

User:

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

Eligibility

To be eligible for a Digitizing Hidden Collections grant in 2017, applicant projects must meet the following requirements:

- Minimum allowable request for 2017: **\$50,000**
 - Maximum allowable request for 2017: single-institution projects: **\$250,000** / collaborative projects: **\$500,000**
 - Minimum allowable project term: **12 months**
 - Maximum allowable project term: single-institution projects: **24 months** / collaborative projects: **36 months**
 - Projects must begin between **January 1 and June 1, 2018**
 - Single-institution projects must be completed by **May 31, 2020**
 - Collaborative projects must be completed by **May 31, 2021**
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Is this a collaborative project? (Note: collaborative projects are required to submit a Collaboration Statement)

Yes/No

Yes

What is the size of the request?

NOTE:

- The minimum acceptable request in this program, for all projects, is **\$50,000**.
- Single-institution projects can request **no more than \$250,000**.
- Collaborative projects can request **no more than \$500,000**.

Amount Requested

385,205

Provide the proposed project length in whole months, and list the project start and end dates.

NOTE:

- All projects must begin between **January 1 and June 1, 2018**.
- All projects should **start on the first of the given month** (e.g. January 1), and **end on the last day of the given month** (e.g. November 30) when the project closes.
- The minimum project length, for all projects, is **12 months**.
- Single-institution projects can last **up to 24 months** and must end by **May 31, 2020**.
- Collaborative projects can last **up to 36 months** and must end by **May 31, 2021**.

Project length (months)

36

Project Start Date

01/01/2018

Project End Date 12/31/2020

A note regarding principal investigators:

An individual may not be named as a principal investigator (PI) on more than one proposal, and may not serve as PI on two funded projects simultaneously. Please tick the box below to confirm your acknowledgement of and compliance with this guideline.

Tick to confirm: Confirmed

Project Summary

All applicants are required to upload a [cover sheet](#) with their final proposals. The cover sheet provides you with a place to point reviewers to the sections in your final proposal where you've addressed questions or concerns they have may expressed in first round feedback. [Click here](#) to download the cover sheet template.

Cover Sheet CLIR Cover Sheet_rev.pdf

Applicant Institution Christ Church Preservation Trust

Applicant Institution: legal name
(if other than above)

Collection/Project Title Digitizing the Records of Philadelphia's Historic Congregations:
Providing Documentation for the Political, Social and Cultural
Developments in Philadelphia

Project Summary Settled by William Penn in 1681 as a center for religious freedom, Philadelphia provided refuge for newcomers of many faiths. In the 18th century, Philadelphia served as the epicenter for political thought and action, as delegates to the Continental Congress and Constitutional Conventions met, debated, and worshiped together here. The religious organizations built by early Americans offer windows into colonial life through baptismal, circumcision, marriage, burial, and pew rental records: along with meeting minutes and correspondence, these documents act as transcripts of a time before census records and city directories existed. Unfortunately, as few congregations have active archival programs, access to these documents is limited. A CLIR grant would enable us -- Philadelphia's historic congregations -- to create a digital database of shared records for a worldwide audience.

Collaborating institutions (if applicable)

If this is a collaborative project, include the names of the collaborating institutions below. Use the green **add** button to list additional partners as needed.

Collaborating Institutions (if applicable)

Institution

St. George's Methodist Church

Institution

Gloria Dei

Institution

Episcopal Dioceses Archives

Institution

Presbyterian Historical Society

Institution

St. Peter's Episcopal Church

Institution

Mikveh Israel

Institution

African Episcopal Church of St. Thomas

Institution

American Baptist Historical Society

Institution

Athenaeum of Philadelphia

Collaboration Statement (required for all applicants proposing a collaborative projects)

Identify the ways in which your proposed project constitutes a collaborative effort. Explain how the collaboration advances the missions and meets the priorities of each of the institutions involved and enhances the capacity of the project to support the creation of new knowledge, and describe benefits of the project that would not be possible if the partners worked individually.

Collaboration Statement

The historic congregations of Philadelphia seek to publish our archival information in a unified database that will direct researchers to records across institutions. Due to technological and funding limitations, much of our information has remained hidden, inaccessible to the public. Acting as a consortium, we can aggregate our records to present a more comprehensive and collaborative collection than we can produce alone. Primarily, our collective documents reveal the effectiveness of William Penn's religious experiment in Pennsylvania. Using our interconnected project design, scholars will better understand how people of various faiths worked together in early America to found, debate and support the significant religious institutions that stand today. Scholars will find details, for example, of the early friendship between Mikveh Israel, America's oldest synagogue, and Christ Church, America's first

Episcopal parish, and of the link between the African Episcopal and Methodist denominations, interfaith groups that germinated in the Free African Society, a group led by Richard Allen and Absalom Jones. Without simultaneous and direct access to the records of Philadelphia's historic congregations, historians would remain unaware of the significant threads shared by early Americans and institutions and of their contribution to the new republic. We've chosen to collaborate with the Athenaeum of Philadelphia, a special collections library which for 17 years has worked with Philadelphia institutions to digitize their records and disseminate information in interconnected databases. Staff expertise with project management makes them ideal partners and their commitment to maintaining and hosting data is a part of their mission.

Quantities and Types of Original Materials to be Digitized during the Project

Enter estimated quantities and select the units of measurement [boxes, cubic feet, items, linear feet, pages, recorded hours, volumes] and material types [books, serials, manuscripts, photographs, posters, ephemera, musical scores, maps, architectural drawings, audio recordings, audiovisual recordings, artworks, artifacts, specimens, mixed archival collections, other] that most specifically describe the extent of source materials that will be digitized during the project.

You may add as many different measurement/material types as you like by clicking the green **add** button found below this section, but each individual item should be accounted for in only one category.

If the quantities provided are rough estimates rather than precise descriptions, explain the method used for estimating those quantities in the space provided for additional information.

Materials

Amount of Materials	41968
Unit of Measurement	pages
Type of Materials	manuscripts
Type of Materials: Other	

Additional information (optional)

Quantities and Formats of Master Digital Files to be Created during the Project

Enter estimated quantities of uniquely described digital files to be created through digitization, as well as the relevant digital format(s) created and technical specifications for those formats (dpi, minimum pixel dimensions, bit-depth, optical density, etc.).

If additional files are to be derived from those created in the digitization process for the purposes of backup, preservation and/or access, do not count these derivative files or formats in the totals entered; you may describe any derivative formats to be created and the purposes these will serve in the space provided for additional information.

Digital Files to be Created

Quantity	41968
Format	Uncompressed TIFF at 400-600 dpi

Additional information (optional) A JPG 2000 file will be created for all archival master files.

Catalogs/repositories/services

Provide names and complete URL(s) for all of the portals through which content digitized through the proposed project will be available to researchers and the general public. Use the green **add** button to list additional portals as needed.

Portals

Portal

American Theological Library Association Digital Collections (DAMS)

URL

<http://dl.atla.com/>

Portal

Christ Church Philadelphia website

URL

<http://www.christchurchphila.org>

Portal

PACSCL - Hidden Collections Initiative for Pennsylvania Small Archival Repositories

URL

<http://dla.library.upenn.edu/dla/pacscl/ancillary.html?id=collections/pacscl/repositories2>

Portal

OPenn - University of Pennsylvania Libraries Open Data Portal

URL

<http://openn.library.upenn.edu>

Portal

DPLA - Digital Public Library of America

URL

<https://dp.la/>

Portal

Internet Archive

URL

<https://archive.org>

Description of Content: Public

Description of materials

Provide a brief narrative description of the source materials nominated for digitization, including their subject(s), provenance, relevant associated people, organizations, and events.

Description

The materials nominated for digitization comprise 41,968 records from Philadelphia's oldest congregations, ranging in date from 1708 to 1870. Collectively, the materials include church membership files and the records for baptisms, circumcisions, marriages, bar

mitzvahs and burials. Additionally, the collections represent organizational information: governing records include meeting minutes, charters, land grants, accounts, correspondence and sermons. All materials reside with the institutions who created them with a few exceptions: the Presbyterian Historical Society maintains the 1st, 2nd and 3rd Presbyterian Church records; the St. Paul's records are housed at the Episcopal Diocesan archives; the First Baptist records live at the American Baptist Historical Society. Project relevance is categorized into three areas. The first is prominent ministers who were also prominent civic leaders: Jacob Duche (Christ Church), William White (Christ Church) and George Duffield (Third Presbyterian), Chaplains for the Continental Congress; Francis Alison (First Presbyterian), charter member of the American Philosophical Society; Absalom Jones and Richard Allen (leaders of the Free African Society); Gilbert Tennent, first pastor of the Second Presbyterian Church; Gershom Mendes Seizas (Mikveh Israel), first native born Jewish minister in the US; and Frances Asbury, bishop of the First Methodist Church. The second area, prominent people, include Benjamin Franklin, Francis Hopkinson, Benjamin Rush, Robert Morris, William Smith, John Ross, Rebecca Gratz, Nathan and Benjamin Levy, and Moses Aaron Dropsie. Prominent events include the Revolutionary War, Philadelphia colonial history, religious freedom, immigration and assimilation, the Civil War, public health epidemics and the creation of social services.

Geographic Scope

Describe the range of geographic regions represented in the nominated collection(s). Do not describe the current or future location(s) of the original, physical materials.

Geographic scope	The geographic scope of the aggregation is the city of Philadelphia and its immediate surroundings.
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Date range of materials to be digitized

List your best estimate of the date range covered by the collection(s), in whole years. Dates should be formatted as YYYY BC/AD – YYYY BC/AD (e.g. 356 BC - 1542 AD).

Date range of materials	1708-1870
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Collection level descriptions (if applicable)

If applicable, identify and provide the URL(s) for any collection-level descriptions currently available online. The existence of such descriptions is not a requirement for this award and there is no minimum level of description required before collections can be eligible for nomination for this program. Use the green **add** button to list additional URLs as needed.

Collection URL(s)

Collection name(s)

Christ Church Archives

Collection URL

www.christchurchphila.org

Collection name(s)

PACSCL- Hidden Collections Initiative

Collection URL

<http://dla.library.upenn.edu/dla/pacscl/ancillary.html?id=collections/pascl/repositories2>

Collection name(s)

Presbyterian Historical Society

Collection URL

<http://www.history.pcusa.org/>

Collection name(s)

Mikveh Israel Archives

Collection URL

http://www.mikvehisrael.org/e2 cms_display.php?p=past_perfect_archive&if=YES

Collection name(s)

Historic St. George's Archives

Collection URL

<http://www.historicstgeorges.org/archive>

Collection name(s)

St. Peter's Church

Collection URL

<http://www.stpetershistory.org>

Collection name(s)

African Episcopal Church of St. Thomas

Collection URL

<http://aecst.org/about.html>

Collection name(s)

America Baptist Historical Society

Collection URL

<http://abhsarchives.org>

Description of Content: Confidential

List of collections to be digitized

The list of collections to be digitized must follow the format found in this [template](#). This document lists the nominated collections included in the project, the sizes of the collections, the holding institution(s), the formats of the collection material, and re-usage rights for each collection.

List of Collections (.pdf, .xls, .xlsx)	CLIR list of collections_2017 finalcws.xlsx
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Current arrangement and description(s) of materials to be digitized

Provide a brief narrative that summarizes the physical arrangement and the level(s) of processing, cataloging, or other descriptive work that has previously been done for the nominated collection(s). Include the date(s) this descriptive work took place and the standard(s) and/or current format(s) of the records that were created.

Current Arrangement	Each set of records has been processed by its holding institution. In some cases cataloging is more detailed, but all have inventories of records with titles, dates and identifying description. Some -- most notably the records of Christ Church, St. Peter's and the Presbyterian records at the Presbyterian Historical Society -- have more detail with scope and content notes, record group and series arrangement, and finding aids. The Christ Church records, organized through an NHPRC grant in 1980, have a published finding aid; an online catalog of represented scans were made public through the church's digital archives site, a pilot for this project. Within the last year, the records of St. George's Methodist Church, Mikveh Israel, St. Peter's, Christ Church and St Thomas' African Episcopal have been incorporated into the Historical Society of Pennsylvania's Hidden Collections Initiative. Records were appraised and evaluated for condition, housing quality, intellectual and physical access. Finding aids were created with scope and content notes and institutional history, and record groups were identified with detailed descriptions written using the Archivists Toolkit. Summary descriptions including historical and biographical information were posted online through the PACSCL Hidden Collections Initiative for Pennsylvania Small Archival Repositories website.
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Current condition and housing of materials to be digitized and plans for their conservation and preservation

Describe the current condition and housing of the materials to be digitized, including the means through which this condition has been assessed. Identify the individual or individuals responsible for this assessment and approximately when the assessment took place. Describe the strategies to be employed for stabilization, conservation, and/or preservation of the materials, including the means through which this work will be supported and sustained long-term. Explain the environmental provisions made for the long-term management of the source materials and the strategy for responding to requests for access to them.

Note that no funds for conservation, stabilization, or preservation of physical materials are available through this grant program. This includes costs for re-housing or storage supplies. Similarly, no funds related to the conversion or migration of born-digital files are available. All such costs are the responsibility of the holding institutions.

Current Condition

There are eleven distinct collections, most maintained within institutions of origin, notably those of Christ Church, Mikveh Israel, St. George's, St. Thomas' African Episcopal, St. Peter's and Gloria Dei. The Presbyterian Historical Society holds the records of the First, Second and Third Presbyterian Churches; First Baptist records are kept at American Baptist Historical Society, and the records of St. Paul's, are housed at Episcopal Diocesan Archives. These latter three are staffed by professionals who assess and oversee conservation and preservation needs. The collections on the whole are in good shape and most appropriately housed in acid free materials. Christ Church has a professional archivist and has worked extensively with the Conservation Center for Art and Historic Artifacts (CCAHA) to develop preservation and emergency preparedness plans. Funding from various sources over the years has allowed for conservation of specific materials and recent NEH and IMLS grants allowed for CCAHA to come in and do item level conservation assessments on much of the collections and some treatment. The archives space was expanded in 2010, a separate HVAC system installed in 2012, and water monitors added in 2014. St. Peter's records are maintained at the church's Parish House, and a volunteer staff has overseen their care and processing. Gloria Dei's volunteers have translated and cataloged records. In addition, St. Thomas' African Episcopal, Mikveh Israel and St. George's maintain their oldest records in acid-free boxes and climate-controlled spaces. Access is supervised yet staffing is limited. Digitization will greatly expand universal access.

Representative samples of materials to be digitized (max. 10 pages, 12 MB, .pdf format only)

Upload a PDF document containing images of up to ten (10) selected items from the collection(s) to be digitized. This document must be no more than ten pages in length, and it must be no more than 12MB in size. Each image should be accompanied by a description and full citation that includes the name of the holding institution, the collection title, any identification numbers or shelfmarks, and any available information about rights or licensing. The document may contain embedded URLs linking to additional content, such as sample audio or audiovisual files, but must contain samples of no more than ten items.

Description of Samples

The following documents represent images from the different categories of records proposed for scanning -- minutes of the

governing body, individual marriage contracts, baptismal registers, account books, charters and correspondence. While a number are from the Christ Church archives, they reflect records of some of the earlier congregations that had their beginnings at Christ Church, notably St. Peter's. Those who formed St. Paul's Church and drafted the constitution included here had ties to Christ Church as well.

Samples (.pdf format only)

Philadelphia_historic_documents_9_docs.pdf

May CLIR excerpt from and display some portion of these representative samples within the Hidden Collections Registry, elsewhere on CLIR's website, or in program-related social media?

Tick "yes" or "no," indicating whether CLIR may display some portion of the provided samples within the Hidden Collections Registry, elsewhere on CLIR's website, or in program social media. CLIR staff will cite the holding institution if a sample is used in one of these ways. Note that an applicant's response to the question will be visible to CLIR staff only and will not affect the proposal's assessment in the competition for funding in any way.

If some samples may be displayed and some may not, clarify which of the representative samples are permissible to display publicly.

Yes/No

Yes

Selected Permissions (if applicable)

Rights, Ethics, and Re-Use

All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Special Collections and Archives* award from CLIR, all recipient institutions and collaborating partner organizations will be required to sign and execute the program's [intellectual property agreement](#).

Tick to confirm:

Confirmed

All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Special Collections and Archives* 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 may be made for culturally sensitive metadata.

Tick to confirm:

Confirmed

All parties to this proposal understand that as a condition of acceptance of any *Digitizing Hidden Special Collections and Archives* award from CLIR, recipient institutions, including partnering institutions in cases of collaborative projects, 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. Digital copies of materials that are in the public domain in their analog form must also be in the public domain. CLIR strongly encourages grant recipients to share digital copies as public domain resources and/or with [Creative Commons](#) licenses, as appropriate. 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

Applicants who tick any of the boxes below must provide details clarifying their responses in the Rights, Ethics, and Re-Use Statement, strongly justifying their choices.

Tick any that apply:

Note that applicants planning to use watermarks or charge fees for the use of digital materials created through this program, particularly for non-commercial re-use, are less likely to be competitive for this program.

Rights, Ethics, and Re-Use statement (max. 4 pages plus optional appendix, 5MB, .pdf format only)

Upload a description of up to four pages that:

- Summarizes all known rights, embargoes, and access or legal restrictions applicable to the source materials to be digitized and describes how these rights, embargoes, or restrictions will be communicated to the public (such as employing the standardized statements offered by [RightsStatements.org](#));
- Identifies and explains any ethical considerations that affect circulation of, access to or re-use of the digital copies;
- Explains the basis upon which the proposed activities are justifiably legal and ethical;
- Explains the specific terms under which users of the collections will be able to access and re-use the digital copies created through the project;
- Explains and justifies any institutional watermarks incorporated into copies made accessible to users and any fees charged for re-use; and
- Describes any other measures to be taken to restrict access to or re-use of the digital copies in order to comply with the law or with applicable, pre-existing agreements or contracts, or to uphold ethical and moral claims and rights of individuals or communities.

This statement should not be a “boilerplate” institutional policy or template, but should be tailored to this project and to the requirements above. Applicants may include copies of institutional policies, deeds of gift, or other additional documents in this section as an optional appendix. This appendix must be combined into the same PDF as the statement, led by a cover sheet identifying each additional document.

Statement (.pdf format only)

Rights Ethics Resuse Statement Phila Historic CLIR.pdf

Value and National Significance

Describe the impact of the proposed project upon scholarship, and explain why digitization is the most appropriate means to maximize the value and significance of the materials to scholars and students.

This part of the proposal should address the importance of the collections to teaching, research, and the creation of new knowledge and not merely provide a more detailed description of the materials than is given elsewhere in the application. In other words, this statement should go beyond asserting the significance of the subjects covered in the original materials and instead explain how a scholar's understanding of those subjects could be transformed by using digitized versions of those materials specifically.

Value and Significance Statement

William Penn's Pennsylvania experiment created religious freedom in the new colonies. The archival collections of the historic congregations of Philadelphia span a history of 339 years, providing more clues to the relationship between religion and politics in the colonial era than any published body of work offers. These documents describe important events that took place during the birth of our nation, and as such, they are an invaluable resource in reflecting the dynamics of a growing and ever-changing community during America's first two centuries. Topics of scholarship include information about the role of the church in enslaved and free African communities from the mid-1700's through the Civil War; Philadelphia's activities during the Civil War; and the rise of new religious denominations, including the Episcopal Church and the African Episcopal Church of St. Thomas. Church membership lists and burial, marriage and baptismal records provide information on individuals living in the nation's first capital prior to census records and city directories. Pew registers provide a wealth of information about status within the community and social ranking within churches. Minutes and correspondence highlight the diversity of religious thought and religious toleration and illustrate how freely individuals moved between historic congregations. Scholars and researchers who currently use these collections range widely, from recognized historians to students working on dissertations to amateur genealogists. Two recent works-- "Pure Heart, the Untold Story of the Reverend Benjamin Dorr and his Union Soldier Son" (Kent State Press, 2016) and an Albright College thesis entitled "A Prosopography of Pews" -- evidence contemporary scholarly interest in our historical offerings. In the interests of globalization, information access and the relevancy of church records, our consortium understands that digitization is vital. Offering no regular physical access, these collections are truly hidden: many researchers are not aware of their existence.

Upload three letters of scholarly support for your project (max. 10MB, .pdf format only).

Project Context and Impact

List and describe all envisioned project deliverables. Explain the means through which each will be available to the public, and any applicable conditions or terms affecting their availability.

Applicants should describe all expected outcomes, how each will be made accessible to others, and under what conditions.

- Deliverables include the digital surrogates created during the project and related metadata, and they may also include aggregations of those files and metadata with related files and metadata already available online. Metadata created through this program is not restricted to any particular standard or structure. Other possible deliverables include authority files, description and digitization manuals, training materials, research guides, or other outcomes.
- If any special measures are being taken to improve accessibility for specific user communities (e.g. visually or hearing impaired; users with limited internet access; foreign language speakers, etc.), include them here.

Deliverables

Scans of more than 41,000 pages will be done by the Athenaeum of Philadelphia's Regional Digital Imaging Center (RDIC). The RDIC is considered a leader in its field and its staff members are very sensitive to the needs of archival materials. Christ Church has had long term experience with the Athenaeum's staff, working with them and Walter Rice (R&R Computer Solutions) to develop a small digital archives site for Christ Church which serves as the pilot for this project.

EAD finding aids for each collection will be enhanced and updated on the Philadelphia Area Consortium of Special Collections and Libraries finding aids repository at the University of Pennsylvania, as well as on the individual church websites and the Christ Church website.

To ensure searchability and access, the birth, baptism and death records will be transcribed as part of the project. Materials in languages other than English will be translated. Much work has already been done at the congregations to translate and make databases of their various records; every effort will be made to integrate this information instead of transcribing from scratch. The system will allow for transcription of the other textual manuscript materials by church staff and volunteers, but most will not be paid through this project.

The main user-focused deliverable of the project will be the presentation of the created metadata and digitized images on a project-branded portal of the American Theological Library Association's Hydra-based Digital Collections website (<http://dl.atla.com/>). The site will include a page turning book reader viewer, ability for transcription and translation of handwritten text and tagging of specific names, events, or record types (births, deaths,

etc.) within the documents. The transcription, translation, and tagging features will be integrated with the DAMS by extending applications previously developed for Christ Church. This textual data will be maintained in a relational database, exportable on demand to XML for integration or use in other systems of databases.

All archival digitization materials will be made freely and publicly available in the University of Pennsylvania's OPenn Open Data Portal (<http://openn.library.upenn.edu>). The University of Pennsylvania will also provide for the long-term preservation of these materials in the Penn Library's Fedora and Git-based digital preservation repository.

In addition to access through OPenn and ATLA, digitized images will be made available in archival form on the Internet Archive website, providing an additional level of access.

Describe any planned outreach and community engagement activities.

Identify the communities most likely to be interested or invested in the digitization of the proposed material. Describe how you plan to engage them and detail specific outreach approaches for different user groups. Consider the potential impact of the project on scholarly, local, professional, and other related communities of interest.

Outreach and Marketing

The principal investigators and staff at Christ Church as well as the professional staff members at collaborating institutions have broad professional networks invested in the histories of Philadelphia, religion, and colonial America. We will use our associations and existing marketing infrastructure (Instagram, Facebook, Twitter, e-newsletters, press releases) to publicize the project, making sure to maintain ongoing communications with professional archival and history organizations such as the American Association for State and Local History, the Society of American Archivists, Partners for Sacred Places, the McNeil Center for Early American Studies at the University of Pennsylvania, the Historical Society of Pennsylvania, The Genealogical Society of Pennsylvania and the Philadelphia Area Consortium of Special Collections Libraries among others. Progress articles will be presented for publication in professional archival and congregational newsletters such as those of the Delaware Valley Archives Group and the Mid-Atlantic Regional Archives Conference. For historic congregation parishioners, local historians, members of the press and the general public, we will host a celebratory open house event featuring some of the manuscripts included in this digitization project. Additionally, congregational newsletters and bulletins will publish project announcements and progress articles. To attract new research audiences, project information will be posted through genealogy sites, such as Cindi's List, the Genealogy Society of Pennsylvania, and as part of the Family History Day at the Historical Society of Pennsylvania.

Describe collections related to the materials nominated for digitization and describe plans for creating meaningful linkages to those collections

Applicants should be as specific as possible in describing these related collections, particularly those held at institutions not participating directly in the project. The nature of the relationship between the collections described here and the collections nominated for digitization should be made explicit. Mention any meaningful linkages that will be created through aggregating related metadata for search and discovery (using registries, databases, or other well-known research portals), adopting common standards, protocols and/or controlled vocabularies, or promoting the joint use of the related collections directly to scholars and students.

Related Collections

Related collections of other institutions not participating in this project but whose records directly relate to this project include Quaker Society of Friends records, Mother Bethel AME, the John Adams/George Washington papers, the Benjamin Franklin papers at Yale, the Mormon Free Database, the Pennsylvania Archival Database and the Genealogical Society of Pennsylvania.

Describe any future scholarly initiatives that would be made possible by the completion of project work.

Such initiatives may be those planned by the applicant institution or consortium or those that other individuals or organizations might launch as a result of the project. Examples may include but are not limited to research and assessment projects, digital scholarship, new forms of computationally intensive research, digital exhibits, and new online teaching and learning initiatives.

Future Initiatives

As soon as the records of other denominations are available, we hope to link them to our site. We also look forward to sharing our records with scholars who want to create public education programs around the theme of religious freedom. Members in our consortium maintain established relationships with several area university History and Museum Studies programs, including those at LaSalle University, Temple University, and University of the Arts: students at these institutions regularly research information about historic congregations as they relate to major historic events such as the Revolutionary War, public health epidemics such as yellow fever, the development of neighborhoods in Philadelphia, and the founding of America. We hope to serve these students by offering a platform for scholarship in the form of a public history conference offered through Christ Church. Additionally, last spring, a team from Christ Church met with the education team from the new Museum of American Revolution (MOAR) to discuss best practices in implementing educational programming focused on the themes of religious tolerance and diversity. After MOAR finalizes this exhibit, we look forward to visiting and advising the development of its religious educational displays. Once the consortium's archives are digitized, we plan to create lesson plans on religious tolerance and diversity from the online documents and post them on the new website.

Explain the rationale behind the project's design. Describe prior research and/or experiences that have directly informed this design. Note any innovations or practices that will make the proposed approach particularly efficient, ground-breaking, and/or cost-effective.

CLIR expects that this program will support innovative and increasingly efficient methods of digitizing and disseminating information about cultural heritage materials to scholars and the broader public. All applicants should demonstrate an understanding of how their proposed approach to digitization fits into current understandings of best professional practice and, if applicable, may propose unique improvements to this practice.

Project Context

Christ Church has developed its digital archives site in conjunction with the Athenaeum of Philadelphia's Regional Digital Imaging Center and with IT consultant Walter Rice, who developed the web interface. The Christ Church Digital Archives site serves as the pilot project/prototype that we hope to expand by adding the records of Philadelphia's other historic congregations. Hosting the materials in ATLA's DAMS and in Penn's digital open access and preservation systems provides increased visibility and stability for these important records. The proposed project is cost-effective for a number of reasons. First, digitizing the materials in bulk reduces the individual institutional cost of processing the records. Secondly, it enables people around the world to use these records while reducing the staff time spent on processing research requests -- and in the case of institutions without staff -- makes them available for the first time.

In 2014, the American Theological Library Association (ATLA) and partner institutions earned a National Leadership Grant from the Institute of Museum and Library Services (IMLS) to study preservation and collection care issues at small libraries and archives. The project found that theological and religious studies organizations share a strong need for an expanded capacity that would allow for "collection processing, cataloging and finding aid development to increase discoverability of collections and their usage."

Our proposal targets this very concern. By working together, the historic congregations of Philadelphia can make their records available to a wider scholarly community and tell a broader narrative by allowing researchers to search across multiple congregations for both individuals and historic events.

This plan also builds upon Christ Church's pilot project, launched in 2014, by incorporating groundbreaking technology that allows the tagging of different kinds of data within one document. This technology allows the records to be far more searchable than just reading through the pages of the records. This project makes research information available to a broader community free of charge unlike other major genealogical sites.

Upload a project plan with timeline that includes all major project activities and deliverables, including a project timeline with deliverable deadlines (max. 3 pages, 2MB, .pdf format only).

The timeline for the project should be as explicit as possible.

- The plan should identify major activities to be undertaken during each quarter of the proposed grant term and name the parties who will participate in those activities.
- The plan may include tables, diagrams, images, references, etc. at the applicant's discretion, but may not exceed the three-page limit.
- To insure clarity for reviewers, the language used to describe project activities and deliverables should be the same as that used elsewhere in the proposal, such as in the list of project deliverables or in the technical plan.

Project Plan (.pdf format only)

CLIR Project Plan 9 15 2017.pdf

Technical Plan (max. 4 pages, 5MB, .pdf format only)

This document should explain how the equipment, technologies, standards, specifications, and methodologies to be employed for the project relate to one another in a step-by-step workflow that will result in the project's major deliverables.

- It is highly recommended that this document include at least one "mock-up" image that gives reviewers a clear idea of the context within which newly created digital files will be presented online, including examples of all descriptive information or metadata to be created and associated with those files. Any metadata or content that will be restricted in some way should be clearly marked.
- After outlining the proposed workflow in detail, applicants should briefly explain how the proposed methods and tools relate to current practice at their institution or in their community, mentioning any particularly innovative features of their approach within this context.
- Describe the proposed approach for quality control of the project deliverables.
- Applicants must explain the standards or technologies to be employed and explain why these best suit their project. Any deviations from the selected standards should be explained and justified. Applicants might find information from the [Digitizing Special Formats wiki](#), which is curated by CLIR's Digital Library Federation (DLF) program, helpful in planning project proposals.
- For technical specifications (e.g. resolution, bit depth, etc.), reviewers typically expect applicants to adhere, at a minimum, to the recommendations by the [Federal Agencies Digitization Guidelines Initiative \(FADGI\)](#), unless an alternate standard is proposed. See FADGI guides for digitizing [still images](#) and [film collections](#); information on digital reformatting for audio material can be found [here](#).

Technical Approach (.pdf format only)

CLIR Technical Plan Final.pdf

Principal Investigators/Primary Staff

In this section, summarize the relevant qualifications of up to three individuals who will be responsible for the deliverables named in the proposal, or other work specified in the project or technical plans.

- The qualifications of all named Principal Investigators (PIs) must be included here.
- If the project includes fewer than three PIs, applicants may optionally use this space to describe other important staff members.
- If any of the three individuals included in this section has not yet been identified, applicants should explain the nature of the qualifications required of a candidate for that role in the project.
- Individuals may not be named as PI on more than one proposal and may not serve as PI on two funded projects simultaneously.

Staff Qualifications

Carol W. Smith, an independent curator and archivist, has worked with the Christ Church Archives since 2005 when she was hired to create a digital archives website. Since that time, she has created exhibits, overseen the move and expansion of the archives, undertaken an oral history program, overseen conservation treatment of artifacts and archival holdings and increased digital access to materials. A certified archivist and independent curator, her other long-term affiliations include The Philadelphia Contributionship, the Fireman's Hall Museum and Carpenters' Hall. She is a lecturer in the Public History program at LaSalle University.

Barbara Hogue joined the Christ Church Preservation Trust in March 2014. She has a background in program development, strategic planning and fundraising for non-profit arts, education and heritage organizations. Before coming to the Trust, she was the Executive Director of Historic Germantown, a ground-breaking consortium made up of 16 historic sites.

Allen M. Hasbrouck has been a volunteer researcher for the Christ Church Archives since 2003, about five years prior to his retirement in 2008 after a 30-year career as an editor for The Philadelphia Inquirer. For more than 20 of those years, he was a technical editor in charge of various aspects of computerized production. One of his principal duties was helping reporters acquire and analyze electronic

How many staff will be assigned to this project?

You may include students and volunteers in this list. List the number of applicable staff that will be assigned to the project and briefly describe their roles (e.g. professional, graduate student, etc.), noting how many are full- and how many are part-time staff. For the purposes of this question, "full time" refers to those individuals who will be spending 75% or more of a full-time (37.5+ hours/week) position devoted to the project. "Part time" refers to those individuals who will be spending less than 75% of a full-time (37.5+ hours/week) position on the project.

An individual who regularly works only 20 hours/week, but will spend all 20 hours devoted to this project, should be described as "part time," as should an individual who regularly works a 40 hour week but will spend 20 hours/week devoted to this project.

Applicants will be given the opportunity to indicate the percentages of staff members' time which will be dedicated to this project in the Budget Detail section that follows.

Staffing

Staff includes Principal Investigator Carol W. Smith (PT) who will oversee and coordinate the project. Nancy Taylor, Director of Programs and Services at the Presbyterian Historical Society will assist (PT) in overseeing project implementation; Allan M. Hasbrouck, will act as a volunteer archival assistant (PT). Barbara Hogue (PT) will be responsible for financials. We will hire a digital archivist (PT) to oversee transcription, processing, metadata creation and transfer of materials.

Will special skills or training be required?

Explain the nature of any required skills or training to undertake the project and how the applicant institution intends to solicit or provide it.

Training

No additional training is needed for the primary staff and consultants. Carol Smith, principal investigator, will work with staff and volunteers at the various organizations to review general principles of archival arrangement, processing and outreach. Staff from the Regional Scanning Center will be invited to serve as guest lecturers for talks on creating and sustaining digital projects. Onsite visits to other institutions, including the Regional Scanning Center at the Athenaeum of Philadelphia, will give the participants a broader overview of the entire project including large format scanning. Periodic meetings between researchers and staff will hopefully give these staff members a greater sense of the importance of their own records. Finally we will introduce principles of records management, stressing preservation issues and pointing out conservation issues as they arise. Carol Smith, the metadata archivist and volunteers will be invited to take part in formal digital training workshops as they are offered in the region.

Sustainability

Digital Preservation and Discoverability Plan (max. 2 pages, 2 MB, .pdf format only)

Upload a digital preservation and discoverability plan explaining how project deliverables will be made secure and discoverable for the long term.

- The digital preservation and discoverability plan should identify where digital files created through this project will be stored, how they will be backed up, and the steps the applicant will take to insure that the files and metadata are checked regularly for continued integrity (i.e., lack of corruption, loss and/or errors) and monitored for possible future migration
- This plan should identify clearly the parties accepting responsibility for sustaining those preservation activities after the conclusion of the project; the basic terms under which they would provide such services; and the qualifications of the parties to provide them. Should any such activities be outsourced, applicants can upload the relevant subcontracts (or proposals/requests for proposals, as appropriate) on the Funding tab.
- The plan should describe actions to be taken in the event technical or other circumstances require the migration of project files and metadata from one system to another.
- The plan should also explain how digital files, their associated metadata, and any software developed through the project will be made easily discoverable and accessible to relevant user communities for the long term. It should justify why these platforms are appropriate given the subject matter and/or users of the source materials to be digitized. This explanation should include any measures to be taken to maintain, update, aggregate and publish project metadata for external harvesting.
- If access to digital copies created through the project will be restricted or controlled in some way, the digital preservation and discoverability plan should explain how these access policies will be re-assessed and adjusted in the future. Applicants may choose to cite or briefly mention plans detailed elsewhere in the proposal rather than repeating such information.

Preservation/Discoverability Plan 2017 CLIR Digital Preservation and Discoverability Plan.pdf
(.pdf format only)

Institutional Capacity

Upload a letter of support from the head administrator of the applicant institution.

Letter of inst. support: Letters of Support.pdf

Institutional Priorities

Describe the applicant's institutional priorities for digitization, digital collection development, maximizing access, and supporting scholarship, learning, and/or the public good, as well as those of any collaborating institution(s). Explain the relationship of the proposed project to those priorities. Applicants may mention or cite relevant details given elsewhere in the proposal and supporting documentation but need not repeat those details in their entirety. The purpose of this section is to provide space for additional evidence of the applicants' motivation to undertake the proposed project and sustain its outcomes beyond the project term.

Institutional Priorities Since 2006, The Christ Church Preservation Trust has been steadily transcribing and digitizing its early baptismal, marriage, burial and pew rent records. Additionally, nearly 1,500 pages of 19th century

Vestry minutes have been transcribed and scanned. Future CCPT institutional priorities include the scanning and digitizing of the baptismal, marriage and burial records, which are currently available but without attached images. The Presbyterian Historical Society has also completed significant digitization of records but has yet to complete the ones that are identified for inclusion as part of this project. Gloria Dei has entered its baptismal, marriage and burial records into a searchable database. Christ Church as the holder of early St. Peter's records has already entered their records into a searchable database up to 1832, and St. Peter's is working on entering later records into their own database. Other collaborating institutions are not as far along with their transcribing and digitization work. This project will contribute to their efforts significantly. Experience has proven, through the pilot project at Christ Church, that these records are in high demand for a wide audience. For example, user information garnered through Google Analytics has indicated that in the past few years at least 8,191 users have researched 93,009 pages. The Philadelphia historic congregations included in this project have been committed to the preservation and sharing of their institutional history for over three centuries. This commitment is demonstrated by the care in which the records have been carefully preserved by volunteers and professional archival staff.

Diversity and Inclusion

Describe your project team's approach to diversity and inclusion. How will the proposed project help to broaden representation within and access to your collections? In what ways will you encourage the participation of people with diverse perspectives in your project activities, and how will these efforts be supported by the applicant institution(s)? If applicable, include examples of how past experiences have informed the project team's approach to diversity and inclusion.

Diversity and Inclusion

With this project, Philadelphia's historic congregations wish to share their records -- some more than 300 years old -- recorded during significant periods of political, social and cultural change. Since the days of William Penn's atypical religious experiment, this city has encouraged the cooperation of people of different faiths, maintaining its centuries-long place as a center of American religious history and tolerance. The records of our interfaith consortium, once digitized, will be available to all scholars regardless of their ability to physically visit or afford research costs. By making our resources accessible to a universal audience, and publicizing the project through news releases and social media, we will make every effort to reach a larger reading audience than any of our individual archives have attracted. Perhaps our most effective resource in encouraging the participation of those with diverse perspectives, however, is the reach of our individual congregations in their specific communities: the demographics of those at St. Thomas' African Episcopal Church are quite different from those at Mikveh Israel, for example, and as each congregation publicizes the digitization from their meeting places, websites, and denominational newsletters, it will help the collective group reach a wide audience of diverse perspectives.

Institutional Strengths

Describe the institutional strengths that justify the undertaking of the proposed project by the applicant and any collaborating institutions. Strengths may include existing infrastructure, partnerships, professional associations, staff experience, access to local expertise (scholars, volunteers, students), financial or other resources, etc. Applicants may mention or cite relevant circumstances that are described in greater detail elsewhere in the proposal but need not repeat those details in their entirety.

Institutional Strengths

The Christ Church Preservation Trust (CCPT), a non-religious non-profit organization, was created in 1965 to ensure the maintenance and preservation of a campus of historic properties: Christ Church, the Neighborhood House community and artistic center, and the Christ Church Burial Ground, all located in the heart of Philadelphia's historic district. The CCPT has developed the proposed project prototype over the past four years and has taken a leadership role in recruiting and organizing the other participating congregations. Since 2000, nearly \$300,000 has been raised from public and private sources and invested in protecting the Christ Church archives and digitizing its records. Most notably, these funds have been used to hire a professional archivist; conserve fragile 18th century documents; create a website for online research, and digitize over 40,000 records of birth, marriages, burials and vestry records between 1708 and 1900. The mission of the Christ Church Historic Collections is to maintain, preserve, interpret, collect and make available for research the artifacts and records that reflect the history of Christ Church and its constituencies. In 2006, the Center for Conservation for Art and Historic Artifacts (CCAHA) conducted a conservation assessment of 46 18th-century bound volumes. Funding from foundations and private donors resulted in the treatment of nearly half of those items identified for conservation. In 2015, the National Endowment for the Humanities provided grant funding for an additional conservation assessment of rare books and manuscripts that helped us continue to prioritize future conservation needs, and in 2016, a Museums for America grant from IMLS provided funding for some treatment. Last week, we received word that we will be receiving an additional \$24,887 in 2017 from Museums for America for conservation of manuscripts and artifacts.

Prior Initiatives

Provide up to three examples of prior initiatives that demonstrate preparedness of the institution(s) to undertake project work. If you have more than three examples to share, select those you feel are most relevant to this particular project.

- Examples of successful collaboration, or examples that demonstrate a level of engagement with broader professional and academic communities are particularly welcome, and strongly recommended for applicants proposing collaborative projects.

Initiative #1

In September 2005, the Christ Church Preservation Trust received a significant grant from the Barra Foundation for the development of an electronic inventory and digital archive of its collection of artifacts,

manuscripts, books, drawings, listings of vital statistics and photographs. This project enabled the artifacts and archival holdings to be more accessible to the public through key word searches. Images of these artifacts and documents are included although generally only one page from each document is shown.

Initiative #2

In 2011, with major support from the Pew Charitable Trusts, Christ Church installed a new cooling and water monitoring system for the archival rooms to keep temperature constant and to guard against flooding. This project also included a significant effort to digitize historical lists of baptisms, marriages and burials between 1696 and 1900. The records were hand-written and required human transcription. This information is now available for free access by genealogists and historians on the Christ church website. Additionally 19th century vestry minutes were added from 1717-1815.

Initiative #3

In 2008, with a grant from the Pennsylvania Historic and Museum Commission, the Christ Church Preservation Trust processed the Church's 20th-century records. These records were assembled and rehoused, and a finding aid was developed for the print materials. A key part of this project was the recording of oral histories of key stakeholders which included parishioners, Preservation Trust founders, early board members, members of organizations that frequently met at Christ Church and those who worked on the Church itself. The information gathered from interviews is transcribed and archived.

Building capacity

Describe how this project contributes to building local institutional capacity, as well as the professional development of all staff involved.

Development and capacity

The project will expose staff, volunteers and congregation members to archival resources, allowing them to gain a better understanding of their own records. The cooperation and collaboration between congregations will facilitate a deeper knowledge of one another's holdings and help each institution tell a more compelling story. Volunteer archivists will be trained in traditional archival methods and in populating digital databases, with much time spent on finding aid development: a key facet of this aggregation. Also, this project will help those congregations without professional staff members see how technology can benefit their individual efforts and expose greater numbers of people to the collections.

Digitizing Hidden Collections Proposal

List of Collections to be Digitized

				Reusage rights (note all that apply): Free, no watermarks (FNW) Free, with watermarks (FWW) Free, onsite only (FO) For a fee (FEE)				
Holding Institution	Collection Title	Collection Size	Collection Material Formats (e.g. manuscripts, photographs, etc.)		Page total:	41,968	Notes	
Christ Church	Pew rent records (1789-1865)	1,905 pages	manuscript	FNW	1905			
	Vestry minutes (1816-1866)	969 pages	manuscript	FNW	969			
	Rectors' registers of baptisms, marriages and burials (1709-1865)	1,973 pages	manuscript	FNW	1973			
	Journal (1708-1833)	700 pages	manuscript	FNW	700			
	Steeple subscriptions (1739-54)	42 pages	manuscript	FNW	42			
	Sexton's burial accounts (1772-1786)	96 pages	manuscript	FNW	96			
	Sermons (1770-1865)	2,970 pages	manuscript	FNW	2970			
St. Peter's and St. James	Pew rents (1761-1865)	3,102 pages	manuscript	FNW	3102			
	Sexton's burial accounts (1789-1793)	76 pages	manuscript	FNW	76			
Gloria Dei	Account book (1800-1817)	50 pages	manuscript	FNW	50			
	Archivium Americanum	300 pages	manuscript	FNW	300			
	Baptisms registers and index (1750-1878)	1,270 pages	manuscript	FNW	1270			
	Burial records (1750-1878)	859 pages	manuscript	FNW	859			
	Day Book (1811-1817)	50 pages	manuscript	FNW	50			
	Funeral records1803-1927)	592 pages	manuscript	FNW	592			
	Ground rents(1819-1830)	500 pages	manuscript	FNW	500			
	Marriage records (1796-1863)	3,895 pages	manuscript	FNW	3895			
	Pew register (1750-1789)	80 pages	manuscript	FNW	80			
	Poor box	20 pages	manuscript	FNW	20			
	Records, miscellaneous (1636-1789)	1,000 pages	manuscript	FNW	1000			
	Tombstone inscriptions	400 pages	manuscript	FNW	400			
	Vestry minutes (1765-1840)	410 pages	manuscript	FNW	410			
Pennsylvania Episcopal Diocesan St. Paul's	Vestry minutes and register (1760-1835)	959 pages	manuscript	FNW	959			
	Marriage registers (1759-1824)	229 pages	manuscript	FNW	229			
	Parish registers (1821-1865)	330 pages	manuscript	FNW	330			
	Burial register (1811-1852)	50 pages	manuscript	FNW	50			
	Lottery book (1774)	20 pages	manuscript	FNW	20			
	Receipt book (1794-1809)	50 pages	manuscript	FNW	50			
	Lottery account book (1773)	30 pages	manuscript	FNW	30			
	Ledger (1806-1852)	160 pages	manuscript	FNW	160			
	Pew rents ledger (1769-1813)	150 pages	manuscript	FNW	150			
	Accounting journal (1806-1852)	400 pages	manuscript	FNW	400			
	Accounting records of John Wood (1788-1789)	150 pages	manuscript	FNW	150			
	Sunday School attendance (1817-1829)	212 pages	manuscript	FNW	212			
	Sunday School minutes (1816-1825)	200 pages	manuscript	FNW	200			
	Founding minutes of Episcopal Church	200 pages	manuscript	FNW	200			
				FNW				
				FNW				
St. Peter's Episcopal Church	Minutes (1832-1865)	470 pages	manuscript	FNW	470			
	Marriage register (1832-1865)	19 pages	manuscript	FNW	19			
	Burial register (1832-1865)	27 pages	manuscript	FNW	27			
	Baptismal register (1832-1865)	42 pages	manuscript	FNW	42			
	Pew rents (1832-1848)	340 pages	manuscript	FNW	340			
Presbyterian		7,000 pages			6687		PHS revision for 2017	
First Presbyterian	Congregation & General Committee Meeting Minutes (1747-1772		manuscript	FNW				
	Francis Alison sermons, 1752-1774 (3 folders)	3 folders	manuscript	FNW				
	Pew committee records, 1774-1786 (1 vol.)	1 volume	manuscript	FNW				
	Pew rent books, 1783-1800 (11 vols.)	11 volumes	manuscript	FNW				
	List of subscribers for rebuilding the First Presbyterian Church on Market Street, 1793-1797 (3 vols.)	3 volumes	manuscript	FNW				
	Charter, 1796 (1 oversize document)	1 document	manuscript	FNW				
	Bill of burials, 1796-1797 (1 folder)	1 folder	manuscript	FNW				
	Strangers buried, 1797-1798 (1 folder)	1 folder	manuscript	FNW				
	Burial lists, 1799, 1800 (1 folder)	1 folder	manuscript	FNW				
	Persons with 1st Church 1774-ca.1803 (1 folder)	1 folder	manuscript	FNW				
	Correspondence relating to the call of Rev. Samuel Miller, July 23 1798 (1 folder)	1 folder	manuscript	FNW				
	Proposals for First Church-Market & Bank Streets, 1793 (1 folder)	1 folder	manuscript	FNW				
Second Presbyterian	Gilbert Tennent sermons, 1742-1763 (9 folders)	9 folders	manuscript	FNW				
	Session minutes, 1744-1798 (1 vol.)	1 volume	manuscript	FNW				
	Congregational, corporation, and trustees minutes, 1749-1803 (3 vols.)	3 volumes	manuscript	FNW				
	Charters, 1772 (1 oversize document)	1 oversize document	manuscript	FNW				
	Trustees minutes, 1773-1775; vol. 2 with congregation minutes (2 vols.)	2 volumes	manuscript	FNW				
	Pew rent records, 1779-1798 (9 vols.)	9 volumes	manuscript	FNW				
	Deeds, 1784, 1788 (3 oversize documents)	3 oversize documents	manuscript	FNW				
	Burial records, 1785-1910; vol. 1 including Sexton's account book, 1785-1808; vol. 2 includes dates of disinterments, 1804-1867; vol. 3 including detailed records, 1804-1810; and vol. 4-9 including records of interments and disinterments, 1804-1910 (9 vols.)	9 volumes	manuscript	FNW				
	Call to Rev. Ashbel Green, 1786 (1 oversize document)	1 document	manuscript	FNW				
	Act Re-establishing the Charter, 1780 (1 folder)	1 folder	manuscript	FNW				
	Estimate of Repair Costs from the British Occupation, 1780 (1 folder)	1 folder	manuscript	FNW				
	Leases and Correspondence, 1784, 1788, 1794-1819, 1826, (1 folder)	1 folder	manuscript	FNW				
	Leases, Bonds, Mortgage, Insurance Policies, 1764, 1785, 1791, 1799-1808 (1 folder)	1 folder	manuscript	FNW				
	Pew Rent and Sunday Collections Memorandum Book, 1793-1795 (1 folder)	1 folder	manuscript	FNW				
School Committee: Correspondence, Agreement, Account (John Ely, Schoolmaster), 1786-1787 (1 folder)	1 folder	manuscript	FNW					
School Committee: Subscription List, Contract, Report, Accounts, (Erection of Schoolhouse), 1796-1798 (1 folder)	1 folder	manuscript	FNW					
Burial Lists and Sexton's Accounts, 1783-1799 (Peter Lesley) (1 folder)	1 folder	manuscript	FNW					
Third Presbyterian	Call to Rev. George Duffield, 1771 (1 oversize document)	1 document	manuscript	FNW				
	Trustees minutes, 1771-1796 (1 vol.)	1 volume	manuscript	FNW				
	Membership records, 1772-1814 (1 vol.)	1 volume	manuscript	FNW				
	Charter, 1772 (1 oversize document)	1 document	manuscript	FNW				
	Deed, 1772 (1 oversize document)	1 document	manuscript	FNW				
	Pew rent records, 1773-1779; 1786-1807 (7 vols.)	7 volumes	manuscript	FNW				
			manuscript					
St. George's	David Lake, Trustee, his account book, 0.25 inches. May 28, 1806	1 volume	manuscript	FNW	60			
	North Western Burial Ground Lots Oct 27, 1818 lots. 0.25 inches. Front and back of book contains records.	60 pages	manuscript	FNW	60			
	Cash Book - North West Burial Ground, 1818-1855. 0.25 inches, up to 1820.	60 pages	manuscript	FNW	60			
	Minutes of the trustee board start Nov 16, 1819. 1/8 inch.	30 pages	manuscript	FNW	30			
	North West Burial ground - List of children's burials on first 4 pages. 1819. In the rear - strangers and strangers' children. 6 pages in total.	6 pages	manuscript	FNW	6			
	David Daley Diary 1813-1819. 2 inches	500 pages	manuscript	FNW	500			
	John Price Book of Sermons 1814-1816. 0.5 inches	125 pages	manuscript	FNW	125			
	St. George's account book - 1787-1795, 0.25 inches.	60 pages	manuscript	FNW	60			
	Account book, 1769 - 1774 for travelling expenses for Mr. Asbury 1 pound - 10 shillings, 0.25 inches.	60 pages	manuscript	FNW	60			
	Daniel Merredith class book 1805, 1 inch.	250 pages	manuscript	FNW	250			
	Letters to Conference ,1772- 1805, 1.5 inches. (unbound)	400 pages	manuscript	FNW	400			
	Letters to Conference, 1792 - 1804, 1 inch	250 pages	manuscript	FNW	250			
	Letters to Conference, 1806- 1810, 1 inch	250 pages	manuscript	FNW	250			
Letters to Conference, 1811 -1814 - 1.5 inches	400 pages	manuscript	FNW	400				
Letters to Conference, 1815-1820, 1.5 inches	400 pages	manuscript	FNW	400				
Conference Papers, folded handwritten notes, 1804-1820, 2.5 inches	600 pages	manuscript	FNW	600				
Philadelphia Conference Journal, 1800, 1 inch.	250 pages	manuscript	FNW	250				
Mikveh Israel		3,000 pages total			3000			
	Minutes of Board of Managers (1823-1858)	two folios	manuscript	FNW			Box 54 (partial) and Box 123 (truncated to 1858)	
	Marriage contracts in Aramaic (1813-1866)	one archival folio	manuscript	FNW			Box 122	
	Registers of marriages, births and deaths (1843-1868)	one archival folio	manuscript	FNW			Box 47	
	Form of service at new synagogue	one archival folio	manuscript	FNW			Box 47	
	Seat rent records (1827-1865)	one archival folio	manuscript	FNW			Box 56 (truncated to 1865); Box 65 (partial)	
	Charter of Beth El Emeth (1857)	one archival folio	manuscript	FNW			Box 9	
	Federal Street Cemetery Deed (1841)	one archival folio	manuscript	FNW			Box 41	
	Financial records related to new synagogue (1782-1788)	partial folio	manuscript	FNW			Box 50 (minus check stub ledger)	
	Miscellaneous communications	partial folio	manuscript	FNW			Box 54 (partial)	
	Minute books (1782)	one archival folio	manuscript	FNW			Box 61	
	Miscellaneous correspondence (1819 to 1860)	partial folio	manuscript	FNW			Box 63 (partial); Box 69 (partial)	
	Letters from Rebecca Gratz (1836 and 1841)	partial folio	manuscript	FNW			Box 63 (partial)	
	Register of births (1841-1862)	partial folio	manuscript	FNW			Box 65 (partial)	
	Society of Visitation minuts (1813-1864)	partial folio	manuscript	FNW			Box 65 (partial)	
	Financial and seat records (1824-1858)	one archival folio	manuscript	FNW			Box 68	
	List of seatholders (undated)	partial folio	manuscript	FNW			Box 82 (partial)	
	Deaths/burial lists for Federal and Spruce Streets (undated)	one archival folio	manuscript	FNW			Box 75 (partial), Box 82 (partial)	
	Constitution, charter and bylaws (1823 and forward)	one archival folio	manuscript	FNW				Box 83
	Financial records and receipts (1856-1865)	two folios	manuscript	FNW				Box 84, Box 85 (partial) and Box 98 (partial)
	Congregational minutes (1810-1883)	one archival folio	manuscript	FNW				Box 86
	Invitation to cornerstone ceremony (1859)	partial folio	manuscript	FNW				Box 102 (partial)
Miscellaneous ledgers and financial records	five archival folios	manuscript	FNW				Box 75 (partial), Box 106 (partial), Box 108, Box 110, Box 112 (partial), Box 120 (partial), Box 121 (partial), Box 125	
St. Thomas				FNW			added for 2017	
	miscellaneous letters	loose pages	manuscript	FNW	9			
	Records of the Free African Society 1790-1840	three portfolios, bound	manuscript	FNW	160			
	Receipts and expenditures 1790-1842	bound folio	manuscript	FNW	120			
	Births and Baptisms 1790-1837	bound folio	manuscript	FNW	137			
	Vestry minutes 1813-1821	folio	manuscript	FNW	168			
	Vestry minutes 1821-1831	folio	manuscript	FNW	534			
	Vestry minutes 1848-1855	folio	manuscript	FNW	40			
	Vestry minutes 1866-1874	folio	manuscript	FNW	187			
	Pew rentals 1818-1840	folio	manuscript	FNW	287			
	Pew rentals 1863-1876	folio	manuscript	FNW	120			
First Baptist							added for 2017	
	Minutes 1769-1806	six volumes	manuscript	FNW	850			
	Membership registers	two volumes	manuscript	FNW	140			
	Marriage register, 1760-1900*	one volume	manuscript	FNW	382		will cut off at 1870	
	Relief fund (contributors) 1795	loose and bound	manuscript	FNW	50			
	Membership records	loose pages	manuscript	FNW	19			
	Baptism certificate 1762	one page	manuscript	FNW	1			
	"Poor book" 1767-1769	bound folio	manuscript	FNW	11			
"Poor book" 1774-1775	bound folio	manuscript	FNW	8				

The Church-Warden Mr. Cuthbert as one of the Committee appointed to call upon Mr. Starnper for the Money due for, that Mr. Starnper had paid sum of £101

Order by the Christ Church Vestry on July 4, 1776,
to omit King George III from the Church's prayers.

-- Christ Church archives

At a Meeting of Vestry at The Rectors, July 4th 1776

Present. Rev. Jacob Duché Rector

Thomas Cuthbert Church Warden

Jacob Duché

James Biddle

Robert Whyte

Peter Dehaven

Charles Steedman

James Reynolds

Edmund Thysick

Gerard Clarkson

Whereas The Hon^{ble}. Continental Congress have resolved to declare the American Colonies to be free & Independent States, In consequence of which it will be proper to omit those Petitions in the Liturgy wherein the King of Great Britain is prayed for, as inconsistent with the said Declaration Therefore Resolved, that it appears to this Vestry to be necessary for the peace and well-being of the Churches to omit the said Petitions, And The Rector & Assistant Ministers of the United Churches are requested in the Name of the Vestry and their Constituents to omit such petitions as are abovementioned

At a Meeting of the Corporation of the Rector Church-Wardens & Vestry-Men of the united Episcopal Churches of Christ Church & St. Peter's Church in the City of Philadelphia in the Province of Pennsylvania held at Philadelphia the 7th day of Novem^r 1776

Present. The Rev^d Jacob Duché, Rector,

Jonathan Browne

Thomas Cuthbert

} Church Wardens

Register of pew rentals from 1789 showing Benjamin Franklin's seat in Pew No. 59.
-- Christ Church archives

40	Edman Cunningham	4	15/8	1/10	7. Nov.	1/10
41	John Redman	4	3	-	-	-
42	Wm Sellers	3	"	9	-	-
	Jonathan Gortlove	1	1/2	7.6	30. Oct.	7.6
44	Widow Taylor	2	1/2	1/10	1. Oct.	1.10
	Thomas Wilson	2	"	2.5	-	-
45	Gustavus Rorberg	4	1/2	1/10	6. Oct.	1.10
46	Wm Carter	1	10/	-	15	-
	D Boyce	1	1/2	5	18. Jan.	5
	Mc Boyce	1	1/2	5	18. Jan.	5
	Martha Hartwell	1	"	-	10	-
	Judith Foxe	1	1/2	-	5	2. Dec.
47	John Migglesworth	2	1/2	-	10	5. Oct.
	Jane Robison	1	1/2	5	8. Oct.	5
	Elizabeth Robison	1	"	5	8. Oct.	5
48	Wm Williams	1	1/2	8	20. Oct.	8
	Lew Warner	1	1/2	4	3. Oct.	4
49	Samuel Wallau	2	"	11	3	-
	J Girardo	1	1/2	4	7. Oct.	8
	Jacob Gars	2	"	16	-	-
50	Elizabeth Davis	1	"	1	16	-
	Thomas Meary	1	"	1	16	-
	Annexed, Gorman	1	"	1	16	-
51	Elizabeth Moore	1	"	12	-	-
	Martin Richards	1	"	12	-	-
	Mrs. McShawne	2	"	8	-	-
52	Nathaniel Curran	1	1/2	5	10. Nov.	5
	John Fiss	2	1/2	10	12. Jan.	10

53	John Keene	2	10/	2/10	-	-
	Dan. Knight	2	"	10	-	-
	John Stokes	1	1/2	5	31. Dec.	5
54	Doct. Andrews	4	15/8	1/10	17. Nov.	1/10
55	Joseph Clarke	4	1/2	1/10	15. Jan.	7.6
56	Daniel Dupuy	3	"	5.12.6	4. Jan.	1.2.6
	John David	1	1/2	7.6	4. Nov.	7.6
57	Henry Winkoop	2	1/2	1/10	25. Feb.	1.10
	John Peroff	2	1/2	15	1. Oct.	15
58	Robert Irvine	1	1/2	7.6	15. Oct.	7.6
	Gen. Keene	2	1/2	15	15. Oct.	15
	Bey. Lockyer	2	1/2	15	31. Oct.	15
59	Benjamin Franklin	2	"	15	-	-
	Richard Backe	2	"	15	-	-
60	David Potts	4	1/2	1/10	2. Nov.	1.10
61	L. K. Kugale	3	1/2	1.2.6	30. Sept.	1.2.6
	John White	1	"	7.6	-	-
62	Wm Stanley	2	"	15	-	-
	G Twelver	2	"	15	-	-
63	Wm B. Hookley	4	1/2	1/10	4. Nov.	1.10
	John Sanderson	4	1/2	3	4. Nov.	3
64	Doct. Smith	4	"	1/10	-	-
65	Wm Chwalers	2	1/2	1/10	25. Jan.	1.10
	John Swanwick	2	1/2	15	25. Oct.	15
66	William White	3	1/2	1.2.6	25. Oct.	1.2.6
	Wm White	1	1/2	7.6	8. Oct.	7.6
	Robert Morris	4	1/2	1/10	25. Oct.	1.10
67	Joseph Donaldson	1	"	15	-	-
	J. Donaldson Jr	2	"	15	-	-
	J. Spicer	2	"	1/10	-	-
	P. Nicklin	2	1/2	15	14. Jan.	15
	Wm Donaldson	1	"	15	-	-
	D. Stuart	2	1/2	15	12. Nov.	15

Christnings Continued.

Register of baptisms performed in 1742 including several African-Americans.

-- Christ Church archives

Elizabeth (A Negro Woman) - - - - - (Adult) - - - - -	Ag'd 32 Years
Elizabeth Daugh ^r of William & Catharine Nicholson - - - - -	Ag'd 11 Y ^r : 8 Months
John Frederick Son of Jacob Frederick & Susannah (Stemmer) - - - - -	Ag'd 1 Mo th : 2 Days
Hannah Prichard - - - - -	Ag'd 10 Y ^r : 1 Mo th : 6 D
Julius (A Negro Man) - - - - -	Ag'd 25 Years
Deborah Daugh ^r of Henry & Rebecca Pratt - - - - -	Ag'd 10 W ^{ks} : 3 Days
Joseph Son of Joseph & Ann Haven - - - - -	Ag'd 3 W ^{ks} : 1 Day
Samuel Son of Joseph & Ann Haven - - - - -	Ag'd 2 Y ^r : 10 Days
John Son of James & Margaret Marshall - - - - -	Ag'd 6 Weeks
Richard (A Negro Man) - - - - -	Ag'd 21 Years
Joseph Manuel (A Negro Man) - - - - -	Ag'd 2 1/2 Years
Richard - - - - - (A Negro Man) - - - - -	Ag'd 23 Years
Cipio - - - - - (A Negro Man) - - - - -	Ag'd 2 1/2 Years
York - - - - - (A Negro Man) - - - - -	Ag'd 2 1/2 Years
Richard - - - - - (A Negro Man) - - - - -	Ag'd 23 Years
Teneas - - - - - (A Negro Woman) - - - - -	Ag'd 23 Years
Ruth - - - - - (A Negro Woman) - - - - -	Ag'd 2 1/2 Years
Thomas - - - - - (A Negro Man) - - - - -	Ag'd 22 Years
Ann Daugh ^r of John & Mary Stokes - - - - -	Ag'd 1 Month
Rebecca Daugh ^r of William & Mary Pyewell - - - - -	Ag'd 1 Month
John Son of John & Ann Mader - - - - -	Ag'd 16 Days
Flora - - - - - (A Negro Woman) - - - - -	Ag'd 23 Years
John Jacob Son of Jacob & Margaret Painter - - - - -	Ag'd 1 Day
Sydia Daugh ^r of Richard & Rebecca Allen - - - - -	Ag'd 3 W ^{ks} : 3 Days
John Son of John & Christian Rowland - - - - -	Ag'd 9 Months
Phillip Son of Walter & Mary Cole - - - - -	Ag'd 2 Weeks
John Son of John & Catharine Downs - - - - -	Ag'd 9 Mo th : 3 Days
Ann Daugh ^r of Robert & Catharine Scott - - - - -	Ag'd 2 Y ^r : 2 Months
George Henry Son of John Woolf & Ann Mary Untree - - - - -	Ag'd 6 Days
Hannah Daugh ^r of John & Margaret Merriolitt - - - - -	Ag'd 11 Years
Rachel Daugh ^r of John & Margaret Merriolitt - - - - -	Ag'd 8 Years
Rebecca Daugh ^r of Francis & Ann Garrigues - - - - -	Ag'd 1 W ^{ks} : 2 Days
John Son of John & Ann Green - - - - -	Ag'd 11 Days
Samuel Son of James & Eloner Hale - - - - -	Ag'd 5 Weeks
Isabella Mary Daugh ^r of Godfrey & Mary Broton - - - - -	Ag'd 3 Days
Susannah Daugh ^r of John & Jane White - - - - -	Ag'd 1 Mo th : 3 Days
Sarah Daugh ^r of Luke & Abigail Sullavil - - - - -	Ag'd 4 Y ^r : 5 Mo th : 16 D
William Son of Charles & Hannah Hartley - - - - -	Ag'd 9 Days
Isaac Son of John & Rebecca Baker - - - - -	Ag'd 5 Weeks
John Son of William & Hester Wilkinson - - - - -	Ag'd 1 Week
Henry - - - - - (A Negro Man) - - - - -	Ag'd 2 1/2 Years
Peter - - - - - (A Negro Man) - - - - -	Ag'd 25 Years
Jacob - - - - - (A Negro Man) - - - - -	Ag'd 2 1/2 Years
Martha Daugh ^r of Thomas & Sarah Bower - - - - -	Ag'd 5 Mo th : 3 Weeks

First Draught
of the Constitution
of Saint Paul's
Church

Cover page for draft of the constitution for St. Paul's Church, Philadelphia, c.1768
-- Christ Church archives

Names of the persons appointed to receive the Contributions

Thomas Leach	John Baynton
Sam Robinson	Thomas Campbell
William Bonham	Andrew Doy
John Ord	Wm. Hulse
Plunket Stenton	John Robt
Walter Goodman	James Benbow
Thomas Chatter	
John Palmer	

L. A.

called St. Paul's Church.

Account book of the sexton of St. Peter's noting the burial in 1793 of several Native American chiefs.
-- Christ Church archives

1993
January
1. A stillborn Child of William White side
2. Jane Wife of Francis Gurney
aged 56 years
a general Invitation £3 paid £5...
6 Benjamin Son of Benjamin Thornton
Dropsy In the Head aged 4 years
and 11 months Invite 76 paid £2.4.6
6. La Gese Chief of the potawatamies of the
Illinois River Small pox aged 36 years
Invite 15 Ground £2.5.. paid £3.10..
8 Asantapea a panekeshon War Chief
Small pox aged 45 Ground £2.5.. paid £3.2.6
9 Bigish Neantono War Chief of the Warbaush
nation Small pox aged 59 years
Ground £2.5.. paid £3.2.6
9 Barkskin of the panekashon nation
Small pox aged 26 years Ground £2.5.. paid £3.2.6
10 Grand Joseph Great Chief of Neattonas
Nation of Cal Creek Small pox
aged 63 years Ground £2.5.. paid £3.2.6

1993
January
William Whyte Decay aged 39 years
Invite 76 paid £2.5.6
13 Edward son of William Bell fitter
aged 20 Days no minister Clerk nor Bell paid £1.1.6
13 Wapeteet War Chief of the paysonia
nation aged 60 years Small pox
Ground £2.5.. paid £3.2.6
17 Tona War Chief of the panawana
nation Small pox aged 62 years
Ground £2.5.. paid £3.2.6
28 Jane Wife of Captain William Clark
Consumption aged 37 years
Invite £.17.6 paid £2.15.6
February
13 A stillborn Child of John Bonington
paid £.1.6
20 Orrantha Wife of Charles Smith asthma
aged 78 years Invite 17 6 paid £4.5.6
25 John mears Montifie aged 22 years
Ground £2.5.. paid £3.13..

A marriage contract (ketuba) from the Hebrew year 5605 (1844 A.D.)
-- Mikveh Israel archives

ברביעי בשבת שמונה ימים לחודש טבת שנת חמשת אלפים ושש מאות וחמש
לבריאת עולם למנין שאנו מנין כאן בעיר פילאדילפיה דיתבא על נהר דילאוהר
במדינת פנסילוניא איך הבחור הנחמד יונה בר אבא אמר להדא בתולתא מרת
יוכבד בת שמואל הוי לי לאנתו כדת משה וישראל ואנא בס"ד אפלח ואוקיר ותיזון
ואפרנס ואכסה יתיכי כהלכות גוברין יהודאין דפלחין ומוקירין וזנין ומפרנסין ומכסין
ית נשיהון בקושטא ויהיבנא ליכי מהר בתולייכי כסף מאתן דחזו ליכי מדאורייתא
ומזונייכי וכסותייכי וספוקייכי ומיעל לותיכי כאר ח כל ארעא וצביאת מרת יוכבד
בתולתא כלתא והוה ליה לאנתו וכך אמר לנא החתן יונה הנ"ל אחריות
וחומר שטר כתובתא דא קבילית עלי ועל ירתאי בתראי כאחריות וכחומר
כל שטרי כתובות העשויות כתיקון חז"ל דלא כאסמכתא ודלא כטופסי דשטרי
וקנינא מיד החתן יונה בר אבא הנ"ל לזכות הכלה יוכבד בת שמואל בתולתא
דא מעכשיו על כל הנ"ל במנא דכשר למקנא ביה והכל שריר ובריר וקים

חפז
Alfred Jones

י. ח. ד. ק. ב. ג. / ו. י. ר. י. ו. ל. א. ש. ע. ו. ע. ו.
זו יק"ך ח. נ"ל
ז. ת"ק

עדים
H. Hart
H. Hart
H. Hart

36. Snowden on interest; & whereas Mr. Snowden did on 15th of February
last pay the whole of said bond to C. Marshall as appears by S. Marshall's
indorsement above, & has since received from Miss Sally Cheeseman
£221 as also appears above on account of the money advanced as
above by Mr. Snowden being the balance then due from the Con-
gregation on this bond; the Corporation do hereby acknowledge
that said sum of £221 is due to Miss Sally Cheeseman from this date.

Page from the Sept. 24, 1778, Second Presbyterian congregational, corporation and trustees
minutes commissioning a survey of damage done by the recently departed British Army.

-- Presbyterian Historical Society

September 24th 1778. Notice being previously given some of the
Members of our Congregation met to Consult what was
necessary to be done. The Fence of our Burying Ground being
destroyed. the Pews of the Church taken down the Seats removed
and other damages sustained. And also to consider what
provision might be made for our pastor should Divine
providence open a Door for a Return to his Charge again
But as the Members met were but few 'twas thought
adviseable to give more publick Notice at the Academy
by Doctor Ewing of our Meeting at our Church on the
4th ~~September~~ ^{October} next.

October 1st. The Members of our Congregation being met agreeable
to Notice given by Doctor Ewin at the Academy and some-
what more numerous than at the last Meeting Came
to the following Resolutions viz.

That Messrs Bedford and Williams be desired to make an
Estimate of the Cost of Boards Nails, and Workmanship
necessary to the putting up of the Burying Ground

Williams be appointed to wait on the Reverend Mr. Dyfford
desiring him to preach at our Church, on the next
Lords Day notifying to the Members of our Congregation
that may be there and desiring them to meet at our
Church at 5^o Clock the day following on important
business

th
September 24. 1778. Notice being previously given some of the
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⁴ ~~1~~ ^{October} ~~September~~ next.

Extract of the Sept. 24, 1778, Second Presbyterian congregational, corporation and trustees
minutes commissioning a survey of damage done by the recently departed British Army.

-- Presbyterian Historical Society

Philadelphia's Historic Congregations

CLIR grant

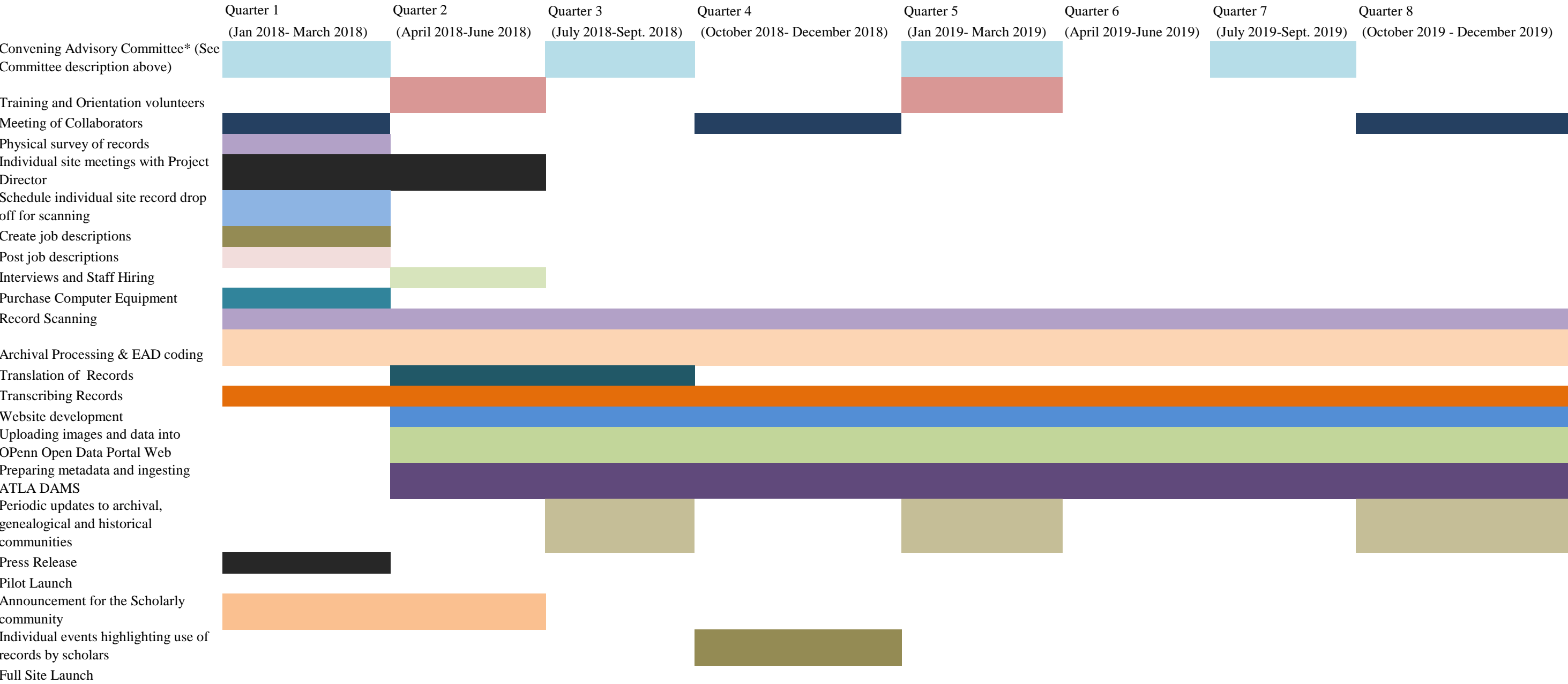
Rights, Ethics & Reuse Statement

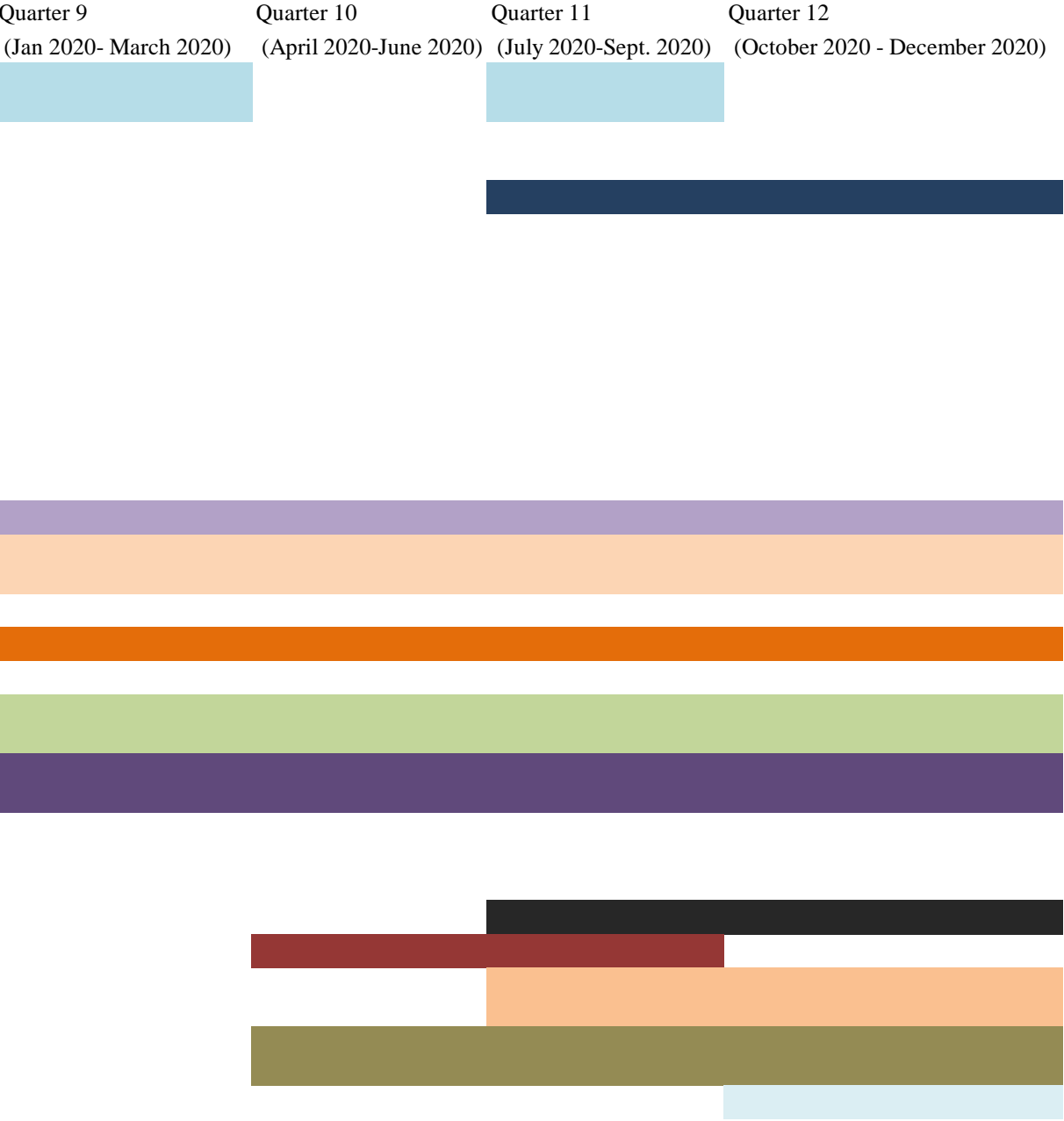
All manuscripts provided as a part of this project are in the public domain. There are no embargoes or legal restrictions applicable to the materials to be digitized. All participating institutions have agreed to offer free access to the materials.

Digitizing the Records of Philadelphia’s Historic Congregations:
Providing Documentation for the Political, Social and Cultural Developments in Philadelphia

Staff Responsibilities: **Carol Smith** will coordinate the project with the help of **Nancy Taylor**. They will direct the process for the hiring of a metadata archivist, undertake site visits and recruit and train volunteers. Working with the digital archivists on the advisory committee, they and the metadata archivist will set metadata standards, work with PACSCL and other organizations to disseminate the materials, and be available to the scanning facility for preservation and conservation questions. Carol Smith will also set up schedules for the various institutions to deliver records for scanning and serve as the conduit between the scanning facility and other project partners and consultants, including ATLA and Penn. She will facilitate meetings of the project participants and the advisory committee, and help in providing project reports. **Barbara Hogue** will provide financial oversight for the project and periodic financial reports. She will also provide public relations support, which includes ensuring that checks are sent, convening meetings of project participants and the advisory committee, and assisting with the launch of the site and project publicity. The **Metadata Archivist** will download EAD records that describe individual collections from the PACSCL website, assign additional identifiers if needed, review all materials after they are scanned, and provide additional subject headings and data as needed. We will seek additional volunteers to transport records and assist as transcribers. **Allan Hasbrouck** will serve as transcription director as he has in past projects, providing files of scanned materials and importing them into formats that can load into a queue. He will also be responsible for donwloading exisiting finding aids for the records from the PACSCL sites as well as helping the metadata archivist with ongoing issues such as the expansion of exisiting databases.

An **advisory committee** will gather twice annually to look at what’s changing in the field and assess how we are meeting our scholarly and technical goals, including our expansion of finding aids, adherence to digital metadata and preservation standards, use of the website, and plan of project promotion. The committee consists of two digital archivists: Rachel Appel of Temple University and Scott Ziegler of the American Philosophical Society, two historians, Dr. Christopher Pearl, assistant professor of American Studies and Lycoming College and Dr. James Fenimore Cooper, Jr. , professor of





Philadelphia's Historic Congregational Records: Hidden Resources for Political, Social and Cultural Change Technical Plan

Archival Processing & EAD coding

Prior to digitization, project director Carol Smith, Nancy Taylor of the Presbyterian Historical Society, and the Metadata Archivist will visit each congregation and survey the materials and the level of processing. They will assign needed identifiers to items and gather materials prior to digitization. It is expected that most of this work has already been done; however, project staff must get an understanding of the methods in use at each of the congregations. Work lists will be included with original materials when transported to the Athenaeum for digitization.

The newly hired Metadata Archivist and Allan Hasbrouck, our volunteer Director of Transcription, will download and review the existing EAD records that describe each of the collections or records groups from the PACSCL finding aids website¹ hosted at the University of Pennsylvania. Following Library of Congress best practices, EAD files will be enhanced as necessary to provide metadata control down to the item level. These files will then be updated on the PACSCL finding aids website. An example EAD finding aid from St. Peter's Episcopal Church describes collections to the sub-series level (see http://hdl.library.upenn.edu/1017/d/pacscl/HSP_SPEC01). The portions of this finding aid that describe materials to be digitized will be enhanced with box, folder, and item level entries to provide necessary control over the records prior to digitization.

Record Scanning

The staff of the Athenaeum's Regional Digital Imaging Center (RDIC), led by Michael Seneca, RDIC Director, will digitize the record pages on a large-format overhead scanner with a book cradle. Because of the fragility of the mostly bound volumes, scanning on a flatbed scanner is not feasible. Each page will be scanned in 24-bit color between 400dpi and 600dpi using the Adobe RGB 1998 color profile, and saved as an uncompressed TIFF file using a standard file name that reflects the source, identifier, page and sequence number of the image. A standard color target reference card using identical settings and lighting will be included in each batch of archival images. The RDIC staff will add EXIF metadata to each image documenting its creation. A metadata extraction tool will be used to generate a separate PREMIS preservation metadata XML file for each archival image.

A JPEG2000 display master will be created by processing the image as follows. The color target reference will be used to determine any necessary adjustments to white balance, contrast, or gamma, so as to appropriately reproduce the originals for display. Images will be rotated, cropped, sharpened, and saved. If an original scan included multiple pages for the sake of efficiency, the pages will be separated and saved as separate display masters. Each of the scanned images will be reviewed by the RDIC Imaging Technician for quality and accuracy.

¹ <http://dla.library.upenn.edu/dla/pacscl/>

Each day, the RDIC Director will selectively examine one or more of the batches created the previous day, and ensure the quality of the completed scans, that the metadata is correct, and that the files meet the naming requirements. If any of the images in the examined batch do not meet the quality control standards, all batches from the previous day will be examined. The archival and display masters, along with the preservation metadata, will be provided by the Athenaeum to the project staff on portable external hard drives.

Preparation of Metadata and Ingest into ATLA DAMS

End users will access the digitized resources through the American Theological Library Association's Hydra-based Digital Asset Management System.² ATLA has designed this DAMS around the Sufia head, and is coordinating its efforts to provide eventual migration to the Hydra-in-a-Box head spearheaded by Digital Public Library of America (DPLA) and others. ATLA is planning to request status with DPLA as a non-geographic content hub for its members, allowing us to provide any digitized records to DPLA for further discoverability. Meanwhile, we will provide the records directly to the DPLA Pennsylvania content hub, PA Digital.

When the scanning of an item has been completed, the Metadata Archivist will gather the archival and display master images, along with the EAD file that includes this work. The archivist will process the EAD file using an XSL transformation to produce individual Qualified Dublin Core (dcterms) records for each work. These records will be enhanced to conform to the PA Digital metadata specification³ and the DPLA metadata application profile.⁴ Metadata will use LCSH and LCNAF standard headings for subjects, names, and places. Workflows, ingest metadata standards, scripts, and transforms will be created by Walter Rice, project consultant, and Andy Carter, Digital Projects Manager at ATLA, in consultation with project staff.

The Athenaeum has developed an infrastructure for hosting large numbers of high-resolution JP2 images for web dissemination, and will provide image hosting for the project. The gathered image and metadata files will be ingested into the Athenaeum's image hosting system by Walter Rice, and into the ATLA DAMS by Andy Carter. Both the Athenaeum and ATLA have committed to host and support the project for at least 10 years, and have a demonstrated track record of supporting projects long past this time.

Archival Storage and Open Data Access

To provide data preservation and the widest possible audience for use and reuse of these materials, the images and metadata will be made available through the University of Pennsylvania Library's OPenn Open Data Portal website,⁵ as well as the Internet Archive.⁶ Uploads will occur in batches after the completion of digitization and metadata creation for items at each of the partner institutions.

² <http://dl.atla.com/> (this URL is not yet active)

³ <https://docs.google.com/document/d/17Mm8PuMQR3uXIV94S8-RczHliQaSmDsoJyQOx1lb5v4/edit?usp=sharing>

⁴ <https://dp.la/info/developers/map/>

⁵ <http://openn.library.upenn.edu/>

⁶ <http://www.archive.org/>

For ingest into OPenn, the metadata archivist will prepare an Excel spreadsheet provided by Penn Library with the metadata for each work. Walter Rice, the IT consultant for this project, will review the metadata and run data validation scripts provided by Penn to ensure adherence to the necessary data format. The spreadsheets and images will be provided to Penn on external hard drives. As part of the ingest process into OPenn, the metadata is transformed by the Penn staff into a simple TEI format with links to all the images for the work. (We are not working directly with TEI, but it is the standard used by OPenn to describe structured works with multiple master and derivative images.)

By the end of the project period, Penn Library has committed to ingest the content provided to OPenn by this project into the Library's Fedora-based digital repository system for long term preservation. Currently in the final stages of development, this system uses a hybrid Fedora / Git model and a redundant distributed object store to provide protection against corruption and loss, retention of all data versions, and layered security that prevents accidental and intentional modification. Penn has committed to preserving the data in perpetuity alongside its own digital collections.

In addition, the metadata archivist will upload the metadata and full-resolution images (archival and display masters) for each item to the Internet Archive, using the basic descriptive elements from the QDC data to fill in the IA fields. IA has a long and proven track record of providing sustainable, open access to materials archived in their systems.

DAMS and Web Application Development

The ATLA DAMS will be customized to provide branding for this consortium's project, as well as additional features specific to these documents. Walter Rice, the IT consultant for this project, and Andy Carter, Digital Projects Manager at ATLA, will work with the project staff to design and implement the functionality and appearance of the project website. The features will include:

- Page-turning display of the scanned ledgers and books
- Inclusion of transcripts and translations that display on the same screen as the scanned image.
- Data structures and a database for names, places, and different life events mentioned in the records, such as baptisms, births and deaths, and marriages.
- Markup of pages with tabular data transcribed from the page, and "tags" that reference a person, place, or event within the manuscript text.
- Display of data tables and "tagged" records with the original page image and transcription.
- Secure entry and correction of transcriptions, translations, and data on the website itself by project staff and approved volunteers.
- Search full-text of transcriptions, translations, tabular and tag data
- Search tabular and tag data by structured field

To provide the transcription and database features, allowing access to the full text and individual registry records (births, baptisms, deaths, etc.) on each page, the consultant will extend web applications created for Christ Church vestry minutes⁷ and registry materials⁸ to accommodate records from all the churches, as well as provide the necessary hooks to display alongside the digital images of the originals. The consultant will convert and import the existing textual databases from the congregations into the new web application. Using a complementing application to develop specialized features, linked tightly with the existing DAMS application, rather than extending the core DAMS itself, provides more efficient use of development resources and allows for more rapid accommodations of project needs. This method has been employed with great success by the Smithsonian Institution, with their DAMS, separate viewer, and distributed transcription website.⁹ Guidance for functionality and user interfaces will be taken from these SI projects.

Translation and Transcription

We estimate 7,000 out of the estimated 10,000 birth, baptism, marriage, etc., records pages are already transcribed in various existing databases created by the congregations. Unprocessed pages requiring translation or transcription will be added to the appropriate queue by the Transcription Director, Allan Hasbrouck, when the image and metadata resources are loaded into the website. Queued work will show to the translation and transcription staff when they log in to the system. Volunteers doing the translation and transcription of the records will view the page images on the Congregational Records website and directly input the information and any necessary markup in text or tabular form.

To ensure searchability and access, we will transcribe as many of the birth, baptism, marriage and death records as possible (roughly 9,500 pages). Much work has already been done at the congregations to translate and create databases of their various records; every effort will be made to integrate this information instead of transcribing from scratch. Materials in languages other than English will be translated.

Since transcription is not generally funded by CLIR, as part of this project we will identify volunteers to transcribe through the various institutions and partners and coordinate the effort to ensure quality control. Each congregation has been asked to identify two records of great significance to their organization and recruit volunteers to transcribe them. When completed, pages will be put in a review queue to be reviewed by a second user and then approved. Once approved, the transcript will be automatically exported from the transcription application and stored as a datastream with the appropriate object in ATLA's Fedora repository.

⁷ http://www.philageohistory.org/rdic-images/view-book.cfm/ChristChurch.MinuteBooks_v1

⁸ <http://www.philageohistory.org/rdic-images/ChristChurch/search-register.cfm>

⁹ For example, see the same record in the various systems:

DAMS: http://collections.si.edu/search/record/siris_arc_379693

Viewer: http://edan.si.edu/slideshow/slideshowViewer.htm?damspath=/Public_Sets/NMAH/NMAH-

[AC/AC0702/B01/F08/ref21](http://edan.si.edu/slideshow/slideshowViewer.htm?damspath=/Public_Sets/NMAH/NMAH-AC/AC0702/B01/F08/ref21)

Transcription: <https://transcription.si.edu/project/8116>

Philadelphia's Historic Congregational Records

Digital Preservation and Discoverability Plan

This group of collaborating churches is committed to digitizing its early records and making them available to the widest possible audience through a variety of methods: high resolution digital scans linked to descriptive metadata posted on different sites, expanded finding aids building, transcriptions and translations and an interactive website.

Many of the partnering institutions have already had finding aids prepared using Archivists' Toolkit by their participation in the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) Hidden Collections Initiative, undertaken by the Historical Society of Pennsylvania (HSP), and completed with CLIR funding. The EAD finding aids created by the small repository project were placed in a web folder that is harvested on a regular basis by the University of Pennsylvania, which hosts the PACSCL finding aid site. We will take those existing finding aids and expand upon them and then upload the expanded files to the site. By incorporating these new materials into the existing PACSCL collection at Penn we will be increasing the chances that researchers can more easily find them.

The original records will be scanned by the Athenaeum of Philadelphia's Regional Digital Imaging Center. The Athenaeum stores archival digital copies of scanned materials on on-site, online media (server hard drive storage arrays) as uncompressed archival TIFF image files. JPEG2000 display masters are produced from these archival originals at full resolution, with high-quality compression settings. Images are inspected to be visually lossless to human reviewers and suitable as archival master images. The Athenaeum will include EXIF metadata documenting the creation of the image inside the TIFF files, as well PREMIS preservation metadata in separate XML files. The Athenaeum will retain copies of the archival and display masters in its RAID online storage, which is synced to the Dropbox cloud and backed up using CrashPlan. Previous versions and deleted files are retained in perpetuity in the cloud; fixity checks are run monthly to ensure data file integrity.

Primary access and discoverability will be through ATLA's Fedora and Hydra-based Digital Asset Management System. Display images and their associated metadata will be ingested into ATLA's DAMS. ATLA's DAMS and Fedora repository is running in Amazon's AWS cloud, with redundant storage in Amazon's S3 block storage service.

ATLA is planning to request status as a non-geographic content hub for DPLA for its member institutions. Meanwhile, the records will be contributed to DPLA through the Pennsylvania hub, PA Digital. The data will be described using the PA Digital metadata standards and the DPLA metadata application profile, which is similar to Qualified Dublin Core (dcterms). As much as is possible, subject and name headings will conform to LCSH and LCNAF.

To provide long-term data preservation and the widest possible audience for use and reuse of these materials, the archival master images and metadata will also be made available through the University of Pennsylvania Library's OPenn website (<http://openn.library.upenn.edu/>). The purpose of OPenn is to provide original, full-resolution images of primary resources. The scanned materials will be accessible through OPenn's standard TEI format, with links to the scanned page images. The TEI provided through OPenn is simple, including only descriptive and structural metadata with links to the page images and

derivatives. This format was chosen by OPenn to best represent and provide for re-utilization of multi-page works. Along with the archival TIFF files, OPenn will also store the PREMIS preservation metadata.

By the end of the project period, Penn Library has committed to ingest the content provided to OPenn by this project into the Library's Fedora-based digital repository system for long term preservation. Fedora 4 provides data preservation features congruent with the OAIS model: role-segmented security; multiple datastreams for descriptive, administrative, and technical metadata; fixity checks for all datastreams; and a full version history of all changes. Currently in the final stages of development, this system uses a hybrid Fedora / Git model and a redundant distributed object store to provide protection against corruption and loss, retention of all data versions, and layered security that prevents accidental and intentional modification. Penn has committed to preserving the data in perpetuity alongside its own digital collections.

A full copy of each congregation's images and data will be provided to that institution for use in any local projects. One such project is the Islandora-based DAMS at the Presbyterian Historical Society, which may also host their own records locally. For congregations that will not be hosting their records on their own websites, they will create pages describing the collections, with links to browse and search the digitized resources.

By taking both our metadata and our original scans and archiving them on multiple sites we hope to increase discoverability by the public and the long-term sustainability of the records.

Preservation Summary:

- EXIF and PREMIS metadata created with archival images by the Athenaeum
- All metadata and display images stored in ATLA's Hydra / Fedora 4 repository
- TEI descriptive and structural metadata, preservation metadata, and archival masters stored in Penn's OPenn project
- Archival masters and metadata archived in Penn's Fedora/Git digital preservation repository
- All metadata and masters stored at Internet Archive
- Archival masters stored on external hard drives at Christ Church
- Archival masters maintained in RAID online storage at the Athenaeum of Philadelphia

Discoverability Summary

- EAD finding aids enhanced and updated in PACSCL's Philadelphia-area small repository finding aids website at the University of Pennsylvania
- Primary access to digitized resources, transcribed text, and structured data through ATLA's Hydra-based DAMS
- Harvesting of records by DPLA through PA Digital
- TEI descriptive metadata and archival masters shared through Penn's OPenn website
- Items searchable and viewable at Internet Archive
- Individual congregational records linked through each congregation's website