

Digitizing Hidden Special Collections and Archives

APRIL 5

Initial
proposal
deadline

JULY 15

Initial
proposal
feedback
issued

SEPT 20

Final
deadline
(invitation
only)

DEC 31

Notification
of final
status

KEY DATES IN 2016

Presenters

Nicole Ferraiolo

Program Officer for Scholarly Resources

Christa Williford

Director, Research & Assessment

Additional Program Staff

Louisa Kwasigroch, Director, Development and Outreach

Adam Leader-Smith, Program Associate

Amy Lucko, Director, Program Administration

hidencollections@clir.org | #DigHC | @CLIRHC

February 2, 2016



COUNCIL ON LIBRARY AND INFORMATION RESOURCES

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

Digitizing Hidden Special Collections & Archives: 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 2016;
- Single institutions may apply for between \$50K and \$250K;
- Partnerships or consortia of institutions may apply for between \$50K and \$500K;
- Projects last from 1 to 3 years and must begin between January and June, 2017;
- Continuation of program subject to Foundation approval annually.

Committee on Coherence at Scale



www.coherence.clir.org

Committee on Coherence at Scale for Higher Education

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.*
- In other words, without digitization:
 - The collaboration of geographically dispersed scholars;
 - The aggregation of closely related but geographically dispersed materials; and/or
 - The use of computationally intensive methods of search, discovery, and analysiswould not be possible.

Program Values, Part 1

- **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.
- **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.

Program Values, Part 2

- **Collaboration:** The program promotes strategic partnerships rather than duplication of capacity and effort.
- **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 14-16 member Review Panel of scholars as well as library, archival, and museum communities;
- Panelists have not yet been named but will be knowledgeable about digitization; the use of digitized cultural heritage for research, teaching, and learning; and intellectual property;
- Cycle announcement in January; initial proposals due **April 5**; feedback to applicants by **July 15**; final proposals (*by invitation only*) due **September 20**; awards announced in **December**;
- Program staff focus on administration and outreach and do not contribute to panel deliberations or review draft proposals.
- Questions, anytime: [**hiddencollections@clir.org**](mailto: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?

For Applicants/FAQ page:
www.clir.org/hiddencollections/applicants

Application Guidelines:
www.clir.org/hiddencollections/applicants/applicantguidelines.html

Specific Questions for Reviewers

- What is the importance of the collection(s) to the scholarly community? Do the materials to be digitized relate to a sufficiently broad range of topics, and does the proposal demonstrate the value the materials will hold for a broad range of scholars once they are made accessible?
- Does the proposal demonstrate an understanding of the legal and ethical issues related to digitizing the nominated materials? Is the applicant prepared to address these issues and accept any associated risks?
- Will the digital files created through the project be made fully available to users? How will information about intellectual property rights and any attribution requirements related to the digital content be displayed in a way that is both easily discoverable and comprehensible for users?

Full list of questions for reviewers:

<http://www.clir.org/hiddencollections/applicants/applicant-documents/dhcreviewerquestions.pdf>

Sample Proposals

- *Photographic Collections of the Erie Canal* - Erie Canal Museum and the Canal Society of New York State
- *Sharing "Gabo" with the World: Building the Gabriel Garcia Marquez Online Archive from His Papers at the Harry Ransom Center* - The University of Texas at Austin, Harry Ransom Center
- *The Digital Archive of Native American Petitions in Massachusetts* - Harvard University and Yale University
- *Bibliotheca Philadelphiensis: Toward A Comprehensive Online Library of Medieval and Early Modern Manuscripts in PACSCL Libraries in Eastern Pennsylvania and Delaware* - Lehigh University, Linderman Library et. al.

Link to samples:

<http://www.clir.org/hiddencollections/applicants/applicants.html#guidance-and-criteria-for-selection>

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 organizations 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:
wiki.diglib.org/Digitizing_Special_Formats
To contribute content, email: DigiWiki@clir.org

Limitations

- Program focuses on digitization and description, not collection assessment, conservation or preservation (including rehousing).
- It funds costs directly related to digitization and description, not infrastructure or indirect costs.

Allowable costs, part 1

- Salaries/wages and applicable fringe benefits for all staff members specifically dedicated to the project;
- Consultant and/or training fees;
- Consumable supplies and materials for the project and other hardware and peripheral costs

Allowable costs, part 2

- 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;

Disallowed costs

- Indirect costs;
- Indirect costs listed as direct costs;
- General-purpose items that may reasonably be expected to have a useful life after the project;
- Conservation/preservation costs, such as those related to rehousing materials.
- Tuition remission for student employees

Key tips

- Take the **scholarly significance** requirement very seriously, and keep program value statements in mind.
- Consider the potential value of **collaboration** (at least show how your project is connected to others' work).
- Be creative and aggressive at recruiting the strongest possible advocates for your collections to write letters at the earliest possible stage. **At least 2 of the writers should come from *outside* your institution(s).**
- Study **guidelines** and **website** carefully.
- Frame your project around a **coherent** subject.
- **Budget** carefully, specifically, and within program guidelines.

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