



Digitizing Hidden Collections
Applicant Support Series-Session 3:

Assessing Collections & Designing a
Digitization Plan

March 19, 2025

Welcome! We're glad you're here.

There is no audio at the moment. Feel free to
introduce yourself in the chat box. 🙋

We'll begin at 2pm ET | 11am PT.



Council on Library and
Information Resources



Digitizing Hidden Collections

Amplifying Unheard Voices

A program of  Council on
Library and
Information
Resources

Introductions



Our Webinar Platform

- Click 'CC Show Captions' to turn on captions
- All attendees are muted
- Set chat to "Everyone"
- Submit questions in Q&A box
- Recording in progress



zoom

Kaskaskia
Kickapoo
Mascogo
Miccossukee
Myaamia
ᏍᏏᏍᏏ ᏊᏚᏚ ᏍᏍᏍᏍ (Osage)
Peoria
Potawatomi
Seminole
Shawandasse-Tula
Timucula

Visit Native-Land.ca to learn about Indigenous Lands where you live.

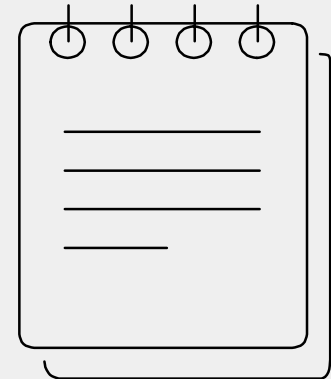


Session outline:

- ✓ Overview + introductions
 - Presentation
 - *Break* (5 minutes)
 - Presentation
 - Q/A
 - Wrap up

Final Application Tasks + Uploads

- Task: Project Details--Materials
 - Upload: List of Collections
 - Upload: Representative Samples
- Task: Project Details--Tell the Story
- Task: Project Details--Outcomes
- Task: Project Details--Work Plan





Introduction

Timothy A. Barber

Executive Director

Meek-Eaton Black Archives Research
Center and Museum



Welcome!

Timothy A. Barber

Director of Museum Operations

Florida Agricultural and Mechanical
University

You can find me at www.famu.com/meba

Who am I?

An experienced archivist and museum professional dedicated to preserving and showcasing Black history and culture.

Current Role:

- Director of the **Meek-Eaton Black Archives and Museum** at Florida A&M University (FAMU).
- Leads efforts in archival preservation, historical research, and public engagement.
- Oversees exhibitions, collections, and community outreach initiatives that highlight African American history.

Past Experience:

- Former Executive Director of the **Black Archives History & Research Foundation of South Florida, Inc.**, housed at the Historic Lyric Theater in Miami.
- Played a crucial role in curating exhibitions, securing funding, and expanding community programs.
- Led preservation and digitization efforts for historical records related to African American communities in Florida.

Expertise & Contributions:

- Extensive experience in historical preservation, archival management, and museum administration.
- Specializes in Black community archives, public history, and cultural heritage interpretation.
- Has worked with universities, historical societies, and cultural institutions to advance African American historical documentation.



Who am I?

- Spearheaded initiatives to digitize historical records, making Black history more accessible to researchers and the public.
- Developed and expanded archival databases to catalog and preserve primary source materials efficiently.
- Advocated for the integration of technology in archival research, ensuring the longevity and accessibility of critical historical documents.

Commitment to Education & Public Engagement:

- Passionate about mentoring students and young professionals in archival and museum studies.
- Advocates for the importance of **primary sources in historical research and storytelling**.
- Frequently collaborates with organizations to promote diversity, inclusion, and accessibility in museum spaces.

Current Projects & Initiatives:

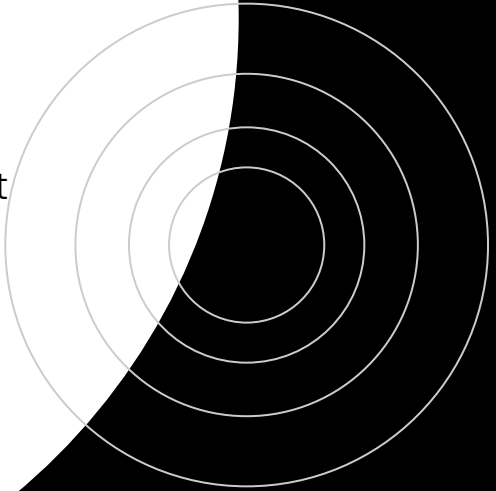
- Spearheading major exhibitions at the **Meek-Eaton Black Archives**, including the upcoming *Beyond Black Beauty* exhibit.
- Partnering with corporations and institutions to secure funding and sponsorships for historical preservation.
- Engaging with scholars, researchers, and the public to ensure that Black history is documented and accessible for future generations.
- Continues to champion the importance of preserving African American history through innovative archival practices.
- Instrumental in expanding archival collections that document Black experiences in the U.S. and beyond.



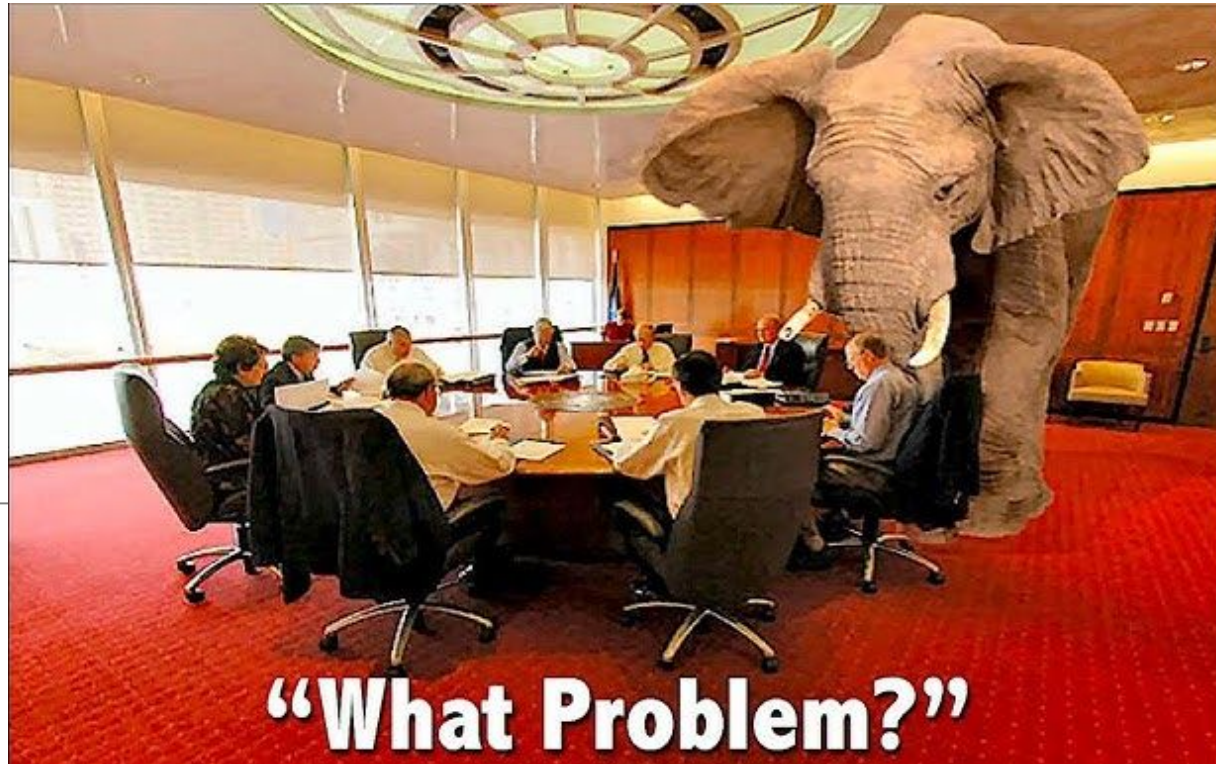
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Assessing Collections & Designing a Digitization Plan

If it is not in the archives, then does really it
exist?



The Elephant in the Room





Most Archives/Museums Deal with Backlog

- Need for Professional Capacity
- Need for Space
- Need of Resources (financial/material)
- Need Sweat Equity (warm bodies)
- Lack of Technology

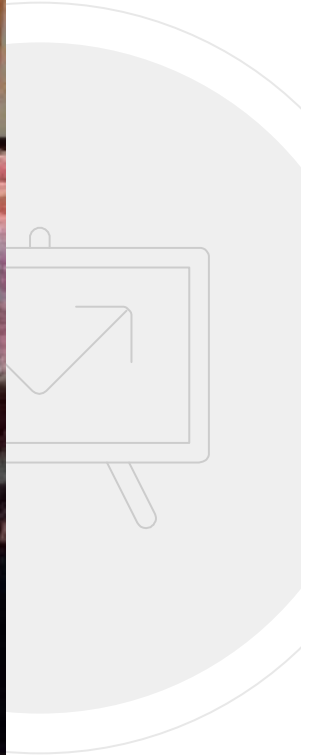
Lao Tzu



“Give a man a fish and you feed him for a day. Teach him how to fish and you feed him for a lifetime.”

Step One

COMMIT TO START THE PROJECT!

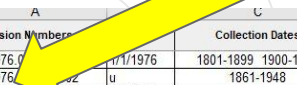




Committed to Start the Project!

- The first thing is to know and understand your value
- Become active in groups and associations that provide professional development, or at least connect you with people in the field that can give you guidance.
- Establish short-term and long-term needs and goals (needs assessment)
- Identify needed personnel and technological aspirations
- Research like institutions, or other organizations that has done similar projects
- Design a process for getting to an end result, step by step
- Go after feasible grants that fit your specific scope of work

Committed to Start the Project!



	A	C	D	E	F		
	Accession Numbers	Collection Dates	Collection Name	Original Donor Last Name	First Name, MI	Descript	
1	AC. 1976.01.01.0001	1/1/1976	1801-1899 1900-1991	Eaton, James N. Sr. Collection - Comics, Koon, and Klan Memorabilia	Warner	Lee H.	This col
2	AC. 1976.01.01.0002	1/1/1976	1861-1948	Black Archives - Sheet Music Collection (Rare/Historical)	Eaton	James N.	This col
3	AC. 1976.01.01.0003	1/1/1976		FAMU Historic Bell Tower	Florida A&M College		This is t
4	AC. 1976.01.01.0004	1/1/1976	1906, 1929, 1949	Chapman, Charles Henry - FAMC Dairy Professor and Founder Alpha Phi Alpha Fraternity	Florida A&M University		This col
5	AC. 1976.01.01.0005	1/1/1976	1943-1964 1964-1973	National Association of College Deans and Registrars in Negro Schools - Proceedings of Annual Meetings	Florida A&M University		This col
6	AC. 1976.02.01.0001	2/1/1976		Black Archives - Rare Books Collection	Florida A&M University, Dr. James. N. Eaton, Various other donors		This col
7	AC. 1976.02.01.0002	2/1/1976		Black Archives - Postcard Collection	Eaton	James N.	This col
8	AC. 1976.02.01.0003	2/1/1976	1929 - 2004	HOF - FAMU Yearbook Collection	Florida A&M University		This col
9	AC. 1976.02.01.0004	2/1/1976		Awkard, Joseph - Black Military Artifacts	Eaton	James N.	This col
10	AC. 1976.02.01.0005	02/01/1976		HOF - FAMU Programs, Miscellaneous Listings	Florida A&M University		This col
11	AC. 1976.02.01.0006	2/1/1976		HOF - FAMU Photographs and Photo Albums Collection	Florida A&M University Office of Public Relations		This col
12	AC. 1976.02.01.0007	2/1/1976	1942-1976	HOF - Commencement Programs	Florida A&M University		This col
13	AC. 1976.02.01.0008	2/1/1976	9/1/1984 1948-1983	HOF - FAMU College of Law Collection	Florida A&M University		Records
14	AC. 1976.02.01.0009	2/1/1976	1940 - 2020	HOF - FAMU Founders Day Programs	Florida A&M University		This col
15	AC. 1976.02.01.0010	2/1/1976	1893 - 1993	HOF - FAMU College Bulletins and Catalogues	Florida A&M College		This col
16	AC. 1976.02.01.0011	2/1/1976		HOF - FAMU Memorabilia - Miscellaneous Collections, Items and Materials	Florida A&M University		Miscell
17	AC. 1976.02.01.0012	2/1/1976		HOF - FAMU Faculty Collection	Different FAMU faculty and staff members		Records
18	AC. 1976.02.01.0013	2/1/1976		HOF - Memorabilia - Miscellaneous Artifacts	Florida A&M University		Various
19	AC. 1976.02.01.0014	2/1/1976	1976	Pounds, Ali - Roots Series Paintings and Art Collection	Ali Pounds donor. Donation facilitated and items transported to the Black Archives by Mrs. Anita L. Davis, former president of the Leon County Chapter of the NAACP.		This col frames.
20	AC. 1976.02.02.0015	2/2/1976	1929 - 2004	HOF - FAMU Yearbooks Collection	Florida A&M University		This col
21	AC. 1976.02.02.0016	2/2/1976		Eaton, Sarah - Silver Tea Set	Eaton	James N.	This ant
22	AC. 1976.02.03.0017	2/3/1976		Black Archives - Silverware Collection	Eaton	James N.	
23	AC. 1976.02.04.0018	2/4/1976		Black Archives - Slavery in the Old South Collection	Eaton	James N.	
24	AC. 1976.02.05.0019	2/5/1976		Black Archives - Blacks in the Military - Civil War Muskets	Eaton	James N.	
25	AC. 1976.02.05.0020	2/5/1976		Moore, Harry and Harriette Collection	Eaton	James N.	
26	AC. 1976.02.05.00021	2/5/1976	1920s - 1970s	HOF - FAMU Awards and Plaques	Florida A&M University		This arti
27	AC. 1976.02.05.00022	2/5/1976	1920s - 1970s	HOF - FAMU Framed Photographs	Florida A&M University		This col
28	AC. 1976.02.05.00023	2/5/1976	1930s - 1944	HOF - FAMU Oversized Framed Photographs from President J.R.E. Lee, Sr.'s Administration	Florida A&M University		This col
29	AC. 1976.02.05.00024	2/5/1976	1920s - 1970s	HOF - FAMU Pictures and Programs	Florida A&M University		This col
30	AC. 1976.03.01.0001	3/1/1976		Canver, Dr. George Washington - Bust	FAMU's Chapter of Alpha Kappa Alpha Sorority		This arti
31	AC. 1976.05.13.0001	5/13/1976		Gibson, Althea Collection	Eaton	James N.	The rec
32	AC. 1976.06.01.0001	6/1/1976	1930s - 1953	HOF - FAMCean Newspapers	FAMU Coleman Library, Special Collections		This col a memt
33	AC. 1976.07.15.0001	7/15/1976	1953 - 2019	HOF - FAMCean and FAMUan Newspapers	Coleman Library Special Collections, FAMU School of Journalism		This col
34	AC. 1976.07.15.0002	7/15/1976	1891 - 1926	HOF - College Arms Newspapers, The, 1907 - 1926	FAMU Coleman Library, Special Collections		This col in the e PALM
35	AC. 1977.02.02.0001	2/2/1977		HOF - Museum Object - Antique I	Florida A&M University		This col



Committed to Start the Project!

1	Accession Numbers	Date	Collection Dates	Collection Name	Original Donor Last Name	First Name, MI	Descript
158	AC.1992.11.15.0001	11/15/1992	9/30/1993	Holmes, Benjamin and Dorothy - Black Church Collection			Material
159	AC.1992.11.15.0002	11/15/1992	1948-1954 4/13/1968 8/1/1993	Holmes, Dorothy- Jeanes Supervision Collection			Afro-Arr
160	AC.1992.11.17.0003	11/17/1992		FAMU Administrative File Collections	Taylor	Kent	
161	AC.1992.11.18.0004	11/18/1992	1900 - 1920s	Webster Family Portraits - Jefferson County, FL	Eaton	James N.	This col gastroe
162	AC.1992.11.18.0005	11/18/1992	1900-1920s	African American Portraits - Miscellaneous	Eaton	James N.	This col
163	AC.1993.02.01.0001	2/1/1993		Johnson, Clemon - Basketball Shoes (size 16)	Jones	Clemon	This iter
164	AC.1993.03.23.0001	3/23/1993	3/23/1993 - 1935	Home Mission Benefit Society of Florida, Marianna, Florida			Contain
165	AC.1993.04.01.0001	4/1/1993		Book (Rare) Collection	Riley	Mary	Publicat
166	AC.1993.04.01.0002	4/1/1993		Riley, John W. Collection	Riley	Mary	Alphabe
167	AC.1993.05.01.0001	5/1/1993	1930-1971 05/84	Wiggin, G.T. - Personal Papers and Mementos			Records
168	AC.1993.05.14.0002	5/14/1993		Black Newspapers - U.S. Newspapers Program/Florida Survey	FAMU Black Archives	Newspapers	Survey 1
169	AC.1993.07.14.0002	7/14/1993		Black Newspapers - The Colored Citizen	Eaton	James N.	Rare Co
170	AC.1993.07.15.0001	7/15/1993		Edmonds Dr. Sheppard Randolph - Special Collection			The maj
171	AC.1993.07.15.0002	7/15/1993	1936-1964	Florida State Teachers Association District II Collection	Larkins	Katherine, E.	This col
172	AC.1993.06.21.0001	6/21/1993	1938 - 1968	Foote, Dr. Leonard H.B. - Medical Collection	Foote	Dr. Leonard H.B.	The rec
173	AC.1993.07.01.0001	7/1/1993	1910 - 1939	Southern Workman	Armstrong	Samuel, C.	The moi
174	AC.1993.07.22.0002	7/22/1993		Black Issues in Higher Education - Magazines	Clark, Jr.	George, W.	Magazir
175	AC.1993.08.04.0001	8/4/1993		HOF - FAMU Hospital Memorabilia Collection	Beacham	Sylvia, W.	This col
176	AC.1993.08.05.0002	8/5/1993		Crisis Magazines Collection	Clark, Jr.	George, W.	Collecti
177	AC.1993.08.05.0003	8/5/1993		Emerge Magazines			This file
178	AC.1993.10.21.0001	10/21/1993	1931 - 1993	Nash, Dr. Joe - African American Dance Collection	Nash	Joe	This col
179	AC.1993.11.01.0001	11/1/1993	1897 - 1993 11/8/1993	Florida's Black Junior Colleges			The mat
180	AC.1993.11.09.0002	11/9/1993		Lee vs. Johnny History of FAMU Collection			This col
181	AC.1993.12.06.0001	12/6/1993	1928-1960	Stafford, Dr. Francis - League of Nations/United Nations Collection			Public /
182	AC.1994.01.06.0001	1/6/1994	1871 - 1969	HOF - President Tucker, Thomas DeSaille Collection	Smith - Wilson	Alzayda, E. - Ernestine, O	This col member
183	AC.1994.02.01.0001	2/1/1994		Gorham, Thelma - Journalism Collection			This col
184	AC.1994.06.01.0001	6/1/1994	6/30/2015	Leffall, Dr. LaSalle D. Jr. Collection			The rec
185	AC.1994.08.13.0001	8/13/1994		Kershaw, The Honorable Joe Lang Collection			This col
186	AC.1994.08.13.0002	8/13/1994	1968-1982	Kershaw, The Honorable Joe Lang - Desk (from Florida Legislature)	State of Florida		This col
187	AC.1994.08.14.0003	8/14/1994		Cherry, The Honorable Gwendolyn - Desk (from Florida Legislature)	State of Florida		This col
188	AC.1994.10.25.0001	10/25/1994	10/10/1994	Leffall, LaSalle D. Sr. & Martha Memorial Collection - Finding Aids	Leffall	LaSalle, and Dolores	List of n
189	AC.1994.10.25.0002	10/25/1994		Leffall, LaSalle D. Sr. and Martha - Memorial Collection - 45 RPM Records Collection	Leffall	LaSalle, and Dolores	
190	AC.1994.10.25.0003	10/25/1994		Leffall, Dr. LaSalle Jr. Collection	Leffall	LaSalle, and Dolores	
191	AC.1994.11.03.0001	11/3/1994		Delta Sigma Theta Sorority, Inc. - Beta Alpha Chapter Collection	Delta Sigma Theta Sorority, Inc.		Miscella
192	AC.1994.11.03.0002	11/3/1994		HOF - FAMU Gospel Choir Collection	FAMU Music Department - Choir		Plaques
193	AC.1995.02.01.0001	2/1/1995		HOF - FAMU Sports Collection	FAMU Athletic Department		The coll
194	AC.1995.02.27.0002	2/27/1995	1920-1968	Turner A.P.			A scanr
195	AC.1995.04.04.0001	4/4/1995		Black Masons Collection			Collecti

Committed to Start the Project!

	A	B	C	D	E	F	
1	Accession Numbers	Donation Date	Collection Dates	Collection Name	Original Donor Last Name	First Name, MI	Descripti
371	AC.2020.02.19.0001	2/19/2020		HOF - FAMU College of Education - Internal File			Containe
372	AC.2020.02.27.0002	2/27/2020		Brown, Alfonso - Dozier School for Boys Personal Papers	Brown		Documen
373	AC.2020.03.10.0001	3/10/2020		White, Dr. Valerie	The Warner Family		Boxes of
374	AC.2020.10.22.0001	10/22/2020		HOF - FAMU Football Film Collection - 2020 Donation	FAMU Athletic Department		Materials
375	AC.2021.01.10.0001	1/10/2021	1950 - 2000	Tallahassee Democrat Newspapers	Hatfield	William	This extr mildew y Black Ar environm
376	AC.2021.04.28.0001	4/28/2021	7/11/1905	Apt, Dr. Nana - Field Spirits Collection	Apt - Douglas	Nana - Richard	This coll
377	AC.2021.06.24.0001	6/24/2021	1994 - 2021	Allen, Steve R. - HBCU Art Collection	Allen	Steve R.	This coll
378	AC.2022.10.20.0001	10/20/2022		HOF - FAMU Basketball Collection	Fendersson	Patrick	Cassette
379	AC.2022.11.08.0001	11/8/2022		HOF - FAMU Presidents Mural Project - Oversize Cornerstone Sign	FAMU Office of Student Activities		One larg
380	AC.2022.11.12.0002	11/12/2022		HOF - FAMU Lola Hampton - Frank Pinder Center for Agroecology	Densu - Taylor	Kwasi - Jennifer	This smz
381	AC.2022.12.06.0001	12/6/2022		Cotman, Jacqueline - African Americans in Central Florida Collection	Cotman	Jacqueline	The follor Serial, b
382	AC.2022.12.14.0001	12/14/2022		Kershaw, The Honorable Joe Lang Collection (Additions)	Kershaw, Jr.	Joe	Miscella
383	AC.2022.12.14.0002	12/14/2022	1976	Chance, Dr. Jerry M. - FAMU "Black Church at the Bicentennial Conference Proceedings" - Cassette Tapes Collection	Chance	Jerry	This coll delivered
384	AC.2022.12.15.0003	12/15/2022		Thomas, Maxwell S. and Jacqueline H. Collection	Thoman	Courtney	This coll
385	AC.2022.12.19.0004	12/19/2022		HOF - FAMU Contemporary Orchestis Dance Theatre	Carmley	Edith	This coll
386	AC.2023.01.20.0001	1/20/2023		McLeod, Dr. Yanela Gordon - Black Press in Florida Oral History Tapes	McLeod	Yanela	This oral
387	AC.2023.02.15.23.0001	2/15/2023		Links, The - Different Chapter Histories and Publications	Nixon	Beverly, E.	Ms. Nixc
388	AC.2023.02.16.23.0002	2/16/2023	1917-1919 1942-1946	Dorn, Franz - U.S. Army World War I Doughboy Combat Helmet	Dorn	Franz	This artif served d
389	AC.2023.03.14.23.0001	3/14/2023		Waldorf, Gwendolyn - Items of Historical Significance Donation Seven Miscellaneouys Historical Items (No official collection title by request of donor)	Waldorf	Gwendolyn	These se
390	AC.2023.04.24.0001	4/24/2023		White, Dr. Eloise Cabrera	White	Eloise, C.	The reco
391	AC.2023.05.01.23.0001	5/1/2023		Gaither, Jake Golf Course - State of Florida Marker	McLeod	Yanela	This smz
392	AC.2023.05.15.23.0002	5/15/2023		Ellis Philip Smith - Items of Historical Significance Donation	Smith	Philip	The item 1913 anc
393	AC.2023.05.24.23.0001	5/24/2023		Cromartie, Major General Eugene R. Collection	The Family of the late Major General Eugene R. Cromartie, specifically sons, Geno Cromartie Jr. and Eliseo Cromartie. Col. Ronald M. Joe served as a liasion between Gen. Cromartie's two sons and Black Archives representatives. His efforts resulted in this important collection being donated and entrusted to FAMU and the Meek-Eaton Black Archives.	Major	Materials velvet; 1 correspo
394	AC.2023.06.04.23.0001	6/4/2023	1954 - 2023	History of FAMU - Museum Object - Gibbs Hall Cornerstone	Lavene	Washington	Original
395	AC.2023.07.01.23.0001	7/1/2023		Cotman, Jacqueline - African Americans in Central Florida Collection	Cotman	Jacqueline	These m football c
396	AC.2023.07.02.23.0002	7/2/2023		HOF - College of Social Sciences, Arts and Humanities, Department of Music - Marching 100 Band Uniform	Beckwith	Donald	This ban



Step Two

DON'T BITE OFF MORE THAN YOU CAN CHEW!

MAP YOUR REPOSITORY AND CREATE A PROCESSING PLAN!



Map Your Repository

CREATE A PROCESSING PLAN!

- Repositories may or may not have functional finding aids
- Many already have backlog
- Mark A. Greene and Dennis Meissner's "More Product, Less Process"



**MEEK-EATON Southeastern Regional Black Archives Research Center Museum
Rack Repository Mapping**

FLOOR	ROOM	LOCATION	RACK	SIDE	SECTIONS	SHELVES	SPACE
3		AC	1	A	3	8	
3		AC	1	B	3	8	
3		AC	2	A	3	8	
3		AC	2	B	3	8	
3		AC	3	A	3	8	
3		AC	3	B	3	8	
3		AC	4	A	3	8	
3		AC	4	B	3	8	
3		AC	5	A	4	8	
3		AC	5	B	4	8	
3		AC	6	A	4	8	
3		AC	6	B	4	8	
3		AC	7	A	4	8	
3		AC	7	B	4	8	
3		AC	8	A	4	8	
3		AC	9	A	8	8	
3		AC	F1	O	1	4	
3		AC	F2	O	1	4	
3		AC	F3	O	1	4	
3		AC	F4	O	1	4	
0		R	1	A	4	3	
0		R	1	B	4	3	
0		R	2	A	7	7	
0		R	2	B	7	7	
0		R	3	A	7	7	
0		R	3	B	7	7	
0		R	4	A	7	7	
0		R	4	B	7	7	
0		R	5	A	9	7	
0		R	6	A	8	7	
0		R	6	B	8	7	
0		R	7	A	8	7	



A1:B1 | 📄 INVENTORY STARTS TOWARDS WALL.

	A	B	C	D	E
1	INVENTORY STARTS TOWARDS WALL.				
2	COLUMN	SHELF	ITEM	DONATED	CONTENTS & NOTES
3	1	1	Art on plywood		
4			Art on cardboard		
5			Art on cardboard		
6			Art on cardstock		
7			Art plywood on frame		
8		2	Moses and Willie Mae Miles coll box	Aug 2005 by Keith Miles	contains plaques and awards
9			Moses and Willie Mae Miles coll box	Aug 2005 by Keith Miles	contains plaques and awards
10			plywood on frame		art
11			Canvas on wood		art
12			stick painted red, green, and black		
13			stick painted red, green, and black		
14		3	L.H.Foote bank statements		books, stubs, etc
15			Mo2ET Artwork		birth? conception?
16			Cher Shaffer artwork		
17			Cher Shaffer artwork		
18	2	1	Bernard Hendricks plaques and awards box		contains plaques and awards
19			Bernard Hendricks plaques and awards box		contains plaques and awards
20			Leffall lanterns box		shredded paper and lanterns, box needs to be replaced
21			Leffall awards box		contains awards
22			Leffall awards box		contains awards
23		2	Leffall box with frames, trophies, etc		
24			Tom Bridge book box	July 2005	books, to be listed
25			Tom Bridge book box	July 2005	books, to be listed
26			Ben Holmes Negro education coll box		#299 a-b file folders
27			Ben Holmes Negro education coll box		#301 famu publications file folders
28			Ben Holmes Negro education coll box		#302 famu publications - 1 file folders
29			Ben Holmes Negro education coll box		#304 omega- w
30			Holmes agenda book and calendars		5 cf dorothy and ben cooks and calendars 5 x 10.5 x 15.5
31			Holmes box		contains paper, childrens material, file folders, box
32			Holmes box		contains publications
33		3	Tom Bridge rare books box		contains books
34			Tom Bridge rare books box		contains books

A1	fx Location									
	A	B	C	D	E	F	G	H	I	J
26	AC.1.A.	FAMU School of Architecture					1			
27	AC.1.A.	FAMU College of Pharmacy					1			
28	AC.1.A.	FAMU College of Science + Technology					1			
29	AC.1.A.	SBI Dr. Clark					1			
30	AC.1.A.	Journey Mag					1			
31	Total		29				REHOUSE 19			
32										
33	AC.1.B.	FAMUAN Newspaper					rehouse			
34	AC.1.B.	Julian "Cannonball" Adderly				Itemized	rehouse			
35	AC.1.B.	Robert and Alice					rehouse			
36	AC.1.B.	Avent Dr. Joseph					correct			
37	AC.1.B.	Bartley, Lua S. Dr.					rehouse			
38	AC.1.B.	Kimberly Brown Collection "Miss FAMU"					correct			
39	AC.1.B.	Blow, James Harold Collection					correct			
40	AC.1.B.	Beasley HOF Collection TBC					rehouse			
41	AC.1.B.	Coach S. Allen Bogan FAMU Sports Memorabilia Collection					rehouse			
42	AC.1.B.	Boulware, Marcus Dr.					rehouse			
43	AC.1.B.	Dr. Mirion Bowers					rehouse			
44	AC.1.B.	Brickler, Dr. Alex, Sr, Pelvimeter Brickler					correct			
45	AC.1.B.	Britt Floy					rehouse			
46	AC.1.B.	FAMU Hospital					rehouse			
47	AC.1.B.	FAMU National Alumni Association					correct			
48	AC.1.B.	FAMU College of Law					rehouse			
49	AC.1.B.	FAMU School of the Enviornment Releases 1966-67					rehouse			
50	AC.1.B.	FAMU School of General Studies					rehouse			
51	AC.1.B.	FAMU School of Graduate Studies					rehouse			
52	AC.1.B.	FAMU School of Nursing					rehouse			
53	AC.1.B.	FAMU Aquatics Center					correct			
54	AC.1.B.	FAMU Artists and Lyceum Series Committee Reports					correct			
55	AC.1.B.	FAMU Bicentennial Committee 1975-1976					rehouse			
56	AC.1.B.	FAMU Center for Community Development & Research					rehouse			
57	AC.1.B.	FAMU Athletic Department					rehouse			



Meek-Eaton Southeastern Regional Black Archives
Research Center and Museum

Main Collection Listing Numbers

Collection #	Collection Title	Sub-Collection
AR_0001	Nana Apt Field Spirits	No
AR_0002	Black Archives African Mask	No
AR_0003	Benjamin French African Americans in Spanish American War	No
AR_0004	Roy Spencer Tuskegee Airman	No
AR_0005	Alma McMillan Vintage Clothing and Artifacts	No
AR_0006	James L. Moran African Americans in the Military	No
AR_0007	History of FAMU	Yes
AR_0008	Robert Bob Bullet Hayes	No
AR_0010	Frank E. Pinder	Yes
AR_0011	Donald Hill	No
AR_0012	James N. Eaton, Sr	Yes
AR_0013	Thomas Bridge African American Memorabilia	No
AR_0014	Hattie Berger	No
AR_0015	Andre Dawson Baseball	No
AR_0018	Black Archives-Slavery in the old South	No
AR_0020	Louis and Calynne Hill Art Collection	No
MS_0001	Rosewood Massacre Papers	No
MS_0002	Coach Alonzo Jake Gaither	No
MS_0003	Althea Gibson	No
MS_0009	Joe Lang Kershaw	No
MS_0010	Dean Maxwell and Jacqueline Holloway-Thomas	No





Meek-Eaton Southeastern Regional Black Archives
Research Center and Museum

Collection Listing Numbers

<u>Main Collection #</u>	<u>Main Title</u>	<u>(Sub) Collection #</u>	<u>Sub Collection Title</u>
AR_0003	Benjamin French African Americans in Spanish American War Buffalo Soldier		
		AR_0003_03_0001	Hand Carved Knife
		AR_0003_04_0001	Buffalo Soldier Hat
		AR_0003_07_0001	Soldier's Handbook, U.S.A. Revised
AR_0004	Roy Spencer Tuskegee Airman		
		AR_0004_04_0001	Tuskegee Airmen Jacket
AR_0005	Alma McMillan Vintage Clothing and Artifacts		
		AR_0005_04_0001	World War II Marine Overcoat
AR_0006	James L. Moran African Americans in the Military		
		AR_0006_04_0001	Olive Drab Jungle Fatigues



	A	B	C	D	E	F	G	H	I	J	K
1	<p>Priority Key</p> <p>5 = website ready; no corrections needed for the physical collection or its finding aid 4 = minor typo corrections to finding aid and/or minor rehousing needed 3 = more significant rehousing issues but can be accomplished within a few days; may include adjustments to finding aids like numbering or renumbering folders, finding of lost objects, etc. 2 = major rehousing needed for whole collection; this will include finding aid updates by necessity 1 = needs to be catalogued/re-catalogued (usually this means only a portion of the collection was ever catalogued)</p>										
5	AC.2.B.3.2.1	Kershaw, J. Lang	No	0.25f	0.25	Low	Processed	Yes	Processed		
6		Julian "Cannonball" Adderley Collectio	No	2cf	2.06	Low	Processed	Yes	Processed		Additional box in the repository: R.2.A.5,2,2
13	AC.6.B.1.2.1	Harper Magazine Collection				High	Processed	Yes	Processed	0	
14	AC.7.B.4.2.4-5	Black Entertainers				Low	Processed	Yes	Processed		popular topic
16	AC.8.A.2.2.4	Attorney Armstrong Purdee, Jackson C.					Processed	Yes	Processed	0	
18	AC.8.B.2.4.3	Charles Hamilton-Black Farmers in Mai	Yes			Low	Processed	Yes	Processed	0	
19		Dr. Garrett T. Wiggins Personal Papers	Yes			Low	Processed	Yes	Processed	0	
20	AC.2.B.3.2.2-5	Arthur L. Kidd Civil Rights News File	Yes			Low	Processed	Yes	Processed	0	
22	AC.6.B.2.4.7 - AC.6.B.3.4.4	The Rosewood Massacre Papers	Yes			Low	Processed	Yes	Processed	0	
25	AC.8.B.1.6.2	Chester L. Davis Sr.	Yes				Processed	Yes	Processed	0	
29	AC.8.B.1.6.4	Attorney Joseph Gibbs Survival of Blac					Processed	Yes	Processed	1	"Attorney Joseph Gibbs Survival of Black Colley
33	AC.8.B.1.2.3-AC.8.B.1.3.2	James N. Eaton Sr. Collection Rare Slav		4cf	4.13		Processed	Yes	Processed		
34											
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Step Three

Identifying a Collection

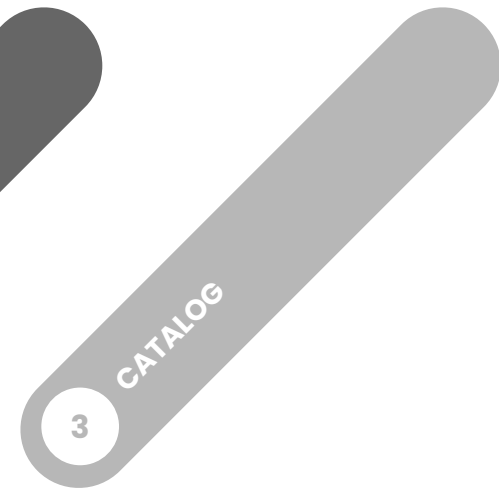
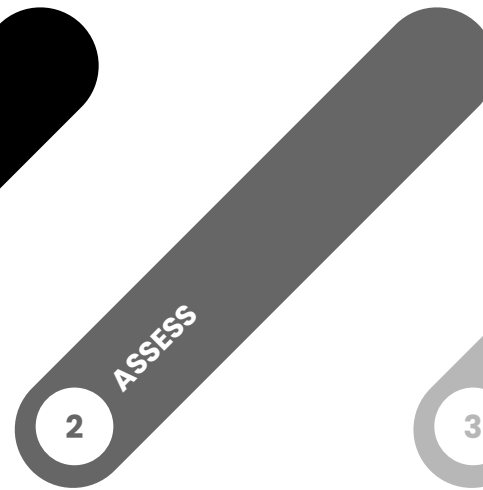
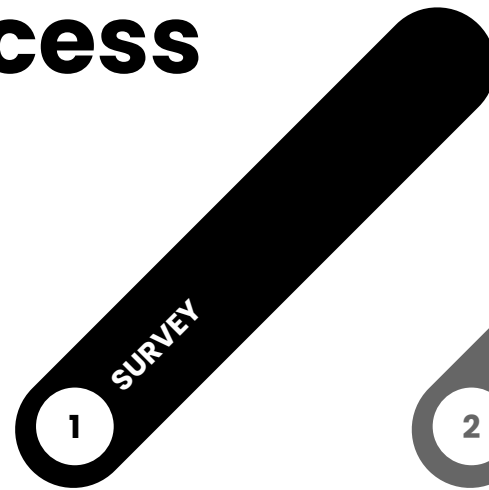
CASE ONE:

Chronicling Black Miami through Digitization





**The process
is easy**




Estimating Volume of Materials

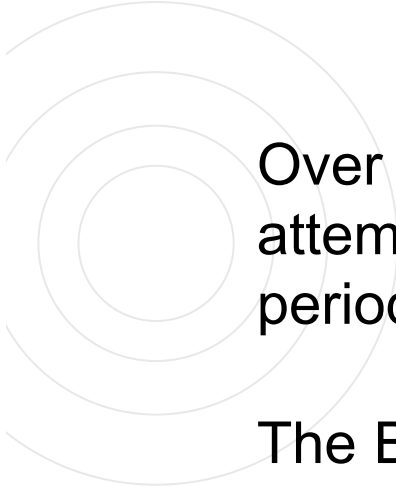


Estimating Volume of Materials





Print Media was in abundance in the 19th and 20th Centuries. At the turn of the century, print media in the Black communities across America became the modern-day griots in describing and communicating the activities of Blacks in America.



Over time, archival and educational institutions attempted to capture digitally the occurrences of these periodicals.

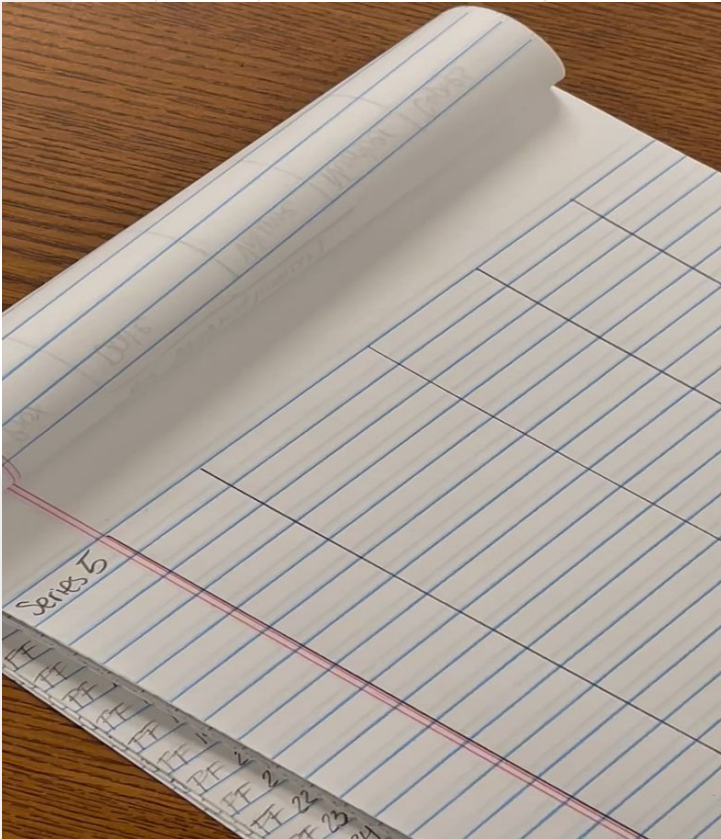
The Black Archives of South Florida became one of the largest holders of a Black publication called the Miami Times, one of the oldest in the country still producing. These periodicals range from the 1940s to the current time. The Black Archives sought to digitize and publish their Black periodical collection.

Estimating Volume of Materials



- Each publication was organized by date.

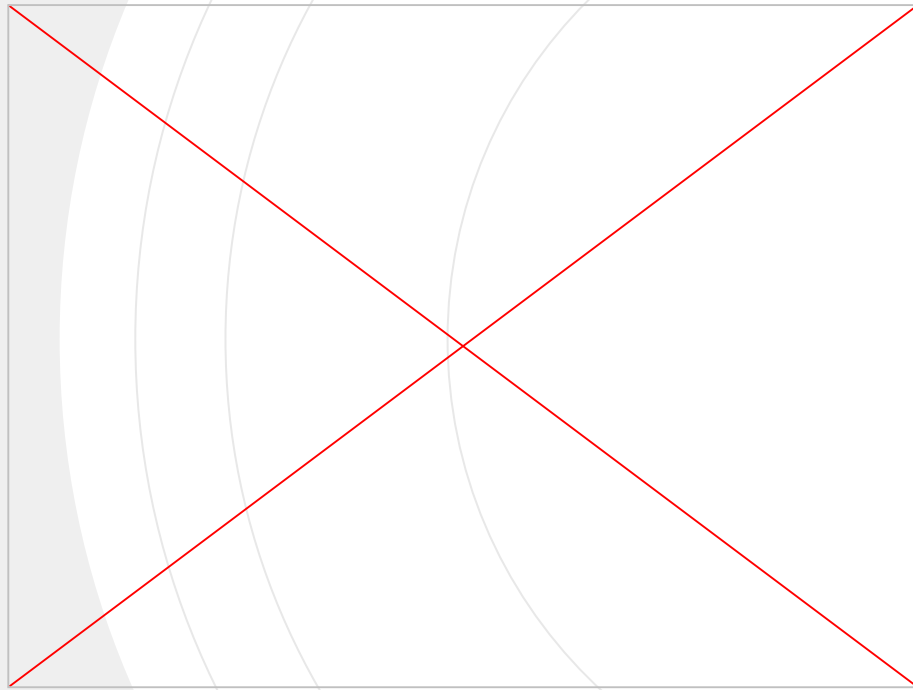
Estimating Volume of Materials



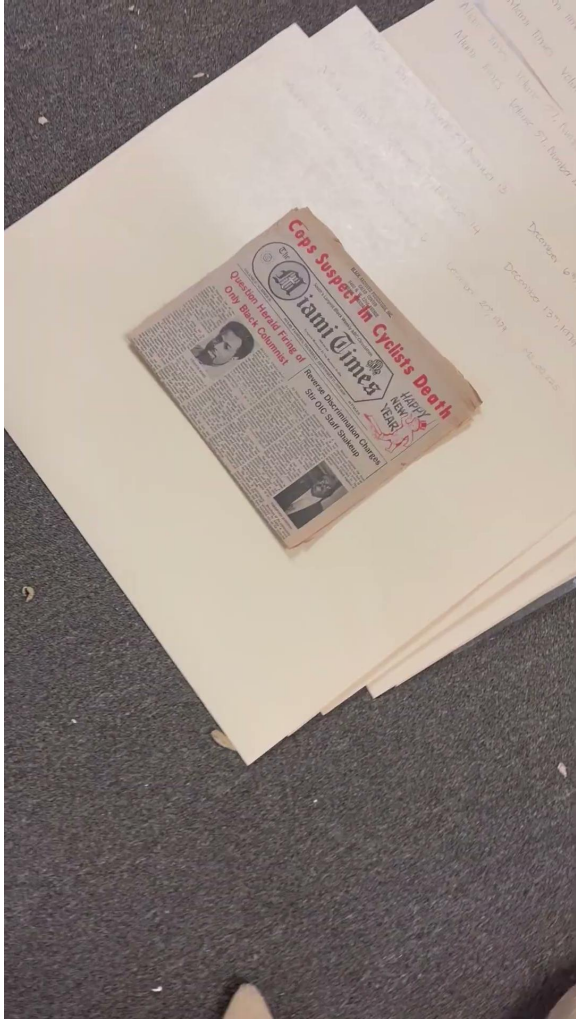
- Each Newspaper was accounted for on a spreadsheet by documenting the date, volume, edition and copies.
- All information for each newspaper was recorded on physical paper, an excel sheet, and later typed into a finding aid format.



Estimating Volume of Materials



- All publications are organized by series.



Estimating Volume of Materials

Included Duplicates

Plan included keeping 3 copies

Immediate Preservation


Flattening and isolation in acid free folders

Estimating Volume of Materials

Over 350 newspapers



Competitive Case for Digitization



Seeking funding to undertake a comprehensive digitization project of *The Miami Times* newspaper collection. Founded in 1923, *The Miami Times* is one of the oldest and most influential African American newspapers in the United States, chronicling nearly a century of Black life, culture, and political engagement in South Florida and beyond. Digitizing this invaluable archive will preserve its fragile historical content while dramatically increasing access for scholars, students, and the public.

Significance and Need

Historical and Cultural Value:

The Miami Times has served as a vital record of African American history, documenting major social, political, and economic events from the Jim Crow era through the civil rights movement to the present day. Its coverage provides a critical counter-narrative to mainstream media, highlighting the challenges and triumphs of South Florida's Black community.

The paper's archives reflect the lived experiences of African Americans in a rapidly evolving urban environment, covering key issues such as:

- Segregation and desegregation in Florida
- The rise of African American political power
- Economic challenges and successes
- Cultural movements and artistic expression
- Community responses to national and local crises



Preserving a Fragile Legacy:

The physical copies of *The Miami Times* are at risk of deterioration due to age, environmental conditions, and repeated handling. Many issues are printed on low-quality paper, which has become brittle over time. Without intervention, this critical historical record could be lost.

Addressing Gaps in the Historical Record:

African American history has been underrepresented in mainstream historical narratives. By digitizing *The Miami Times*, it will fill gaps in the historical record and ensure that the voices and experiences of South Florida's Black community are preserved and accessible.

Enhancing Accessibility and Research:

Currently, access to *The Miami Times* archives is limited to physical copies, which restricts research opportunities for scholars, journalists, and the general public. Digitization will allow researchers to explore the archives remotely, with advanced search functionality and metadata tagging to enable more targeted and comprehensive research.




Project Scope and Objectives

1. **Comprehensive Digitization of Historical Issues:**
2. **Creation of a Digital Access Platform:**
3. **Cataloging and Indexing:**
4. **Partnerships and Collaboration:**

Impact and Outcomes

1. **Preservation of an Endangered Archive:**
2. **Enhanced Access for Scholars and the Public:**
3. **Strengthened Academic and Cultural Infrastructure:**
4. **Community Engagement and Educational Value:**
5. **Supporting Diversity and Inclusion in the Historical Record:**

Budget Justification



Digitizing *The Miami Times* will preserve a vital historical record of African American life and culture, increase global access to underrepresented narratives, and strengthen the organization's visibility in African American historical research. This project is a strategic and impactful investment in preserving Black history, supporting academic scholarship, and engaging the broader public in meaningful historical discovery. Funding this initiative will not only safeguard an irreplaceable archive but also create new opportunities for research, education, and cultural understanding.

Estimating Volume of Materials

The Black Archives

- Individual newspapers were sleeved, put into acid free folders, itemized and boxed into acid free flat boxes.
- The final step in this collection was for each newspaper to be digitally scanned and uploaded on to our digital archive.

CASE TWO:

*21st Century
Collections
Access At
Florida A&M
University*



Institution with over 5000 artifacts and collections

Rosewood
Massacre

FAMU Presidential
Papers

Rare Slave Papers

Field Spirits of the
Fante

Blacks in the
Military

FAMU Yearbook
Collection

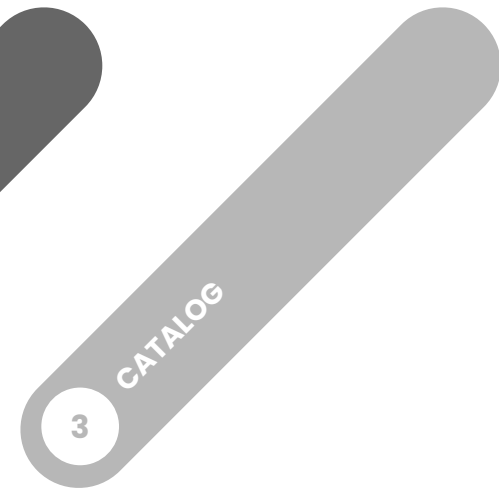
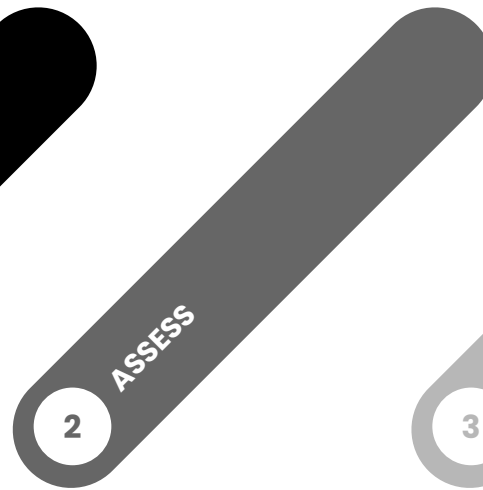
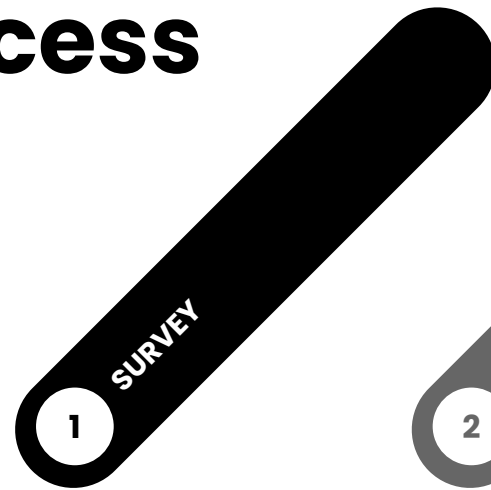


Estimating Volume of Materials

B	C	D	E	F	G	H	I	J	K
Collection Title	Links to existing description or metadata, if available	Overall Collection Size	Current level of arrangement/processing	Current physical condition	Current storage conditions	Material type(s) to be digitized (e.g. manuscripts, photographs, etc.)	Estimated percentage of collection to be digitized	Rights holder(s) for the materials to be digitized, if applicable	Will any re-usage restrictions apply?
Rosewood Massacre Collection, 1920-1995	N/A	13 cubic feet	arranged and described at folder level	good	good	Affidavits, genealogies, correspondence, news clippings, investigotive reports, cassette and video tapes	100%	FAMU Meek-Eaton Black Archives, State of Florida	
FAMU Presidential Papers, 1944-1977	N/A	40 cubic feet	arranged and described at folder level	good	good	Field	100%	FAMU Meek-Eaton Black Archives, State of Florida	
Black Archives Rare slave papers, books, post cards and sheet music, 1835-1951	N/A	50 cubic feet	inventoried but not arranged	fair	good	Rare papers, documents from the period of slavery; rare books, post and greeting cards, and sheet music from Jim Crow/segregation era	25-50%	FAMU Meek-Eaton Black Archives, State of Florida. Various others depending on historical item(s)	
Dr. Beverly Barber - FAMU Orchesis Contemporary Dance Theatre Collection, 1955-1990s	N/A	28 cubic feet	arranged but not yet described	good	good	Advertisements, correspondence, educational materials, financial records, news articles, photographs, publications, CDs and VHS tapes	50-100%	FAMU Meek-Eaton Black Archives, State of Florida	
Dr. Kathleen Prestwidge - African Americans in Science and Technology Collection, 1960-2000s	N/A	55 cubic feet	inventoried but not arranged	good	good	Books, correspondence, news articles, photographs, publications, reports, speeches, cassette and video tapes	50%	FAMU Meek-Eaton Black Archives, State of Florida. Various others depending on historical item(s)	



**The process
is easy**



Estimating Volume of Materials

Rosewood Collection

BLACK ARCHIVES, RESEARCH CENTER & MUSEUM
FLORIDA A&M UNIVERSITY
TALLAHASSEE, FLORIDA 32307
(904) 599-3020
James N. Eaton, Founder & Director

PAPERS PROCESSED

Date Started: April 4, 1997
Collection Title: THE ROSEWOOD PAPERS
Date Span: 1920 - 1995

Inclusive subjects and records types:
The types of records in this collection include: affidavits, family genealogies, legal correspondence, legislative bills, magazine and newspaper articles, property records, cassette and video tapes, tape transcripts and documented reports. Major sub-sections include: administrative files, investigator files, non payee and payee files. Additionally, a large portion of the collection is comprised of outgoing correspondence, family genealogies, oral histories and official reports.

Brief description of processing procedure(s):
The records and materials in this collection were transferred from the Florida Department of State and arrived at the Black Archives in May 1996 in excellent condition. Twelve boxes arrived which had been identified to the box level. Because the records were fairly new, they were in good condition in regard to insect, hardware or environmental damages. There was some original order to the collection which the archivist tried to maintain during the survey and cataloging process. Where possible, items remained in their original folders. However, those folders were placed in acid-free folders and boxes. Using original sub-headings, the materials were then grouped by subject and material type, and filed in alphabetical and chronological order. Due to a shortage of staff and time, the last five boxes, non-payee and payee files, were described to the box level on the pending aid, but are in individual folders and alphabetical order inside the boxes. Corresponding labels were affixed to the boxes, and the collection was stored temporarily at the Black Archives' 103 Howard Hall location.

Number of Boxes: 13 **Location:** Black Archives/Howard Hall
Date Completed: 4/15/97 **Cataloged & Typed by:** Murell V. Dawson
Student Assistant: Acha Rodriguez

Estimating Volume of Materials

Rosewood Collection



Rosewood Collection

Estimating Volume of Materials

Cataloging Worksheet

Date:
Accession #:

Catalog Number:	Files created: <input type="checkbox"/> Item file <input type="checkbox"/> Artist file <input type="checkbox"/> Digital file
Item Name:	

Item Information:	
Artist/Maker:	
Nationality/Culture/Place of origin:	
Title:	
Date of work:	
Dimensions: Inches (h x w x d)	

Acquisition details:	
How acquired?	
When acquired?	
Credit Line:	
Name & Contact Information:	
Comments:	

Description:	(Include: media - pencil, ink, etc. - and location of identifying marks)

Condition:
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Conservation needs:

Collection Type:	<input type="checkbox"/> Permanent <input type="checkbox"/> Educational <input type="checkbox"/> Other
Collection Category: (Mark the most relevant category.)	[The following are examples – choose categories that most closely resemble your collection] <input type="checkbox"/> Art <input type="checkbox"/> Archives <input type="checkbox"/> Ephemera <input type="checkbox"/> Specimen <input type="checkbox"/> Item <input type="checkbox"/> Furniture <input type="checkbox"/> Vehicle <input type="checkbox"/> Digital

Additional information attached:
 Artist biography Cultural or People Group information Research on medium Provenance

Estimating Volume of Materials

1. Name of the collection

Rosewood Massacre Papers

2. Please briefly describe the collection.

The collection consists of thirteen boxes (13 cubic feet). The records and materials in this collection were transferred from the Florida Office of the Attorney General in 1996. The types of records in this collection include affidavits, family genealogies, legal correspondence, legislative bills, magazine and newspaper articles, property records, cassette and video tapes, tape transcripts and documented reports. Major sub-sections include: administrative files, investigator files, non-payee and payee files. Additionally, a large portion of the collection is comprised of outgoing correspondence, family genealogies, oral histories and official reports.

3. What time period does the collection cover? (select all that apply)

19th Century

4. What types of items are included in this collection? (select all that apply)

textual documents (unbound)
textual documents (bound)
oversized paper documents (maps etc.)
photographs
video
audio

5. Do you have permission to use materials in the collection

Yes

6. If you answered "maybe" for the above question, please expand on the permissions status here.

N/A

7. Generally, how many items are in the collection? (We are not asking for specific numbers, but an approximation).

We are defining an item as one individual primary source. For example, an item is one letter, not one page of a letter.

300+

8. Has the collection been cataloged?

We are defining catalogued as meaning that the collection has been prepared for use and made internally accessible to staff.

Yes

9. Were any descriptive documents, such as finding aids, created in the cataloging process?

Yes



Competitive Case for Digitization

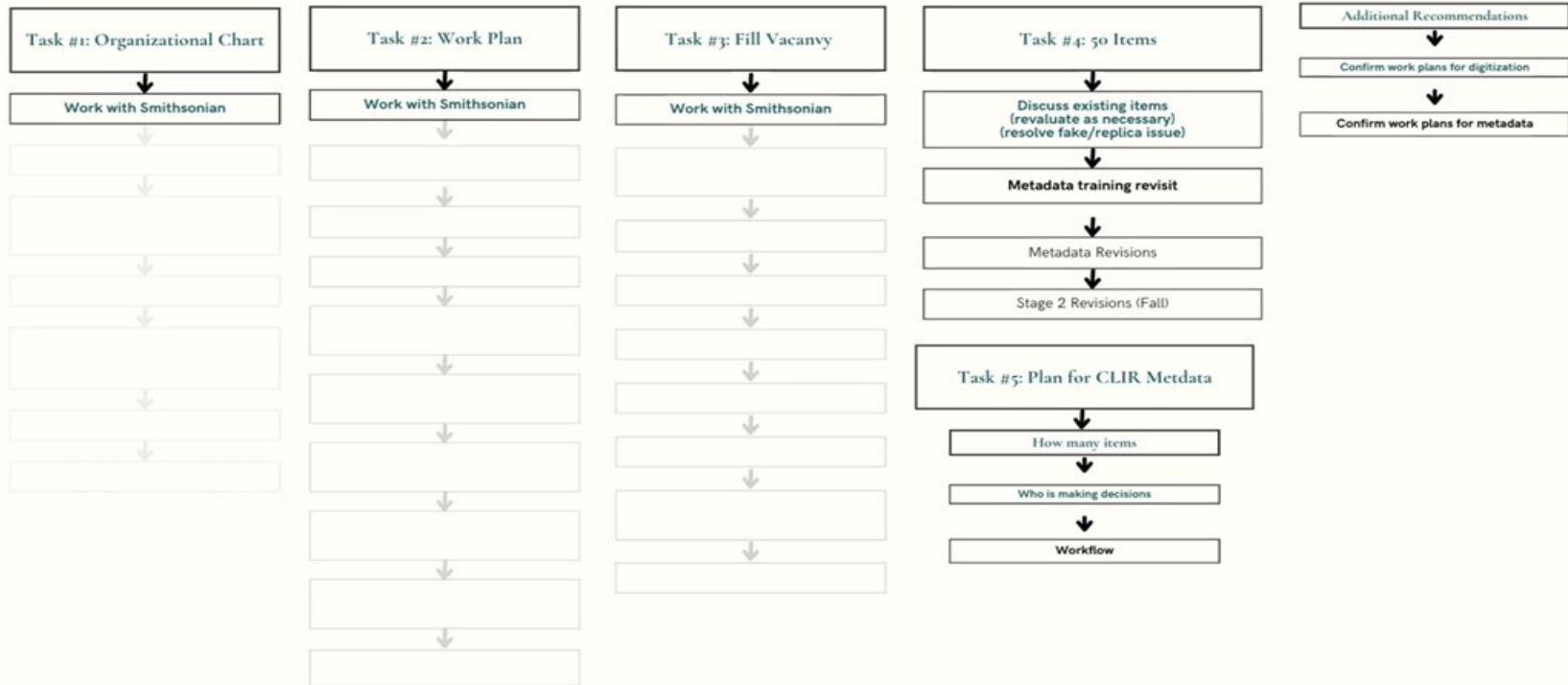
Estimating Volume of Materials



Rosewood Collection

Estimating Volume of Materials

WORK PLANNING - JUNE-AUGUST 2024



Estimating Volume of Materials

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
MEEK-EATON SOUTHEASTERN REGIONAL BLACK ARCHIVES
RESEARCH CENTER AND MUSEUM
Historic Carnegie Library
445 Robert and Trudie Perkins Way * Tallahassee, FL 32307 * (850)-599-3020 blackarchives@fam.u.edu

PROCESSED COLLECTION

Collection ID: **MS_0001**
Collection Title: **The Rosewood Massacre Papers**
Collection Types: **_01 Manuscripts
_02 Photographs
_05 Audio/Video**
Date Span: **1923-1996**
Concentrated Dates:
Creator: **Florida Department of State**
Alternate Title: **Rosewood Collection**

Abstract:

Inclusive Subjects: Correspondence, Questionnaires, Letters, Interviews, Family Tree, Genealogy, survivor, Descendants, Newspaper, Black codes, Jim Crow, Tape, Black Family, Victim, Massacre. (Meta Data)

Brief Description of Processing Procedure:

The collection consisted of thirteen boxes and were relatively new when they arrived. The collection was transferred from the Florida Department of State and arrived in excellent condition at the Black Archives in May 1996. Twelve cubic foot boxes arrived, which had been identified as box level. There was some original order to the collection that the archivist tried to maintain during the survey and cataloging process. Where possible, items remained in their original folders. However, those folders were placed in acid-free folders and boxes. Using original sub-headings, the materials were grouped by subject and material type and filed in alphabetical and chronological order. Due to a staff shortage and time, the last five boxes, non-payee and payee files, were described to the box level on the finding aid, but are in individual folders and alphabetical order inside the boxes.

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
MEEK-EATON SOUTHEASTERN REGIONAL BLACK ARCHIVES
RESEARCH CENTER AND MUSEUM
Historic Carnegie Library
445 Robert and Trudie Perkins Way * Tallahassee, FL 32307 * (850)-599-3020 blackarchives@fam.u.edu

Archivist Note:

Researcher Note:

Access Rights: **Open**
Number of Boxes: **35**
Collection Size: **17.5 cubic ft.**
Process Level: **Item Level**
Processing Archivist(s): **Murrell V. Dawson, 1997- Student Assistant Asha Rodriguez
Elona Jones, HCAC Fellow, 2023**
Cataloging Archivist(s): **Charles Ashely, HCAC Intern, 2023
Haynes Khalil, HCAC Intern, 2023**
Finding Aid Author(s): **Elona Charles, HCAC Fellow, 2023
Ashley Charles, HCAC Intern, 2023**
Digitization Authors(s): **Tatyanna McCray, HCAC Intern, 2023
Heaven McIver, HCAC Intern, 2023
Elona Jones, HCAC Fellow, 2023
Cecily Dews, HCAC Intern, 2023**
Online Publisher(s): **Timothy A. Barber, MEBA Director, 2023**
Date Started: **October 19, 2022**
Date Completed: **March 28, 2023**
Date Published: **March 29, 2023**
Collection Status: **Completed-Being Published Online**
Collection Location: **Processing Room**

Estimating Volume of Materials

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
 MEEK-EATON SOUTHEASTERN REGIONAL BLACK ARCHIVES
 RESEARCH CENTER AND MUSEUM
 Historic Carnegie Library
 445 Robert and Trudie Perkins Way * Tallahassee, FL 32307 * (850)-599-3020 blackarchives@famu.edu


PUBLIC CONTAINER LISTING

Collection Title: MS_0001_Rosewood Massacre Papers

Box/ Series / File #	Record Description	Dates	
1	FF1	01_A Documented History of Incident in 1923 Report	1993
	FF2	01_A Documented History of Incident in 1923 Report (COPY)	1993
	FF3	01_A Documented History of Incident in 1923 Report (COPY)	1993
	FF4	01_A Documented History of Incident in 1923 Full Report	1993
	FF5	01_A Documented History of Incident in 1923 Full Report (COPY)	1993
	FF6	01_A Documented History of Incident in 1923 Full Report (COPY)	1993
2	S1 FF1	01_Claimants Correspondences Questionnaires	
		- Correspondence from Durden, Gregory	9/6/1994
		-Envelope From Brown, Charlene	6/13/1994
		- Kinkos Receipt	9/2/1994
		- Black Affidavit	NDA
		- Testimonies Handwritten notes From Descendants inclusive of Addresses	NDA
		- Rosewood claims Bill Blank	NDA
		- Rosewood claims information blank	NDA
		- Legal Notice	NDA

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
 MEEK-EATON SOUTHEASTERN REGIONAL BLACK ARCHIVES
 RESEARCH CENTER AND MUSEUM
 Historic Carnegie Library
 445 Robert and Trudie Perkins Way * Tallahassee, FL 32307 * (850)-599-3020 blackarchives@famu.edu

Box/ Series / File #	Record Description	Dates	
2	1 FF1	-Meeting note handwritten 2 pages	7/27/1994
		-Blank Questionnaire	NDA
		-Transcript Witness Testimony	NDA
		-Hearing Note handwritten	NDA
		-Blank Questionnaire	NDA
		-Blank Questionnaire	NDA
	FF2	01_Claimants Mailing List & Correspondence	
		-Mailing Addresses	8/4/1994
		-Rosewood General Listing	9/6/1994
		-Rosewood Names & Addresses	
		-Mailing List	9/6-7/1994
		-Rosewood Names, Addresses, and Phone Numbers	
		-Correspondence From Durden, Gregory	9/20/1994
		-Mailing Labels	
		-Affidavit Info Returned Final	
	FF3	01_Correspondences Moore, Gary	
		-Correspondence From Arnett T. Doctor To Family Members	4/5/1993
		-Correspondence From R. Thomas Dye "Tom" To Mr. Moore	4/5/1993
		-Correspondence From R. Thomas Dye To Mr. Moore	4/9/1993
		-Correspondence From R. Thomas Dye To Gary	4/30/1993



Seeking funding to undertake a comprehensive digitization project of the Rosewood Massacre Collection. This collection contains rare and historically significant documents, photographs, oral histories, and artifacts related to the 1923 Rosewood Massacre — a racially motivated attack that resulted in the destruction of an African American community in Levy County, Florida. Digitizing this collection will preserve the fragile materials, ensure global accessibility, and advance scholarly research on one of the most tragic yet understudied events in American history.

Significance and Need

The Rosewood Massacre was one of the most devastating instances of racial violence in the United States during the early 20th century. Sparked by an unfounded accusation against a Black man, the massacre resulted in the destruction of the predominantly African American town of Rosewood, the displacement of its residents, and the deaths of several Black men, women, and children.

The Rosewood Massacre reflects the broader historical pattern of racial terror and systemic violence against African American communities during the Jim Crow era. Despite its significance, the massacre was largely omitted from historical narratives until survivors came forward decades later, leading to the 1994 Rosewood Compensation Act — the first instance of financial reparations for racial violence in U.S. history.

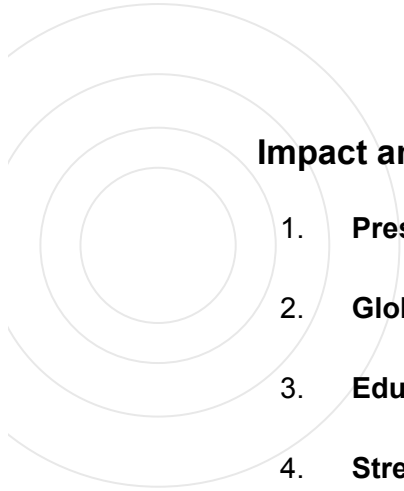


Preserving the Voices of Survivors

The Rosewood Massacre Collection includes oral histories from survivors and their descendants, legal documents from the historic compensation case, newspaper articles, and personal photographs. These firsthand accounts provide an irreplaceable window into the experiences of those directly affected by racial violence and displacement. Preserving these voices through digitization is critical to ensuring that their stories remain accessible to future generations.

Filling a Critical Gap in American History

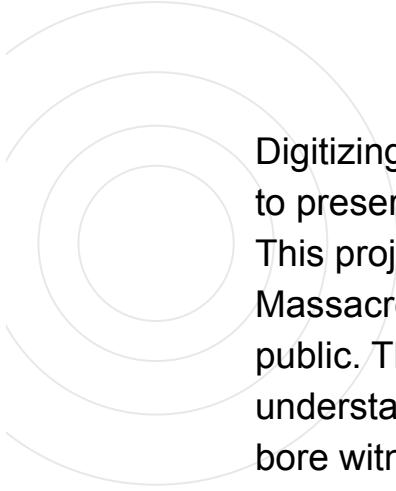
The history of Rosewood has long been overshadowed by silence and historical amnesia. The collection provides a rare and invaluable primary source for understanding the impact of racial violence on African American communities and the legal and social ramifications that followed. Making this material widely accessible will enable scholars, educators, and students to engage more deeply with the history of racial violence and justice in the United States.



Impact and Outcomes

1. **Preserving a Fragile Legacy**
2. **Global Accessibility for Researchers and the Public**
3. **Educational and Cultural Impact**
4. **Strengthening Institutional Capacity**
5. **Public and Political Engagement**

Budget Justification

A decorative graphic consisting of several concentric circles of varying diameters, centered on the left side of the page. The circles are light gray and partially overlap each other.

Digitizing the Rosewood Massacre Collection represents a transformative opportunity to preserve and share one of the most significant records of African American history. This project will not only safeguard the fragile historical record of the Rosewood Massacre but also provide unprecedented access to scholars, educators, and the public. The collection's global accessibility will foster new scholarship, enrich public understanding of racial violence, and elevate the voices of those who survived and bore witness to this tragic chapter in American history.

Funding this initiative will empower said organization to lead the charge in preserving African American history and contribute to a more complete and just national narrative. The Rosewood Massacre Collection stands as a testament to resilience and justice — and its preservation is a responsibility of profound historical and moral importance.

CASE THREE:

Field Spirits of the Fante

MEEK-EATON SOUTHEASTERN REGIONAL BLACK ARCHIVES RESEARCH CENTER AND MUSEUM
IN PARTNERSHIP WITH THE LOLA HAMPTON FRANK PINDER CENTER FOR AGROECOLOGY
AND THE AFRICAN-AMERICAN STUDIES DEPARTMENT

CORDIALLY INVITES YOU TO THE
**FIELD SPIRITS
OF THE
FANTE**

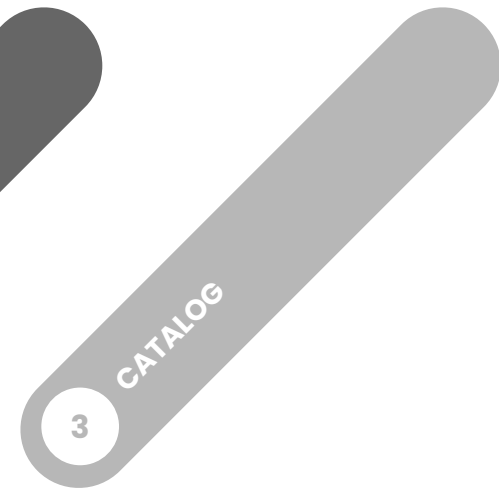
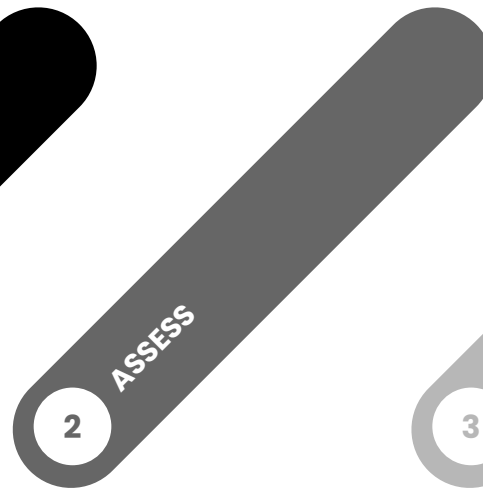
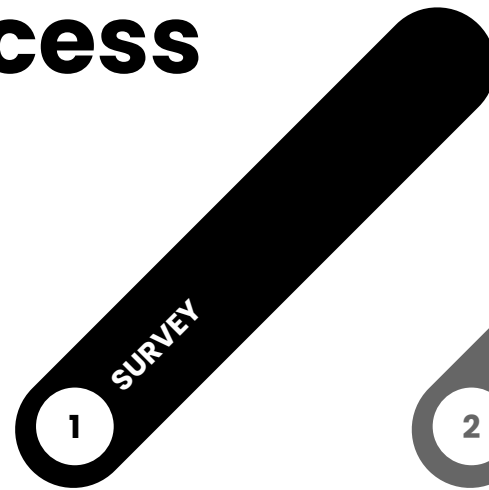
PRIVATE OPENING RECEPTION

MON FEB. 27, 2023 | MEEK-EATON
7PM - 10PM | R.S.V.P. [FIELDSPIRITS.EVENTBRITE.COM](https://www.eventbrite.com/fieldspirits)

FOR MORE INFO 850-599-3020 | BLACKARCHIVES@FAMU.EDU



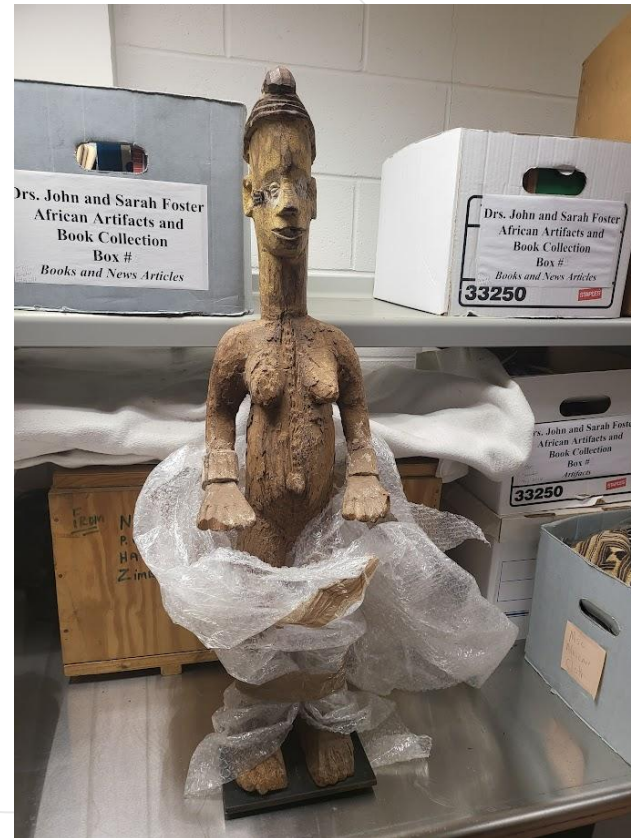
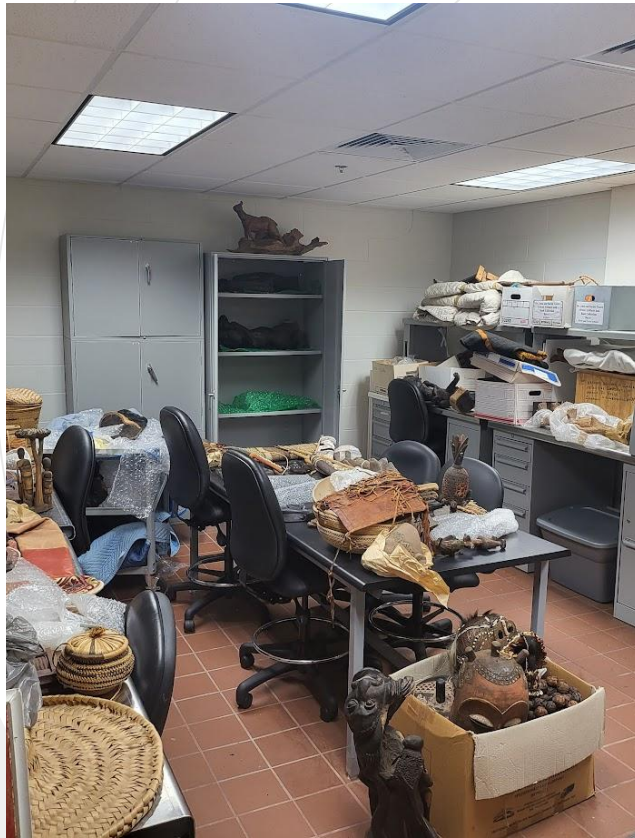
**The process
is easy**



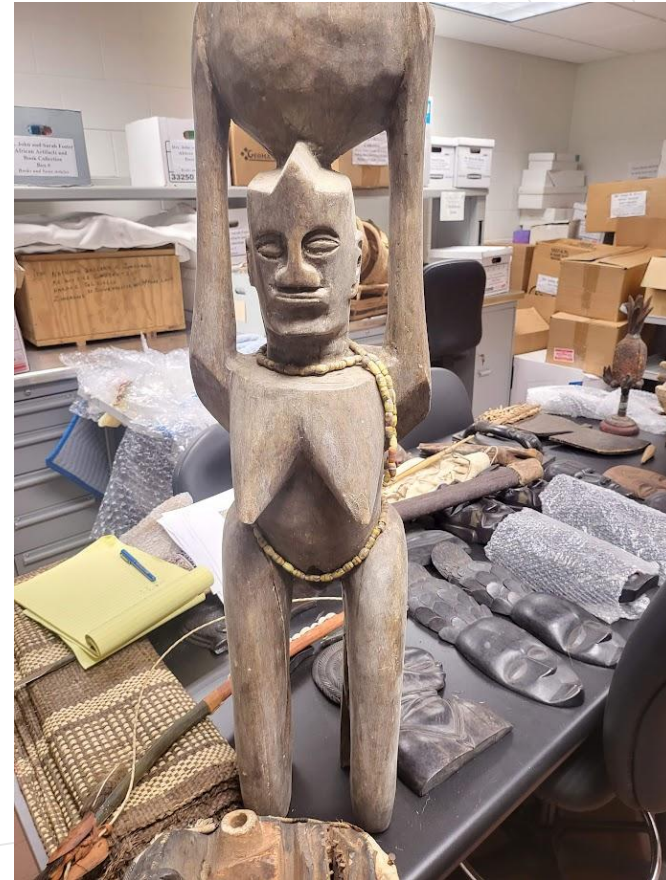
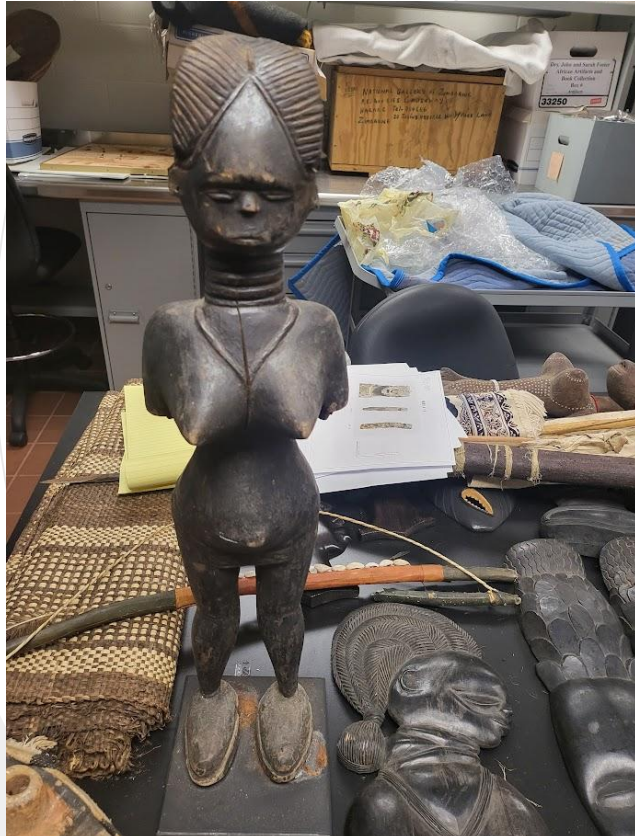
Estimating Volume of Materials



Estimating Volume of Materials



Estimating Volume of Materials



Estimating Volume of Materials



Estimating Volume of Materials



Estimating Volume of Materials

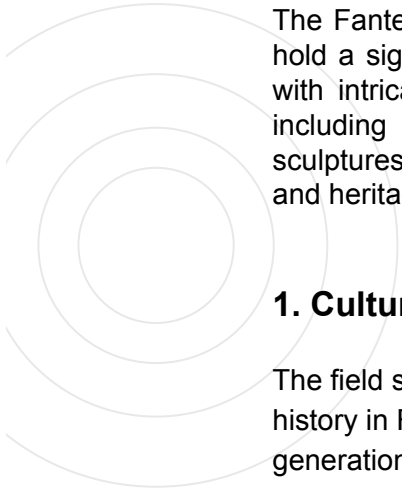


Estimating Volume of Materials





Competitive Case for Digitization



The Fante people, an ethnic group from Ghana, have a rich cultural heritage, and the field spirits sculptures hold a significant role in the artistic and spiritual traditions of the community. These sculptures, often crafted with intricate symbolism, serve as representations of spiritual forces and are used in various ceremonies, including offerings to ancestors, rites of passage, and community rituals. Preserving and digitizing these sculptures offers multiple benefits, both to the Fante community and to the global understanding of African art and heritage.

1. Cultural Preservation

The field spirits sculptures are valuable cultural artifacts that represent the intersection of art, spirituality, and history in Fante culture. By digitizing these sculptures, we ensure that they are preserved for future generations, even as physical degradation or environmental factors (such as temperature, humidity, and handling) threaten their integrity. Digitization not only protects these objects from physical damage but also provides a means for the Fante people and the broader public to access and study them without the risks associated with physical preservation.

2. Access and Education

Digitizing these sculptures opens up opportunities for global access to the art and history of the Fante people. Scholars, students, educators, and cultural institutions worldwide will be able to engage with the sculptures, enhancing the understanding of African art, spirituality, and cultural practices. A digital archive can be a powerful tool for education and research, offering interactive platforms that highlight their historical context, craftsmanship, and spiritual significance.



3. International Collaboration and Partnerships

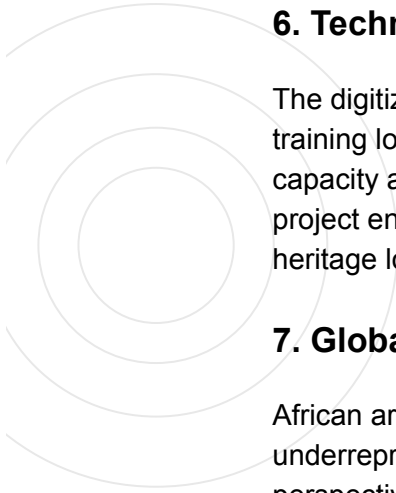
The digitization project provides a unique opportunity for collaboration between African cultural institutions, universities, museums, and global organizations dedicated to art preservation. By digitizing the sculptures, these institutions can share knowledge, offer technical assistance, and support joint research efforts. This collaboration can also help build awareness of the Fante people's artistic heritage and promote further studies and exhibitions of African cultural artifacts on the international stage.

4. Sustainability and Longevity

Physical artifacts are vulnerable to natural disasters, theft, and wear over time. Digitizing the sculptures ensures that, even if the physical objects are damaged or lost, their digital representations will live on. High-quality digital archives preserve not only the visual aspects of the sculptures but also their associated metadata, including origin stories, cultural practices, and the meanings attached to each figure. These records can serve as an enduring legacy for the Fante community, providing future generations with access to their cultural roots.

5. Enhancing Tourism and Cultural Appreciation

The digitization of these sculptures can help stimulate cultural tourism and economic growth within the Fante community and beyond. By creating digital content (such as virtual tours, 3D models, and interactive exhibits), the community can attract visitors, both physically and virtually, to learn about their culture and art. Digitization also enables the creation of merchandise, educational materials, and digital art experiences that can generate revenue while sharing the culture in a meaningful way.




6. Technological Innovation and Local Capacity Building

The digitization project provides an opportunity to introduce new technologies to the Fante community. By training local technicians, scholars, and archivists in digital preservation methods, the project builds local capacity and empowers the community to preserve and manage its own cultural heritage. This aspect of the project ensures that the Fante people will have the skills and resources to continue preserving and sharing their heritage long after the initial digitization is complete.

7. Global Cultural Understanding and Representation

African art and culture, including the spiritual significance of objects like the field spirits sculptures, are often underrepresented in global art histories. Digitization provides a platform to amplify African voices and perspectives, helping to counteract historical narratives that have marginalized or overlooked African cultures. By preserving and sharing these sculptures, the project fosters a more inclusive and accurate global understanding of African heritage.

A decorative graphic consisting of several concentric circles of varying diameters, centered on the left side of the page. The circles are light gray and partially overlap each other.

Investing in the digitization of the Fante field spirits sculptures is a vital step in preserving an important part of African cultural heritage. This project offers far-reaching benefits in terms of cultural preservation, access to knowledge, education, international collaboration, economic development, and technological empowerment. Digitizing the sculptures will ensure that they continue to inspire and educate generations to come, while also contributing to a global appreciation of African art and spiritual traditions.

By securing funding for this initiative, we can ensure the preservation and celebration of the Fante people's legacy, both for their community and for the world.

A person in a blue shirt is holding a yellow folder. The folder is surrounded by several white document icons, each connected to the folder by a thin white line. The entire scene is framed within a circular border.

Step Four

Digitizing with a Purpose

Working with a Vendor or Contractor

You may need to hire a vendor/outsource your digital archive project if:

1. You do not have enough staff or an IT department that can be dedicated to digitization tasks.
2. Your staff does not have the expertise to implement or manage a digital archive.
3. Your staff does not have the time to take away from regular duties to implement or manage a digital archive.
4. You do not have a hosting server onsite and will need to host the digital archive remotely.
5. You do not have the budget to purchase all of the necessary equipment to digitize the items in your collection.

Working with a Vendor or Contractor

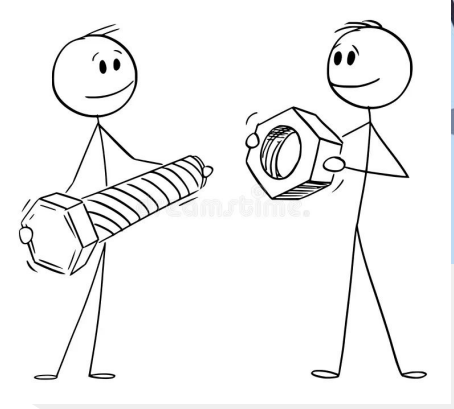
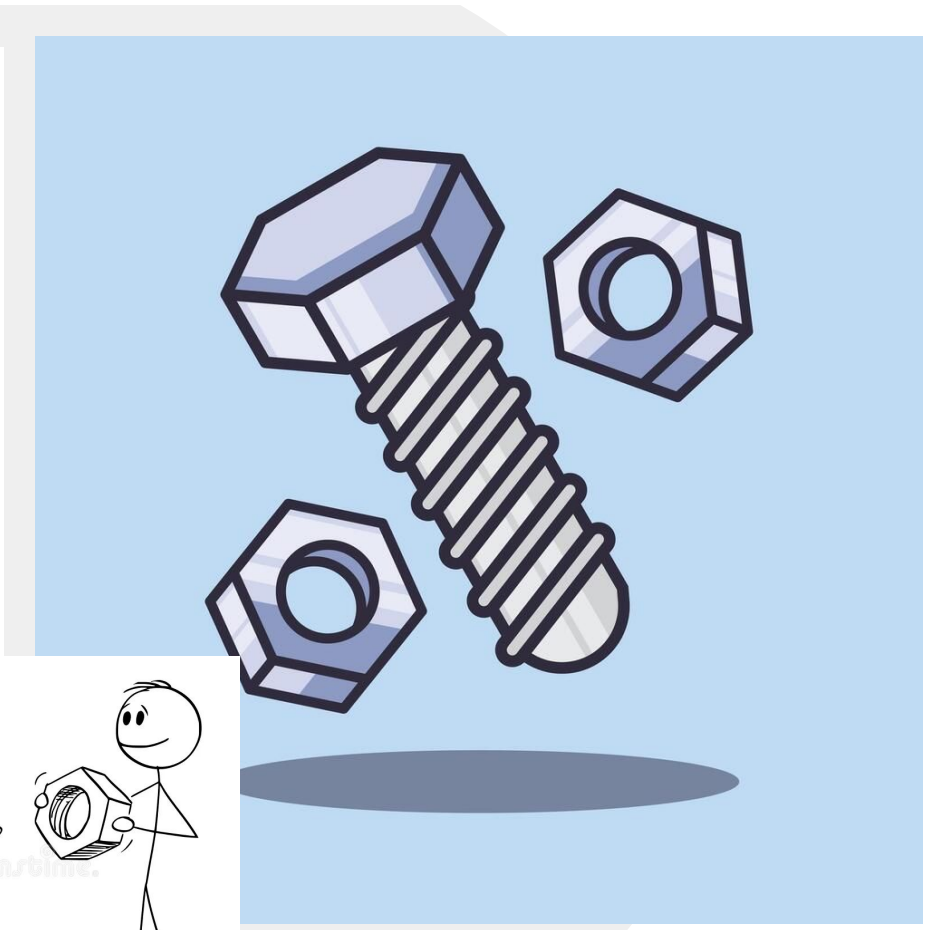
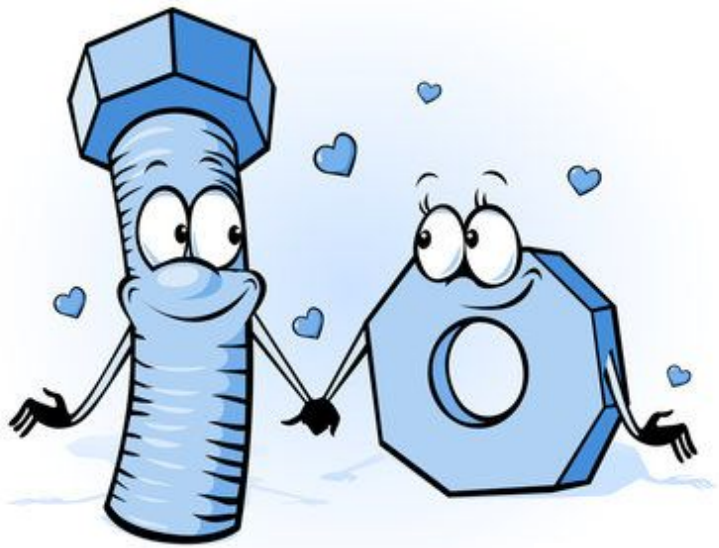
Some digitization tasks that can be outsourced:

1. Scan documents/papers/books, convert audio/video files to the proper online formats, edit audio/video files, photograph 3D items.
2. Install and configure the digital archive software and database on the hosting server (Note: Periodic software and security updates will be required).
3. Enter data and digitized content into the digital archive software.
4. Provide training for your staff on how to:
 - a. Catalog, preserve and properly store items in your collection.
 - b. Enter data and digitized content into the digital archive software.
 - c. Manage the digital archive after the initial activation.
5. Seamlessly integrate the digital archive into your existing website.
6. Design the front-end interface of the digital archive to match or compliment the design and layout of your existing website.

Working with a Vendor or Contractor

Helpful Tips and Expectations:

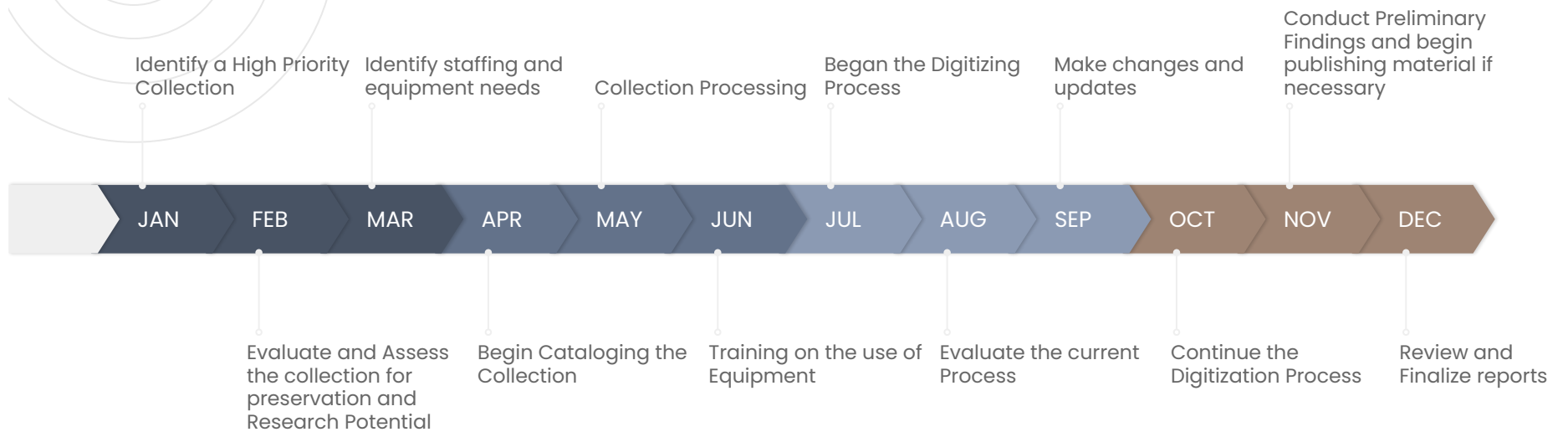
1. Create a clearly defined schedule and timeline for completed tasks for the staff and/or vendor.
2. If training will be provided to the staff, determine whether it will be in-person or virtual. Make sure there is “buy-in” from all staff assigned to this project and that they fully participate in the training sessions.
3. If the training will be in-person, most vendors will expect that your organization will cover all travel, room and board expenses. Training costs can included in the initial contractor billed separately.
4. Training resources or online documentation should be provided to serve as a reference with digitization tasks after the training is completed.
5. If vendor is hired to manage the digital archive after the initial activation, a written maintenance agreement/contract should be in place.





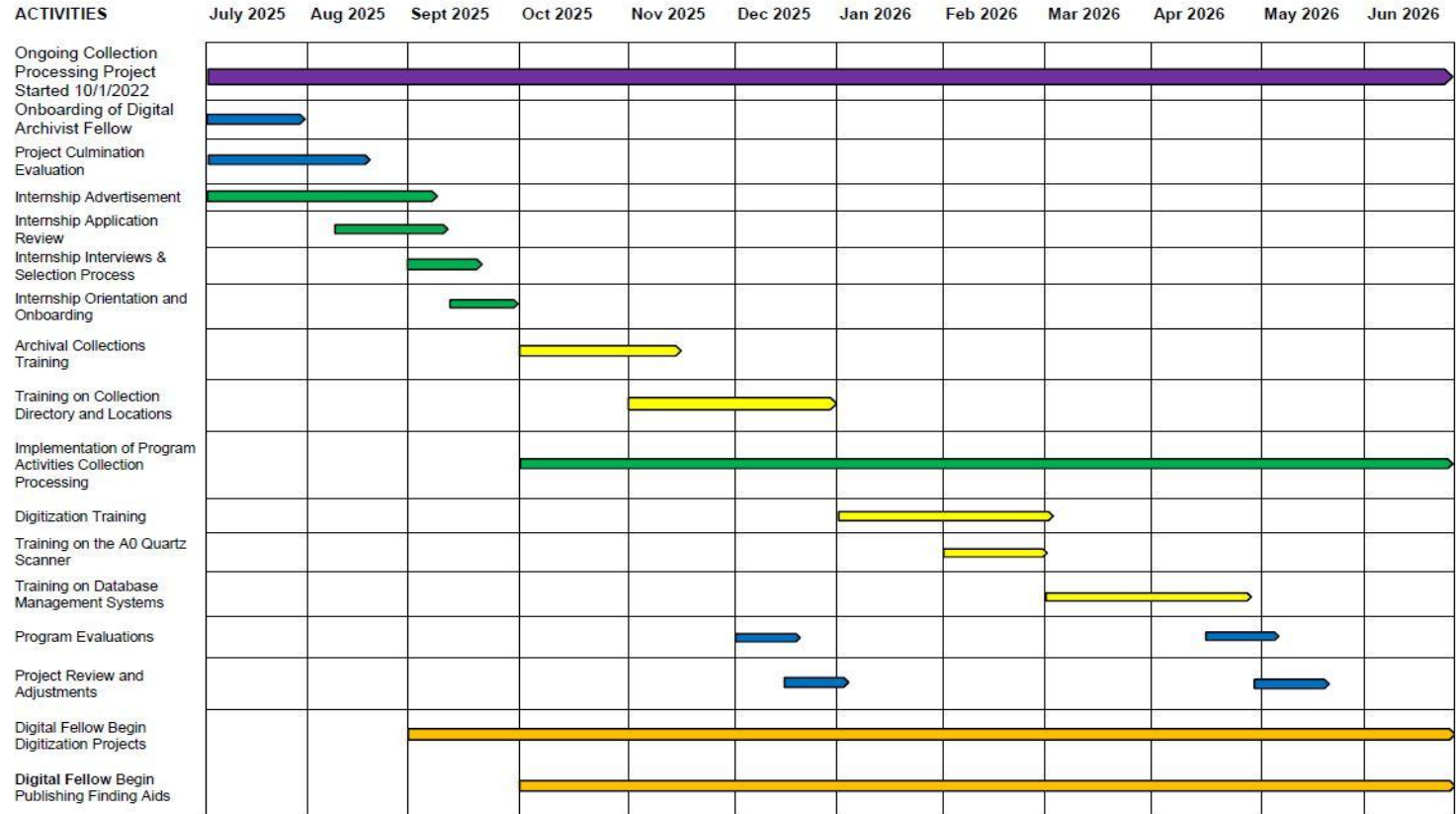
“Give a man a fish and you feed him for a day. Teach him how to fish and you feed him for a lifetime.”

Timeline



Timeline

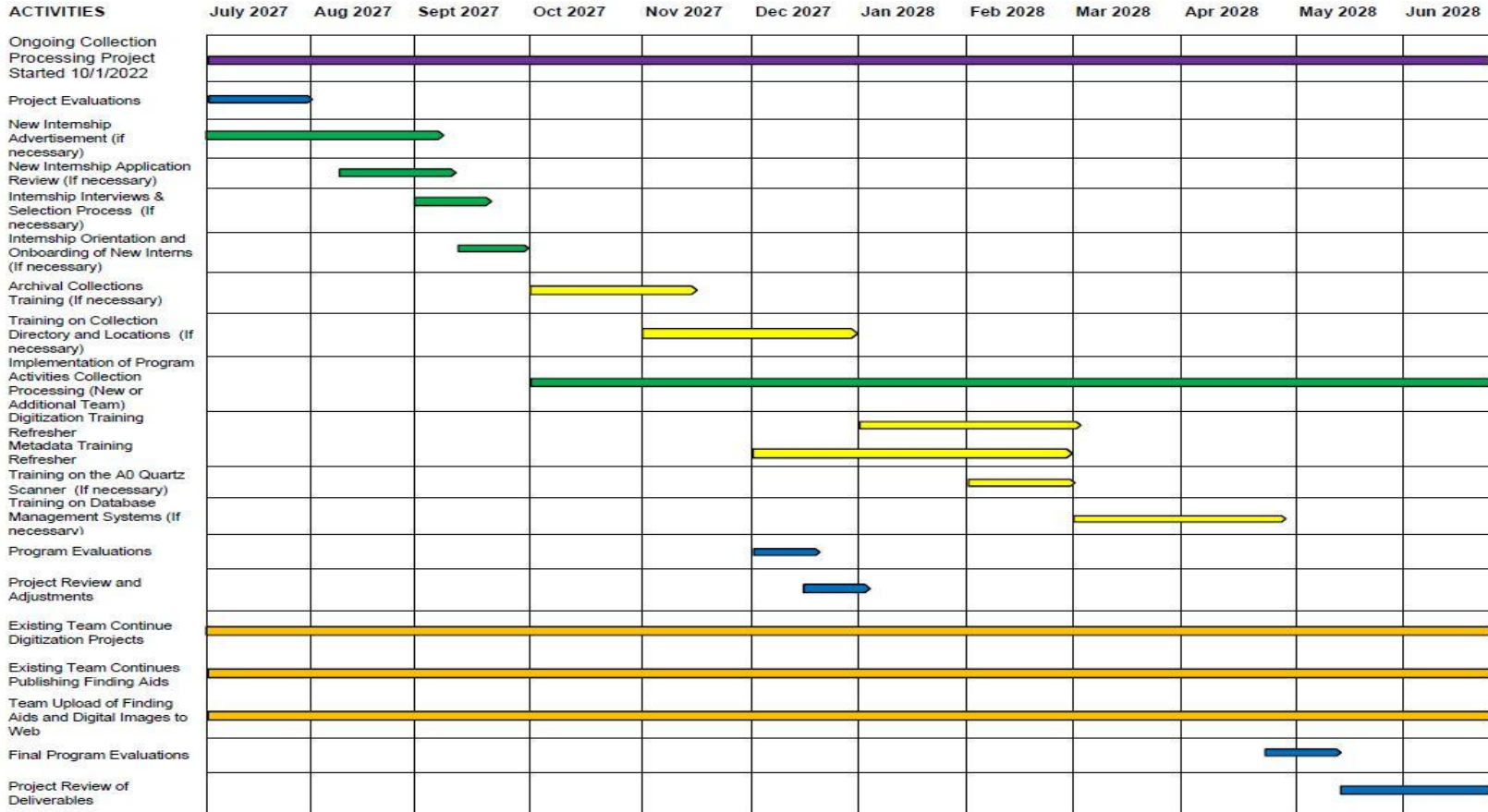
Year One Schedule of Completion



Timeline



Timeline



IDENTIFY NEEDED TECHNOLOGY

Epson Expression 12000XL PH Flatbed



IDENTIFY NEEDED TECHNOLOGY

Epson Expression 12000XL PH Flatbed

2009 > Present
2009 cost \$5-6k
Today \$3-4k

Maximum Scan Area: 12.2" x 17.2"

Transparency Size: 12.2" x 16.5"

Supported Film Size: 35 mm mounted slides, 35 mm film strips, Medium format transparencies, 4"x5" film

Dimensions: 25.8" x 18" x 7.8" (W x D x H)

Weight: 39.7 lb

Maximum Resolution: 12,800 x 12,800 dpi

Effective Pixels: 87,840 pixels / line (2400 dpi)

Color Bit Depth: 48-bit internal / external

2012

Grayscale Bit Depth: 16-bit internal / external

IDENTIFY NEEDED TECHNOLOGY

Fujitsu ScanSnap ix1600



Ricoh® ScanSnap® iX1600 – Designed for Everyday Use, the ScanSnap iX1600 Gets Documents Digitized & Organized. Quick & Easy-to-Use. Scan up to 40 Sheets a Minute with the Press of a Button. Document Digitization. High Resolution Scanners. Easy-to-Use Scanners. One-Touch Scanning.

\$400 - \$500

IDENTIFY NEEDED TECHNOLOGY

AFFORDABLE FLATBED SCANNERS



Epson Perfection V39
Color Scanner
\$89.99
4800 dpi



Epson Perfection V300
Photo
Color Scanner
\$550.00
9600 dpi

IDENTIFY NEEDED TECHNOLOGY

Quartz A1

The most advanced large-format planetary scanner with the perfect combination of image quality, versatility, and scan speed.

\$150k <

Four Star FADGI compliant



IDENTIFY NEEDED TECHNOLOGY

STORAGE OPTIONS

- **Cloud Server** (Subscription Plan, IT Optional, Backed up)
- **Physical Server** (Upfront Cost, IT-Setup, Back up options)
- **External Hard Drives** (Upfront Cost, Affordable, No Real Back up, User Friendly, Short term)

IDENTIFY NEEDED TECHNOLOGY STORAGE OPTIONS



Cloud Storage

IDENTIFY NEEDED TECHNOLOGY STORAGE OPTIONS



**PowerEdge T440 Tower
Server**
Starting at
\$1,749



**PowerEdge R7515 Rack
Server**
Starting at
\$5,089.01

IDENTIFY NEEDED TECHNOLOGY STORAGE OPTIONS



**Synology DS1821+ 8-Bay
Diskstation NAS**

\$2,595

(AMD Ryzen V1500B Quad-Core
2,2 GHz 4 GB DDR4 ECC
SODIMM 4 x 1 GbE RJ-45
LAN-Port) 32TB Bundle with 8X
4TB WD Red Plus)

IDENTIFY NEEDED TECHNOLOGY

STORAGE OPTIONS



**Portable External
Hard Drives**
Starting at
\$105.00
4TB



**Portable External
Hard Drives**
from
\$50 - \$80
1TB - 2TB



**Portable External
Hard Drives**
from
\$149.00 - \$600.00
8TB <

Break



Step Five

The Process



CREATE A GUID SYSTEM FOR YOUR REPOSITORY!

Globally Unique Identifier

GUID's

DATA STORING MATRIX

When working with collections, all material are handled and identified from general to specific.



Small Exercise:

Ex. 1

Human > Male > Black > Adult > Entertainer > Singer > Dancer > Pop Artist >

Ex. 2

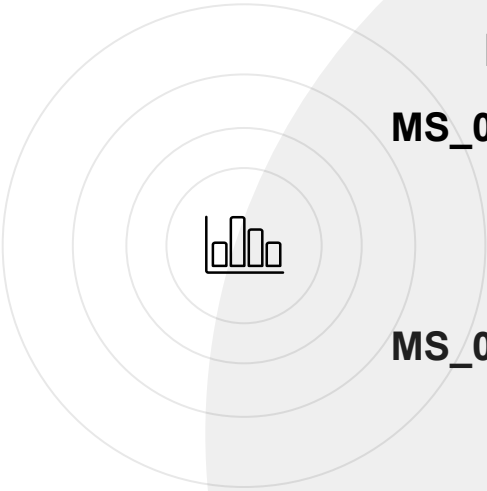
Inventors > Toys > Dolls > Mattel > Female > Barbie >

Ex. 3

Balls > Round > Red > Soft > Bounceable >

GUID's

DATA STORING MATRIX



MS_0001 *Rosewood Massacre Collection*
Accession Date: 5/23/1996
Accession #: AC.1996.05.23.0001

MS_0002 *Coach Alonzo "Jake" Gaither Collection*
Accession Date: 2/01/1979
Accession #: AC.1979/02.01.0001

MS_0003 *Althea Gibson Collection*
Accession Date: 1/18/2008
Accession #: AC.2008.01.18.0003

MS_0004 *Robert Bob "Bullet" Hayes Collection*
Accession Date: 2/14/2008
Accession #: AC.2008.02.14.0005

COLLECTION INDEX

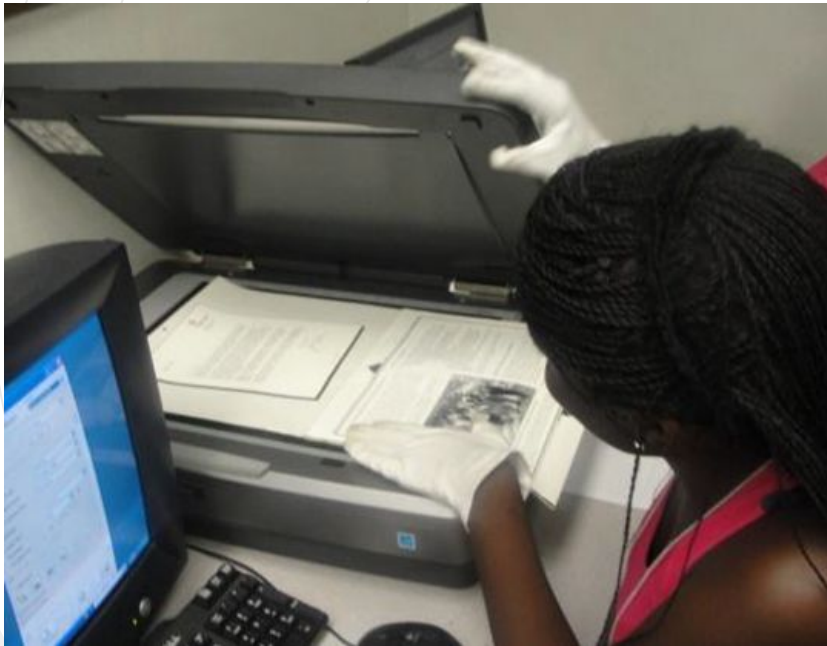
MULTI-SUBJECT OBJECT COLLECTION IDENTIFIER FORMAT CODE

GUID

AR_0001_03_0008_RI_0001

COLLECTION INDEX

MS-	MANUSCRIPT
AR-	ARTIFACTS
CO-	COLLECTIVE COLLECTION
AW-	ARTWORK
SC-	SCULPTURE
TX-	TEXTILE
AV-	AUDIO VIDEO
AC-	ACCESSION RECORD



AR_0001_Nana Apt Field Spirits Collection	8/11/2023 1:26 PM	File folder
AR_0002_Black Archives African Masks C...	8/3/2023 2:02 PM	File folder
AR_0003_Benjamin French African Ameri...	8/3/2023 2:19 PM	File folder
AR_0004_Roy Spencer Tuskegee Airman ...	8/4/2023 1:20 PM	File folder
AR_0005_Alma McMillan Vintage Clothin...	8/4/2023 1:30 PM	File folder
AR_0006_James L. Moran, Jr. Collection	8/7/2023 9:57 AM	File folder
AR_0007_History of FAMU Collection	8/4/2023 9:47 AM	File folder
AR_0008_Robert Bob Bullet Hayes Collect...	8/10/2023 10:26 AM	File folder
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AR_0011_Donald Hill Collection	8/11/2023 12:47 PM	File folder
AR_0012_James N. Eaton, Sr. Collection	8/9/2023 2:57 PM	File folder
AR_0013_Thomas Bridge African America...	8/9/2023 4:38 PM	File folder
AR_0014_Hattie Berger Collection	2/27/2024 11:07 AM	File folder
AR_0015_Andre Dawson Baseball Collecti...	8/11/2023 11:57 AM	File folder
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AR_0018_Black Archives-Slavery in the ol...	8/10/2023 5:32 PM	File folder
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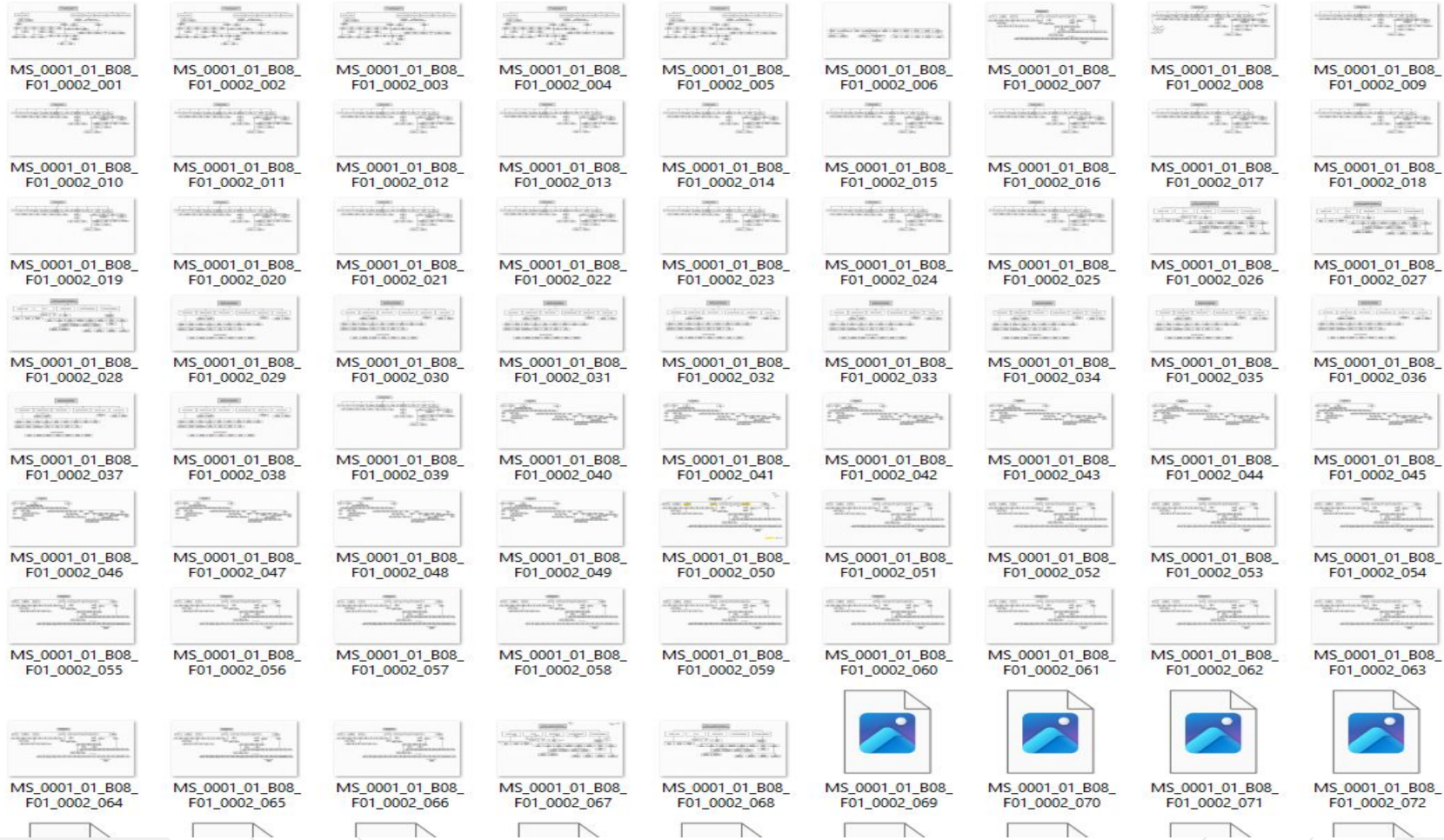
MEBA Collections > MS_0001_Rosewood Massacre Papers

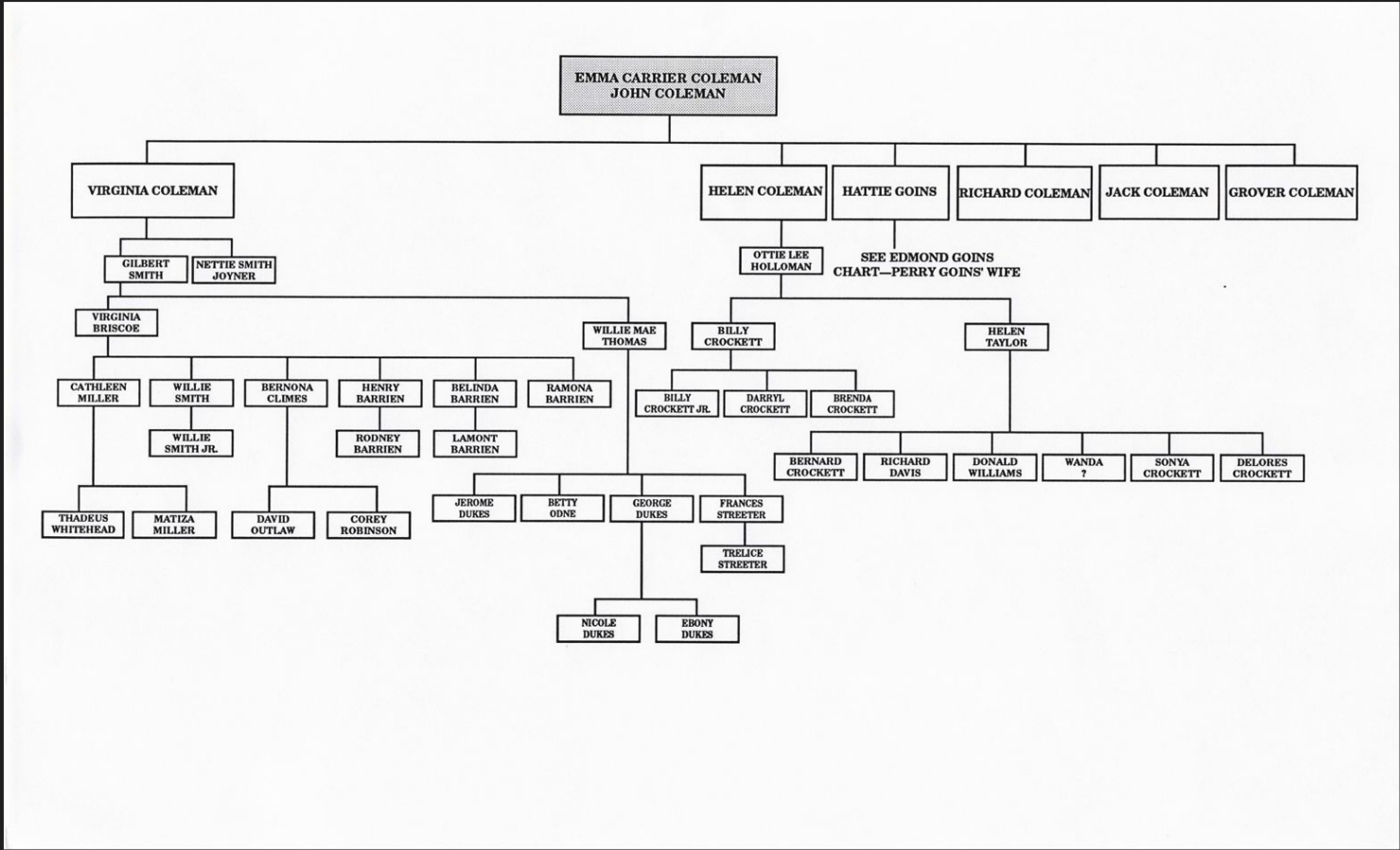
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MS_0001_B05	7/6/2023 9:22 AM	File folder	
MS_0001_B06	7/6/2023 9:22 AM	File folder	
MS_0001_B07	7/6/2023 9:22 AM	File folder	
MS_0001_B08	7/6/2023 9:23 AM	File folder	
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MS_0001_B20	7/10/2023 12:53 PM	File folder	
MS_0001_B21	7/6/2023 9:42 AM	File folder	
MS_0001_B22	7/6/2023 9:30 AM	File folder	
MS_0001_B23	7/10/2023 1:49 PM	File folder	
MS_0001_B24	7/10/2023 2:07 PM	File folder	
MS_0001_B25	7/12/2023 10:20 AM	File folder	
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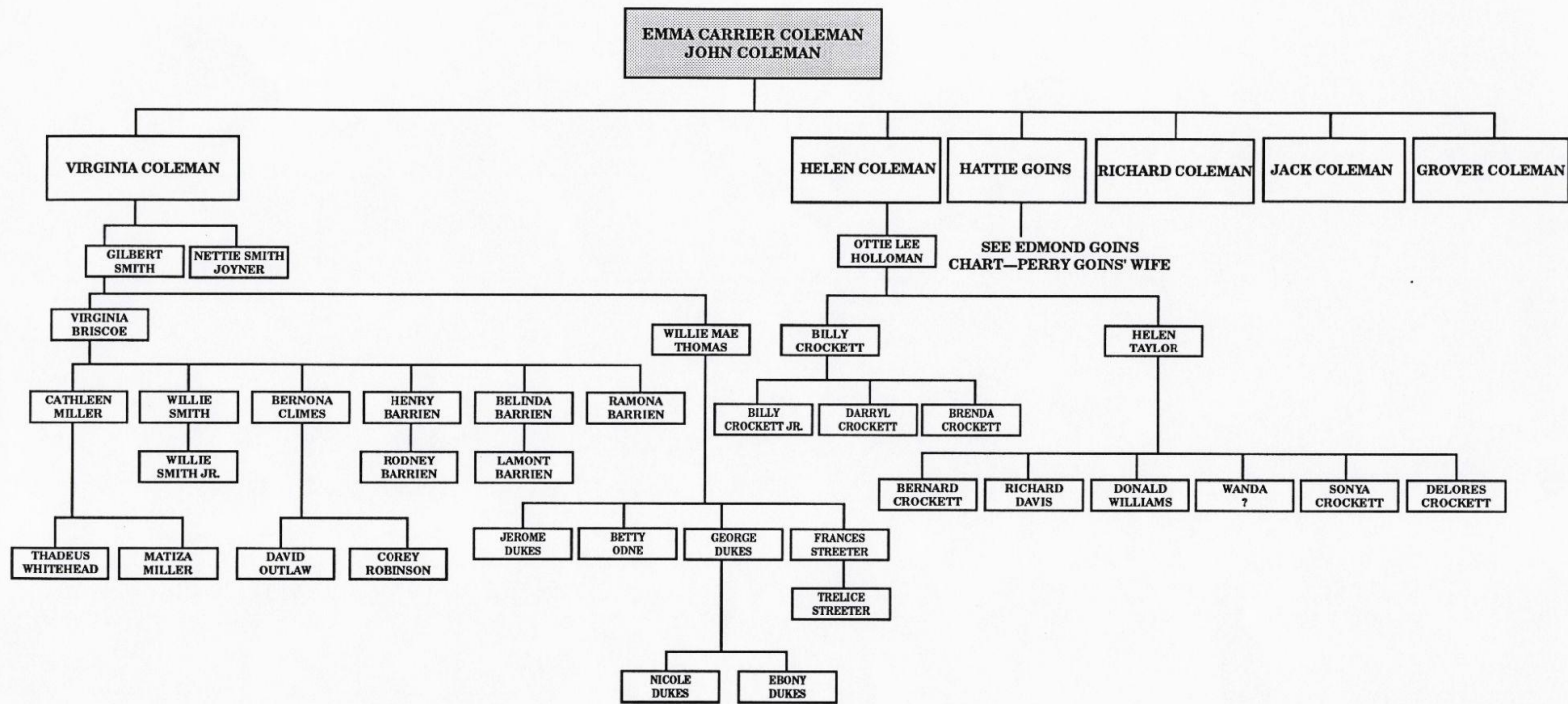
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MS_0001_B08_F04	3/1/2023 4:59 PM	File folder	
MS_0001_B08_F05	3/1/2023 4:59 PM	File folder	
MS_0001_B08_F06	3/1/2023 5:00 PM	File folder	
MS_0001_B08_F07	3/1/2023 5:00 PM	File folder	

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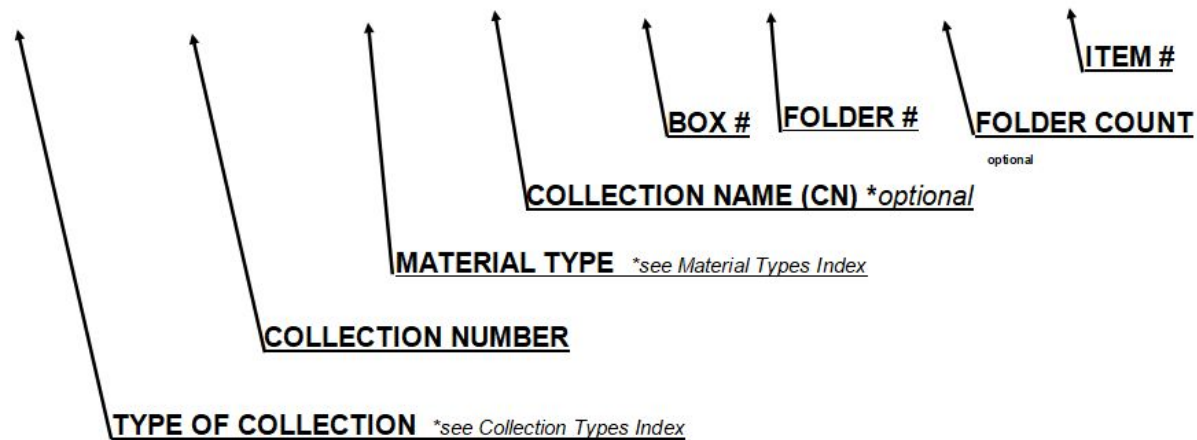
Carrie Meek – James N. Eaton, Sr.
Southeastern Regional Black Archives Research Center and Museum
Carnegie Library at Florida Agricultural and Mechanical University

"African-American history is the history of America" - James N. Eaton, Sr., Founder

COLLECTION INDEX

ITEM SET IDENTIFIER FORMAT CODE

MS_0000_00_CN_B00_F00_00_0000





Carrie Meek – James N. Eaton, Sr.
Southeastern Regional Black Archives Research Center and Museum
Carnegie Library at Florida Agricultural and Mechanical University

"African American history is the history of America" - James N. Eaton, Sr., Founder

MEEK-EATON BLACK ARCHIVES ARCHIVAL MANUAL & HOLDINGS INDEX

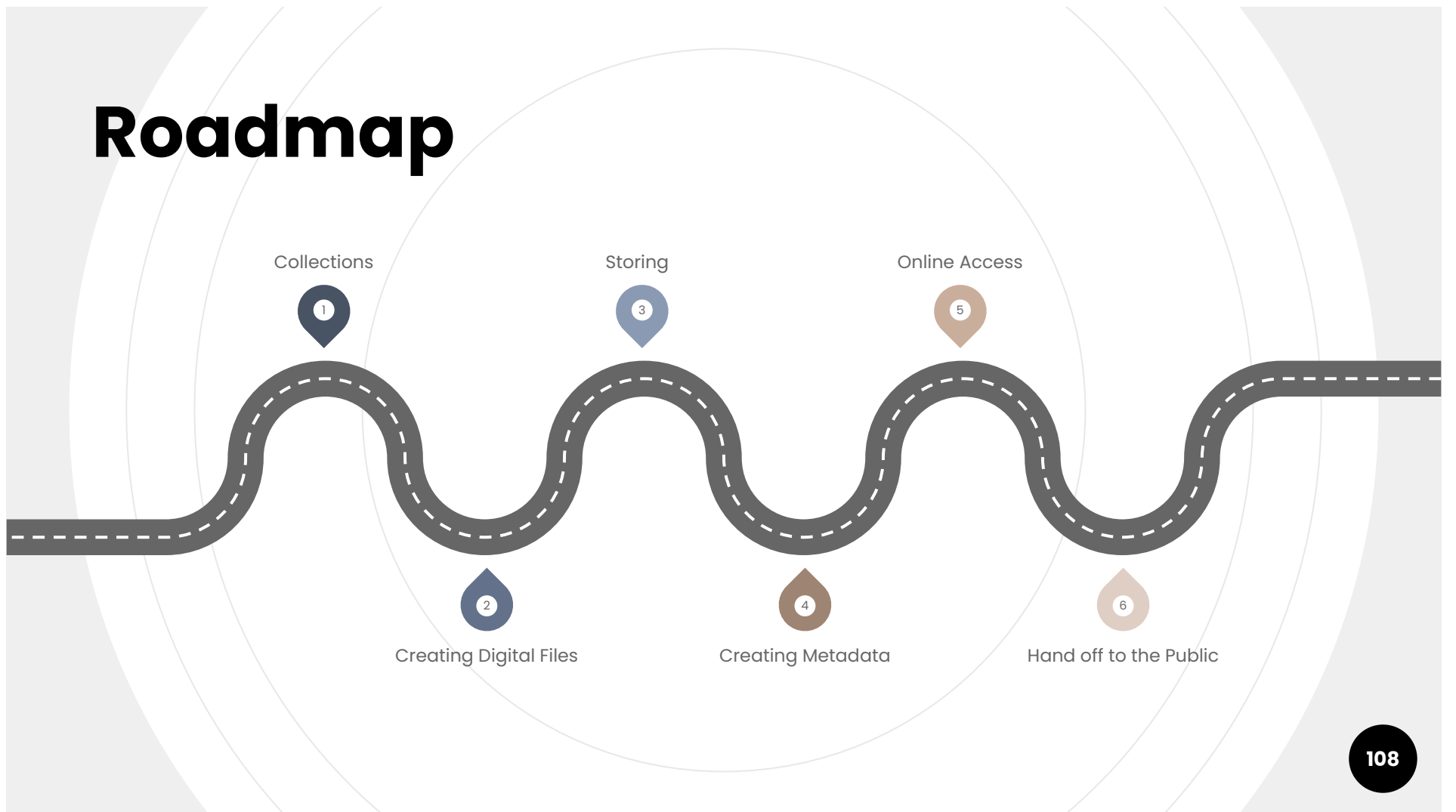
Timothy A. Barber, Author

Created October 5, 2022

REVISED 7/6/2023

V. 4 TAB

Roadmap



CASE ONE:

Chronicling Black Miami through Digitization



Estimating Volume of Materials

Rosewood Collection

BLACK ARCHIVES, RESEARCH CENTER & MUSEUM
FLORIDA A&M UNIVERSITY
TALLAHASSEE, FLORIDA 32307
(904) 599-3020
James N. Eaton, Founder & Director

PAPERS PROCESSED

Date Started: April 4, 1997
Collection Title: THE ROSEWOOD PAPERS
Date Span: 1920 - 1995

Inclusive subjects and records types:
The types of records in this collection include: affidavits, family genealogies, legal correspondence, legislative bills, magazine and newspaper articles, property records, cassette and video tapes, tape transcripts and documented reports. Major sub-sections include: administrative files, investigator files, non payee and payee files. Additionally, a large portion of the collection is comprised of outgoing correspondence, family genealogies, oral histories and official reports.

Brief description of processing procedure(s):
The records and materials in this collection were transferred from the Florida Department of State and arrived at the Black Archives in May 1996 in excellent condition. Twelve boxes arrived which had been identified to the box level. Because the records were fairly new, they were in good condition in regard to insect, hardware or environmental damages. There was some original order to the collection which the archivist tried to maintain during the survey and cataloging process. Where possible, items remained in their original folders. However, those folders were placed in acid-free folders and boxes. Using original sub-headings, the materials were then grouped by subject and material type, and filed in alphabetical and chronological order. Due to a shortage of staff and time, the last five boxes, non-payee and payee files, were described to the box level on the pending aid, but are in individual folders and alphabetical order inside the boxes. Corresponding labels were affixed to the boxes, and the collection was stored temporarily at the Black Archives' 103 Howard Hall location.

Number of Boxes: 13 **Location:** Black Archives/Howard Hall
Date Completed: 4/15/97 **Cataloged & Typed by:** Murell V. Dawson
Student Assistant: Acha Rodriguez

CASE THREE:

Field Spirits of the Fante

MEEK-EATON SOUTHEASTERN REGIONAL BLACK ARCHIVES RESEARCH CENTER AND MUSEUM
IN PARTNERSHIP WITH THE LOLA HAMPTON FRANK PINDER CENTER FOR AGROECOLOGY
AND THE AFRICAN-AMERICAN STUDIES DEPARTMENT

CORDIALLY INVITES YOU TO THE
**FIELD SPIRITS
OF THE
FANTE**

PRIVATE OPENING RECEPTION

MON FEB. 27, 2023 | MEEK-EATON

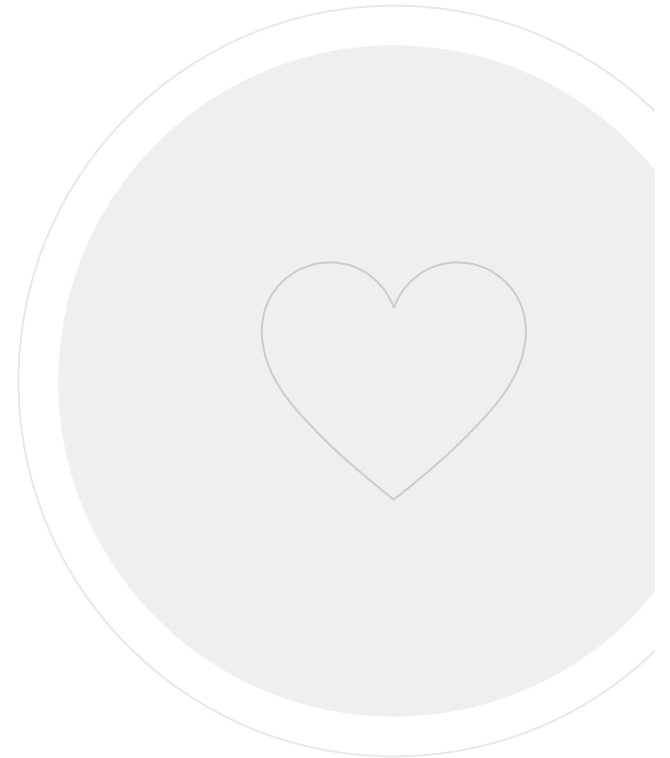
7PM - 10PM | R.S.V.P. [FIELDSPIRITS.EVENTBRITE.COM](https://www.eventbrite.com)

FOR MORE INFO 850-599-3020 | BLACKARCHIVES@FAMU.EDU



Thank you CLIR Staff

- ANY QUESTIONS?



Question + Answer

Submit questions using Q&A box

Wrap up:

Session 4

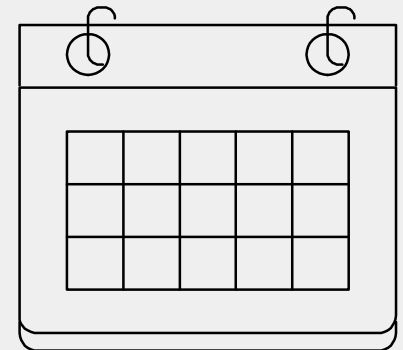
Staffing & Budget

April 2

2:00–3:30 PM ET

Register for all upcoming sessions:

clir.org/hiddencollections/apply-for-an-award/





Thank you!

Please take a moment to complete a survey about this session.

Questions? hidencollections@clir.org