



Council on Library and Information Resources

Recordings at Risk Applicant Informational Webinar, December 6, 2017

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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.



Why CLIR created the program...



- CLIR has helped to build awareness of the urgency of digitizing “at risk” audio and audiovisual formats
 - National Recording Preservation Board (since 2005) and *Cataloging and Digitizing Hidden Collections* (since 2008)

Why CLIR created the program...



- Unique challenges of audio/audiovisual digitization and description
 - Inaccessible content... How to assess collections?
 - Specialized expertise not often available locally
 - More storage for access and preservation-- Prohibitive costs!
 - Unclear IP issues

Why CLIR created the program...

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





Eligibility

- U.S. nonprofit academic, research, or cultural memory organizations
 - Organization and collections must be in U.S. or associated entity
 - Government units and their agencies = Eligible, if cultural heritage is primary function
 - Federally recognized tribal governments are eligible

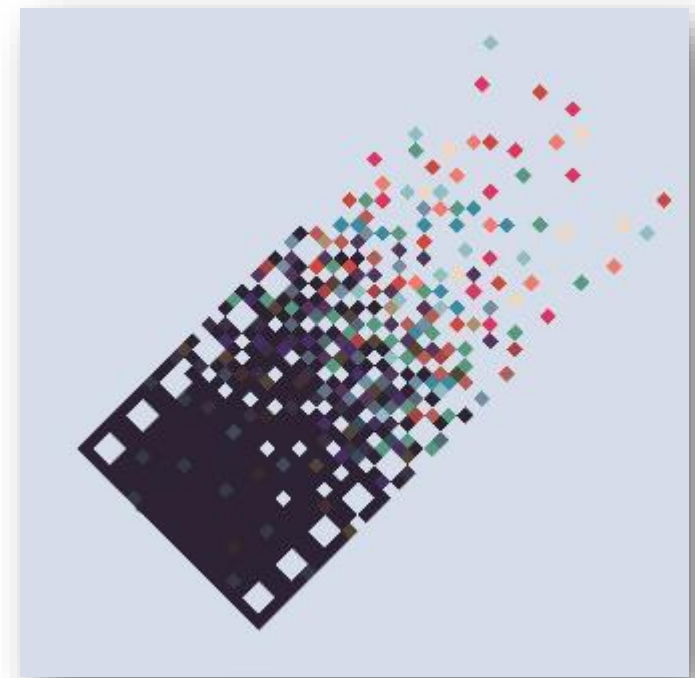


Eligibility

- One application per institution
 - Different campuses of a university are considered as different institutions
 - Multiple applications submitted from one institution? CLIR will only accept one per call

Allowable Formats

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



Starting an Application



Applicant Resources

[Home](#) / [Recordings at Risk](#) / [Applicant Resources](#)

[Applicant Resources](#)

[Recipient Resources](#)

[Program History](#)

[Funded Projects](#)

[Registry](#)

The third application cycle is now open! Please join our Applicant Informational Webinar on December 6, 2017, 2:00 – 3:00 PM ET. For questions about the program e-mail recordingsatrisk@clr.org.



[Guidelines](#)



[Apply](#)



[FAQ](#)

Proposal Planning Resources

General Resources

- **Collaborative Application Template (Google Doc):** Applicants may use this template to assist with collaborative writing on draft proposals. If you are working with the Google Docs template,




Note

All webinars are first come, first served. If you are unable to attend

Starting an Application


- <https://CLIR.smapply.io>

Log in with

 Facebook  Google  Twitter

OR


Email

Password
 

[Forgot your password?](#)

LOG IN

Powered by

 Apply®

Don't have a SurveyMonkey Apply account? [Register here](#)



0 of 10 required tasks complete

Last edited: Nov 26 2017 09:03 PM (UTC)

REVIEW & SUBMIT

SA

Super Applicant (Owner)

[Add collaborator](#)

Recordings at Risk

Preview

0000000009

APPLICATION ACTIVITY

Your tasks

- | | | |
|--|--|---|
| | Eligibility | > |
| | Application Form | > |
| | Letter of institutional support | > |
| | Letter(s) of support | > |
| | Project Plan | > |
| | Digital Preservation Plan | > |
| | Budget Narrative | > |
| | Budget Detail | > |
| | Service Provider(s) Proposal | > |
| | Representative Thumbnail Image
Cannot be started at this time | > |
| | Additional Information(optional) | > |



Outline X

*** NOTE: THIS IS A COPY OF THE AP...

SECTION 1. PROJECT SUMMARY

Applicant Institution (colloquial name).

Project Title. Limit: 50 words.

Project Summary. Limit: 150 words.

Representative Thumbnail Image.

What is the size of the request?

SECTION 2. DESCRIPTION OF CONT...

Geographic scope. Limit: 50 words.

Date range of materials to be digitized.

Quantities and types of materials to b...

SECTION 3. SCHOLARLY AND PUBLI...

SECTION 4. RISK ASSESSMENT

SECTION 5. RIGHTS, ETHICS, AND R...

SECTION 6. PROJECT DESIGN

SECTION 7. SERVICE PROVIDER INF...

SECTION 8. FUNDING

SECTION 9. APPLICANT INFORMATION

ADDITIONAL INFORMATION (Optional)



Council on Library and Information Resources

Recordings at Risk: Application Form Outline

*** NOTE: THIS IS A COPY OF THE APPLICATION FORM ***

To access the official online application form, click here.

To create a personal, editable copy of this Google Doc, [click here](#).

Please review the **Application Guidelines** for details about the information requested in this proposal. All fields are required unless marked as "Optional."

Fields from the application that inform the Hidden Collections Registry are marked with the following icon:

SECTION 1. PROJECT SUMMARY

Applicant Institution (legal name).

Provide the full legal name of the institution.

Note: Institutions may submit only one application for funding in any given cycle, regardless of the institution's size. If two or more applications are received from an institution in one application cycle, CLIR will contact the institution to ask which application should be advanced to the review phase.

Applicant Institution (colloquial name).

Provide the name of the institution applying for the grant (e.g. Sample University, Campus). In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.

Project Title. Limit: 50 words.

A good project title is brief and includes language suggesting the subject matter of the source materials to be digitized. Titles of funded projects will be made available on CLIR's website.

Project Summary. Limit: 150 words.

Write a paragraph-length summary of the proposed project that notes the nature of the source materials to be digitized, major activities to be undertaken during the project, and the significance of the project for scholarship.

Representative Thumbnail Image.

Describe the impact of the proposed project on scholarship and the public *Limit: 300 words*

This part of the proposal should address the importance of the collections to teaching, research, and the creation of new knowledge, art, or experience. It should 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 or the public's understanding and experience of those subjects could be enriched or transformed through exposure to the recorded content.

Why we ask: Scholarly and public impact are the primary criteria upon which applications to this program are assessed. CLIR instructs reviewers to prioritize projects that include collections of high importance to a variety of disciplines and uses. Projects nominating materials likely to have a national or international impact will be more competitive than projects with narrow local or regional relevance.

Provide at least one, and up to three, letters from experts familiar with the material's content in support of the project, attesting to the potential impact of the proposed project (Max. 10MB each, .pdf format only)

These letters must come from individuals knowledgeable about the source materials to be digitized, but may not come from those who are directly affiliated with the project. Experts will normally be practicing scholars or other professionals poised to use the digitized recordings in research, teaching, or the creation of new work. Applicants are required to provide at least one letter of support.

It is strongly recommended that applicants obtain the letter(s) of support from qualified experts working outside their home institution and, where possible, their local region, as reviewers generally look more favorably upon external letters as representative of the material's value to the wider community.

Applicant Resources

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Guidelines



Apply



FAQ

Application Overview

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

Section 1. Project Summary

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



Registry icon

registry.clir.org

Section 2. Description of Content

- Description of materials
- Geographic scope
- Date range of materials
- Condition
- Material Quantity and Type

Material quantity and type.

Enter quantities and types of recordings to be digitized in the proposed project. You may add as many different measurement/material types as you like by, but each individual item should be accounted for in only one category.

How many categories would you like to enter?



How many categories would you like to enter?

Category 1

Material Type

Amount of Material

Unit of Measurement

Additional Information

Category 2

Material Type

Amount of Material

Unit of Measurement

Additional Information

How many categories would you like to enter?

2

Category 1

Material Type

VHS

Amount of Material

42

Unit of Measurement

Items

Additional Information

Category 2

Material Type

Other

Other Format

Wire recording

Amount of Material

4

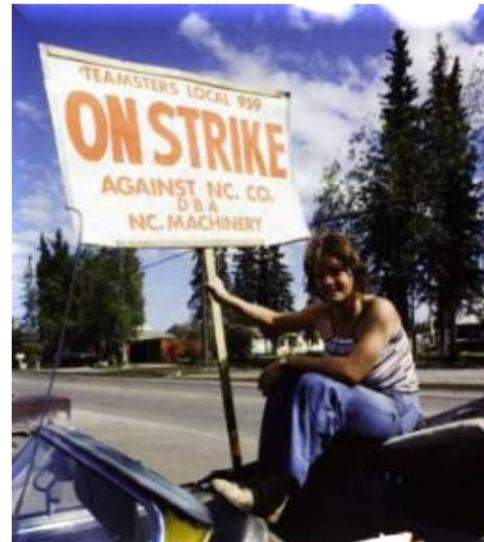
Unit of Measurement

Recorded hours

Additional Information

Section 3. Scholarly and Public Impact

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



Section 4. Risk Assessment

- Explain the urgency of the proposed project



Section 5. Rights, Ethics, and Re-Use

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

Confirm

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

Confirm

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

Section 6. Project Design

- Project plan w/ timeline
- Technical approach
- Digital preservation plan
 - Multiple copies of digital files
 - Scheduled fixity checks
 - Periodic migration
 - Metadata creation
- Access to project deliverables



Section 6. Project Plan

- Sample proposals available!

Document Library

Application Documents

- [Budget Form](#)

Additional Links

- [CC0 Creative Commons license](#)
- [CLIR's Indirect Cost Policy](#)
- [Allowable Costs](#)

Sample Proposals

- [W. W. Law Collection Audio Recordings Preservation – City of Savannah, Georgia, Research Library and Municipal Archives](#)
- [Preserving the Interview Recordings of Mel Gussow, American and British Theater Critic – Harry Ransom Center, The University of Texas at Austin](#)
- [Reformatting the Tommi Avicolti Mecca cassette tapes on LGBTQ history – William Way LGBT Community Center](#)

Section 7. Service Provider Information

Service Provider Information

Vendor name

Vendor address

Vendor contact

Vendor phone

Vendor email

How many additional service providers would you like to add?
(optional)

- Service provider selection rationale

Section 7. Service Provider Information

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

Section 7. Service Provider Information

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

Section 7. Service Provider Information

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



Strategies for Audiovisual
Digitization Projects
a DLF-hosted webinar series



Section 9. Applicant Information

- Proof of nonprofit status

How will you prove your institution's non-profit status?



Based on your answer you will be prompted to provide this information once you have completed this application form.


- 9 digit Employer Identification Number
- IRS determination letter or other

Clear

Section 9. Applicant Information

- Proof of nonprofit status

  Employer Identification Number ...

 Task instructions [Hide](#)

Please provide the applicant institution's legal name and 9 digit Employer Identification Number (EIN; this number is also known as a Federal Tax Identification number)



To verify your 501(c)(3) status, please enter your Employer Identification Number (EIN) below.

Note: Do not use dashes or spaces.

VERIFY

Section 9. Applicant Information


- Proof of nonprofit status

  Proof of Nonprofit Status ...

i Task instructions [Hide](#)

All applicants must provide proof of their nonprofit status.

Institutions that are not colleges, universities, or federally recognized tribal organizations must provide a copy of the applicant institution's IRS determination letter. Federally recognized tribal organizations must instead provide documentation showing formal status as a Native American tribe.



ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

Section 9. Applicant Information

- Board/Trustee List

Is your organization a college, university or federally recognized tribal organization?

Yes

No

Clear

You will be prompted to provide a Board/Trustee List once you have completed this application form.

Additional Information

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



Cycle Timeline

Timeline for Third Call



- Projects can begin as early as May 1, 2018, or as late as February 1, 2019
- All projects must conclude by April 30, 2019



Council on Library and Information Resources

Recordings at Risk Recipient Informational Webinar November 15, 2017

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American Archive

OF PUBLIC BROADCASTING

Building AAPB Participation into Digitization Grant Proposals: *Requirements, Recommendations and Workflows*

Tuesday, December 12, 2017
12:00pm ET

Webinar Registration form: <https://goo.gl/forms/IWWU5GgFkv09bNFiz>
Direct meeting URL: [http://wgbh1.adobeconnect.com/aapb_grant-
proposals-1/](http://wgbh1.adobeconnect.com/aapb_grant-proposals-1/)

Curious about getting involved in the [American Archive of Public
Broadcasting \(AAPB\)](#)?

Seeking information about the workflows and requirements for contributing
digitized content and/or metadata to the AAPB?

Writing a grant proposal and want to explore collaborating with the AAPB to
preserve copies of your digitized collections and/or provide an access point
to your collections through the AAPB metadata portal?

Then this webinar is for you!