

Recordings at Risk

Open Call Applicants Informational Webinar



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CLIR is an independent, nonprofit organization that forges strategies to enhance research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning.

Why CLIR created the program

- CLIR has helped to build awareness of the urgency of digitizing “at risk” audio and audiovisual formats
 - National Recording Preservation Board (since 2005) and *Cataloging and Digitizing Hidden Collections* (since 2008)
- Unique challenges of audio/audiovisual digitization and description
 - Inaccessible content... How to assess collections?
 - Specialized expertise not often available locally
 - More storage for access and preservation--Prohibitive costs!
 - Unclear IP issues

Why CLIR created the program

- Digitizing Hidden Collections focuses on larger, collaborative projects, while RaR helps those who need to start work with smaller projects in a circumstance where there is an absence of local expertise



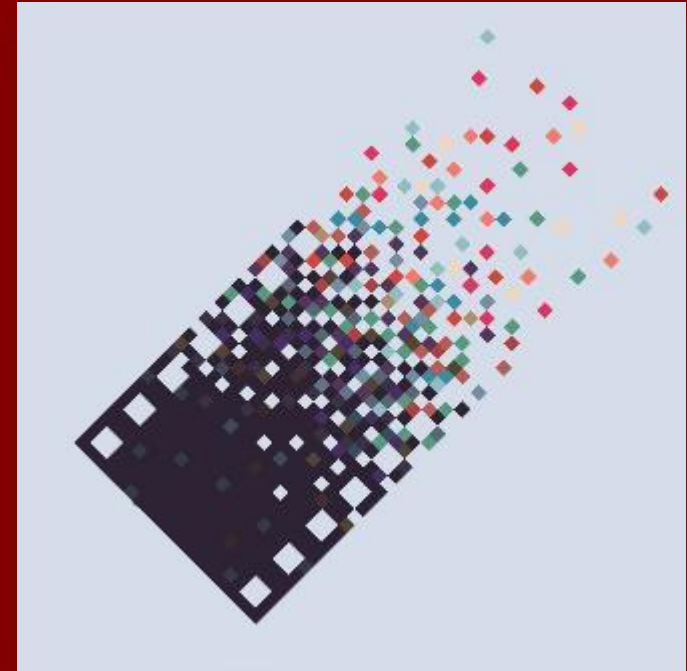


Eligibility

- U.S. nonprofit academic, research, or cultural memory organizations
 - Organization and collections must be in U.S.
 - Government units and their agencies = Eligible, if cultural heritage is primary function
 - Federally recognized tribal governments are eligible
- One application per institution
 - Different campuses of a university are considered as different institutions
 - Multiple applications submitted from one institution? CLIR will only accept one per call

Allowable Formats

- Audio / Video / Film
- Primarily focused on analog-to-digital transfer



Application Overview

- Section 1. Project Summary
- Section 2. Description of Content
- Section 3. Scholarly and Public Impact
- Section 4. Risk Assessment
- Section 5. Rights, Ethics, and Re-Use
- Section 6. Project Design
- Section 7. Service Provider Information
- Section 8. Funding
- Section 9. Applicant Information

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[RIGHTS, ETHICS, AND RE-USE](#) | [PROJECT DESIGN](#) | [VENDOR INFORMATION](#) | [FUNDING](#) | [APPLICANT INFORMATION](#)
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Section 1. Project Summary

Institution/Organization *

Project Title *

Project summary *

0/50

0/150

What is the size of the request? Applicants may request as little as \$10,000, or as much as \$50,000, per project.

Amount requested *

Provide the proposed project length in whole months.

- Projects must be between 3-12 months in length.
- All project work must take place between November 1, 2017, and October 31, 2018.

Project length (months) *

Application Overview


RaR02 Application Outline ☆

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Outline

- *** NOTE: THIS IS A COPY OF THE AP..
- SECTION 1. PROJECT SUMMARY
- SECTION 2. DESCRIPTION OF CONTE...
- SECTION 3. SCHOLARLY AND PUBLIC..
- SECTION 4. RISK ASSESSMENT
- SECTION 5. RIGHTS, ETHICS, AND RE..
- SECTION 6. PROJECT DESIGN
- SECTION 7. SERVICE PROVIDER INF...
- SECTION 8. FUNDING
- SECTION 9. APPLICANT INFORMATION
- ADDITIONAL INFORMATION



Council on Library and Information Resources
Recordings at Risk: Application Form Outline

*** NOTE: THIS IS A COPY OF THE APPLICATION FORM ***
To access the official online application form, [click here](#).
To create a personal, editable copy of this Google Doc, [click here](#).

Please review the [Application Guidelines](#) for details about the information requested in this proposal.
Fields marked with an asterisk are required.

SECTION 1. PROJECT SUMMARY

Institution/Organization *

Project Title * (50 words max)

Project summary * (150 words max)

What is the size of the request? Applicants may request as little as \$10,000, or as much as \$50,000, per project. *

Provide the proposed project length in whole months. *

- Projects must be between 3-12 months in length.
- Projects may begin as early as November 1, 2017 or as late as September 1, 2018.
- All projects must conclude by October 31, 2018.

Letter of institutional support (max. 10MB, .pdf format only) *

Provide a letter from a head administrator affirming the institution's support for the project, its readiness to undertake all outreach and preservation activities described in the proposal, and its recognition of the project's fulfillment of the institution's mission and current strategic goals. The letter must reaffirm the specific conditions under which the digital content created through the project will be preserved for the long term and made available for study and re-use, including

Application Overview

Section 1. Project Summary

- Project Summary
- Size of Request
 - \$10,000 - \$50,000
- Project length
 - 3 – 12 months
- Letter of institutional support



Application Overview

Section 2. Description of Content

- Description of materials
- Condition
- Material Quantity and Type

Material Quantity and Type

Material Type *	<input type="text"/>
Other Format	<input type="text"/>
Amount of Materials *	<input type="text"/>
Unit of Measurement *	<input type="text"/>
Additional Information	<input type="text"/>

[add](#)



Application Overview

Section 3. Scholarly and Public Impact

- One of two primary criteria!
- Describe impact upon scholarship and the public
- Recommendation letters
 - 1 required (up to 3 total)



Application Overview

Section 4. Risk Assessment

- Explain the urgency of the proposed project



Application Overview

Section 5. Rights, Ethics, and Re-Use

All parties to this proposal understand that as a condition of acceptance of any *Recordings at Risk* award from CLIR, all **metadata** created in the course of funded project activities must be dedicated to the public domain under a [CC0 Creative Commons license](#). Exceptions to this requirement will be made for culturally sensitive metadata.

Tick to confirm: * Confirmed

All parties to this proposal understand that as a condition of acceptance of any *Recordings at Risk* award from CLIR, recipient institutions must not claim additional rights or impose additional access fees or restrictions to the digital files created through the project, beyond those already required by law or existing agreements. Exceptions may be made for those materials in the public domain without the express wishes of local, traditional, and indigenous source communities.

Tick to confirm: * Confirmed

- Rights, embargoes, ethical/legal considerations?
- Personally Identifiable Information?

Application Overview

Section 6. Project Design

- Project Design
 - Project plan w/ timeline
 - Technical approach
 - Digital preservation plan
 - Access to project deliverables?
- Sample proposals available!



Getting Started with Designing a Digital Preservation Plan [\[edit\]](#)

This section includes resources that will give an overview of the concepts that a cultural heritage institution will consider as it designs a digital preservation plan. It also includes strategies that will be of particular use to institutions working to construct a plan from scratch or with limited financial and technical means.

General

- Thanks to the [WikiProject Digital Preservation](#), the information about digital preservation on [Wikipedia](#) is substantial and current.
- The [National Digital Stewardship Alliance](#) (NDSA) has published the [NDSA Levels of Digital Preservation](#), "a tiered set of recommendations for digital preservation." The [NDSA National Agenda for Digital Stewardship](#) provides a broad overview of current "challenges, opportunities, gaps, and trends" in digital preservation.
- The [Digital Preservation Coalition's](#) [Digital Preservation Handbook](#) (now in its second edition) is "an internationally authoritative handbook on digital preservation." The Handbook includes a useful overview of audio and audiovisual content, including links to many other resources.
- [Digital Preservation Management: Short-Term Strategies for Long-Term Problems](#) is a comprehensive tutorial created by Cornell University.
- [From Theory to Action: "Good Enough" Digital Preservation Solutions for Under-Resourced Cultural Heritage Institutions](#) (2014) is a report that provides practical advice for under-resourced organizations.
- The [Northeast Document Conservation Center](#) (NEDCC) has compiled a [Digital Preservation Reading List](#) that provides a thorough overview of digital preservation resources. A list of resources related to digital preservation are provided on NEDCC's website.

Data Integrity

- The "Checksum" and the [Digital Preservation of Oral History](#), from [Digitalomnium](#), provides an excellent broad overview and discussion of digital preservation.

Application Overview

Section 7. Service Provider Information

- Rationale for service provider selection
 - Due diligence?
 - Technically competent, cost-effective
 - Compare proposals!

Service provider information

Vendor name *	<input type="text"/>
Vendor address *	<input type="text"/>
Vendor contact *	<input type="text"/>
Vendor phone *	<input type="text"/>
Vendor email *	<input type="text"/>

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Application Overview

Section 7. Service Provider Information

- Allowable Costs
 - Costs charged by service provider for stabilizing media, preservation reformatting, basic metadata creation
 - Shipping of materials to service provider
 - Insurance for materials during shipping and handling by service provider
- Work done at institution
 - Quality control, metadata creation, ingest into content management system, initial backup

Application Overview

Section 7. Service Provider Information

- Disallowed Costs
 - Indirect costs
 - “Miscellaneous”
 - Electronic equipment other than storage media
 - Software licenses or services
 - Tuition remission
 - Conservation treatment beyond what is necessary to digitize
 - Extensive processing/editing of digital surrogates
 - Copyright assessment or research related to preparation of detailed collection descriptions
 - Film-to-film transfer

Application Overview

Section 7. Service Provider Information

- “Qualified” external service provider?
Check:
 - Colleagues
 - Conference sponsorships
 - Webinars/panels
- What can I do to get the most accurate proposal?
 - Complete inventory
 - Photos



Application Overview

Section 7. Service Provider Information

Strategies for Audiovisual
Digitization Projects
a DLF-hosted webinar series

- June 14, 2:00 – 3:00 PM ET -- Efficient Outsourcing with Audiovisual Digitization Service Providers
- June 21, 2:00 – 3:00 PM ET -- Low-Cost, DIY, and Community-Based Approaches to Audiovisual Digitization

Application Overview

Additional Information

- Allowable appendices include:
 - Summary documentation of collection assessments
 - Accession documentation
 - Donor agreements
 - Photographs of nominated materials
 - Audio/video samples relevant to nominated materials
 - Sample metadata records

Application Overview

Additional Information

Your application is saved as a draft.

[Application form](#)

[Print application text](#)

[Upload appendices](#)

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Cycle Timeline

July 31, 2017 – Second call deadline

October 31, 2017 – Recipients announced

November, 2017 – August, 2018 – Window for project start dates

All projects must be completed by October, 2018



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