

NATIONAL ENDOWMENT FOR THE HUMANITIES



SAMPLE APPLICATION NARRATIVE

National Digital Newspaper Project

Applicant Institution: Ohio Historical Society

This sample narrative was prepared using a previous set of application guidelines. Please refer to the guidelines for the 2008 competition when preparing your application. The guidelines are at: <http://www.neh.gov/grants/guidelines/ndnp.html>

Ohio Newspaper Digitization Project

I. DESCRIPTION OF PROJECT

The Ohio Historical Society (OHS) requests from NEH \$353,069 over a two-year period to digitize 100,000 pages of Ohio's microfilmed newspapers for the *Ohio Newspaper Digitization Project* (ONDP). The Society holds the most complete Ohio newspaper microfilm collection in the state, including significant titles from the years 1880 to 1922. The *Ohio Newspaper Digitization Project* will deliver: 100,000 digitized newspaper pages and all accompanying digital, textual and microfilm deliverables.

The history of Ohio is both representative of and instrumental to understanding the history of the United States. While known for its achievements, Ohio is also regarded as a bellwether state, known for its plain-spoken people, diverse economy and swing voters. In politics, no Republican has ever lost Ohio and won the White House, and the state's voters have chosen the winning candidate for the presidency in all but three presidential elections in the last hundred years. Evolving with the nation from an agrarian based economy to an industrial driven country, Ohio became an epicenter of American transportation, manufacturing, commerce, immigration and politics in the second half of the 19th century. Commonly known as the "Mother of Presidents," the "First American West," or, more recently, the "Heart of it All," Ohio holds the distinction of being a national center of political, scientific and economic activity. The Buckeye State has been and remains home to scores of writers, intellectuals, inventors, explorers, scientists, statesmen, leaders, and activists. Ohio's newspapers reflect the state's pivotal role within our nation's history.

OHS' collection is eclectic, chronologically comprehensive, and geographically diverse, represented by upwards of 4,500 titles comprising some 20,000 volumes of newsprint. The Ohio Historical Society was an early, state-level participant in the United States Newspaper Program (USNP) to locate, catalog and preserve all Ohio's newspapers. This project concentrates on titles microfilmed at OHS from the point of the USNP grant onwards (approximately 1985 to date) to ensure that the highest quality of microfilm is considered for selection.

OHS will take a collaborative approach to selecting newspaper titles for digitization. An Advisory Board representative of historians, educators, scholars, librarians and archivists in Ohio will be responsible for making the final determination of titles to digitize. The Advisory Board will consist of fourteen members, ten of whom will be selected as representatives of a particular region of Ohio. These Advisory Board members will be responsible for recommending titles from their region to the full board for discussion and final selection.

Selection criteria will take into account geographical representation; diversity of political, social, and cultural climate; historical significance; and chronological coverage (continuity, length of run of paper). Quality of microfilm and consideration for orphan works will also be part of the selection process. After the master camera copy of selected titles has been tested to confirm quality and integrity, a second generation silver halide copy suitable for digitization will be created. Deliverables will be output according to specifications as detailed in *The National Digital Newspaper Program (NDNP) Technical Guidelines for Applicants*.

The ONDP builds on the foundation established by an earlier NEH initiative: the United States Newspaper Program (USNP). With funding from NEH and the support of the Library of Congress, the Ohio Historical Society will provide an essential contribution to the National Digital Newspaper Project.

Ohio Newspaper Digitization Project

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NARRATIVE

I. HISTORY AND SCOPE OF THE PROJECT

The Ohio Historical Society (OHS) requests \$353,069 from NEH over a two-year period to digitize 100,000 pages of Ohio's microfilmed newspapers for the *Ohio Newspaper Digitization Project* (ONDP). The Society holds the most complete Ohio newspaper microfilm collection in the state, including significant titles from the years 1880 to 1922. In addition, OHS will collaborate with other Ohio institutions to ensure selection of historically significant Ohio newspaper titles. The *Ohio Newspaper Digitization Project* will deliver 100,000 digitized newspaper pages and all accompanying digital, textual and microfilm deliverables.

A. OHIO'S RICH HISTORY: IN THE NEWS

Ohio's newspapers reflect the state's pivotal role in our nation's history. Evolving from agrarian roots to an industrial powerhouse, Ohio became an epicenter of American transportation, manufacturing, commerce, immigration and politics in the second half of the 19th century. All of these national trends, both large and small, are documented vividly within the pages of Ohio's newspapers.

Ohio companies led the nation's industrial development during the 19th and early 20th centuries. From coal mining to oil refineries, to rubber and steel manufacturing, Ohio supplied essential resources needed by the growing nation. Ohio constructed vast transportation systems to deliver these supplies to markets around the country, stimulating development on a national scale. Between 1880 and 1920, manufacturing came to dominate the regional urban centers of Cleveland, Cincinnati, Columbus, Akron, Toledo and Dayton. By 1900, Youngstown was the world's largest producer of iron ore and steel; Cleveland ranked fifth. As the nation's dependence on oil increased, Ohio led the United States in its production. Standard Oil was founded in Cleveland in 1870 and the city quickly became a national center for the refining of crude oil. In time, Standard Oil -- headed by John D. Rockefeller -- came to monopolize the industry both in Ohio and across the nation. As the company increased its control of oil production, it became the target of federal anti-trust prosecution. The Sherman Anti-Trust Act, authored by Ohio Senator John Sherman in 1890, was an integral part of the anti-monopoly legislation movement.

During this period, new businesses flocked to Ohio capitalizing on the state's central location, established rail lines and roads and spirit of invention. Fueling this industrial revolution, Ohio's industrial cities, most notably Cleveland, Toledo and Youngstown, experienced a significant influx of southern European immigrants between 1870 and 1914. Propelled by the promise of jobs in the steel mills and factories, thousands of Poles, Slovenes, Slovaks, Italians and Russians settled in northern Ohio. Ohio's population boom reflects the national trend as the population doubled within the U.S. and tripled in many large cities. This immigration and resultant ethnic diversity were reflected in Ohio's newspapers. For example, in 1907, the Society Page section of the Columbus *Sunday Dispatch* included news about the city's German inhabitants with a feature called "In German Circles."

Modern consumerism has its roots in Ohio's retail service economy, pioneered by Ohio-based department stores, fast food restaurants and grocery stores. Department stores provided a new customer experience that could not be matched by smaller dry goods stores, offering customers a sense of luxury and a plethora of amenities. On March 6th and 7th, 1894, the D. A. Frank & Co. store took out full-page advertisements in the *Marion Daily Star* announcing its grand opening.

through the pages of the Columbus *Dispatch*. His obituary in the paper declared that Rickenbacker “exemplified the pioneer spirit that has so long been associated with Ohio and Ohioans.”

On the home front, the Ohio Industrial Commission worked to ensure that Ohio's factories had enough workers to support the war effort, and Ohio became a manufacturing center for rubber products, construction equipment, and car and truck assemblies. Ohioans also experienced a rising anti-German sentiment due to the war. Governor James M. Cox supported the removal of "pro-German" books from libraries and the city of New Berlin changed its name to North Canton. The Ake Law of 1919, although later ruled unconstitutional by the U.S. Supreme Court, banned the teaching of German below the eighth grade in any school in the state. When the National Guard was called to Europe, Ohio organized a Home Guard to secure power plants, railroads and bridges in case of sabotage.

With the end of the war in 1919, Americans focused on the home front. The affable Warren G. Harding, a United States Senator and publisher of the *Marion Star*, easily defeated his opponent by a popular vote of more than seven million with his promise of a "return to normalcy." Harding pledged to keep the U.S. out of foreign wars, impose high tariffs and implement strict immigration policies. Harding's own newspaper, the *Marion Star* carried photos of Harding and his wife Florence (the first First Lady to cast a vote in a presidential election) at the polls. Upon his election, the paper ran the headline: "Sweeping Endorsement of Harding's Campaign Stand for Protective Tariff." It went on to declare that the election was a "nationwide demand that foreign actions no longer be permitted to run this country."

B. OHIO NEWSPAPERS, 1880-1922

More than two hundred years ago, and only five years after the United States Constitution was ratified, *The Centinel of the North-Western Territory* began publication in the small frontier town of Cincinnati on November 9, 1793. Issued from what was then the capital of the Northwest Territory, the *Centinel* was Ohio's first newspaper. Five other newspapers began publication in Cincinnati, Chillicothe, and Marietta before Ohio even joined the Union in 1803. At this time, only twenty-one newspapers were being published beyond the Appalachian Mountains in the new West.

Ohio newspapers followed these first territorial enterprises by the thousands. They were a varied lot: metropolitan dailies of national influence; village weeklies equally significant to their own communities; campaign sheets; and reform journals — newspapers of every sort. Most were published in English, many were in German with a smaller number issued in a dozen other languages. Some reflected the views and interests of the economically powerful and socially prominent. Some spoke for blacks, immigrants, laborers, and others of lesser voice. Most simply reported the news. All documented the history of Ohio and the lives of its citizens.

During the years from 1880 to 1922, Ohio completed its transition from a state that was primarily rural and agricultural to one that was urban and industrial, a state still flavored in many ways by the life of farm and village, but characterized now in large measure by the ways and the wiles of the city; by coal mines and steel mills; by capitalists, entrepreneurs, and home-grown inventors; and increasingly by a growing community of newcomers, immigrants from eastern and southern Europe, bringing with them a vibrant and all-together unfamiliar culture. During these same years, six of Ohio's native-born sons ran as major-party nominees for the office of President of the United States. Five, all Republicans, reached the White House — with the 1920 election being of special note, pitting two successful Ohio journalists against each other.

The most influential newspapers in Ohio during the late nineteenth and early twentieth centuries were, as to be expected, the state's widely read urban dailies. Those published in Cincinnati included the *Enquirer*, founded in 1841, and for many years a voice of the Democratic Party; the stalwart Republican *Times-Star* (1880-1958) controlled by Charles P. Taft, half brother of President William Howard Taft; and the *Post*, a reform-minded E.W. Scripps publication that has appeared under that title since 1883. Among the many journals published in Cleveland was the *Plain Dealer*, a Democratic paper founded in 1842, which in the early years of the twentieth century came to support the Progressive movement and the work of Mayor Tom L. Johnson. It continues today as Ohio's most widely circulated newspaper. The Cleveland *Leader* (1854-1918), a long-time rival of the *Plain Dealer*, was established by Joseph Medill, a founder of the Republican Party who later went on to edit and publish the Chicago *Tribune*. Columbus, while much smaller than either Cincinnati or Cleveland, was the scene of vigorous journalistic activity after being made the state capital in 1816. At century's end, the city was home to four English-language dailies, including the *Dispatch*, an independent journal that had begun publication in 1871.

In the decades following the Civil War, immigrants from the Italian peninsula, the Austro-Hungarian Empire, and the lands of Czarist Russia settled by the thousand in Cleveland and other northern Ohio cities. This new pattern of immigration lasted well into the twentieth century and forever changed the face of Cleveland. It fueled the industrial growth of Ohio and eventually gave birth to journalistic enterprises published in at least ten different languages. Immigrant-community newspapers printed in Czech, Hungarian, Italian, Lithuanian, Polish, Romanian, Slovak and Slovenian circulated in Ohio. During the nineteenth century, German immigration to Ohio was of such magnitude that at one time forty-eight of the state's eighty-eight county seats had German newspapers of their own. Patriotic emotions unleashed by America's entry into World War I exacted a heavy toll on the German-language press in Ohio, however. With their loyalty questioned by a vigilant government and mercilessly badgered by a hostile citizenry, one newspaper after another suspended publication never to resume. In 1917 — the year the United States entered the war — 44 general-interest, German-language newspapers circulated in Ohio. Five years later there were 12. While never as large in number as those of the German-language press, the newspapers of Ohio's other immigrant communities continued to flourish well past mid-century.

Since publication of its first newspaper, the *Palladium of Liberty* (1843-1844), several score newspapers of varying longevity have served Ohio's African-American community. During the late nineteenth and early twentieth centuries, the most influential of these was the long-running *Gazette* (1883-1945), published in Cleveland by Harry C. Smith. Like many other journalists of his time, Smith was active in politics and public affairs. Elected to the Ohio Legislature in 1893, 1895 and again in 1899, he was instrumental in securing passage of Ohio's Civil Rights Law of 1894. Two years later he introduced an anti-lynching bill. Passed as "An Act for the Suppression of Mob Violence," it was considered to be the first effective measure of its kind in the country. In Cincinnati, Wendell Phillips Dabney, Smith's contemporary and fellow civil-rights advocate, published the *Union* (1907-1952), which, through Dabney's personality and indefatigable work, became, in the words of Langston Hughes, "America's most unique newspaper."

Both Dabney and Smith supported Warren G. Harding, their fellow Ohio Republican, in his 1920 presidential bid. Harding, a United States Senator and publisher of the *Marion Star*, ran against James M. Cox, publisher of the *Dayton News*, who began as a country school teacher and was by then serving his third term as the Democratic Governor of Ohio. Harding easily defeated Cox

by a popular vote of more than seven million. The failed Democratic vice-presidential candidate that year, Franklin D. Roosevelt, of course, later triumphed as a presidential candidate in his own right. He defeated both his Republican opposition and the nominee of the Socialist Party, Norman M. Thomas, a founder of the American Civil Liberties Union and a one-time paperboy of Harding's *Marion Star*.

The growth of the press in Ohio is also a history of the contribution and influence of its journalists and reporters. A number of men and women from newspaper offices across the state rose to national prominence: the abolitionist Benjamin Lundy; politicians James M. Cox and Warren G. Harding; authors William Dean Howells and James Thurber; humorists Erma Bombeck, Charles Farrer Browne (Artemus Ward) and David Ross Locke (Petroleum V. Nasby); journalists Murat Halstead, Roy Howard, John S. Knight, Ann O'Hare McCormick, Joseph Medill, Whitelaw Reid and Edward W. Scripps lead the list of notables.

C. OHIO NEWSPAPER MICROFILMING AND CATALOGING PROJECTS

Despite the ephemeral nature of newspapers, archives and libraries have maintained collections of their communities' daily and weekly papers and magazines in order to preserve these first-hand accounts of daily life within the context of local, state and national history. Twenty years after the Ohio Historical Society was founded in 1885, OHS began systematically collecting and preserving the state's newspapers through a county-publisher exchange program initiated in 1906.

The foundation of OHS' newspaper holdings includes 6,000 volumes transferred to the Society in 1927 from the State Library of Ohio. Hundreds of local newspaper files were received in the 1920s and 1930s from county commissioners who, under the provisions of an Ohio law enacted in 1850, were required to collect and preserve the leading newspapers of each political party published in their respective counties. Over the years, many other runs were acquired through complimentary subscription, gift, loan and purchase. Although a number of major nineteenth-century non-Ohio journals are found in the collection, Ohio titles form the bulk of material. OHS' collection is eclectic, chronologically comprehensive, and geographically diverse, represented by upwards of 4,500 titles comprising some 20,000 volumes of newsprint and 52,000 rolls of use-copy microfilm.

History of Newspaper Microfilming at the Ohio Historical Society

Efforts to catalog Ohio newspapers began in the first years of the twentieth century when the State Library of Ohio published one of the earliest, if not the first, statewide newspaper bibliographies. Appearing in 1902, this work listed the files of twenty libraries, as well as Ohio titles held by the Library of Congress and the State Historical Society of Wisconsin. The *Union List of Ohio Newspapers Available in Ohio*, published in 1946 by the Ohio Historical Society, recorded the holdings of some 160 libraries and historical societies. This work was superseded by the *Guide to Ohio Newspapers, 1793-1973*, published by OHS in 1976 and edited by Steve Gutgesell (see Appendix D for letter of commitment and Appendix E for resume). Funded in part by an LSCA-III grant received through the State Library of Ohio, this expanded and revised bibliography included 3,146 entries for titles held by more than 240 Ohio repositories. The prevalence of MARC catalog records and joint union catalogs eliminated the need for further editions of the *Guide to Ohio Newspapers*.

Preservation of Ohio newspapers through microfilming began in the late 1930s when the Works Progress Administration provided funds to film seven of the state's major newspapers. OHS

supervised this project, and the work resulted in the production of more than 4,000 rolls of microfilm. After World War II, the Society initiated a cooperative microfilming project with two commercial firms and a number of publishers. Back files of participating newspapers were filmed at the Society, with more than 3,000 rolls of film being produced before the program was discontinued in the mid-1950s. In 1971 the Ohio Historical Society reestablished an in-house microfilming program. During the next two decades, OHS produced more than 12,000 rolls of master negative microfilm, focusing efforts on the preservation of its deteriorating wood pulp files of county seat titles. While funding much of this work through its own operating budget, the Society also filmed on contract a number of files for publishers and local libraries.

In 1985, the Ohio Historical Society became an early, state-level participant in the United States Newspaper Program to locate, catalog and preserve all Ohio's newspapers. With assistance from the Library of Congress and the National Endowment for the Humanities, initial work on the Ohio Newspaper Project began in 1985 with a survey of 1,422 libraries, newspaper offices and historical and genealogical societies to determine the location, size, and condition of newspaper files held throughout the state. Beginning in 1987, staff focused on cataloging the holdings of the Ohio Historical Society and other repositories, and contributed 6,397 bibliographic and 10,861 local data records to the OCLC Online Union Catalog. Preservation microfilming for the ONP began in 1991. Staff filmed titles from both OHS and 82 cooperating repositories during this time. Initially supported and strengthened by the ONP, preservation microfilming continues at the OHS to this day.

Newspaper Digitization at the Ohio Historical Society

Since the advent of digitization in the 1990s, newspaper digitization has presented challenges because of the vast amount of data contained in each article, page and edition of a newspaper. Prior OHS digitization projects have not included large-scale newspaper microfilm conversion. However, two significant OHS digitization projects have included newspaper articles.

Eleven historic African American newspapers were scanned for *The African-American Experience in Ohio 1850-1920* (<http://dbs.ohiohistory.org/africanam/>), one of the Society's first digitization efforts. The project brought together a number of individual sources including manuscript collections, newspaper articles, serials, photographs, and pamphlets. This digital collection of historical documents is part of *American Memory*, an online resource by the Library of Congress National Digital Library Program. The *African American Experience* was made possible through an award from The Library of Congress / Ameritech National Digital Library Competition to the Ohio Historical Society in 1996. (For more details about this project, see Appendix B).

More than 50 individual newspaper articles from over 42 newspaper titles were digitized for *Ohio Memory* (<http://www.ohiomemory.org>), a statewide collaborative digital library led by the Ohio Historical Society. Established in 2000, the project has grown to include more than 28,000 images from 330 participating institutions, including archives, historical societies, libraries and museums (see Appendix B for more information on Ohio Memory and newspapers).

II. METHODOLOGY AND STANDARDS

A. MASTER NEGATIVE MICROFILM

Access to Master Negative Microfilm

The list of master negative microfilm produced by OHS is listed in Appendix A. The Society produced 3,370 rolls for the Ohio Newspaper Project, the local implementation of USNP. These rolls are consistent with USNP standards for the microfilming of newspapers. Additional titles from the Ohio Historical Society's collections that meet USNP standards may also be selected. OHS' collection is eclectic, chronologically comprehensive, and geographically diverse, representing upwards of 4,500 titles comprising some 20,000 volumes of newsprint. Final selection of newspaper titles for digitization will be determined by the project's Advisory Board.

Quality of Master Negative Microfilm

Most of the master negative microfilm produced by the Ohio Historical Society since 1971 is of a quality high enough to ensure successful digitization for OCR keyword search and page display. However, to expedite the process of selection and digitization, OHS proposes to concentrate on titles microfilmed in-house from the point of the USNP grant onwards (approximately 1985 to date). From 1985 to the present, project staff has determined that quality control was systematically enforced during filming. Techniques and measures used in the microfilming process during this period include:

- Higher quality of preparation of original newsprint
- Curvature, gutter shadow and focus
- Exposure (each frame inspected)
- Reduction factors (as low as possible, but always less than 20x)
- Resolution (checked for sharpness of ISO test charts #2 using the quality control index as specified in ANSI/AIIM MS23)
- Resolution (required to be 100 lines per millimeter or greater)
- Densities (each roll of first generation film are taken at a minimum of three places per roll using a transmission densitometer)
- Background density (range between 0.80 and 1.10)

B. SELECTION PLAN

Ohio Newspaper Digitization Survey

In preparation for the NDNP, OHS conducted an online survey to determine interest in a newspaper digitization program. The response was overwhelming, with nearly 300 individuals responding during a two-week period (see Appendix H for survey results). Survey respondents indicated that they used newspapers for K-12 education, library reference, genealogy/family history, historic preservation research and academic study. Survey participants rely on newspapers for research, with 56% of survey participants using newspapers at least once a week and another 27% indicating they use Ohio newspapers for their work at least once a month. Researchers in a number of disciplines - social history, technology education, political science, and others - asserted that newspapers are a critical tool for their field of study.

Newspapers provide insight into politics, religion and daily life and show how all of these aspects of history fit together. Information about births, marriages and deaths are of enormous genealogical value, while coverage of national and local events provide context for a community's history and is important for personal, academic and educational research.

All of the survey respondents emphasized the need for newspaper digitization in Ohio. One survey respondent wrote that newspapers are the "most robust and accessible source we know for local history." Eighty-six percent of users indicated that having newspapers available online would make it easier for them to do research on a variety of topics. Educators reiterated the need for more resources for students, including one teacher who wrote, "School districts that spend little or no money on digitized e-resources depend on these free resources for their students. It's the great equalizer and provides equity of access." Another respondent wrote, "This is one of the most important and worthwhile projects the Society could undertake to encourage the study of Ohio history in both the classroom (middle and high school through college) as well as academic research and, of course, genealogy." As evidenced by our survey, digital access to Ohio newspapers will be a valuable resource for a large number of current Internet users and future generations of students and researcher.

Advisory Board

The Advisory Board will consist of: scholars of Ohio history; librarians with newspaper experience; archivists, particularly those who possess a good working knowledge of Ohio's historical newspapers; and an educator involved in integrating electronic resources into the K-12 curriculum. Other key stakeholders will include representatives from Ohio's genealogy community, cultural heritage institutions and digital library leadership. The Advisory Board will consist of fourteen members, ten of whom will be selected as representatives of a region of Ohio (see map below). These Advisory Board members will be responsible for recommending titles from their region to the full board for discussion and final selection. Please see Appendices D and E for a list Advisory Board Members resumes and letters of commitment. Advisory Board members will include:

- Susan Allen, Worthington Public Library, Worthington (representing *Region 6*)
- Bill Barrow, Cleveland State University, Cleveland (representing *Region 3*)
- Jim Buchman, State Library of Ohio
- John C. Burnham, Ohio State University
- Janet Carleton, Ohio University, Athens (representing *Region 9*)
- Kathleen Fernandez, North Canton Historical Society, North Canton (representing *Region 5*)
- Steve Gutgesell, Ohio Historical Society
- Steve Charter, Bowling Green State University, Bowling Green (representing *Region 1*)
- Keith Kuhn, Public Library of Cincinnati and Hamilton County (representing *Region 8*)
- Bill Lawson, Mahoning Valley Historical Society, Youngstown (representing *Region 4*)
- Theresa Fredericka, INFOhio (a statewide K-12 school library and information network)
- Tom Neel, Ohio Genealogical Society, Mansfield (representing *Region 2*)
- Andy Verhoff, Campus Martius/Ohio River Museum, Marietta (representing *Region 10*)
- Jane Wildermuth, Wright State University, Dayton (representing *Region 7*)

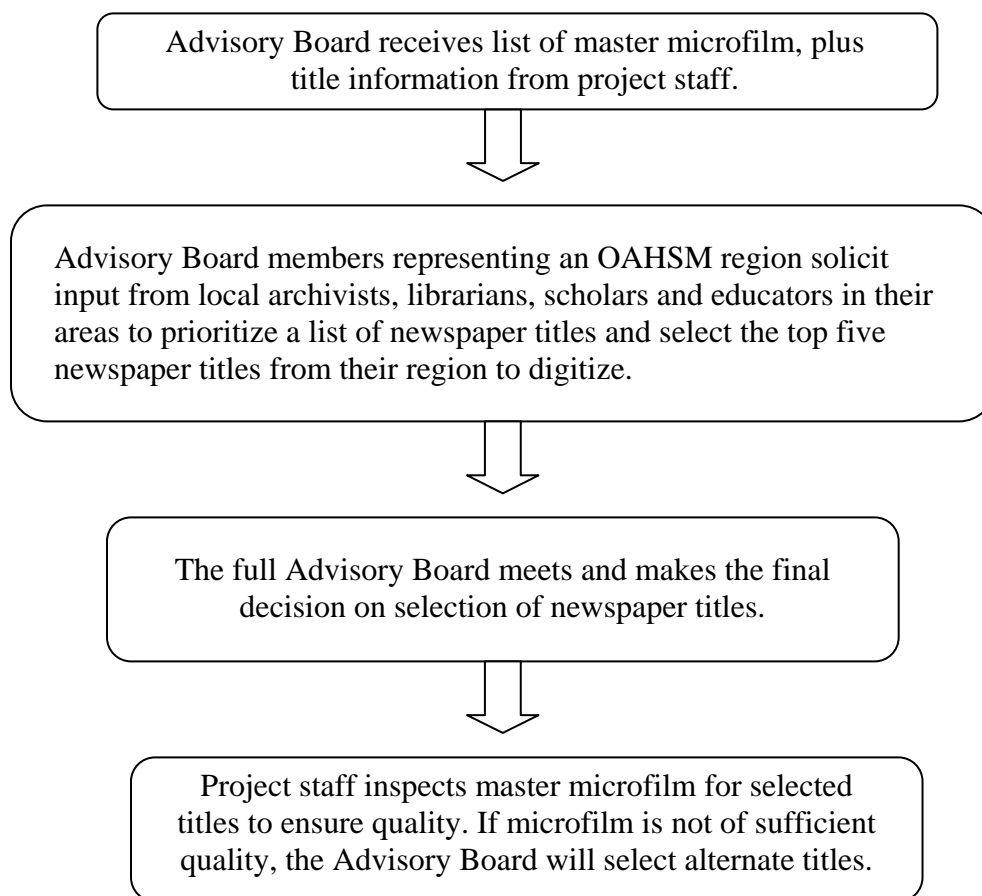
The Advisory Board will meet twice a year to select titles for digitization and evaluate the project. Using the selection criteria, Advisory Board members representing their regions will work with project staff to recommend titles to the full Advisory Board. Advisory Board members

were selected based on the Ohio Association of Historical Societies and Museums' (OAHSM) ten regions, which reflect Ohio's geographical and historical divisions. Ohio cultural heritage institutions are familiar with the OAHSM regions and use them for developing regional conferences and events.



OAHSM Regions

Advisory Board members representing their regions will solicit input from local archives, libraries, historical societies and educators in their areas to develop recommendations for the full Advisory Board. Project staff will provide research on titles available on microfilm in each region (see Appendix A for a complete list of titles organized by OAHSM region). Advisory Board members representing an OAHSM region will apply the selection criteria shown below to recommend the top five titles from their region. Together, all members of the Advisory Board will then make the final selection of newspaper titles. The full Advisory Board will utilize the selection criteria to select title(s) that complement one another across regions. Efforts will be taken to attempt to select at least one title from each region.



Criteria for Selection

The primary criteria for selecting newspapers will include the following:

1) Research Value/Historical Significance

- Is the newspaper considered a "paper of record" at the state or county level?
- Does the newspaper contain extensive reporting on state and regional governmental affairs, announcements of community news and events and legal notices (such as birth/death records; land records; crime notices) that would be of significant value to researchers?
- Does the newspaper reflect the political, social, economic and cultural diversity of the state or region?

2) Geographical coverage

- Is the newspaper a major voice of an area's unique history?
- Does the newspaper represent one of the ten OAHSM regions of the state?
- Do the selected newspapers document a geographic diversity (rural, urban)?

3) Chronological coverage (continuity, length of run of paper)

- Was the newspaper published between 1880-1922?
- Is this a complete run? If not, can quality microfilm be obtained to fill chronological gaps?

D. A. Frank & Co. assured consumers the store was a retail palace with a “ladies’ waiting gallery and toilet rooms,” and “the only passenger elevator in Marion,” giving shoppers easy access to all three floors of goods.

Ohio also contributed significantly to national politics. Between 1888 and 1920, Ohio sent four men to the White House: Benjamin Harrison, William McKinley, William Howard Taft and Warren G. Harding. Of these, Republican William McKinley’s 1896 election campaign was the most noteworthy and hard-fought. McKinley and his Democratic rival, William Jennings Bryan, hotly debated maintaining the gold standard or allowing silver to join gold as the basis of the nation’s currency. This debate played out in Ohio as it did across the nation. In rural Lima, Ohio, the *Allen County Republican-Gazette* consistently editorialized against the coinage of silver. During their campaign, the *Times-Democrat* of Lima ran editorials arguing that bankruptcy had been “brought to many thousand business men by the gold bug policy.” After McKinley’s election, the *Times-Democrat* told its readers that “Hard Times This Winter Will Follow the Defeat of the Silver Cause,” while the *Allen County Republican-Gazette* greeted McKinley’s victory with the countering headline argument that: “The Most Wonderful Thing In America Has Been the Immediate Effect of Republican Victory: Mills that Have Been Idle are Starting Up—Not a Boom But a Steady Improvement in Trade.”

McKinley ran his bid for election from his front porch in Canton, Ohio. The *Canton Repository* carried extensive coverage of the presidential campaign. In the Saturday, September 26th, 1898 edition, the newspaper reported on the crowd of 20,000 to 30,000 people who came to Canton to hear William McKinley speak. The next day the paper printed more than a page of his speeches. The *Canton Repository* offers a first hand perspective of the presidential candidate’s campaign and the reactions of his hometown constituents. Then, like today, Ohio citizens were influential participants in national politics.

The early twentieth century saw the rise of the Progressive Era in Ohio. Numerous Progressive reformers lived in Ohio and dramatically altered the state’s political, economic, and social systems. One of Ohio’s more prominent reformers was Tom Loftin Johnson, mayor of Cleveland from 1901 to 1909. As mayor, Johnson reduced the fares on street railways to three cents. He also argued that public utilities—such as railroads, electric plants, and trash removal services—could be taxed by local governments and should be regulated. Johnson actively assisted working-class residents and hoped to improve services for all Cleveland residents. Another prominent Ohio Progressive was Samuel “Golden Rule” Jones. In 1897, Jones received the Republican Party’s nomination for Toledo’s mayoral office. A week before the election, the *Toledo Blade* predicted that Jones would be elected and would be “one of the most popular mayors that ever administered the office.” Workers united behind Jones’s candidacy, and he won the election. During his time in office, Jones opened free kindergartens, built parks, instituted an eight-hour day for city workers and did much to reform the city government.

As war erupted in Europe, Ohioans enjoyed a period of prosperity. Once the United States entered the war, however, Ohio rose to the call. Nearly 225,000 Ohioans served in World War I, and 6,500 died. Unlike 19th-century wars, soldiers were not organized into units by state. Ohioans were members of several divisions including the 37th (Ohio’s National Guard unit), 42nd, 83rd, 93rd, and 95th. The Buckeye State’s best-known World War I hero was Edward “Eddie” Rickenbacker (1890-1973), a member of the 94th Aero Pursuit Squadron. His feat of 26 confirmed victories in air-to-air combat was unsurpassed, earning him the nickname “Ace of Aces.” Congress also awarded him the Medal of Honor for his leadership and bravery. Ohioans followed Rickenbacker’s post-war career as a race-car driver, adventurer and businessman

- Was the newspaper published before 1880 and/or after 1922? (In order to provide continuity for future phases newspaper digitization efforts).

4) Orphan works

- Has the paper ceased publication?
- Has it been digitized by other sources?
- Is the newspaper owner still in business? Are there other sources that may be available to digitize this title?

5) Microfilm quality

- Was the newspaper microfilmed for the USNP according to established standards?
- Did the microfilm meet established criteria based on evaluation from the Microfilm Specialist?

Resources for Advisory Board to Review

General information provided to each advisory board member will include the following:

- 1) Introductory essay on the history of Ohio newspapers, by Ohio newspaper historian Steve Gutgesell.
- 2) Timeline of major events in Ohio history from 1880-1910, as identified by *Ohio History Central: An Online Encyclopedia of Ohio History* (http://www.ohiohistorycentral.org/ohio_across_time.php).
- 3) Link to the Chronology of United States History (19th and 20th centuries), developed by the University of Houston (<http://www.digitalhistory.uh.edu/historyonline/timelines.cfm>).
- 4) Relevant pages from *N. W. Ayer & Son's American Newspaper Annual*.
- 5) List of Ohio newspapers for which the Ohio Historical Society holds the master negative microfilm, organized by region (see Appendix A).
- 6) List of Ohio regions, counties and major towns and cities within.
- 7) Selection criteria for newspaper titles.
- 8) Review form and instructions for ranking.

In addition, Fact Sheets will be made available to the full Advisory Board for each of the five titles recommended by a Board member representing an OAHSM region. This Fact Sheet will include:

- 1) Brief historical sketch on the region, compiled from county histories and general histories of Ohio in the Archives/Library at the Ohio Historical Society.
- 2) Available information on the title, including years published, frequency of publication and bibliographical information.
- 3) Information on the status of the newspaper (ownership, whether it has ceased publication).

C. OHIO HISTORICAL SOCIETY INFRASTRUCTURE

Prior Experience with Multiple Partner Projects

The Ohio Historical Society has a long history of administering projects in collaboration with multiple partners. One such project is the Ohio Newspaper Project, originating as part of the United States Newspaper Project, and sponsored and directed by OHS. Project staff members worked closely with an advisory committee with representatives from the Cincinnati Historical Society, Ohio Academy of History, Ohio Association of Historical Societies and Museums, Ohio Genealogical Society, Ohio Library Association, Ohio Newspaper Association, Ohio State

University Libraries, Ohio State University School of Journalism, OHIONET, Society of Ohio Archivists, State Library of Ohio and the Western Reserve Historical Society. The project was executed in three phases during which a statewide survey of newspaper holdings was conducted, 6,397 bibliographic and 10,861 local data records were added to the OCLC Online Union Catalog and 3,370 rolls of master negative microfilm were produced.

Another multiple partner initiative is the award-winning *Ohio Memory* project. *Ohio Memory* is a highly cooperative effort involving coordination and planning among 330 participating institutions and the following partners: OhioLINK (Ohio Library and Information Network), a consortium of Ohio's college and university libraries and OHS' web hosting partner; OPLIN (Ohio Public Library Information Network), the initial funder and partner for organizing statewide workshops; INFOhio (Information Network for Ohio Schools), the partner for developing educational resources and outreach to public schools; the Ohio Library Council, which assisted both with publicity and organizing workshops; and the Ohio Bicentennial Commission, which also helped with statewide publicity. OHS worked with more than 330 historical societies, museums, archives, and libraries around the state to select, describe and digitize collections for the project. The American Museums Association recognized the project with a Bronze Muse Award in 2004 and OHS received an Award of Merit from the American Association of State and Local History Award of Merit. The project was awarded an Exemplary Program Designation for the Library Services and Technology Act (LSTA) and was a finalist for the Archives & Informatics Best of the Web award in 2004.

Other examples of OHS' experience with multiple partner projects include OHS's participation in the U.S. Department of Education's Teaching American History Program. OHS has partnered with seven Ohio Educational Service Agencies and five universities to develop resources for over one hundred twenty K-12 schools throughout the state. The program now reaches schools in 70 of Ohio's 88 counties. In addition, the Society regularly partners with cultural heritage institutions throughout the state. The Society's Local History Office works closely with the Ohio Association of Historical Societies and Museums (OAHSM) to administer programming and other services to local history organizations.

Digitization Infrastructure

OHS has a Digital Projects Unit within its Curatorial and Collections Services Department in the Collections, Historic Preservation and Statewide Outreach Division. The Digital Projects Unit provides digitization and Web development services for the Society, particularly where it concerns the Society's collection assets. The unit has three full-time staff members: a unit manager, a digital projects developer, a digital imaging technician, and multiple interns and volunteers. The unit also works closely with the state archives, curatorial, cataloging, and outreach areas. The Digital Projects Unit is responsible for maintaining and updating the Ohio Memory Project, OhioPix (an online database of OHS' images) and several searchable reference databases. In addition, the unit provides contract digitization and development services to historical and archival organizations throughout the state. The OHS Digital Projects Unit is a digitization lab equipped with the capability to digitize printed materials, photographs, negatives, oversized materials, and museum objects.

In addition, the Society has an Information Systems Department that services the entire organization. The Information Systems Department consists of six full-time staff and provides desktop hardware, software, network support, and back-up systems for the Society. It also manages the Society's web servers, database servers, and image servers, both on development and production platforms.

Digitization Experience

OHS has been a leader in the digitization of historical materials since 1995. Projects such as the *African American Experience in Ohio*, funded by the Ameritech/Library of Congress National Digital Library Competition; *OhioPix*, an image database of more than 4,000 photographs; and *Ohio Memory*, a collaborative digital library with 330 contributing libraries, historical societies and museums have garnered awards from the American Association for State and Local History, the Library of Congress and the American Association of Museums. In 2001, the Ohio Historical Society was recognized for its use of technology in increasing access to collections with the Society of American Archivists highest honor, the Distinguished Service Award.

OHS' prior experience with newspapers has included article-level digitization to highlight selected topics. Significant digital conversion projects to date include:

The African-American Experience in Ohio 1850-1920 (<http://dbs.ohiohistory.org/africanam/>) is a digital collection that combines a number of individual sources, including manuscript collections, newspaper articles, serials, photographs, and pamphlets. The goal of the project was to bring together as many diverse sources as possible to provide evidence of the diversity and complexity of African-American culture during this time period. This digital collection of historical documents is part of *American Memory*, an online resource by the Library of Congress National Digital Library Program. The microfilm of eleven historic African American newspapers was scanned for this project, seven of which date from the 1880-1922 time period. For more details about this project, see Appendix B.

The *Ohio Memory* project is an extensive and ongoing digitization project. While the Digital Projects Unit at OHS performs all digitization and metadata description, the digital assets are stored together along with an XML transport file and then batch ingested into the DMC's information retrieval system. From there, the images are served up to the general public through a java servlet-based interface. The Ohio Memory interface offers a number of features: a basic search; an advanced search; browse by author, title, county, place, subject, and work type; text transcriptions for manuscript materials; image zoom and pan; a "My Scrapbook" function; e-mail postcards; and a rich selection of educational resources and activities to accompany the digital library holdings.

III. WORK PLAN

The Ohio Historical Society will guarantee delivery to the Library of Congress of 100,000 pages of validated NDNP deliverables, in monthly batches, representing the selections made by the Advisory Board. The Ohio Historical Society will accomplish the Ohio Newspaper Digitization Project over two years. Two new staff will join the project team made up of six current staff members.

A. SELECTION OF TITLES

The selection of Ohio Newspapers will be accomplished through the following process. At the inaugural meeting of the Advisory Board, members will be given a copy of their charge, a list of Ohio newspapers on microfilm from the time period 1880-1922 and the NEH selection criteria. Once the top five titles from each region have been selected by Advisory Board members, the Microfilm Technician will evaluate the quality of microfilm under the direction of the Senior Conservator. Once the Microfilm Technician and Senior Conservator have determined that the microfilm meets the technical criteria for digitization, the full Advisory Board will be presented with a Fact Sheet in order to make the final selection of titles.

A project web site will be established as a means for Advisory Board Members to collaborate and interact, as well as a place to load and view documents relating to the selection process. Between meetings, project staff and Advisory Board members will use the web site and e-mail to continue discussions regarding selection and digitization of newspaper titles.

B. MICROFILM TECHNICAL ANALYSIS

Project staff will be responsible for preparing, tracking and coordinating the analysis, duplication and digitization of the selected film. A tracking database will be created to provide administrative and workflow oversight for newspapers throughout the digitization process, from selection through the delivery of project output to NDNP.

After the Advisory Board makes the final selection of microfilm for digitization, the Microfilm Technician will perform an intensive analysis of each roll of film. Inspection notes will be entered into the tracking database. Microfilm that does not meet the above criteria will not be considered for selection by the full Advisory Board.

Technical analysis will encompass a thorough inspection of all microfilm received for digitization and collection and collation of assessment data. OHS' senior conservator Vernon Will and Microfilm Technician Diana Patterson, together totaling more than forty five years experience with newspaper microfilm, will inspect each reel during the assessment phase of the project workflow. Analysis for each roll will include consideration of the following elements (based on the USNP technical standards):

Condition: overall characterization of the condition of the film, including issues relating to curvature, shadows, focus, scratching, splices, etc;

Collation: all missing, illegible, blank, and damaged pages; sequence or pagination errors; loose leaf or bound volume indicators; foldouts; and other irregularities;

Skew: if skew exceeds two degrees from parallel, the degree of skew will be recorded;

Text legibility: underlining, smearing, foxing, and other problems that may inhibit overall text legibility by an OCR engine;

Scanner targets: what targets were used, how many, and where filmed;

Resolution: quality index, measuring the relationship between text and target patterns. If no resolution targets exist, text quality will be examined with a microscope and compared to equivalent film containing a resolution target;

Reduction ratio: including any changes in reduction ratio made during filming and at what points;

Image placement: the filming position, including any shifts in orientation;

Film density: density readings for both master and duplicate negative (10 per reel), plus average and Dmin density.

C. MICROFILM DUPLICATION

After the Senior Conservator and Microfilm Technician have verified the quality of each roll of film, the Microfilm Technician will prepare the microfilm to be duplicated. A local microfilm vendor will create silver halide duplicates of the master negatives for the selected titles. Duplicate rolls will then be sent to the digitization vendor for digitization.

D. VENDOR SELECTION

To determine the best digitization partner to work with during the grant period, an RFP will be prepared by the Digital Projects Developer and Project Co-Directors. Upon notification of the

grant award, the RFP will be sent out to at least five vendors of microfilm digitization services. Responses will be evaluated based on:

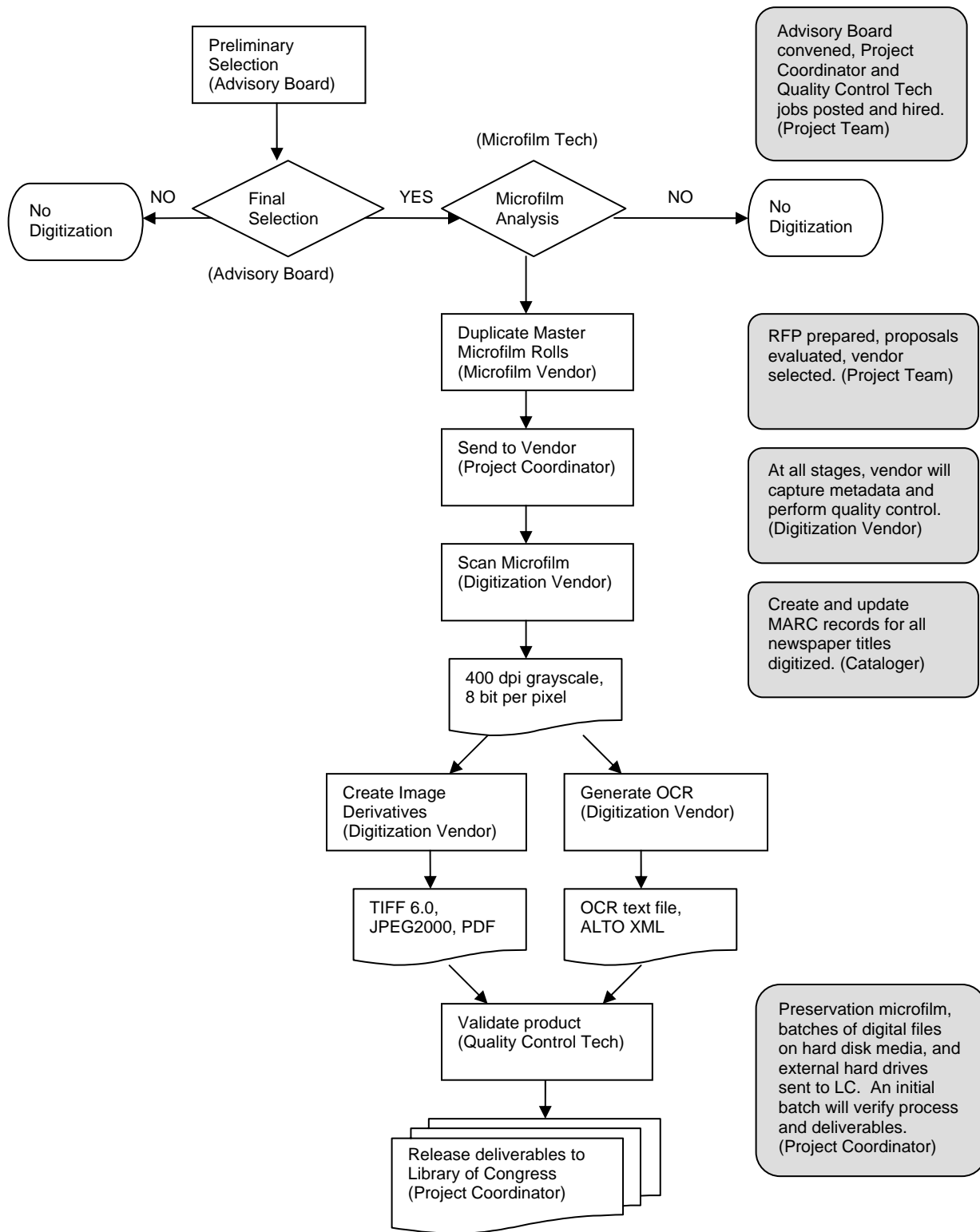
- ability to conform to NDNP technical guidelines for project deliverables, including derivatives and properly formatted metadata;
- prior experience in the field of microfilm digitization and OCR conversion;
- expertise in microfilm imaging, proxy derivation, and metadata creation;
- proven ability to successfully manage complex digitization workflows; effectiveness of quality control procedures;
- ability to produce accurate and complete deliverables on a timely basis;
- demonstrated ability to digitize samples of microfilm provided by OHS and produce all output required by the NDNP Technical Guidelines within budget parameters.

E. DIGITAL CONVERSION

The Project Coordinator will manage all communications with the digitization vendor. This will include the forwarding of all microfilm evaluation data that may impact the success of digitization. The Project Coordinator will be responsible for preparing and shipping all microfilm to the vendor. Project workflow will be conducted as indicated in the chart below.

Narrative continued on next page.

Process for Newspaper Selection and Digitization



In cooperation with its digitization vendor, OHS will ensure that the appropriate standards and procedures are adhered to throughout the digitization process cycle including imaging, derivative creation, OCR, metadata capture, quality control, validation and delivery. All procedures will adhere to the NDNP specifications.

F. IMAGING

All scanning will be done on fresh second-generation silver-halide negative film. Digital image capture will be set to scan at 400 dpi, unless a high reduction ratio would dictate 300 dpi. One page image per file will be scanned, along with all resolution targets. The scan will capture grayscale only, and tonal resolution will be set to eight bits per pixel. Splitting, deskewing and cropping will be performed where applicable as outlined in NDNP specifications. In addition to the preservation TIFF 6.0 file, a JPEG2000 file, and a PDF Image With Hidden Text file will be produced for each page. Profiles as specified in the NDNP Technical Guidelines will be followed for all file format deliverables.

G. OCR

One OCR text file will be generated per image, output conformant to the ALTO XML schema, as specified in the NDNP Technical Guidelines, "NDNP OCR Profile." To the extent feasible, confidence data will be produced for the page, line, word and character. Point size and font data will also be captured for characters and words if possible.

H. METADATA AND CATALOGING

OHS cataloging staff will ensure that all MARC records from the CONSER database in OCLC are accurate, up-to-date, and reflective of newspaper titles selected for digitization. If no record exists, one will be created in OCLC, fully conformant to CONSER cataloging standards.

The full range of metadata required for NDNP deliverables will be captured throughout the digitization and conversion process. Metadata will be provided for the newspaper issue, page, microfilm reel, targets, OCR and batch data. Each metadata requirement will be specified using the appropriate standard metadata standards as outlined in the NDNP Technical Guidelines: METS (for the encoding a submission package of descriptive, administrative, and structural metadata); MIX (for still image technical metadata); MODS (for digital object description); PREMIS (for preservation metadata); NDNP (for microfilm reel and other technical metadata), and other metadata standards as prescribed in the NDNP technical specifications document.

Metadata will be made available in the various forms in which it is requested, including TIFF header tags, JPEG2000 XML boxes, PDF XMP, and plain text XML files. Out put will follow the templates and profiles as spelled out in the NDNP Technical Guidelines, Appendices B and C.

I. QUALITY CONTROL

At scan-time all images will be viewed in multi-resolution composite in order to detect issues relating to split images, fragments or partial images, density variation, focus, blow-out, threshold and readability. Post-scan images will be checked for cropping and de-skew errors. A sampling of images will also be checked for readability. Issue completeness will be reported, including missing pages or other gaps in page numbering. Image and page metadata for each roll of microfilm will be selected for quality checks. This will include checks that verify the correctness and completeness of the metadata. OCR-generated text files will be randomly selected and checked to ensure that no text is being missed by the OCR engines. OCR accuracy, given as text confidence levels, will also be measured and reported.

Project staff will be responsible for examining the fitness and completeness of vendor product and its subsequent delivery to the Library of Congress. Validating digitized output will be performed using the tools appropriate to the task. The validation will include at least:

- Object type validation
- Completeness of NDNP digital objects
- Quality check and validation of TIFF files, PDF files, and JP2 files
- Quality check and validation of OCR text
- Quality check and validation of submission package file structure

J. DELIVERABLES AND REPORTING TO THE LIBRARY OF CONGRESS

Preservation quality silver halide copies of all 100,000 pages of microfilm scanned for the project will be deposited with the Library of Congress.

After validation, digital object files (one batch per disk) listed above will be packaged and sent to LC via durable hard disk media. Batches will follow the file structure: <root>\<LCCN>\<reel number>\<issue date> with derivatives and XML files located in the appropriate directories. Durable external hard drives will be used as the delivery mechanism to send deliverables to the Library of Congress.

In addition, OHS will supply the Library of Congress with semi-annual reports documenting progress of the Ohio Newspaper Digitization Project. Two representatives will attend the annual meeting/workshop in Washington, D.C. Project reports will be posted on the OHS website and available for the Advisory Board review.

K. SCHEDULE FOR PROJECT MILESTONES

The ONDP will be conducted and completed as indicated in the timeline below:

July 2008	Project team assembled and positions hired. Newspaper microfilm list, including preliminary descriptive and quality assessment information prepared for Advisory Board. Advisory Board introduced to NDNP project goals, and objectives. Advisory Board members begin preliminary selection process (ongoing through March 2009). RFP prepared and sent to vendors.
August 2008	Vendor selected for digitization and OCR conversion. Project listserv and web site set up for Advisory Board.
September 2008	Advisory Board meets to select first title(s) for digitization. Selected microfilm assessed and quality data generated. Send sample microfilm to vendor for digitization.
October 2008	Second generation microfilm produced. Microfilm reels, including quality data, shipped to digitization vendor.
November 2008	Quality assurance check on deliverables (ongoing). CONSER MARC records updated in OCLC (ongoing).

December 2008	Sample shipment of digital and microfilm deliverables to Library of Congress. Preceding steps repeated monthly until goal of 100,000 pages reached. Advisory Board meets to select second group of title(s) for digitization.
January-March 2009	Monthly shipment of digital and microfilm deliverables to Library of Congress. Digitization and quality checks on deliverables continue. Advisory Board meets to select third group of title(s) for digitization.
April 2009	Advisory Board meets to select final group of title(s) for digitization. Monthly shipment of digital and microfilm deliverables to Library of Congress. Digitization and quality checks on deliverables continue.
May-June 2009	At least one-half of total number of pages scanned and delivered to LC. Digitization and quality checks on deliverables continue.
July-December 2009	Monthly shipment of digital and microfilm deliverables to Library of Congress. Digitization and quality checks on deliverables continue.
January-March 2010	Monthly shipment of digital and microfilm deliverables to Library of Congress. Digitization and quality checks on deliverables continue.
April-May 2010	Final Advisory Board meeting to discuss results of the project. Monthly shipment of digital and microfilm deliverables to Library of Congress concludes. Digitization and quality checks on deliverables continue.
June 2010	Final delivery of scanned pages and deliverables to Library of Congress. Final report to NEH.

IV. STAFF

A. PROJECT STAFF

OHS will contribute the Project Co-Directors, Digital Projects Developer, Senior Conservator, and Cataloger as cost-share for the project. Ten percent (.10 FTE) or 208 hours of the Microfilm Technician's time the first year will be paid out of the NEH grant to provide microfilm evaluation and coordinate the duplication process. Five percent (.05 FTE) or 104 hours of the Microfilm

Technician's time the second year will be paid out of the NEH grant to continue the evaluation and duplication process. The Project Coordinator and Quality Control Technician (part-time) will be funded at 100% by NEH (see Appendices C and G for resumes and job descriptions for all project staff).

Cynthia Ghering, Assistant Director, Curatorial Services will serve as Co-Director for the project. Ghering has a master's degree in Information from the University of Michigan and has led many digital projects including *OhioPix*, *Fight for the Colors*, *History WORKS* and the Society's *Online Collection Catalog*. Ghering is the manager of the Curatorial and Collections Services Department in which the Digital Project Unit and Preservation and Micrographics Unit are located organizationally. She will oversee and guide the project, including: facilitating Advisory Board meetings; selecting a vendor as a result of the RFP; overseeing the project timetable; and supervising project staff. Ghering will spend .05 FTE (120 hours) per year on the ONDP.

Angela O'Neal, Digital Projects Manager, will serve as Co-Director for the ONDP. She has a master's degree in history and has worked on a variety of digital conversion projects including *Ohio Memory*, *OhioPix* and the *African American Experience in Ohio*. O'Neal leads the Digital Projects Unit. She will supervise and guide the project, including: convening the Advisory Board, assisting with the preparation of the RFP and selection of a digitization vendor; managing the project timetable and ensuring that all project milestones are met; supervising project staff; and coordinating the compilation of project reports due semiannually to NEH. O'Neal will spend .20 FTE (415 hours) of her time the first year and .15 FTE (312 hours) of her time the second year on the project.

Phil Sager, Digital Projects Developer, is a key staff member of the Digital Projects Unit. He has worked extensively in the area of digital libraries, and provided the primary development work for the Ohio Memory Project. He has also worked on many other digital projects for the Ohio Historical Society, including the *Death Certificate Index* and *OhioPix*, and has created several other project web sites and online exhibitions. For the Ohio Newspaper Digitization Project, he will: develop the RFP for selecting a digitization vendor; work with the Project Coordinator to establish quality control procedures; and ensure that standards for digital deliverables are met. Sager will spend .15 FTE (215 hours) of his time the first year and .05 FTE (110 hours) of his time the second year on the project.

Vernon Will, Senior Conservator, has worked in the OHS Preservation and Micrographics Unit for over 25 years and was involved in the Ohio Newspaper Project. He has a Bachelor of Fine Arts and a Master of Fine Arts from The Ohio State University. As part of the Ohio Newspaper Digitization Project, he will: develop procedures for assessing microfilm quality and integrity to ensure high quality microfilm for digitization; create documentation for the microfilm assessment process; and supervise the work of the Microfilm Technician. He will spend .05 FTE (120 hours) of his time the first year of the ONDP.

Diana Patterson, Microfilm Technician, has more than twenty years experience filming newspapers and other historical materials. She produces and maintains storage of thousands of camera negatives of newspaper, manuscripts, and archives microfilm in accordance with ANSI standards. Under the supervision of the Senior Conservator, Patterson will: assess microfilm quality and integrity to ensure that the microfilm is suitable for digitization. This includes, but is not limited to: the classification of microfilm type; inspection of microfilm condition; identification of collation issues; determination of reduction ratio and resolution using the Quality Index

method; identification of filming position and the presence of appropriate test targets; and readings of background density. She will also be involved in preparing microfilm for duplication. Patterson will spend .10 FTE (208 hours) of her time the first year of the ONDP and .05 FTE (120 hours) the second year of the project.

Connie Conner, Head Cataloger, has fifteen years cataloging experience and a library science masters from Kent State University. She will be responsible for reviewing and updating OCLC CONSER records for all titles selected for NDNP and creating CONSER records for any newspaper titles selected that are not already part of the CONSER database. She will also export MARC 21 records for delivery to the Library of Congress. Conner will spend .03 FTE (60 hours) of her time each year of the ONDP.

To be hired, Project Coordinator, will possess strong organizational abilities and have experience with digitization and/or microfilm conversion projects. He/she will: coordinate staff and project workflow; provide support to the Advisory Board by coordinating and preparing information for the selection process; serve as liaison between project staff and digitization vendor; and train the Quality Control Technician. He/she will take the lead in coordinating all technical and administrative aspects of the ONDP, including the representation, tracking, presenting, and reporting of microfilm selection data and digital deliverables fulfillment. The Project Coordinator is a full-time position (1 FTE) for two years (2080 hours per year).

To be hired, Quality Control Technician, will have at least an associate's degree in history, library or information science or a related discipline and experience with microfilm or digitization projects. He/she will: perform quality assurance on images, metadata, OCR and other deliverables for the newspaper digitization project; assist with the preparation of microfilm for newspaper digitization project; provide data for tracking, presenting, and reporting of microfilm and digital deliverables fulfillment; assist with the preparation of materials for the project's advisory board; and create documentation for newspaper digitization project. The Quality Control Technician is a part-time (.5 FTE) for two years (1040 hours per year).

B. ADVISORY BOARD

The Advisory Board will be comprised of stakeholders possessing a mix of related experience and expertise. Members of the Advisory Board bring: knowledge of Ohio history, especially as it may apply to the years 1880-1922; knowledge of Ohio journalism and newspapers, especially as it may apply to the years 1880-1922; knowledge and/or experience relating to newspaper microfilm, microfilming processes, and microfilm digitization; experience with cataloging, and knowledge of metadata standards and best practices. The Board will meet four times over the two-year project and will spend two days working outside of meetings (see final attachment entitled "Consultants and Advisory Board Members" for a list of Advisory Board members; see Appendices D and E for their resumes and letters of commitment).