Council on Library and Information Resources

Digitizing Hidden Special Collections and Archives, Applicant Informational Webinar, January 30, 2018

Presenters:

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

Background and Overview

- Successor to Cataloging Hidden Special Collections and Archives, 2008-2014
- Funded by The Andrew W. Mellon Foundation
- $4 million to be awarded in 2018
- Single institutions may apply for between $50k and $250k, between 12 and 24 months
- Partnerships of consortia of institutions may apply for between $50k and $500k, between 12 and 36 months
- Projects must begin between January and June, 2019
- Two additional funding cycles (2019, 2020) are already planned

How Hidden is "Hidden"?

- Not just "Hidden" in the sense that little is known about the nominated materials: *Applicants must know enough about their collections to justify an investment in digitizing all (or at least substantial portions of) entire collections;*

- BUT "Hidden" in the sense that digitization (not just description) is critical to make possible the creation of new knowledge.

How Hidden is "Hidden"?

- This would not be possible without digitization…

  - The collaboration of geographically dispersed users;

  - The aggregation of closely related but geographically dispersed materials; and/or

  - The use of computationally intensive methods for search, discovery, and analysis.

Program Values

- **Scholarship**: The program is designed to maximize its impact on the creation and dissemination of new knowledge.

- **Comprehensiveness**: The program supports digitization projects that will provide thorough coverage of an important topic or topics of high interest to scholars, in ways that help those scholars understand digitized sources' provenance and context.

Program Values

- **Connectedness**: The program supports projects that make digitized sources easily discoverable and accessible alongside related materials, including materials held by other collecting institutions as well as those held within the home institution.

- **Collaboration**: The program promotes strategic partnerships rather than duplication of capacity and effort.
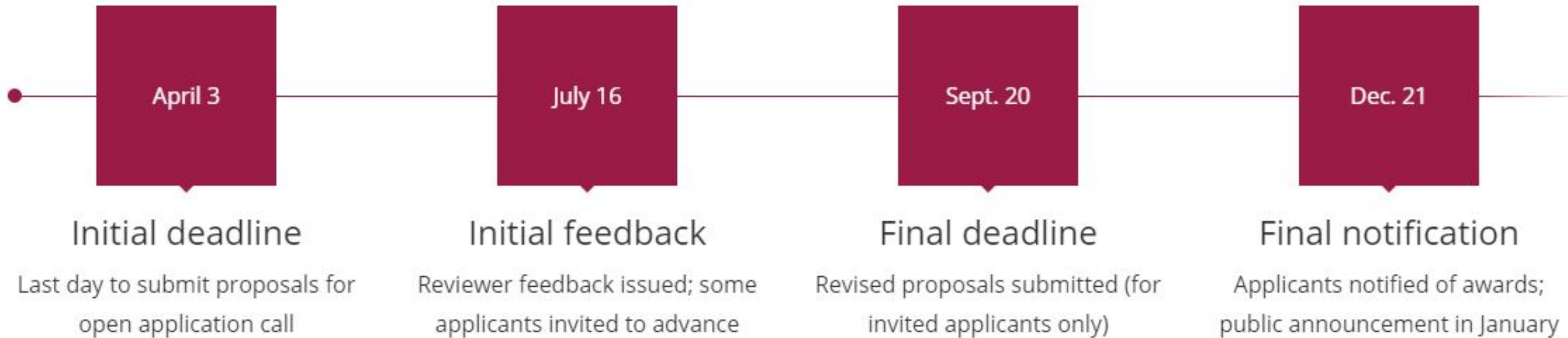
Program Values

- **Sustainability**: The program promotes best practices for ensuring the long-term availability and discoverability of digital files created through digitization.

- **Openness**: The program ensures that digitized content will be made available to the public as easily and completely as possible, given ethical and legal constraints.

Program Organization

- Directed by an independent 18-20 member Review Panel.

- Panelists have expertise in digitization; the use of digitized cultural heritage for research, teaching, and learning; and intellectual property.

Program Organization

2018 Key Dates

April 3

Initial deadline

Last day to submit proposals for open application call

July 16

Initial feedback

Reviewer feedback issued; some applicants invited to advance

Sept. 20

Final deadline

Revised proposals submitted (for invited applicants only)

Dec. 21

Final notification

Applicants notified of awards; public announcement in January

Program Organization

- Program staff focus on administration and outreach and do not contribute to panel deliberations or review draft proposals.

- Questions? hiddencollections@clir.org

General Questions for Reviewers

- How well does the proposal align with the vision and values of the Hidden Collections program? (*Scholarship, Comprehensiveness, Collaboration, Connectedness, Sustainability, Openness*)

- How well does the proposal fit within the program's goals and requirements, as detailed in the program guidelines?

Links to: *Applicant Resources* | *Application Guidelines*

Sample Proposals

- Japanese Historical Maps – University of California Berkeley, C.V. Starr East Asian Library (2016)
- Home Movies and Amateur Films by Women 1925-1997 – Northeast Historic Film, Chicago Film Archives, and the Lesbian Home Movie Project (2016)
- Digitizing the House of Beadle and Adams and their Nickel and Dime Novels – Northern Illinois University and Villanova University (2016)
- Photographic Collections of the Erie Canal – Erie Canal Museum and the Canal Society of New York State (2015)

- Gabriel Garcia Marquez Online Archive – University of Texas at Austin, Harry Ransom Center (2015)
- Bibliotheca Philadelphiensis: Medieval and Early Modern Manuscripts in PACSCL Libraries – Lehigh University, Linderman Library; Free Library of Philadelphia; University of Pennsylvania Libraries; Bryn Mawr College; College of Physicians of Philadelphia; Haverford College; Library Company of Philadelphia; Rosenbach Museum and Library; Swarthmore College; Temple University; University of Delaware; Chemical Heritage Foundation; Franklin & Marshall College; Villanova University; and the Philadelphia Museum of Art (2015)

Eligibility: Applicants

- Any nonprofit organization as defined by the U.S. Internal Revenue Codes Section 501(c)(3), Section 115, Section 170(c)(1), are eligible, so long as collections are made available for public use.

- While government units are not technically public charities, grants may be made to government units and their agencies or instrumentalities, provided the grant funds will be used for charitable purposes within the scope of the Hidden Collections program.

Eligibility: Collections/Tools

- Eligible collections may be in any format or relevant to any subject, so long as they are owned and held by eligible organization in the United States or Canada.

- Any standards, technologies, or tools may be applied, so long as they lead to the creation of Web-accessible metadata and (within legal limits) digitized content.

- For help with project design, consult the DLF's Digitizing Special Formats Wiki. To contribute content, email: info@diglib.org

Eligibility: Collaboration

- Collaborative projects may apply for up to $500,000 and 36 months.

- Proposed project must involve two or more eligible institutions governed by distinct entities.

- All partners must be willing to sign the intellectual property agreement.

- Collaborative partners must submit "Collaboration Statement."

- Final determination of whether a multi-institution project qualifies as collaborative will be made by the review panel.

Limitations

- Program focuses on digitization and description, not collection assessment, conservation or preservation (including rehousing).

- Costs directly related to digitization and description, not infrastructure or indirect costs.

Allowable Costs

- Salaries/wages and applicable fringe benefits for all staff members specifically dedicated to the project.

- Consultant and/or training fees.

- Equipment and tools for the project and other hardware and peripheral costs.

Allowable Costs

- Other directly related services (e.g. outsourced digitization, equipment rental, server time, backup charges).

- Limited administrative support (**multi-institutional projects only**).

- Travel funds and conference registration (limited, **must be project-related**).

Disallowed Costs

- Indirect costs.

- Indirect costs listed as direct costs (networking charges, furniture, etc).

- General-purpose items that may reasonably be expected to have a seful life after the project.

- Conservation/preservation costs, such as those reated to rehousing materials.

- Tuition remission for student employees.

Key Tips

- Take the scholarly significance requirement very seriously, and keep program value statements in mind.

- When thinking about collaborative projects, consider working with different types of collecting institutions, Canadian institutions and under-resourced institutions.

- Be creative and aggressive at recruiting the strongest possible advocates for your collections to write letters of support at the earliest possible stage. *At least two of the writers should come from outside your institution(s).*

Key Tips

- Study guidelines (pdf) and website (*Applicant Resources* page) carefully.

- Frame your project around a coherent subject.

- Budget carefully, specifically, and within program guidelines.

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