

**Cataloging Hidden Special Collections and Archives:
Building a New Research Environment**

Request for Proposal: Outline

General Information

Cover Sheet File: File Uploaded

Eligibility Requirements

1. **Is the applicant institution a not-for-profit organization, as defined in CLIR's [2010 Proposal Application Guidelines](#)?**

Yes

2. **Is the collection owned or held in the U.S.?**

Yes

3. **Do you wish to apply for funding?**

Yes

4. **[REDACTED]**

5. **[REDACTED]**

**SECTION I:
PUBLIC INFORMATION**

Collection Identification

1. Application ID:

582

2. Name of Institution:

American Museum of Natural History

3. Address:

Research Library; American Museum of Natural History, Central Park West at 79 Street
New York, NY. 10024
United States

4. Point of Contact:

Ms. Barbara Mathé / Museum Archivist / [REDACTED]

5. Collection/Project Title:

For the People, for Education, for Science: Web Access to the American Museum of Natural History Archives

6. Approximate amount of materials to be cataloged during the course of the proposed project (you must answer at least one; you may fill in all that apply):

- a. Boxes: _____
- b. Cubic Feet: _____
- c. Linear Feet: 1788
- d. Number of objects: _____

7. Are the materials listed in (check all that apply):

- a. ArchivesUSA?
- b. The University of Idaho's Repositories of Manuscript Sources?
- c. Other directory or registry?

Yes

If you selected Other, please indicate where:

NUCMC: incomplete--some recent records and others from a 1986 statewide collection survey based on earlier arrangement.

Note: Registration in a directory is not required.

Description of Content

1. Provide a brief description of the material (e.g., topic, period covered, geographic scope, relevance to individuals, etc.). (max. 1,500 characters):

The Archives of the American Museum of Natural History (AMNH) hold a wealth of historical resources that document scientific research in anthropology, astronomy, earth sciences, paleontology and zoology, as well the Museum's 141 year history as a preeminent research and educational institution. The manuscripts, photographic print and slide collections and department records include professional papers of individuals whose work revolutionized science and public understanding, including Franz Boas, Margaret Mead, Henry Fairfield Osborn and Ernst Mayr. The collections also detail the evolving role of museum exhibitions and how they impart knowledge, from Carl Akeley's dioramas to today's multi-media interactive presentations.

Some 4 million people visit the Museum each year to learn about important scientific issues, like climate change, biodiversity, cultural transitions, genomics and evolutionary biology, but very few know of the depth and breadth of its historical documentation. Referencing every continent from paleontology in Mongolia to ichthyology in the Congo Basin, from the Bounty mutineers' descendants on Pitcairn Island to archeological sites in Peru, and from expeditions in Antarctica to agriculture in Mexico the collections' multi-disciplinary focus continues to support researchers worldwide. The proposed project will enable the AMNH Library to serve even more by increasing awareness of these unique and valuable sources of information for research and education.

2. From what period do the materials date?

1864 AD - 2005 AD

3. What is the geographic scope of the project?

The geographic scope is the planet Earth.

4. What is the format? Check all that apply:

- a. **Text** (including electronic texts):
- b. **Image** (including photographs, moving images, drawings, etc.):
- c. **Audio** (including speech and music):
- d. **Book** (including serials):
- e. **Manuscript**:
- f. **Specimen** (botanical, geological, medical, etc.):
- g. **Data Set** (paper-based or electronic):
- h. **Work of Art** (including original paintings, prints, sculpture, etc.):
- i. **Artifact** (including archaeological objects, weapons, machinery, instruments, costumes, textiles, ceramics, glass, furniture, etc.):
- j. **Other**; Please Specify:

5. Is there a preliminary finding aid or description of this collection/project?

Yes

**SECTION II:
CONFIDENTIAL INFORMATION**

Description of Content (cont.)

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

No

If Yes, please explain briefly the nature of the threat. (max. 1,500 characters):

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

Yes

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

No

If applicable, describe your institution's approach to conservation of these materials. Also explain any physical or artifactual characteristics of the materials that would affect either the cataloging effort or future digitization. NOTE: No funds under this request may be directed toward conservation, stabilization or digitization activities. (1500 characters) :

The AMNH Library recognizes its responsibility to preserve not only the intellectual content of the materials in its care, but also the original physical forms in which this content is presented, insofar as this is possible.

Toward this end, the Library has had a professional conservator on staff since 1987, and a lab capable of supporting a full range of conservation treatment since 1989. The Library undertakes a wide range of preservation/conservation activities on an ongoing basis. The most important of these is maintaining a suitable environment for storage and exhibition of its materials (generally 68 degrees Fahrenheit and 40-45% relative humidity) 24 hours a day, 365 days a year. Film collections including the 35 mm slide collections, are stored at 65 degrees Fahrenheit and 35% relative humidity. Archival materials are stored in permanent/durable containers and are processed by personnel trained in their handling. Fragile or damaged documents may be deacidified and encapsulated in polyester film, and acidic items deacidified or interleaved.

The archival materials selected for this grant do not possess any physical or artifactual characteristics which would affect either the cataloging effort or future digitization. Workflow for resources selected for future digitization will depend upon the unique physical aspects of the materials. The conservator is always consulted about the handling of materials during the the planning and

implementation of any project.

9. Does the institution hold the rights to these materials, including the rights or permission to digitize the materials at a future date?

Yes

Please explain any limitation, embargoes, or other restrictions. (max. 1,500 characters):

Yes. With few exceptions, the AMNH holds the rights to the materials. Some photographs may be classified as "orphan works." The Museum has an established procedure for identifying intellectual rights prior to digitization.

10. What is the current access policy with respect to the use of these materials? Might this change as a result of this project, or subsequent to other future initiatives (e.g. digitization)? :

The AMNH adheres to the ACRL/SAA (Association of College and Research Libraries and Society of American Archivists) Joint Statement on Access to Research Materials in Archives and Special Collections Libraries.

Our Archive Policy states, "The Library makes Archival Records freely available for research to our community of users to the fullest extent and as soon as possible."

Some materials such as current transactions, legal, financial and personnel matters, and materials deemed culturally sensitive may be restricted. In all other cases, unless restrictions are imposed by donor or transferring office, the resources are open as soon as possible.

Researchers submit an application form with a resume and brief project summary and make an appointment so staff can provide the best assistance and guidance for the topic. The Library may scan selected materials for those far from the Museum and has a long term goal to provide digital access to the collections.

In 2007, the Library demonstrated its commitment to shared online resources by publishing the entire run of the AMNH's scientific publications as full text in a Dspace repository. It also placed the prototype of its photo image database, Picturing the Museum, online.
<http://images.library.amnh.org>

Cataloging these unique manuscript, photoprint and slide collections, and department records will enhance availability and access by making records and finding aids available through a simple direct web search.

Value and Significance

1. Describe the value of the collection(s) to scholarship and the ways that scholarship would be enriched by greater access to these materials.(max. 3,000 characters):

International scholarly interest in natural science and its history is growing, in large part because of the currency of issues like global warming and climate change; ancestral heritage and cultural transitions; and habitat formation and destruction.

Over the last decade, the number of researchers using the Archives has tripled. These unique collections offer a rich resource for scholars and the general public studying such topics and more.

An integral part of the AMNH natural history library, the largest in the United States, the archives reflect nearly a century and a half of scientific work by Museum staff and associates.

The manuscripts, personal papers and photographs of scientists considered to be at the forefront of their fields along with the historical records of the Museum departments form the core of the archives. Revealing these hidden collections will offer sources of original information not previously known to the public. Scholarly work, like the examples below, will be enriched and expanded.

“The most precise measurements yet obtained of glacial recession as result of global warming” is how Anton Seimon, Assistant Director, Wildlife Conservation Society, describes his findings made by comparing an aerial photograph, in the AMNH archives, taken “early one morning back in 1931” in the Peruvian Andes with more recent photographs and remote sensing images.

Smithsonian curator Igor Krupnik has taken AMNH photographs to Siberia and returned with annotated copies in Chukchi and Russian. A similar project began last summer with the Kwakwaka’wakw in British Columbia, reflecting the emergent trend of sharing images with descendent communities who in turn provide information about the photographs.

Author Phyllis LaFarge volunteered to inventory the Carl Lumholtz Mexican photographic collection and proceeded to scan all the images. Her work serves as the basis for research by Eugénia Macias Guzman, a doctoral student from Universidad Nacional Autónoma de México. Both will be publishing as a result of this effort, LaFarge on Lumholtz’s landscape photographs and Guzman from the perspective of visual anthropology. The two have just returned this spring from a trip to bring back some of the Lumholtz photographs to the Tarahumara people for their comments.

Numerous books and countless journal articles have been based on research in the Archives; examples over the last three years alone--In 2008: “God or Gorilla Images of Evolution in the Jazz Age” by Constance Areson Clark and “Shivers Down Your Spine: Cinema, Museums & the Immersive View” by Alison Griffiths; in 2010: Melissa Milgrom’s “Still Life, Adventures in Taxidermy,” reviewed favorably in The New York Times and the New Yorker, and “Barnum Brown, the Man Who Discovered Tyrannosaurus Rex” by Lowell Dingus and Mark Norell, AMNH paleontologists, and at the end of the year “Kingdom Under

Glass,” by Jay Kirk, a biography of taxidermist/naturalist, Carl Akeley.

- 2. 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. (max. 1,500 characters):**

Institutions with similar scientific and educational goals share a history, purpose, and scope evident in their archives. Administrators, researchers, curators and educators in natural science and anthropology have professional relationships and are often formally affiliated with more than one institution. The Museum of Comparative Zoology at Harvard University, the New York Botanical Garden, the New York Zoological Society, the Field Museum of Natural History in Chicago, the Academy of Natural Sciences in Philadelphia, the Smithsonian Institution, the Brooklyn Museum of Art, and the Staten Island Institute of Arts and Sciences hold archival collections related to those at the AMNH. The American Philosophical Society in Philadelphia holds many collections in natural history and anthropology. Other collecting institutions, museums, zoos, and botanical gardens worldwide hold related research materials.

- 3. Describe innovative aspects of the project (e.g. cataloging, archival descriptions, dissemination). (3000 characters):**

This project is designed to streamline the archival descriptive process by editing and re-purposing catalog data in spread sheets while maintaining the standards needed for interoperability. The goal is to make the AMNH’s archival collections accessible through direct web retrieval. A simple Google search will generate a result pointing to the AMNH library archive collections. We concur with the Library of Congress Working Group on the Future of Bibliographic Control to “Adopt as a guiding principle that some level of access must be provided to all materials as a first step to comprehensive access, as appropriate (with)...different cataloging levels depending on the types of documents, their nature and richness.”

Our plan is to create minimal level catalog records from existing inventories for our manuscript collections, department records, photographic print collections, and slide collections. Search results will be based on provenance or simple subject terms. Creation of more detailed records and finding aids will be prioritized based on research need and upon staff and researcher appraisal of the collection value.

Based on a combination of approaches used by other institutions, notably the PACSCL Consortial Survey, the model of using teams for inventory work in the stacks includes our own precedent of using volunteers and students for archival surveys and processing.

Our approach is innovative in its simplicity: to use a spread sheet, open source software MarcEdit, an EAD template and the EAD Cookbook to create records quickly with simple but standard clean data and re-purpose them as basic EAD encoded finding aids published on the Library’s web site. Mapped to Dublin Core, these records are exposed for OAI harvesting, allowing for web retrieval.

The column form of the spread sheet data is particularly useful for maintaining quality control

for consistent form of entry through drop down lists, default fields, and adherence to standards for data mapping.

The data fields comply with the Single-level Minimum standard as described in DACs and the minimal level OAC (Online Archive of California) MARC record Best Practice Guidelines.

Over time, container lists and digital reproductions will be added to the finding aids and the records will be enhanced to provide added value with detailed notes or additional access points, controlled and uncontrolled, to provide the “better description for better discovery” described in the 2009 OCLC Research Report, “The Metadata is the Interface.”

The rationale for this approach is to make contents of the collections known quickly and economically by employing individuals with subject knowledge but without advanced training in archival cataloging and description. It also allows for basic records for collections that are not fully processed, facilitating their discovery. This plan will make much information available quickly and economically and will be documented for use by other institutions.

4. Describe your approach to expanding the impact of your project through outreach and professional activities. (max. 3,000 characters):

Outreach to local colleges and universities is essential for the development of this project and for the ongoing collaborative process that is now and has long been part of the Library’s routine.

The Library will continue working with educational institutions in New York City including Columbia University, where many of the Museum curators hold joint appointments, New York University, Hunter College, City University of New York, Cooper Union, The School of Visual Arts, Pratt Institute, and the Bard Graduate Center are also potential sources of student interns.

Solicitations will be made for students at the beginning of each term. The Museum has a solid reputation among students in the area and generally has more internship applications than it can accept. The presence of a full time Project Archivist to supervise student and volunteer labor will expand exponentially the work that can be accomplished by the Library staff to reveal these unique collections to researchers. Interns gain excellent professional experience and a real understanding of the nature and research possibilities of historic archival collections.

For example, students from Professor Thomas Gorrell, who teaches science courses to non-science majors at the School of Visual Arts and from Haidy Geismar, Assistant Professor (a joint appointment in the Program in Museum Studies and the Department of Anthropology in the Faculty of Arts and Sciences) at New York University have interned with the Library and used the library materials as resources for their work.

<http://blogs.nyu.edu/blogs/hg26/amnhphotographs/> One of Geismar’s students has produced a short film about the Wanamaker Expedition, an AMNH archival collection as her master’s thesis. We plan to match the interests and abilities of each student to available tasks and collections. For example, we expect that undergraduate art school students can work with the

photographic slide collections to create additional geographic subject terms. Graduate students will process collections relevant to their fields.

We routinely use library students from Pratt Institute, Queens College and Long Island University as graduate interns.

The Library's Hidden Collections Project web site, created for this project, will devote a section to the work being accomplished by individual students. The site will be updated with progress about the project and descriptions of how the goals are being met.

The Library has excellent online documentation for its image database and will publish similar detailed instructions for this process online and in print. Having learned how to use MarcEdit from a video on YouTube, we anticipate developing a series of instructional videos and screencasts that demonstrate our workflow. We believe that our process can be adapted easily by other institutions and can help make large numbers of hidden collections visible quickly and economically.

Presentations will be proposed for local (ART), regional (MARAC), and national (SAA) archival meetings and the process submitted for publication in archival literature. The collections will be promoted on listservs for historians and scientists.

5. Describe any initiatives that might be triggered by availability of access to these materials. (max. 1,500 characters):

Online records for AMNH archives will allow new collaborations with other institutions, scientists, scholars and native peoples to integrate access across collections, disciplines and languages.

A work plan for the survey and minimal cataloging of the Museum's Science Division Archives, based on the plan proposed here for the Library's collections, formed the descriptive portion of a Conservation risk assessment funded by IMLS in July 2010.

Records for archival field books in the Science Divisions and for those already cataloged in the Library will be contributed to the CLIR funded, Field Book Registry hosted at the Smithsonian. Similar records for AMNH archives may be added to the Biodiversity Collections Index (BCI), a central repository designed to integrate records for biodiversity specimens and archives in the same resource, opening new avenues for research. Both of these initiatives use the NCD standard mapped to EAD by the Museum Archivist. Upon completion, the EAD records from this project may be reverse mapped to NCD.

The Library is developing a finding aid template to include signed comments by specialists including archeologists, conservation scientists, geographers, and members of descendent communities. Students and scholars may create translations of the sites. The sites' additional resources section will link to related collections and institutions. A prototype for the AMNH finding aids sites can be found at http://library.amnh.org/finding_aids_Jesup

6. Provide three reference letters, in PDF format:



7. Institutional Support Letter:



Technical Approach, Management, Staffing and Training

- 1. Provide a short summary of your technical approach. Your approach must be web accessible, interoperable with other systems, and sustainable beyond the life of the project. Identify relevant technical and cataloguing standards or adherence to current practice and explain any innovative features of your approach (for example, it expedites cataloguing or allows for extensibility in future activities). (max. 1,500 characters):**

From existing inventories, the Library will map 1341 records for archival collections to MARC format using MarcEdit; batch load into OCLC and download to the OPAC. Using MarcEdit to map MARC to EAD, and a template developed by AMNH library school intern based on the EAD Cookbook, the Library will publish 1488 basic EAD encoded finding aids on its web site for direct web retrieval (147 are already cataloged).

All records will map to Dublin Core, unqualified, for harvesting via OAI-PMH.

Data fields will conform to, at least, the DACS Single-level Minimum standard and minimal level OAC (Online Archive of California) MARC record Best Practice Guidelines.

At least 20, and likely more, finding aids will be expanded with greater description, access points and container lists.

-Museum Archivist will oversee and manage the overall project.

-Project Archivist will supervise and manage the project team and is responsible for quality control.

-34 students will review collections, finalize data entry and create detailed finding aids.

-AMNH full time staff: Research Services Librarian, the Assistant Director for Bibliographic Records Management

-AMNH part time staff: Digital Project Assistant, Assistant Cataloger and Archive Assistant, who worked on the preliminary inventories, are available to assist students.

Training will be conducted by both archivists. Digital Project Assistant and student interns supervised by Project Archivist will document procedures.

Upload a PDF document with details.:

Technical Approach Uploaded

- 2. Who will serve as the Principal Investigator(s) for the duration of this project?**

Name: Barbara Mathe

Title: Museum Archivist and Head of Library Special Collections

Organization: American Museum of Natural History Library

[REDACTED]

[REDACTED]

[REDACTED]

- 3. Upload a document that details the project plan, including staffing, milestones, and deliverables. The project plan should also address plans to insure the long-term sustainability of the project at the institution(s), and any plans to promote the use of the**

targeted collections.:
Project Plan Uploaded

4. **How many staff will be assigned to this project? Complete all that apply:**
- a. **Current Professional Staff:** Full Time - NA Part Time - 4
 - b. **New Hire Professional Staff:** Full Time - 1 Part Time - NA
 - c. **Current Non-Professional Staff:** Full Time - NA Part Time - 2
 - d. **New-Hire Non-Professional Staff:** Full Time - NA Part Time - NA
 - e. **Students:** Full Time - NA Part Time - NA
 - f. **Volunteers:** Full Time - 34 Part Time - NA
 - g. **Total:** Full Time - 35 Part Time - 6

5. **Describe the relevant qualifications of the Principal Investigator, project manager, supervisory personnel and/or technical specialists, e.g. experience with special collections, cataloging projects, and/or work with students or volunteers. (max. 1,500 characters):**

Museum Archivist joined AMNH in 1987; supervises 10-13 volunteers/interns regularly; was project director for grant-funded website incorporating legacy item level data for some 200,000 images (outside of collections included here); co-PI for IMLS Conservation Risk Assessment for Science Dept. Archives where work plan mirrors this proposal. Assistant Director for Bibliographic Records Mgmt supervised several large-scale projects over her 30+ years at AMNH, dealing with retrospective conversion, reclassification, barcoding; and cataloging of special collections Margaret Mead Film Festival collection and original art works; currently an active participant in quality assurance for the Biodiversity Heritage Library.

Research Services Librarian, a Phi Beta Mu graduate of Drexel University; As Reference/Technical Services Librarian at the Lawrenceville School, she updated and maintained their web content. At the AMNH, using Drupal, she completely redesigned the Library website so that it is easier to navigate.

Project Archivist will have a degree from ALA accredited library school; minimum 2-3 years experience in archives, specifically with MARC records and EAD encoded finding aids, knowledge of metadata standards; excellent time management skills, initiative, creativity; and successful supervisory experience. We anticipate no difficulty in recruiting: a job description is prepared. We are already considering a number of individuals who have previously interned in the library.

Upload resume(s) for up to three key personnel. (max. 3 resumes; max. 2 pages each):



6. **Will training be required?**
Yes

If Yes, please describe the extent and nature of this training. (max. 1,500 characters)

Students and volunteers will receive training and ongoing support from both the Museum Archivist and the Project Archivist, who will provide quality control.

Other staff will be available for consultation.

Library students will require training for entering data into the cataloging spreadsheets. Other students will require more detailed training for processing collections. This will include a general overview of archival organization based on provenance and original order and detailed instructions for handling and organizing materials.

Written instructions will be prepared by the Project Archivist and placed on the Library's Hidden Collections Project web site along with the AMNH Processing Manual. This documentation will include screen casts as tutorials for procedures, either already available like the MarcEdit tutorials on YouTube or produced by the Library, e.g. for loading records into OCLC and for producing EAD records and publishing them onto our web site.

The process documentation will be revised and improved based on student feedback.

The Library has successfully produced documentation for volunteers systematically scanning the over one million photographic images in the collection (separate from this project). The Assistant Cataloger is working with two library school students to test image cataloging procedures so a similar process can begin for the more complicated image cataloging using retired librarians, library school interns and volunteers.

Institutional Capacity

- 1. Describe the institutional strengths that justify undertaking this project, including infrastructure, experience, access to local expertise (including volunteers or students), resources, professional leadership, etc. (max. 3,000 characters):**

The AMNH Research Library is the largest natural history library in the United States totaling over 500,000 volumes, including over 23,000 serial titles. The physical collections are housed in a purpose-built eight-story climate-controlled building. The Library provides a continuous record of the natural world dating back to the 15th century and is particularly strong in the materials important to research in systematics. The Library holds the Museum's Central Archives, collections of personal papers, manuscripts and department records and extensive photographic, film and memorabilia collections. The Library also maintains catalog records for the artworks held in the institution. It has recently made the full range of the AMNH scientific publications available on the web.

The Research Library at AMNH has made significant progress in building the technical infrastructure and institutional awareness necessary to sustain and build an enterprise-wide digital environment into the 21st Century. With the acquisition of three industrial-strength servers and large-scale storage systems the Library is creating an environment to develop and sustain new digital initiatives. The first of these projects was the development of a Dspace institutional repository to manage the Museum's corpus of scientific publications over the long term. The repository is integrated with the Library's catalog through XML libraries that make use of Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH).

Building an in-house digital asset management system such as Dspace and partnering with key stakeholders in national digital library development projects such as the Biodiversity Heritage Library has afforded the staff with real opportunities to enhance and extend their expertise.

Some of the projects in the Library involve efforts to integrate the collections into a more coherent and searchable interface; for instance, a recently developed web-based repository of images from Special Collections will soon be imported into OMEKA, an open source software program developed at George Mason University and supported by a user based development team.

The Library's location in New York City gives it exceptional access to students and volunteers, many with considerable expertise.

The Museum archivist was a member of the RAVNS working group that drafted the NCD (Natural Collections Description) standard for describing natural history collections.

The AMNH Library was also a partner library for early development of the Archivists' Toolkit. There are plans in place for the Library to become a member of the World Digital Library before the end of 2010 and to contribute images and records to ARTstor.

- 2. Provide up to three examples of prior collaborations, particularly those that resulted in shared data or federated information programs. (max. 600 characters for each example):**

Example 1:

The AMNH Library is one of 10 major natural history museum and botanical libraries, and research institutions that formed the Biodiversity Heritage Library Project. The group is digitizing the published literature of biodiversity held in their respective collections and will be available through a global “biodiversity commons.” Other institutions include The Field Museum, Harvard University, Natural History Museum (U.K.), Smithsonian Institution Libraries, Marine Biological Laboratory (Woods Hole, MA) and the Botanical Gardens in Missouri, New York and Kew. <http://www.biodiversitylibrary.org>

Example 2:

The Chaco Digital Initiative, a collaborative effort to create a digital archive that will integrate much of the widely dispersed archaeological data collected from Chaco Canyon in the late 1890's and the first half of the 20th century is a result of the collaboration of several institutions--most notably the National Anthropological Archives of the Smithsonian, the American Museum of Natural History, the Maxwell Museum at the University of New Mexico, and the Chaco Culture Museum approximately 7,500 images have now been digitized and are searchable. <http://www.chacoarchive.org>

Example 3:

The Museum Archivist participated as a member of the advisory group for RAVNS (Resources Available for Natural Science) facilitated by RLG to develop a collection level data standard for Natural History Collections (NCD) across forms, to enable cross searching within museum specimen and object collections as well as archival materials like manuscripts, photographs and field books. The purpose is to facilitate resource discovery worldwide. The final version in RDF-OWL has been submitted for review by TDWG. As participant in this project, the Museum Archivist created the crosswalk from NCD to EAD.

3. 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? (max. 1,500 characters):

The backlog is estimated as follows: 44 personal paper and manuscript collections; 170 collections of department records; 687 photo slide collections; 441 photo print collections; 54 photo scrapbooks; 1400 films; 1300 video tapes; 950 audio tapes; 1500 memorabilia items and 1,400,000 negatives and lantern slides.

The strategic plan is based on the research value of the collections. The Library seizes funding opportunities and engages volunteers who show particular interests or abilities. Scheduling is dependent upon the Library staff's time available for supervision.

For example, the moving image and sound collections were surveyed during a post-graduate fellowship hosted by the Library, funded by an award made to New York University's Moving Image Archiving and Preservation Program from IMLS. The fellow's work, based on earlier assessments done by student interns

from the same program, will form the basis for re-purposing the inventory records in the same manner as in this proposal, as will the photo scrapbooks and memorabilia items to be surveyed and cataloged by library school interns in the future.

The four collections in this proposal, manuscripts, department records, photo slides and prints are highest research value and most hidden.

The library is also developing a long term plan for an item level database for 1,400,000 negatives, beginning with 200,000 legacy item level records. Note: these images are outside of the collections in this proposal.

4. Describe institutional priorities for cataloging, including addressing the backlog, if applicable, and explain how this project addresses one or more of these priorities. (max. 1,500 characters):

Since the AMNH is a research institution, the monographic and serial titles the scientists depend upon must be kept current and so are the highest priorities for the Assistant Director for Bibliographic Records Management and the Cataloging Assistant.

Immediately following as a priority for cataloging are the unique special collections materials which are of highest research value and most hidden. These include the materials chosen to be included in this project.

The item level image database is a separate project and is an ongoing high priority. Last in priority order is the AMNH Memorabilia Collection since these collections, while interesting, hold relatively less intellectual value as compared to the rest of the collections.

The AMNH Library expects to use the same procedures proposed for this project in addressing the remaining Special Collections materials that will be cataloged on a collection level.

Processing (arranging and describing) archival and special collections in greater depth with detailed container lists has been and continues to be accomplished by volunteers and interns. To date the Library has produced 62 in depth finding aids for some of the more important archival collections. Upon completion of this project, all collections will have basic finding aids for resource discovery, a minimum of 20 additional finding aids will be created and collections will be poised for description in greater detail appropriate to their research value.

5. Will funds from the grant be applied to current staff salaries, infrastructure or other elements of technical support?

No

If so, justify the need to cover such costs with external funds and their relevance to the proposed cataloging effort. (max. 1,500 characters):

6. Would your institution be willing to participate in an ongoing CLIR study focusing on innovative aspects of hidden collections cataloging projects, and/or in a post-project

evaluation?

Yes

Funding

1. What is the size of the request (in whole dollars)?

\$117,600.00

2. How large is the institutional cost share? (Cost sharing is encouraged, but is not required.)

\$102,560.00 *Note: Matching is encouraged but not required.*

3. Total value of the project, including requested and cost sharing funds?

\$220,160.00

4. Have other sources of funding been considered?

Yes

Describe prior efforts, if any, to identify other sources of funding for this project, and explain why this project is uniquely suited to this funding program. (max. 1,500 characters):

The AMNH library seeks every opportunity to create access to the entirety of its collections. The archives, relevant to the social history of science and the art of museum representation, often fall between funding categories for arts and humanities (NEA-NEH) and hard sciences (NSF). The Museum, an active research institution, has many other departments with competitive funding needs.

Based on work done with a \$9,600 grant from the Metropolitan Library Research Council to produce a web exhibit of close to 1,000 photographs, the Library is developing an image database for its photo collection of over one million images and will apply to NEH to support that project in July 2011.

In 2009 the Library received a grant from the Gladys Krieble Delmas Fdn to digitize the card catalog that provided access to the Museum's Central Administrative Archives.

For years, the Library has been systematically surveying its archives. This RFP was received when the next step was to create minimal level catalog records and map to basic EAD for web retrieval.

The survey method was used by a post graduate fellow for our films and a similar plan to catalog the Science Division Archives was funded as part of an IMLS Conservation Risk Assessment grant.

This proposal is uniquely suited to this program because we are in the position to harvest the results of years of effort and build upon that work in an efficient and cost effective manner, creating access to core archival collections.

5. CLIR requires all applicants to complete and upload two budget documents.

1. The Budget Narrative should include a full description of the budget, explaining the

need for each budget line and the method(s) used to compute the projected costs. If software or equipment is being purchased or work is being outsourced, the vendors being considered should be mentioned. A brief explanation of how the grantee institution would manage the grant funds should also be included in this section.

2. The Budget Detail must provide a detailed budget broken out by year. The Budget Detail must be submitted using CLIR's form, which may be downloaded here. The form must be re-saved into PDF format prior to upload, with any subcontracts appended to the end of the document.



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

Yes Note: CLIR will reimburse participant travel for up to two representatives from each funded project.

AMERICAN MUSEUM OF NATURAL HISTORY LIBRARY Cataloging Hidden Collections Project Plan

Staffing:

The Museum Archivist will oversee the project. The Project Archivist, hired upon funding notification, will be in place early February of 2010 and will be responsible for supervising and coordinating students; implementing batch loading procedure; mapping MARC to EAD; working closely with the Research Services Librarian and the part time Digital Project Assistant to publish the finding aids on the AMNH web site. Data fields and mapping will be reviewed by the Assistant Director for Bibliographic Control and the Museum Archivist. The Library Conservator will ensure the proper handling of materials. AMNH part time Assistant Cataloger and part time Archive Assistant (a library school student) both of whom worked on the existing inventories will provide additional guidance to the students engaged to for the project. The Museum Archivist and Research Services Librarian will ensure that the data is fully interoperable and available for OAI harvesting. The Project Archivist will be responsible for overseeing full documentation of the project to be published on the Library web site.

Graduate interns will be enlisted before each academic term. Library school students will conduct the final surveys. Mixed teams composed of one library student and one graduate student in a relevant discipline will create finding aids and develop authorities.

Established relationships with local colleges and universities will be ongoing, integrated into the Library's procedures and will continue beyond the grant period as part of an ongoing effort to create more detailed finding aids. The length of this project coincides with five school terms over 2 years covering a total of 21 months; 3 teams of two students for the first three terms and 4 teams of 2 students for the last 2 terms totaling 34 student interns. Prior to the project funding, the Library staff is reviewing the data fields for the Manuscript Collections so that work may begin immediately upon the project funding. AMNH staff is now converting existing print finding aids (approximately 30) to electronic form. For collections already in the catalog, relevant biographical, historical and scope notes from the finding aids will be added along with container lists as part of the EAD mapping. Authority work is nearly complete for Museum permanent halls, temporary exhibitions and personal names associated with the collections. Work on expeditions, and Museum departments will proceed with the help of long-time Museum volunteers working with the students and AMNH staff.

Long Term Sustainability and Promotion of the Collection:

This plan will provide for long term sustainability through redundant manifestation and storage of the same data in the library catalog, the OCLC bibliographic network and the NUCMC union catalog. Museum's servers are backed up daily, tapes are held for two weeks. Tapes are shipped weekly to Iron Mountain for off site storage.

The development of more detailed finding aids using interns and volunteers will continue. Connections with educational institutions will promote new use of the archival collections. The Museum's Communication Department will take an active role in promotion and publicity of this project and of new collaborative projects that result.

American Museum of Natural History Library
Cataloging Hidden Collections
Technical Approach

Project Summary:

Based on verification and data mapping of existing MARC inventories, the AMNH Library will create approximately 1400 catalog records and basic EAD finding aids for its important, yet hidden, archival collections, including manuscript, photographic and slide collections and historic department records. From these, a minimum of 20 collections will be processed more completely to create fully developed finding aids.

In addition to the catalog records in the Library OPAC and OCLC, access to the collections will be available on the Library's home page where a finding aid may be found by reviewing an alphabetical drop-down list. A researcher may also do a simple web search and retrieve a finding aid directly. In this way, the collections will be exposed for those who may not know to go to the AMNH site.

The work will be supervised by the Project Archivist, who will engage and supervise 34 students over five school terms totaling 21 months. The effort will be strongly supported with oversight by AMNH Library staff members.

The Project Archivist salary is the only item for which funding is requested. Reviewers from our 2009 submission to CLIR had the following comments: "An efficient approach, allowing for good return on the investment" and "The technical approach is simple, yet effective and, perhaps, even elegant." This expedient process from preliminary inventory list to fully developed, web accessible finding aids will be documented and published in hope that it will be a useful guide for the many archives with little or no archival organization or technical support.

Deliverables:

- A total of 1341 new catalog records including:
 - 44 Manuscript Collections
 - 170 Department Records
 - 441 Photo Print Collections
 - 687 Slide Collections
- A total of 1488 basic EAD encoded finding aids mapped directly from the MARC data. This number is larger than the number above because it includes the 147 collections with existing MARC records.
- A minimum of 20 fully developed finding aids will be created with greater description, access points and container lists, establishing a protocol that will allow for the extensibility of the approach with other students and volunteers, thereby creating a system where detailed finding aids may be produced and added over time.

- Written and screencast documentation describing the entire process posted on the AMNH Library web site.

Engaging and training student interns:

Realizing that doing organizational work benefits their scholarship, many researchers using the AMNH collections have volunteered their time to arrange and describe the collections. Based on this successful precedent and on the Library's long term use of library school, graduate and undergraduate interns from other areas of study, we will engage a total of 34 students who will work in teams over a period of five school terms. Capitalizing on the Museum's proximity to many colleges and universities, we will establish formal relationships with institutions with programs in biology, anthropology, paleontology, earth sciences, museum studies, history, history of science, art, art history, and American studies to find students to work with the Museum's extraordinary primary resources. Some students will verify the inventory data and others will arrange and describe collections relevant to their research topics. After the project funding is completed, these institutional relationships will continue as part of our routine work of arranging and describing archival collections on a volunteer or class credit basis.

The Project Archivist working with the Museum Archivist, will establish the program, write the processing guide and supervise the students. The students' work will be subject to strict quality control by the Project Archivist and will be reviewed by the Museum Archivist.

Inventories:

The first part of the project is to physically review the collections to verify and finalize the spread sheet data. The present inventories are largely based on box labels. The boxes must be opened and the contents confirmed. With two students working together in the stacks with a laptop computer and a cart, this process will proceed quickly.

The students will add descriptive access points, controlled and uncontrolled, to provide "better description for better discovery" as described in Jennifer Schaffner's May 2009 OCLC Research Report, "The Metadata is the Interface." The students will also address any remaining authority work for these records.

Work on the collections will be done largely in sequence starting with the Manuscripts, followed by the Department Records, the Photo Print Collections and finally the Slide Collections. (See Summary Project Management Plan)

Data Mapping, Standards and Tools:

Before the students begin, the Project Archivist, in consultation with the Museum Archivist and the Assistant Director for Bibliographic Services, will verify the MARC data field, subfield and delimiter mapping for each data set. There are some variables among the four collection categories, usually in the 300 fields. The data fields for this project will reflect, at least, the Single-level Minimum

standard as described in DACS and the minimal level OAC (Online Archive of California) MARC record Best Practice Guidelines. The team will also map to Dublin Core unqualified so that it will be possible to expose the records for OAI Harvesting.

MarcEdit is a freely available shareware program, developed by Terry Reese at the University of Oregon, used to edit and map bibliographic records in large batches. The Library has succeeded in a rough mapping trial of the present MARC data fields to the MARC format using MarcEdit.

As soon as the full data mapping including subfields and delimiters is completed, and the default fields for terms of access, preferred citations, etc. have been added, the Project Archivist will run new trials using MarcEdit to produce MARC formatted records.

When the full process has been established and the records have been fully verified by the student teams, the data will be batch loaded into OCLC, one collection group at a time. From there they will be added to the Library's online catalog. Both Archivists working with the Assistant Director for Bibliographic Services will review and document the batchloading process.

EAD encoded finding aids:

MarcEdit may also be used to map from MARC to EAD. The Library will create a total of 1488 basic EAD encoded finding aids. This number includes the 147 previously cataloged records that are listed on the inventories in addition to the 1341 records created with this project.

Using a process developed by Jordan Grooms, a recent library school intern, we will map the EAD data into a template and following procedures from the EAD Cookbook create an HTML page that can be published on the web. Grooms has documented the procedures and reviewed it with the Research Services Librarian who will be responsible, along with both Archivists, and with the assistance of the Digital Assistant in implementing this process.

These basic finding aids will provide access to the collections for those who pass over traditional library catalogs and web sites and search the web directly. The Library will also develop a scheme for the persistent naming of these digital objects. From this basis, some of the students will expand at least 20 of the finding aids, adding container lists, more description, and additional access points. The Museum Archivist will determine which collections are best suited based on research value, the size of the collection and the subject expertise of the students. The work will be supervised by the Project Archivist. This enhanced information will be added to the EAD web template and published online. Links to those finding aids from the 856 field will be added to the catalog records.