from the region's local scholarly community. In addition, the Head of the Free Library's Children's Literature Research Collection will give presentations to students and faculty in local higher educational institutions, such as the University of Pennsylvania, Philadelphia Community College, Drexel University, University of the Arts, Moore College of Art, and Arcadia University, all of which have specialized courses in children's literature and/or writing and illustrating for children.

Describe any initiatives that might be triggered by availability of access to these materials.

This project will support the Free Library's digital collections initiative, which seeks to expand online access to the Library's historic and significant materials. About 40% of the proposed items -- primarily art works -- are desirable for digitizing and inclusion in the Library's online database of digital images. Cataloging will lay the framework for and dramatically expedite future digitization, as DCMI records for digitizable items will be created through the project.

The Library anticipates that the project will lead to future institutional collaborations. For example, the Eric Carle Museum of Picture Book Art borrowed several of the Library's original artworks for an exhibit on Virginia Lee Burton and will borrow additional materials for an upcoming exhibit on Tomi Ungerer. The Library expects that greater awareness and accessibility of these collections will expand opportunities for such partnerships and also result in the collections' increased use as a curriculum support base for undergraduate and graduate courses at the region's many institutions of higher education, including courses for students in literature, education, the visual arts, and library science.

The project will also build on the regional initiatives of the Philadelphia Area Consortium for Special Collections Libraries (PASCL), of which the Free Library is a member, to decrease members' cataloging backlogs, increase public access to holdings, and build a regional repository of finding aids.

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Technical Approach, Management, Staffing and Training

Summary:

This project will result in the processing of six archival children's literature special collections; the creation of six EAD finding aids, one for each collection; approximately 2,500 DCMI records for those items (primarily art works) identified as desirable for future digitization; and 200-300 MARC bibliographic records for monographs in the collections.

EAD/XML finding aids will be created using a form-based approach with adherence to DACS standards and will be available online via extant collection-level MARC records in the Library's OPAC and from the Library's special collections web pages; finding aids will also be added to PACSCL's regional repository. DCMI records will be linked to the finding aids and stored in the Library's digital database as a fully described, "digital-ready" collection needing only digital images. MARC records will be added to the Library's OPAC and OCLC's WordCat.

The Free Library's cataloging Special Projects Manager will serve as Project Manager; Library staff drawn from six different departments will compose a Project Management Team. A grant-funded EAD/XML technical consultant will create an Excel finding aid data entry template; grant funds will also support a part-time professional Special Collections Cataloging/Archival Specialist, who will complete any full MARC cataloging and oversee three grant-funded library science and archival graduate students, who will complete the bulk of the processing and finding aid and DCMI data entry.

Details of technical approach:

 [View file](#)

Project plan:

 [View file](#)

Who will serve as the Principal Investigator(s) for the duration of this project?:

Name: Anne Lee
Title: Chief, Materials Management Division
Organization: Free Library of Philadelphia

Address: 1901 Vine Street, Philadelphia, PA 19103

Name: Donald Root
Title: Chief, Central Public Services Division
Organization: Free Library of Philadelphia

Address: 1901 Vine Street, Philadelphia, PA 19103

Staff assigned to this project:

Full time professional:	1
Part-time professional:	1
Volunteers:	
Students (graduate, undergraduate):	3
Total:	5

Start Date: 12/2009 **End Date:** 05/2012

Qualifications of the Principal Investigator, project manager, supervisory personnel and/or technical specialists, including descriptions of any relevant experiences with special collections, large scale cataloging projects, and/or work with students and volunteers:

Co-Principal Investigator: Anne Lee, Chief of the Free Library's Materials Management Division. Ms. Lee has over 30 years of professional library experience and is responsible for all of the Free Library's acquisition, cataloging, preservation and digitization activities. She has managed a wide variety of grant-funded projects.

Co-Principal Investigator: Donald Root, Chief of the Free Library's Central Public Services Division. Mr. Root has been with the Free Library since 1992 and oversees all subject departments in Parkway Central, including the Rare Book Department and the CLRC. He currently manages a large grant-funded Central Public Services project and worked on the Library's Fraktur special collection digitization project.

Project Manager: Peter Silvestro, Special Projects Cataloger. Mr. Silvestro, a cataloger at the Free Library since 1993, has supervised several large and successful special cataloging projects, including the Fleisher Collection of Orchestral Scores (20,000 items), Centennial Exhibition Digital Collection (1,369 items), and series books in the Children's Literature Research Collection (6,500 items).

Special Collections Cataloging/Archival Specialist: To be hired. Required qualifications include a Master's degree and completion of graduate-level courses in cataloging and/or archival work; special collections and archival cataloging experience; familiarity with DACS, OCLC, EAD, MARC, and standard cataloging resources; and proven supervisory skills.



Will training be required? Yes

Upon their hire, the Project Manager will provide student catalogers/archivists with an orientation to the Free Library, and the Cataloging/Archival Specialist will provide intensive hands-on training in processing, DACS, EAD, OCLC and OCLC MARC, and DCMI. Training will be supplemented with written documentation and standard tools for bibliographic and archival description. The Project Manager and Cataloging/Archival Specialist will be able to take advantage of the special collections processing manual produced by PACSCL; adapting relevant portions to the Free Library's project will greatly reduce the time needed to create training and procedural materials for students.

FREE LIBRARY OF PHILADELPHIA TECHNICAL APPROACH

The project has two main goals: (1) creating detailed, comprehensive finding aids for each of the project's six archival collections, and (2) simultaneously creating the cataloging framework for a future digitization project. Project staff estimate that approximately 40% of the estimated 7,100 items proposed for cataloging would be good candidates for digitization and addition to the Library's existing searchable, web-accessible digital collections database. These are primarily images – original illustrations, sketches, etchings, and other artwork, although some manuscript pages may also be included. The project will additionally result in the creation of bibliographic records for the 200-300 books in these collections and enable the Library to gain valuable experience in developing finding aids. The Free Library's proposed technical approach seeks to achieve the project's goals with methods that are more efficient for the Library, given the configuration of existing systems and the Library's role as a large public library system. Other public libraries with special collections may use this project as a model for increasing access to their collections.

The Free Library has focused first on meeting the needs of the general public as a public library and secondarily on the needs of scholars. Except for a few paper finding aids for some collections in the Rare Book Department, the Library's special collections typically do not have finding aids. Several factors, however, have led project staff to conclude that this project provides the perfect opportunity for the Free Library to implement its first EAD-based, web-accessible finding aids: cataloging procedures for circulating items have been made more efficient; the Library has increasingly expanded its online resources in order to better serve users' needs; and, finally, the Library's experience over the past decade with digital special collections projects, including our collections of medieval manuscripts and early American Fraktur, has imparted increasing familiarity with the ways in which scholars interact with rare material in online environments. Incorporating EAD-based finding aids into the Library's online resources is the logical next step, and the Library is excited by the possibility of implementing online finding aids in a way that allows for full integration with our digital collections.

After carefully considering available archival software, project staff have opted for a form-based method of finding-aid creation, with simultaneous data entry in either Dublin Core or MARC formats for approximately 40% of the items. Peter Silvestro, the Free Library's cataloging Special Projects Manager, will serve as Project Manager. Grant funds will be used to hire (1) a consultant with expertise in XML and EAD structure, (2) a part-time professional Special Collections Cataloging/Archival Specialist, and (3) three part-time graduate student catalogers/archivists. The EAD/XML consultation will aid project staff in determining the structure of the finding aids and work with Free Library Web Development staff to create an EAD/XML template in Excel. The consultant and Free Library Web staff will complete the finding aid export into EAD/XML, HTML conversion, and integration into the Library web site.

This technical approach seems the most reasonable given the Free Library's existing responsibilities and technical and long-term staffing constraints. The Library currently manages and maintains one bibliographic catalog, a SirsiDynix OPAC, with three separate interfaces – Sirsi workflows for staff, the “classic” or traditional Sirsi OPAC interface for the public, and an

AquaBrowser dynamic catalog interface – as well as a federated search tool (MuseGlobal); and a SQL-architected custom digital collections database that accommodates DCMI records. Adding another catalog/database, such as Archon or Archivists' Toolkit, that is not natively integrated with the four existing tools would effectively create as many cataloging challenges and inefficiencies as it eliminated. Nor is there adequate systems support for integrating additional middle ware and specialized tools (PHP, Java) into our existing technical infrastructure. Staff are also concerned about the long-term demands on hardware and staffing resources that a new database would require, given the budget cuts and limitations attending the City of Philadelphia's ongoing fiscal challenges. (The Free Library's budget, like that of other City departments, was cut by 20% in fiscal year 2009, and additional budget cuts are possible in 2010).

One advantage of this approach is that the Library acquires a familiar, self-contained EAD/XML tool – the Excel template – that could be re-used by Library staff or interns at any future point to create new finding aids for different collections or to retrospectively convert existing paper aids, where they are available. In addition, creating both finding aids and DCMI records in a single collection processing will result in both public access to more detailed collection information (the finding aids) and a set of Dublin Core records that need only digital images to complete their creation as a new digital collection. The Library does, in fact, currently have some institutional capacity for digitization work, as a previous grant-funded digital project provided staff training, equipment and technical tools. A new digital collection could therefore be created in the near future without further private funding; it would provide another public access point for these children's literature special collections – one whose audience is more general than scholarly – in addition to adding an electronic resource in children's literature whose archival content and focus on production would be unique.

The student catalogers/archivists, with training, oversight, and guidance from the Cataloging/Archival Specialist, will perform the majority of processing activities. The students will sort and organize each collection by type and make a preliminary determination of candidates for digitization. Arrangement and appraisal will take place at the folder level, resulting in a moderately-detailed finding aid with folder-level inventory. This will require some reboxing and refolding of the collections using archival materials supplied in-kind by the Free Library, but the collections themselves are in good shape; further conservation and preservation activities will not be undertaken during this project, and funds from CLIR will not be used for this purpose. Working on laptops leased with grant funds, the student catalogers/archivists will enter data for the finding aids into the EAD-based Excel templates. At the same time, they will create Dublin Core records for those items approved by the Project Manager as digital candidates by entering DCMI data directly into the Digital collections database interface and identify OCLC copy cataloging data for an estimated 200-300 books. The Cataloging/Archival Specialist will complete the full-level MARC entry for the collections' bibliographic records.

Finding aids will be created in accordance with Describing Archives: A Content Standard (DACS). Additionally, all finding aids and records will be created using standard metadata schemes – EAD standards for the finding aids, Dublin Core Metadata Initiative (DCMI) standards for the digital database records, and MARC standards for bibliographic records – which will ensure the long-term sustainability, accessibility, and interoperability of the cataloging data generated through this project. The resulting finding aids, DCMI records, and

MARC records will be fully web accessible. MARC records will be discoverable in the Free Library's OPAC and OCLC's WorldCat via the web; Dublin Core records will be stored in the Library's digital collections database. Finding aids will be available as web pages via persistent URLs linked from (1) their respective existing MARC collection-level records (via the 856 field) in the Free Library's OPAC, and (2) the Free Library web page that currently contains a preliminary description of the Children's Literature Research Collection (<http://libwww.freelibrary.org/collections/collectionDetail.cfm?id=3>); the Library will also contribute the finding aids created through this grant to the regional EAD repository being developed by PACSCL and the University of Pennsylvania. In addition, the finding aids will be linked to appropriate Dublin Core records in the digital database, which will open as a web page with detailed item information. Finding aids will go online and be accessible to the public as they are finished; linked DCMI records will become accessible at the same time. The Free Library's collections web pages and digital collections database can be crawled and use persistent URLs.

FREE LIBRARY OF PHILADELPHIA PROJECT PLAN

PROJECT MANAGEMENT AND STAFFING

The Project Management Team, composed of representatives from six divisions or departments within the Free Library – the Central Public Services Division, the Materials Management Division, the Children’s Literature Department, the Rare Book Department, the Web Development Office, and the Free Library of Philadelphia Foundation’s Finance and Administration Department – will contribute their expertise in the overall oversight and guidance of this cross-departmental project. Team members will include the project’s two Co-Principal Investigators, the Director of Library Services, the Library Information Systems Manager, the Heads of both the Rare Book Department and the Children’s Literature Research Collection, and the Foundation’s Manager of Human Resources and Grant Reporting. The Project Management Team will meet at least quarterly throughout the project to ensure adherence to the project’s goals, timeline, and fiscal responsibilities.

Peter Silvestro, the Free Library’s cataloging Special Projects Manager, will serve as Project Manager and will have primary responsibility for project implementation and oversight of grant-funded project staff, including ensuring delivery of materials to project staff, maintaining workflow, establishing and clarifying project policy and procedures, final review of cataloging work, and collecting project data for final reporting. Grant-funded staff include:

- Three (3) part-time student catalogers/archivists – students will sort and organize collection materials by type; make initial identification of materials for digitization; enter finding aid data into the EAD/XML Excel template; create DCMI records for approved items; identify OCLC copy cataloging data for published books; and provide clerical support as needed. Project staff will work with library science and archival programs at Temple University and Drexel University to hire students with specialized knowledge and interest for the project.
- One (1) part-time professional Special Collections Cataloging/Archival Specialist – the Cataloging/Archival Specialist will train and supervise the student catalogers/archivists and ensure data integrity. The Cataloging/Archival Specialist will also make recommendations about which materials are candidates for digitization and will complete full-level MARC cataloging as required.

Grant funds will also be used to lease four laptops during the project – one each for the Cataloging/Archival Specialist and three student catalogers/archivists – and to hire a consultant with technical expertise in implementing finding aids, including EAD, XML, and SQL/relational database skills.

The project will be evaluated by whether or not project goals have been met; goals include:

- creation of six (6) EAD-based finding aids, made available online, linked from both the collection-level MARC record and the CLRC web page, and submitted to PACSCL’s regional EAD repository;
- creation of approximately 2,500 Dublin Core records, stored in the Library’s digital collections database and linked to their respective item listings in the finding aids;

- creation of approximately 200-300 MARC bibliographic records, loaded into the Library's OPAC and submitted to OCLC.

The project's primary outcome is increased access to the Free Library's Children's Literature Research Collection.

The Free Library has a well-established commitment to expanding access to its special collections through cataloging and digitization projects. Sustainability measures include developing a plan for the digitization of the newly-cataloged material, developing a plan to continue cataloging the remaining unprocessed CLRC collections, and developing a plan to catalog the remaining collections identified through the PACSCL survey as "hidden." The Free Library of Philadelphia Foundation has a successful track record of securing private and public funding to support the Free Library's programs and will continue to leverage internal resources and solicit external financial support to sustain and expand the Library's cataloging efforts and digital collections.

PROJECT TIMELINE, MILESTONES, AND DELIVERABLES

December 2009-February 2010: The Project Manager works with the Project Management Team to hire the EAD/XML technical consultant and the Special Collections Cataloging/Archival Specialist. The consultant, along with project staff, begins developing a preliminary Excel template for finding aid data entry.

March-May 2010: The Project Manager and Cataloging/Archival Specialist work with the EAD technical consultant and Free Library Web Development staff to test and complete the development of the EAD/XML data entry tool as necessary. The Project Manager and the Cataloging/Archival Specialist develop training and orientation materials and a processing schedule and work with other team members to recruit student catalogers/archivists. By the end of the quarter, a working finding aid tool is ready and students have been hired for a June start date.

June 2010-April 2011: The Project Manager and Cataloging/Archival Specialist provide orientation and training for student project staff. The Cataloging/Archival Specialist and students begin processing and cataloging the first collection. Benchmarking occurs weekly during June and July and then monthly thereafter to ensure high quality and consistency and to assess project progress; the Project Management Team continues to meet at least quarterly. Finding aids, Dublin Core records, and MARC records are loaded and made available online via the Library's OPAC and website and OCLC as the finding aids are completed. The Project Manager begins collecting cataloging statistics and data for progress evaluation and reporting. By the end of this period, 30% of the total project material is evaluated for digitization potential and cataloging treatment, and 20% is fully described. Hiring and training of student catalogers/archivists continues as needed to maintain a workforce of three students throughout the project.

May 2011-May 2012: The Cataloging/Archival Specialist and students complete processing and cataloging remaining collections. Hiring and training of student catalogers/archivists continues as needed. Collection of project statistics and monthly benchmarking continue; the Project Management Team continues to meet at least quarterly. Final finding aids and records are made accessible to the public. Completed finding aids are submitted to PACSCL's regional finding aid

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Institutional Capacity

Describe the institutional strengths that justify undertaking this project, including infrastructure, experience, access to local expertise (including volunteers or students), resources, professional leadership, etc.

The Free Library of Philadelphia system was founded in 1891 and now consists of 49 branches, three regional libraries, the Parkway Central Library, and the Regional Library for the Blind and Physically Handicapped. The Free Library is one of the most widely-used educational and cultural institutions in Philadelphia, with more than 6.6 million visits annually, as well as more than 4.9 million virtual visitors to the Library’s website. The Library has more than 500,000 registered borrowers and circulates more than seven million items every year. This cataloging project will reside in the main building and annexes of the Parkway Central Library, the administrative hub of the Free Library system. It will benefit from the collective expertise of staff in six Library departments and will build on their experience with six previous extensive cataloging and/or digitization projects as well as more than a decade of experience managing large collaborative and grant-funded projects. For this project the Free Library will also draw upon the expertise of students in local higher educational institutions, including Drexel University, which has a Library and Information Science program, and Temple University, whose History Department offers a three-course graduate-level sequence in archival management taught by Dr. Martin Levitt, a librarian at the American Philosophical Society. Both Drexel and Temple have confirmed interest in participating in the project. Other area resources and expertise upon which the Library can draw include specialized programs in children’s literature and/or writing and illustrating for children at several local colleges and universities, such as Philadelphia Community College, Drexel University, University of the Arts, Moore College of Art, and Arcadia University; the Philadelphia Area Consortium of Special Collections Libraries (PACSCL), whose Mellon-funded survey resulted in the initial description of the Free Library’s hidden special collections proposed for this project; and the University of Pennsylvania Libraries, current recipients of a three-year CLIR grant to catalog some of the collections revealed by the PACSCL survey. The Free Library of Philadelphia enjoys the strong executive leadership of Siobhan A. Reardon, who joined the Free Library as President and Director in September 2008. Ms. Reardon previously served as Executive Director of the 38-member cooperative Westchester Library System in New York, where she launched a public relations and branding program and implemented technological enhancements. She has also held the post of Deputy Executive Director and Chief Operating Officer at the Brooklyn Public Library.

Examples of prior collaborations that resulted in shared data or federated information programs.

Example 1:

1. From 2004 to 2007, with support from the Institute of Museum and Library Services, the Free Library created bibliographic records and digital images from codices and leaves in the Library’s Lewis-Widener Collection of Medieval Manuscripts. The records and images were made available online through the Free Library’s OPAC and linked digital database; the Library also contributed the project’s digital images to Columbia University’s Digital Scriptorium Database, an online image database of medieval and renaissance manuscripts from institutions around the world.

Example 2:

2. From 2006 to 2008, the Free Library participated in the Mellon-funded Consortial Survey Initiative of the Philadelphia Area Consortium of Special Collections Libraries (PACSCL). The project team surveyed uncataloged archival collections in 22 local institutions. The project resulted in descriptions of more than 1,700 collections, including 59 in the Free Library, being made available in an online searchable database at www.pacsclsurvey.org. A subsequent grant from CLIR is enabling PACSCL to process a subset of historical collections included in the survey.

Example 3:

3. The Free Library is currently engaged in a joint project with the Athenaeum of Philadelphia, a special-collections library, that involves importing into the Library's Dublin Core (DCMI) digital database the Athenaeum's records for images of maps that are also in the Free Library's collection. The Library is supplementing the Athenaeum's records, designed primarily to support the dynamic display of map images, with more extensive DCMI finding points.

Does the institution (or, in the case of joint or consortia projects, institutions) have a cataloging backlog? Yes

If Yes, how large is the cataloging backlog? Is there a strategic plan to address the backlog?

The Free Library does not have a backlog in cataloging new acquisitions. However, the Library owns an unusually large number of significant special collections, even for a public library of its size, and staff estimate that as many as two million special collections items have not yet been cataloged. Since 2005 the Library has worked with several of its largest vendors to streamline the cataloging process for new acquisitions through vendor-added services. As a result of these initiatives, staff have been able to devote more time to cataloging the Library's special collections. The Materials Management Division's catalog unit currently has assigned one cataloger to work full-time on the Fleisher Collection of Orchestral Scores – a collection used by groups around the world. An additional half-time cataloger is assigned to support Rare Book Department cataloging. Although Cataloging staff have been working on various collections for several years, the ongoing budget and staffing constraints of both the Catalog Department and the Free Library as a whole have hampered special collections cataloging efforts.

Describe institutional priorities for cataloging, including addressing the backlog, if applicable, and explain how this project addresses one or more of these priorities.

The Free Library of Philadelphia is a major urban public library with 54 locations serving a metropolitan area whose nearly 1.5 million people experience high rates of poverty (23.8%) and unemployment (10.7% of the civilian labor force). The primary responsibility of the cataloging unit has been to focus on the Library's popular materials and to provide customers with the resources they need as quickly and cost-effectively as possible. With respect to its special collections, the Library explicitly seeks to 1) assure ease of access by minimizing restrictions for use of these materials, 2) publicize these materials widely and promote the use of the special collections through programs and outreach, 3) engage in cooperative programs with other institutions, and 4) use technology to make these materials easily and widely available. Special collections cataloging priorities have reflected the need to provide greater access to some of the Library's most well-known and therefore in-demand rare materials; recently-cataloged collections include the Library's Edgar Allan Poe first editions, a significant number of the Library's Medieval Manuscripts, and the Elkins collection of Americana, among others. This project would enable the Library to further all of its special collections goals by cataloging a portion of the Children's Literature Research Collection, a large, academically valuable, and potentially very popular collection that is comparatively little known.

Will funds from the grant be applied to infrastructure or other elements of technical support? Yes

If yes, please explain the need and relevance to the proposed cataloging effort.

The Free Library has allocated \$30,000 to support a technical consultant with expertise in EAD/XML to create a data entry tool in Excel for the project. An additional \$4,800 has been allocated to lease four laptops for the duration of the project – one each for the Special Collections Cataloging/Archival Specialist and three student catalogers/archivists.

Does your institution agree to participate in a post-project evaluation? Yes

Edit Application

Applicant Information
Application Status
Reviewer Reports
Eligibility
Collection Identification
Description of Content
Value and Significance
Technical Approach, Management, Staffing, and Training
Institutional Capacity
Funds Requested
Assign Reviewers
Admin Notes
Post-Review Notes
PDF
Uploaded Files

**Free Library of Philadelphia
Milestones in 20th-Century
American Children's Literature at
the Free Library of Philadelphia
Ms. Anne Lee**

Submitted: 09/04/2009

Application ID: 444

Status: Submitted

Funds Requested

What is the size of the request? \$264,945.00

How large is the institutional cost share? \$133,536.00

What is the total value of the project, including requested and cost sharing funds? \$398,481.00

Have other sources of funding been considered? No

Please explain prior efforts, if any, to identify other sources of funding or if not, please explain why this collection is uniquely suited to this funding program.

The Free Library has used its operating funds as well as grants and private funds to support special collections cataloging. However, given the magnitude of its special collections and the realities of public funding, it is not possible for the Library to devote more resources to special collections cataloging. And while the Library has successfully obtained funding to support the cataloging and digitization of some of its better-known and internationally-recognized collections of visual material, such as its Medieval Manuscript and Fraktur collections, grant opportunities for non-digital cataloging projects are relatively rare. The proposed children's literature archives are uniquely suited to this CLIR funding program not only because the collections have substantial intellectual value, but also, and precisely, because they aren't well known. In addition, these collections contain a mix of print and visual material that would preclude a project to digitize the entire collection, for which funds are more readily available. With CLIR's support, the Library will catalog these collections in a way that results in a nearly-complete new digital collection, with DCMI records needing only images. Previous grant-funded projects have provided staff in the Library's Collection Care department with the training, experience, and equipment needed for digital projects; Library operations could support some immediate digitization if Dublin Core records were available.

 

Do you agree to participate in periodic meetings with other applicants to be held up to twice a year? Yes