

**NATIONAL ENDOWMENT  
FOR THE HUMANITIES**

SAMPLE APPLICATION NARRATIVE



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Preservation and Access Grants: National Digital Newspaper Program  
Institution: University of Illinois at Urbana-Champaign



## DESCRIPTION OF THE PROJECT

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On behalf of the Illinois Digital Newspaper Project Planning Consortium, a coalition of major cultural heritage institutions in Illinois, the University of Illinois at Urbana-Champaign (UIUC) Library requests funding in the amount of \$397,395 from the National Endowment for the Humanities (NEH) in support of the proposed Illinois Digital Newspaper Project. In accordance with the specifications and guidelines of the National Digital Newspaper Program (NDNP), UIUC Library will select, digitize, and make available to the Library of Congress 100,000 pages of Illinois newsprint, published between 1860 and 1922. Providing an additional \$106,143 as cost-share support for the project, UIUC Library will serve as the lead institution, drawing on the expertise and resources of consortium members.

The Illinois Digital Newspaper Project builds upon two highly successful newspaper preservation and access programs currently hosted at UIUC Library, the Illinois Newspaper Project (INP) and the Illinois Digital Newspaper Collection (IDNC). Since 1987, the NEH-funded Illinois Newspaper Project, part of the US Newspaper Program, has provided bibliographic access to thousands of Illinois newspaper titles located at hundred of repositories throughout the state. Over the past three years, the current INP teams, located at UIUC Library and the Chicago History Museum, have made major progress in newspaper preservation by microfilming more than 800,000 pages of Illinois newsprint. During the same three years, the History, Philosophy and Newspaper Library (HPNL) at UIUC Library launched a highly successful newspaper digitization program. By the end of 2008, over 150,000 pages of Illinois newspaper heritage will be freely available in a digital format through the HPNL's Illinois Digital Newspaper Collection. In 2009, HPNL will provide access to an additional 100,000 pages of digital newspapers through the *Farm, Field and Fireside* agricultural newspaper digitization project. These projects have provided UIUC Library with valuable expertise in newspaper preservation and digitization that will carry over as we undertake the challenges of the National Digital Newspaper Program.

UIUC Library will fully comply with the granting requirements set forth by NEH and the technical specifications outlined in the Library of Congress' *Technical Guidelines for Applicants* document. An advisory board of historians, scholars, and newspaper publishers will be formed and charged with the task of newspaper title selection. Using requested grant funds, UIUC Library will outsource microfilm duplication, digitization, and specified metadata creation processes to a third-party vendor. Full-time staff hired specific for this project will complete microfilm evaluation, title selection, enhancement of vendor-created metadata, tracking and quality control of microfilm and digital assets, validation of digital files, and delivery of project deliverables to LC.

For every title selected, UIUC Library will provide a 500 word Newspaper History essay, an updated CONSER- level MARC record, and conformant title-level and issue-level metadata. Deliverables for each newspaper page include 8-bit grayscale TIFF images, JPEG 2000 images, OCR text and associated bounding boxes, PDF images with hidden text, and conformant structural and technical metadata. All digital assets will be validated according to NDNP requirements and delivered to LC in a METS object structure. Duplicate silver negative microfilm used in this project will also be deposited with the Library of Congress.

UIUC Library looks forward to collaborating with NEH, LC, and other NDNP awardee institutions to provide enhanced access to United States newspapers by contributing historically significant content to the *Chronicling America: Historic American Newspapers* database.



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## INTRODUCTION

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The University of Illinois at Urbana-Champaign (UIUC) Library on behalf of the Illinois Digital Newspaper Project Planning Consortium proposes to select, digitize, and make available to the Library of Congress 100,000 pages of Illinois newsprint, published between 1860 and 1922, as part of the National Digital Newspaper Program (NDNP). Formed in 2007, the Illinois Digital Newspaper Project Planning Consortium consists of librarians and digital conversion experts from the Abraham Lincoln Presidential Library (ALPL), the Chicago History Museum (CHM), the Chicago Public Library, the Illinois State Library, the Newberry Library, the University of Chicago Library, and the University of Illinois at Urbana-Champaign (UIUC) Library. UIUC Library will serve as the lead institution, drawing on the expertise and microfilm holdings of consortium members. The proposed Illinois Digital Newspaper Project (IDNP) builds on the success of the Illinois Newspaper Project, funded by the National Endowment for the Humanities (NEH), supported by the Library of Congress, and currently hosted and managed by consortium members at UIUC Library and the Chicago History Museum.

## HISTORY AND SCOPE OF PROJECT

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### *History of Illinois Newspapers (1860-1922)*

Whether reporting local and regional events of national significance or documenting the local experience of national and international events, Illinois newspapers provide rich source material for the history of the Civil War, Reconstruction, Gilded Age and Progressive Era in American history.

Newspaper publishing came later to Illinois than to the surrounding territories, with the establishment of the *Illinois Herald*, the first newspaper in Illinois Territory, in 1814 at Kaskaskia, the territorial capital (1809-1818) and later first state capital (1818-1820). The press spread slowly but steadily from south to north across the state over the next two decades, following population settlement patterns. A cluster of early Illinois papers in Kaskaskia (*Western Intelligencer*, est. 1816, *Illinois Intelligencer*, est. 1818), Shawneetown (*Illinois Emigrant*, est. 1818, *Illinois Gazette*, est. 1819), and Edwardsville (*Edwardsville Spectator*, est. 1819), was followed by the establishment in 1828 of the first newspaper published in northern Illinois, the *Miner's Journal*, in the lead mining settlement at Galena, joined in 1829 by the *Galena Advertiser*.

Kaskaskia's *Illinois Intelligencer* moved with the capital to Vandalia in 1820, where it competed with several other newspapers in the 1830s, including the *Illinois State Register* (1836- ), which in turn was relocated to Springfield in 1839 after the capital was moved to that city. In the meantime, the *Sangamon Journal* had been established in Springfield in 1831, which was subsequently published as the *Illinois State Journal*. (These two newspapers were consolidated into the *State Journal Register* in 1974.)

The first Chicago newspaper, the weekly *Chicago Democrat*, was founded in 1833 by John Calhoun a few weeks after the first town charter was issued. In 1836 Calhoun sold his struggling concern to John Wentworth, who represented Chicago in Congress and served as mayor of Chicago while continuing to publish the *Democrat*. In 1840 the *Democrat* became a morning daily.



By this time there were forty-three newspapers in publication in Illinois. Newspaper publishing flourished in the 1840s, with a total of 118 newspapers in production at the close of the decade. The influential farmer's weekly, the *Prairie Farmer*, began publication in Chicago in 1841, and the *Chicago Tribune* was established in 1847, initially affiliated with the nativist Know Nothing party. In the late 1840s the Chicago newspaper, *Herald of the Prairies* (1847-1849), pioneered the idea of syndicated content with the "patent inside" supplement (articles marketed to other publishers for placement in their newspapers), at the same time that the telegraph was being adopted for use by the press.

At the onset of the Civil War, there were nearly 300 newspapers published in the state. The *Chicago Tribune*, which by 1860 had affiliated with the Republican Party and was promoting abolition and Abraham Lincoln, became the *Chicago Daily Tribune* in 1860, and in 1861 it absorbed Wentworth's *Democrat*, for a total combined circulation of 40,000.

In Illinois, as throughout the country, the Civil War served to boost interest in newspapers, and two decades of rapid growth in newspaper publishing ensued. The expansion of the press in Chicago was briefly halted by the Great Fire of 1871, which destroyed every newspaper publishing house in town. Many quickly revived, however, and enjoyed renewed growth in the 1870s. As the population swelled (Chicago alone saw a doubling of its population between 1860 and 1870 and again between 1870 and 1880), the market for newspapers became increasingly diversified. Designed to appeal to a regional audience of elite commercial and cultural interests, the *Inter Ocean* was established in Chicago in 1872. The *Chicago Daily News*, in contrast, was established in 1876 as one of the first penny newspapers. Sold to Victor Freeman Lawson within months of its founding, the *Chicago Daily News* succeeded in establishing a mass readership, with a circulation of 134,685 in 1885 (compared to the *Tribune's* circulation of 36,396 and the daily *Inter Ocean's* 18,000). During the Spanish American War, Lawson introduced the practice of establishing foreign news bureaus.

By 1880, more than 1,000 newspapers were in production in Illinois, serving a total population of 3.4 million, with at least one newspaper issued in each of the state's 102 counties. Thirty years later the number of Illinois newspapers had nearly doubled, with 1,810 titles published in 647 localities, serving a total state population of 5.4 million. Newspaper publishing in Illinois remained at roughly this level throughout the Progressive Era.

Several African American newspapers were founded in the 1880s, from Cairo in the southern tip of the state (*Gazette*, 1881-1890) to Chicago (*Chicago Eagle*, 1889-1930, *Free Speech*, 1888-1898, *Bee-Free Speech*, 1888-1895, *Plain Dealer*, 1888-1922). The *Chicago Defender* was founded in 1905 and quickly became the nation's most widely read and influential African American newspaper, serving as a major catalyst for the Great Migration.

Among the local and regional events of national significance from this period that were recorded in Illinois newspapers were the Haymarket Square bombing and riot in 1886 (and subsequent trial and conviction of eight anarchists and execution of four), the spread of the Pullman factory strike in 1894 into a national railway strike, the Cherry Coal Mine disaster in 1909, and the Black Sox scandal in 1919. National events with a particular local resonance in this period include the election of Abraham Lincoln as the 16<sup>th</sup> president; the participation of more than 250,000 Illinois soldiers in the Civil War; Lincoln's reelection in 1864 and his assassination in 1865; the World's Columbian Exposition in Chicago in 1893, commemorating the 400<sup>th</sup> anniversary of European exploration of the Western hemisphere; the



founding of the I.W.W. in Chicago in 1905; the participation of more than 350,000 Illinois troops in World War I; and the death of more than 22,000 Illinois residents in the influenza epidemic of 1918-1919.

From the Civil War through the Progressive Era, no issue was more central to the American experience than race relations, and Illinois played a key role in the national struggle to define membership in the body politic. Lincoln's presidency, the national prominence of the *Chicago Defender* in the early 20<sup>th</sup> century, the Great Migration, and the race riots in Springfield in 1908, East St. Louis in 1917 and Chicago in 1919, were seminal events in American race relations, all richly documented in the state and local press.

***Chronology of Significant Events in Illinois History, 1860-1922***

1860	Lincoln elected 16th President
1861	Inauguration of Lincoln on March 4
1861-1865	More than 250,000 Illinois soldiers serve in Union Army during Civil War (6,000 killed in action, 3,000 died from wounds, 20,000 died from disease)
1863	Lincoln issues Emancipation Proclamation on January 1
1864	Lincoln re-elected President
1865	Lincoln's Second Inaugural Address on March 4
1865	Lincoln assassinated on April 14, buried in Springfield on May 4
1865	Union Stock Yards open in Chicago
1867	Founding of Illinois Industrial University (later University of Illinois) in Urbana
1868	Field, Leiter & Company's store (forerunner of Marshall Field's) opens its "Marble Palace" department store in Chicago
1869	Illinois Equal Suffrage Association founded in Chicago
1871	Chicago Fire, October 8-9; every newspaper publishing operation in Chicago destroyed. One month earlier Chicago Tribune warns of fire hazards in city.
1872	First public library in Illinois established in Elgin
1872	Aaron Montgomery Ward founds world's first mail order business in Chicago
1873	Founding of Women's Christian Temperance Union in Evanston, Illinois



- 1873 Opening of Chicago Public Library
- 1875 Mary Todd Lincoln found insane by jury, committed to asylum in Batavia
- 1878-1879 Telephone exchanges introduced in Chicago, Springfield, Bloomington and Decatur
- 1879 Art Institute of Chicago established (as Chicago Academy of Fine Arts)
- 1883 First compulsory school attendance law in Illinois enacted by state legislature
- 1885 Home Insurance Building, first skyscraper built in Chicago
- 1886 Haymarket Square bombing and riot
- 1889 Founding of Hull House in Chicago, one of the first settlement houses in the U.S.
- 1889 Illinois State Historical Library (now Abraham Lincoln Presidential Library and Museum) established by state legislature
- 1891 Provident Hospital, the first Black hospital in the U.S., established in Chicago by Dr. Daniel Hale Williams
- 1891 Founding of University of Chicago by John D. Rockefeller
- 1893 World's Columbian Exposition held in Chicago
- 1893 Sears and Roebuck established in Chicago by Richard Sears and Alvah Roebuck; first Sears' catalogue is issued
- 1894 Pullman factory strike in Chicago leads to national railway strike
- 1900 Frank Lloyd Wright establishes studio in Oak Park, Illinois
- 1900 Farm population of Illinois peaks at 1,215,000 (total Illinois population = 4,822,000)
- 1900 Chicago (incorporated, 1837) is fifth largest city in the world
- 1903 Illinois state legislature enacts first child labor protection: 8-hour workday and 48-hour work week
- 1905 Chicago Defender founded in Chicago by Robert S. Abbott
- 1905 Eugene V. Debs, Mother Jones and others found the I.W.W. in Chicago



1905	First Rotary Club founded in Chicago
1906	Upton Sinclair's muckraking novel, <i>The Jungle</i> , published, exposing working conditions in Chicago meat-packing industry
1907	First electric washing machine patented in Chicago
1908	Socialist Party convention in Chicago nominates Eugene V. Debs for president
1908	Springfield Race Riot
1909	Cherry Coal Mine disaster at St. Paul Mine in Cherry, Illinois
1909	Illinois state legislature establishes 10-hour workday for women (upheld by Illinois Supreme Court in 1910)
1910	3,000 members of the Women's Christian Temperance Union march in downtown Chicago
1917	Race riots in East St. Louis
1917-1918	More than 350,000 Illinois men serve in World War I
1918-1919	22,207 people die of influenza in Illinois
1919	Chicago Race Riot
1919	Black Sox scandal
1919	Communist Party of USA holds first convention in Chicago
1922	Herrin massacre: 22 miners killed during coal strike

### ***Illinois Newspaper Collections***

Located in Springfield, the Abraham Lincoln Presidential Library, formerly the Illinois State Historical Library, houses the state's largest collection of Illinois newspapers, both originals and microfilm. Its microfilm holdings total more than 73,000 reels, representing roughly 4,900 titles from all 102 Illinois counties. Prior to the 1980s, most of the microfilming of newspapers in the state was done by commercial reprographic services such as Bell and Howell, Midwest Microfilm, and by the Wisconsin Historical Society. The Chicago Public Library produced a relatively small amount of microfilm (mainly neighborhood newspapers), as did the Center for Research Libraries (focusing on the ethnic press) and the University of Illinois at Urbana-Champaign. In the 1980s, the Illinois State Historical Library (now the Abraham Lincoln Presidential Library) was mandated by the state legislature to microfilm the state's





newspapers, and today continues to film more than 300 titles on an ongoing basis, as well as retrospective runs as time and resources permit.

With NEH funding through the U.S. Newspaper Program, the Abraham Lincoln Presidential Library, Chicago History Museum, and University of Illinois at Urbana Champaign have all hosted the Illinois Newspaper Project (INP), and as a result the state of bibliographic control of their holdings is excellent. The INP began at the Illinois State Historical Library with an NEH award in 1987 for the planning phase of the INP. Funding for the implementation of the project followed in 1989, and the Chicago Historical Society joined forces with ISHL for the project, with responsibility for inventory and cataloging split between the two project teams along geographical lines. ISHL was responsible for all of downstate Illinois, while CHS was responsible for the northern tier of counties. In the first six years of the project, INP staff created more than 6,000 bibliographic records and nearly 12,000 local data records for U.S. newspapers held at the State Historical Library. In 1995 the downstate site of the INP relocated to the University of Illinois at Urbana-Champaign campus, where inventory and cataloging of the UIUC newspaper collection was completed, followed by work at hundreds of repositories across the state. Preservation microfilming under INP began in late 2005 and continues today under the auspices of the UIUC and CHM teams in the final phase of the project.

The University of Illinois at Urbana-Champaign houses a significant collection of original print and microfilm of Illinois newspapers, with positive service microfilm copies purchased over the years from a variety of micrographic vendors. Total Illinois holdings in print and on microfilm represent more than 1,100 titles. With the exception of a few local titles filmed before 1980 and titles from across the state currently being filmed under USNP, the microfilm collection of newspapers at UIUC consists of positive service copies.

Since its founding in 1856 as the Chicago Historical Society, the Chicago History Museum has collected Illinois newspapers, and today CHM maintains more than 3,300 newspaper titles in print and on microfilm. Like the collection at UIUC, the microfilm at CHM consists mainly of positive service copies, except for the microfilm now being produced under USNP.

Other major collections of newspapers in the state are located at the Center for Research Libraries, the Chicago Public Library, the University of Chicago, and Northwestern University. Many other libraries, museums, historical societies, and other Illinois institutions hold and provide access to current print and/or newspapers on service copy microfilm. Some of the larger collections can be found at the Newberry Library, Southern Illinois University at Carbondale, the Decatur Public Library, and the Bloomington Public Library. The INP at UIUC maintains a searchable database with holdings of Illinois newspapers at Illinois repositories: <http://www.library.uiuc.edu/inp/database.php>.

### ***Newspaper Digitization Efforts in Illinois***

The earliest commercial efforts to digitize Illinois newspapers (i.e., providing digital facsimiles and keyword searching capabilities) date to the early 2000s, with the digitization of the *Chicago Tribune* and *Chicago Defender* by ProQuest Information and Learning. Readex began digitizing its massive microform collection, *Early American Newspapers*, in 2004, issuing the first of seven modules. Based largely on the collections held at the American Antiquarian Society, the Library of Congress and the Wisconsin



Historical Society, *America's Historical Newspapers*, as the Readex database is now known, offers several substantial runs of historically significant Illinois newspapers (see Appendix 2), such as the *Edwardsville Spectator*, *Illinois Gazette*, *Illinois Emigrant*, and *Illinois Intelligencer*. Subsequently Gale Cengage digitized a number of Illinois titles for its *Nineteenth Century U.S. Newspaper* database, largely based on the newspaper microform collections of the Wisconsin Historical Society and the Library of Congress. This database also includes the *Daily Inter Ocean* (Chicago), 1874-1896; the *Illinois Gazette* and *Illinois Emigrant* (Shawneetown), 1819-1830; as well as the *Union Signal*, 1881-1899, a temperance newspaper issued in Evanston; plus scattered issues of several other titles. NewspaperARCHIVE.com is another commercial entity selling subscriptions to digitized Illinois newspapers, mainly to genealogists. As with Gale Cengage's product, NewspaperARCHIVE.com provides access to a small body of highly scattered content. Illinois titles published prior to 1922 that are currently being offered by commercial vendors are detailed in Appendix 2.

Although major research libraries and large library consortia frequently offer access to some of these commercial databases, the purchase and subscription costs are beyond the reach of many libraries, and no single library can offer comprehensive access to all commercially digitized Illinois newspaper content.

Outside the commercial sector, the first major newspaper digitization project in Illinois was accomplished by the Quincy Public Library, with support from the Illinois State Library, Institute for Museum and Library Services, and the Department of Housing and Urban Development. Based on Olive Software's Active Paper Archive, the Quincy Historical Newspaper Archive features cross-searching and article segmentation for Quincy newspapers from 1835 to 1919.

Several smaller scale newspaper digitization projects have been completed by libraries throughout Illinois. The Flora Digital Newspaper Collection, available via the Illinois State Digital Archives hosted at the Illinois State Library, contains the digital version of the *Flora Journal-Record* (1920-1929) and the *Southern Illinois Journal* (1907-1920). In 2003, the Ames Library at Illinois Wesleyan University launched the digitized version of the university's student newspaper, the *Argus*. Issues for 1894-2003 are available using Greenstone digital library software, while the years 2004-current are accessed via ContentDM. The Barrington Public Library has digitized 1914-1930 of the *Barrington Review*, and the Northern Suburban Library System has digitized the *Huntley Farmside* (1960-), published in Huntley, Illinois, both available via the Illinois Digital Archives. Finally, the Center for Research Libraries (CRL) has completed digitization of the first ten years (1908-1917) of the Chicago Polish language paper, *Dziennik Zwiazkowy*. The Chicago Public Library is currently digitizing the *Chicago Examiner* for the years 1908-1918 (estimated 90,000 pp.), which will be available later this year on the CPL web site. The Flora, Barrington, Huntley, CPL and CRL projects are all delivered using ContentDM software.

In 2007, UIUC Library launched the Illinois Digital Newspaper Collection (IDNC), a repository of digital facsimiles of historic Illinois newspapers. Currently the IDNC holds over three decades each of two titles, the *Urbana Daily Courier* and the *Daily Illini* (UIUC's student newspaper). Equipped with Olive Software's Active Paper Archive, the IDNC is a freely web-accessible resource featuring page by page browsing, full keyword searching, and article segmentation. UIUC Library has plans to add additional content to the site, possibly including repurposed material from the proposed NDNP project. In August 2008, UIUC Library received a significant LSTA award from the Illinois State Library to digitize approximately 100,000 pages of weekly farm newspapers published in Midwestern states between 1870 and 1923. This project, *Farm, Field, and Fireside*, is planned to be available online by Summer 2009.



## METHODOLOGY AND STANDARDS

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### *IDNP Planning Grant and Consortium Members*

Recognizing the importance of NDNP and the challenges associated with digital conversion of a dispersed body of negative microfilm, the Illinois State Library awarded a planning grant under the LSTA program to UIUC Library in 2007 to develop an NDNP proposal for the state of Illinois. The primary goal of the planning grant was to build a coalition of major cultural heritage institutions in Illinois with a stake in newspaper digitization initiatives. Other goals were to identify and evaluate the condition of major microfilm holdings of Illinois newspapers and to draft a proposal for an NDNP project in Illinois.

To meet the goals of the planning grant, the Illinois Digital Newspaper Project (IDNP) consortium was formed and held its first meeting at the Chicago History Museum in October 2007. The IDNP Consortium consists of librarians and digital conversion experts from the Abraham Lincoln Presidential Library (ALPL), the Chicago History Museum, the Chicago Public Library, the Illinois State Library, the Newberry Library, the University of Chicago, and the University of Illinois at Urbana-Champaign (UIUC). Members are listed below:

- John Brady, Director of Reader Services, Newberry Library
- Sherry Byrne, Preservation Librarian, University of Chicago Library
- Linda Evans, Chief Cataloger, Chicago History Museum
- Kathryn Harris, Library Services Director, Abraham Lincoln Presidential Library
- Alyce Scott, Digital Imaging Program Manager, Illinois Digital Archives, Illinois State Library
- Mary Stuart, History, Philosophy and Newspaper Librarian, UIUC Library
- Nathan Yarasavage, Research Information Specialist, UIUC Library
- Greta Bever, Assistant Commissioner, Central Library Services, Chicago Public Library

Over the past year, the consortium held two formal meetings and had additional discussions via phone and email. Also as part of the planning process, Nathan Yarasavage traveled to NDNP sites at the Library of Virginia, the Library of Congress, and Pennsylvania State University Libraries in an effort to gain insights from existing NDNP projects. Yarasavage and Stuart also made contact with NDNP staff at the Minnesota Historical Society and the New York Public Library. Project contacts at these sites were very accommodating and provided valuable information on the day-to-day operations of their NDNP sites, as well as helpful advice on shaping a project for Illinois.

### *Microfilm Availability*

As detailed in the master negative microfilm appendices, master negatives of Illinois newspapers are held by a wide range of libraries, museums, and corporate entities located both inside and outside of the state. During the planning grant period, consortium members compiled holdings information of master negative microfilm held at the following repositories: ALPL, UIUC, ProQuest Information and Learning, and Heritage Microfilm. This included tracking down legacy microfilm produced by commercial filming operations no longer in existence. Consortium members also sought letters of commitment from these institutions, which are included in Appendix 5.



Consortium members consulted *Newspapers in Microforms*, the Illinois Newspaper Project database (<http://www.library.uiuc.edu/inp/>), a list of Library of Congress master negative microfilm holdings for Illinois from the Library of Congress's catalog, the *Chronicling America* newspaper directory, and ALPL's online database (<http://www.illinoishistory.gov/lib/newspaper.htm>) to create a preliminary list of eligible newspaper titles. In forming the list, consortium members excluded all post-1923 titles, all non-English content, and titles with runs of fewer than 10 years.

The largest volume of master negative film of Illinois newspapers is held by the Abraham Lincoln Presidential Library, which, as the Illinois State Historical Library, was mandated by the state legislature to produce and preserve "microphotographs" of "selected past editions of newspapers of this State," according to standards established in the State Records Act. The selection of newspapers for microfilming at ALPL is driven by the historical significance, geographic representativeness, and length and completeness of run, along with the ability of local repositories to absorb the cost of filming. ALPL has three Zeutschel cameras and produces vesicular film using a reduction ratio of either 16x or 20x, two pages per frame. The master negative is stored nearby under climate-controlled conditions at the old State Capital building, and the service copy is used in-house and for purposes of interlibrary loan. Using the camera master, ALPL produces positive services copies on demand for a fee.

The list of master negative microfilm identified by the consortium as held by ALPL was submitted to ALPL's Senior Librarian in charge of microfilming, Sandy Stark, who verified its accuracy. The titles, included in Appendix 1, are a small snapshot of relevant holdings at ALPL, but represent a first step in compiling useful information for the IDNP Advisory Board's task of title selection.

From the 1950s through the 1990s, UIUC Library maintained an in-house microfilming operation. None of this film fulfills all of the preservation microfilming standards developed in conjunction with the U.S. Newspaper Program. Several Illinois newspapers were microfilmed in-house at UIUC, and the camera masters for these titles are held by UIUC Library. All 1,000 reels of this film were produced on acetate film stock, and these are currently being transferred to polyester film stock by Northern Micrographics. Staff in the History, Philosophy and Newspaper Library at UIUC has created an inventory of this microfilm, which is reflected in Appendix 1.

Although the Illinois Newspaper Project has been in existence since the late 1980s, preservation microfilming of Illinois newspapers under INP began only in 2006. Approximately 800,000 pages have been filmed under INP to date, and by Fall 2009, the UIUC and CHM teams expect to have completed more than 1,500,000 pages. In terms of chronological coverage and language of publication, some of this film will be NDNP-eligible. These titles are listed in Appendix 1.

A number of Illinois newspapers were originally filmed by the Library of Congress Photoduplication Service, and the master negative film is available from LC. A list of these titles appears in the Master Negative Appendix (Appendix 1).

A considerable amount of unique master negative film of Illinois newspapers is owned by two companies, ProQuest Information and Learning and Heritage Microfilm. In terms of historical importance, geographical representativeness, and completeness of runs, these holdings are significant.



Both ProQuest and Heritage have agreed to make negative microfilm available to IDNP under certain conditions. Lists of their microfilm holdings are also included in Appendix 1.

## ***Newspaper Selection Plan***

As detailed above, Illinois newspapers have been microfilmed by a variety of private and public institutions following a variety of technical approaches, most not falling under the purview of USNP. For the proposed project, determining microfilm's technical suitability for digitization is therefore the top criterion for title selection. As suggested by the Library of Congress (<http://www.loc.gov/ndnp/content-selection.html>), regardless of a newspaper's research value, insufficient image quality on microfilm will likely yield unsatisfactory digital images and automated text conversion output. UIUC Library has gained experience with microfilm quality issues while digitizing compromised microfilm for the Illinois Digital Newspaper Collection (IDNC). The microfilm used to digitize the *Urbana Daily Courier* for the IDNC is the only known copy of this orphaned newspaper, and it suffers from every conceivable technical shortcoming. Only microfilm that is technically suitable for digitization will be considered for selection in this project.

An advisory board will be formed and will be charged with the responsibility of selecting newspaper titles from the pool of master negative microfilm identified as suitable for digitization. Adhering to the selection criteria provided by the Library of Congress (<http://www.loc.gov/ndnp/content-selection.html>), the advisory board will prioritize a list of candidate newspaper titles for digitization. A similar ranking system has been developed and used successfully by the INP team at UIUC in prioritizing titles for preservation microfilming.

As recommended by the Library of Congress, the IDNP advisory board will create a rating scale giving higher scores to titles with the follow attributes:

- Titles recognized as the "paper of record" at the state or county level
- Titles with statewide or regional influence
- Titles considered to be important informational sources for specific ethnic, racial, political, economic, religious, or other special audiences or interest groups.
- Orphaned titles
- Titles with state-wide or multi-county geographical representation
- Titles with long runs of complete chronological coverage (i.e. lacking major gaps on the microfilm between the eligible years of 1860-1920)

In addition, the advisory board will make efforts to meet the following criteria specific to newspapers published in Illinois:

- Mix of Chicago/urban/industrial and downstate/rural/agricultural titles
- Equal representation of papers serving Chicago and urban populations outside of Chicago
- Equal representation of labor, commercial, industrial, and agricultural groups



To facilitate the advisory board's discussion and decision making process, project staff will set up and maintain a secure wiki or collaborative web site as well as an email list-serve or discussion board. The following materials will be available on the collaborative web site:

- Links to NDNP and NEH web sites
- Library of Congress and NEH Content Selection Guidelines
- Ranking formula and forms for title prioritization
- List of titles on master negative microfilm suitable for digitization
- Map of Illinois including counties and county seats
- Timeline of major events in Illinois history 1860-1923
- Bibliography of sources relating to Illinois Newspapers (Appendix 6)
- Advisory board roster

### ***Consortium Member Roles***

While planning an NDNP project for Illinois, consortium members discussed and defined roles for each institution. Specific responsibilities of project personnel are detailed in the Project Staffing section of the narrative.

UIUC Library will serve as the lead organization, managing all aspects of the proposed project and hosting all permanent project staff. Personnel at UIUC Library will provide data back-up protection of the project's digital assets on UIUC Library-owned server space. UIUC Library will also coordinate the borrowing, transfer, and duplication of negative microfilm selected for digitization under this project.

The Chicago History Museum (CHM), also hosting a team of the Illinois Newspaper Project, has filmed 60 Illinois newspaper titles to date. CHM has agreed to make print masters available for digital conversion through the Illinois Digital Newspaper Project. Print masters of all INP film are held at OCLC Preservation Services, and any reels selected for digitization through the proposed project can be duplicated readily to project specifications. The duplicated reels will be digitized and deposited at LC per the terms of the grant. CHM's letter of commitment is included in Appendix 5.

The Abraham Lincoln Presidential Library and Museum, holding the largest volume of master negative film of Illinois newspapers, has agreed to contribute film for inclusion in the proposed Illinois Digital Newspaper Project. Reels provided by ALPL will be duplicated by a vendor to project specification and returned to ALPL. The duplicated copies will be digitized and deposited at LC per the terms of the grant. The Abraham Lincoln Presidential Library and Museum is administered by the Illinois Historic Preservation Agency and governed by the IHPA Board of Trustees. At their June 2008 meeting, the Trustees agreed to allow duplication of their film for inclusion in the proposed Illinois Digital Newspaper Project. ALPL's letter of commitment is included in Appendix 5.

In addition to providing access to eligible negative microfilm, consortium members will review the Advisory Board's recommendations for title selection, advise project staff on the order in which titles should be digitized, and review the 500-word essays prepared for each title digitized. Consortium members have agreed to confer and collaborate on repurposing of content created under the proposed project (beyond the parameters of this grant).



## ***Digital Infrastructure and Project Experience***

UIUC Library conducts a broad range of digital projects including digitization of library collections and archives and research in information retrieval technologies for digital collections. UIUC has been recognized as a leader in various national and international digital library research projects. In addition to providing access to a number of locally developed digital image and text collections, UIUC is a 2004-2007 recipient of a Library of Congress National Digital Information Infrastructure Preservation Program (NDIIPP) award, a 2007 recipient of a Digital Library Federation (Mellon Foundation) award (“DLF Aquifer Development for Interoperability Across Scholar Repositories: American Social History Online”), and also serves as a large scale digitization site for the Open Content Alliance. For a list of past and ongoing projects, consult <http://www.library.uiuc.edu/digproj/digproj.html>. Through these projects, UIUC Library has gained valuable experience in digital project management, including issuing RFPs, evaluating bids for outsourced digital conversion services, and developing quality control routines. Through the NDIIPP-funded ECHO DEpository project, UIUC has gained experience with content transfer to the Library of Congress in the "BagIt" format. UIUC Library's Large-Scale Digitization Working Group, which was formed in 2006 to provide advice regarding content selection, workflows, and preservation strategies in conjunction with the OCA scanning center at UIUC, has expanded to include establishing best practices for digital conversion and asset management at UIUC.

The co-Principal Investigators, Mary Stuart and Nathan Yarasavage, from the History, Philosophy and Newspaper Library (HPNL) at UIUC, have relevant experience with projects involving newspaper and serials digitization from microfilm. In consultation with the Digital Content Creation and Digital Services and Development units at UIUC Library, HPNL conducts the following newspaper digitization activities at UIUC:

- ***The Illinois Digital Newspaper Collection***  
In 2006, HPNL launched the Illinois Digital Newspaper Collection (IDNC), which contains searchable digital facsimiles of historic Illinois newspapers. To date HPNL has successfully completed the digitization of three decades each of the *Daily Illini* and the *Urbana Daily Courier*, both published in Champaign-Urbana. IDNC is freely available to Illinois citizens and worldwide users at <http://www.library.uiuc.edu/idnc/>.
- ***Farm, Field and Fireside***  
In August 2008, HPNL received a significant LSTA award from the Illinois State Library to digitize approximately 100,000 pages of weekly farm newspapers published in Midwestern states between 1870 and 1923.
- ***Collegiate Chronicle***  
Over the past year HPNL has completed the first steps toward creating a cross-searchable digital repository of student newspapers published at a wide variety of U.S. colleges and universities between 1875 and 1975. The prototype site is available at <http://www.library.uiuc.edu/cc/>. More content will be added as funding becomes available, with the goal of representing all types of institutions of higher education, including four-year private colleges, research universities, historically black colleges, and community colleges serving predominantly minority populations.



Newspapers available in these collections were digitized from microfilm to specifications of 300 dpi bitonal TIFF images. Using Olive Software's Active Paper Archive technology, papers are accessible at the page and article level. These specifications were modeled after several other successful Olive-based digital newspaper projects, including the *Colorado Historical Newspaper Collection* (<http://www.coloradohistoricnewspapers.org/>), the *Brooklyn Daily Eagle Online* (<http://brooklynpubliclibrary.org/eagle/>), and *Pennsylvania Civil War Newspapers* (<http://digitalnewspapers.libraries.psu.edu/>).

These projects continue to provide HPNL with valuable experience in the entire life-cycle of outsourced newspaper digitization, including vendor selection, microfilm evaluation, and the tracking, quality review, and long-term preservation of microfilm and digital assets. Mary Stuart and Nathan Yarasavage have attended a number of conferences and workshops focusing on newspaper digitization, such as the Collaborative Digitization Program's "Digitizing Historic Newspapers" program at Denver in 2005, the IFLA 2006 International Newspapers Conference, "Newspapers of the World Online" in Salt Lake City, various sessions of the ALCTS Newspaper Discussion Group at ALA, and the MetaMorphosis Film-to-Digital Institute at the University of Kentucky in 2007.

UIUC has also hosted the Illinois Newspaper Project since 1995. Stuart became Principal Investigator in 2005. The UIUC team is currently completing the inventory and cataloging of Illinois newspapers. To date the UIUC team has completed preservation microfilming of 800,000 pages of Illinois newsprint (nearly 200 titles) and expects to complete another 600,000 pages by the end of the project.

## WORKPLAN

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### *Summary*

The major tasks of the proposed project include:

1. Microfilm Evaluation
2. Title Selection
3. Microfilm Duplication
4. Microfilm Digitization
5. Derivatives and OCR creation
6. Metadata creation
7. Tracking and Quality Control
8. Validation and Delivery

Project staff will complete microfilm evaluation, title selection, portions of the metadata creation, tracking and quality control of microfilm and digital assets, validation of digital files, and delivery of project deliverables to LC. Using requested grant funds, UIUC Library will outsource microfilm duplication, digitization, and specified metadata creation processes required by NEH. PIs and the project coordinator will select service providers through a formal request for proposal process, including a request for project deliverable samples. During the 2007-2008 IDNP planning grant period, UIUC Library contacted several vendors in order to obtain pricing quotations for the purposes of planning a project budget. An overall average of these estimates is reflected in the budget. Project staff will choose one or more vendors based on the best combination of many factors including but not limited to quality of sample images, company's professionalism, pricing structure, and company's proven ability to meet project objectives and time frame.





Though many of the project tasks can be predicted ahead of time, the exact work plan for duplication, digitization, and metadata creation will vary depending on the outcome of the title selection process. (For example, when selected titles are held by a commercial entity, project staff may be limited to contracting with that company for conversion processing.) It is therefore impossible at this juncture to outline a single workflow for the project. Instead, multiple workflow scenarios have been planned that are capable of building upon the alternative outcomes of the microfilm evaluation and title selection process.

## ***Microfilm Evaluation***

An ideal newspaper title selection plan would require the Advisory Board to first consider a title according to its intellectual content and second by the microfilm's technical suitability for digitization. Given the situation in the state of Illinois, where a wide variety of microfilming sources and practices prevail, it is unrealistic to shape the title selection process in this order. For the proposed project, microfilm evaluation must be viewed as the first criterion for title selection. Titles will become eligible for selection if and only if they are determined to be suitable for digitization.

During the early months of the project, the project coordinator and one or both of the project's principal investigators will travel to (or request samples from) ALPL, UIUC, CHM, LC, ProQuest, and Heritage. The project staff will evaluate several samplings of each repository's candidate master negative microfilm reels. IDNC Planning Grant consortium members have already made significant efforts to create candidate lists for these repositories (Appendix 1). In compiling the lists, consortium members excluded all post-1923 titles, all non-English content, and titles with runs of fewer than 10 years. It will be the charge of the project coordinator to further refine these lists by evaluating the candidate microfilm's suitability for digitization.

In conformance with Library of Congress recommendations as outlined in the NDNP Technical Guidelines for Applicants, the following factors will be considered when evaluating film for digitization suitability:

- Quality of original text and microfilm capture. Preference will be given to titles on higher quality microfilm.
- Reduction ratio used when microfilming the original newspaper. Preference will be given to titles with reduction ratios under 20x.
- Resolution test patterns of the camera master negative microfilm duplicated for scanning. Resolution test patterns at 5.0 or higher will be preferred.
- Variations in density within images and between exposures. Density readings will be in line with USNP microfilming standards available at <http://www.loc.gov/preserv/usnpspecs.html>.
- Confidence level through OCR testing of sample images. If required, sample digital images will be created to test for usable OCR confidence levels.

At the conclusion of this preliminary technical assessment, a list of all candidate microfilm and corresponding technical attributes will be created and supplied to the IDNP advisory board for the title selection process.



### ***Title Selection***

The advisory board will be charged with the responsibility of selecting newspaper titles from the pool of master negative microfilm identified as suitable for digitization.

At the onset of the project, the project staff will set up and maintain the advisory board's secure wiki or collaborative web site as well as the email list-serve or discussion board. This site will contain the relevant information, including NEH and LC selection criteria, needed to complete the title selection process.

Advisory board members will submit completed newspaper title ranking forms to the secure web space. The project PIs and project coordinator will review the rankings and form a decision to be shared with the IDNP consortium and advisory board. Members of the consortium and members of the advisory board will provide feedback by means of the secure discussion board, list serve, or conference call. The project PIs and project coordinator will not select vendors for duplication, digitization, and metadata creation until the title selection has been made.

### ***Microfilm Duplication***

Per grant requirements, UIUC Library will produce one clean second-generation duplicate silver negative microfilm reel for every reel selected to be digitized. Depending on the outcome of title selection, project staff will pursue one (or a combination) of the following procedures:

- When selected titles exist on microfilm held by ALPL, UIUC, CHM, or other non-commercial entities, UIUC Library will outsource duplication services to a third-party vendor.
- When selected titles are held by LC, Heritage Microfilm, or ProQuest Information and Learning, UIUC Library will purchase, directly from the owner, one second-generation duplicate silver negative reel for every reel selected to be digitized.

Duplicated reels will be shipped to UIUC Library for inspection and tracking before shipped to a vendor for digitization. After digitization services are completed, newly duplicated reels will be deposited at the Library of Congress per the terms of the grant. All second-generation negatives will be created in accordance to USNP and RLG standards.

### ***Digitization and OCR Processing***

One or more third-party vendors will complete the scanning and creation of OCR text as prescribed by NEH program guidelines and LC *Technical Guidelines for Applicants*.

Vendors will perform digitization to the follow specifications:

- Scan from clean second-generation duplicate silver negative preservation microfilm



- Capture images at 8-bit grayscale at the maximum resolution possible between 300-400 dpi, relative to the physical dimensions of the original material
- Split two-up film so that there is one page image per file
- De-skew images with a skew of greater than 3 degrees
- Crop to include visible edge of paper, retaining up to ¼ inch beyond edge
- Capture microfilm target frames and additional scanning resolution targets at the start of each session to monitor scan quality

For every page image, vendor(s) will create OCR text encoded using the ALTO (Analyzed Layout and Text Object) schema, Version 1-4 or greater. As specified by LC, vendors will follow the OCR specifications:

- Create one OCR text file per page image
- Name each OCR text file to correspond with the page image it represents
- Use UTF-8 character set
- Refrain from saving graphic elements with the OCR text
- Order OCR text in natural reading order (column-by-column)
- Create OCR text file with bounding-box coordinates at the word level
- Conform to the ALTO XML schema
- Create an ALTO XML file containing recognized text for all page images

If possible, vendor(s) will also include confidence level data at the page, line, character, and/or word level. Additionally, vendor(s) will be requested to provide point size and font data at the character or word level.

Vendor(s) will also create a searchable PDF (Portable Document Format) image with hidden text and a JPEG2000 compressed image file for each page. Both derivatives will be named in a way to correspond to the page image they represent. Vendor(s) will consult the latest specifications provided by LC and NEH to ensure these derivatives validate.

In summary, the vendor(s) will supply the follow deliverables to UIUC Library:

- One page image, 8-bit grayscale in uncompressed TIFF 6.0 format
- One page image, same as above, compressed as JPEG 2000
- One OCR text file with associated bounding boxes for words
- One PDF image with hidden text

### ***Metadata Creation***

UIUC Library will employ a combination of in-house and outsourced processing to fulfill the metadata requirements set forth by NEH and LC for this project. Project staff will ensure that all in-house and outsourced metadata creation follows the latest specifications available from LC. UIUC Library will deliver all digital assets in a METS object structure, according to an XML Batch template structure as described in Appendix C- XML Metadata Templates of LC's Technical Guidelines for Applicants.

Vendor will create the following:

- Structural metadata for issues/editions digitized and organized by date
- Structural metadata for every page to relate pages to title, date, and edition, sequence pages within issue or section and to identify image and OCR files
- Technical metadata for every reel digitized describing the quality characteristics of the film used for digitization

Consulting with UIUC Library's Metadata Cataloger, M.J. Han, project staff will conduct the following in-house tasks:

- Create or enhance CONSER record for every selected title; CONSER record will be delivered to LC with other project data and will be in MARC 21 Communications format
- Normalize and format any LCCN's to be compliant with MARC 21 standards
- Supplement vendor-created metadata with additional data to support the functions of a trusted repository
- Create issue/edition level metadata for all **known** issues/editions occurrences for issues/editions known to be published but not available in digital format and create a record for that issue/edition using the Issue Present Indicator to indicate the issue/edition the record described is not available
- Create page level metadata for all **known** page occurrences for pages known to be published but not available in digital format and create a record for that page using the Issue Present Indicator to indicate the page the record described is not available

### ***Quality Control Review***

Both quantitative and qualitative quality assurance will be performed on digital assets produced under the purview of this project.

Per project requirements, all NDNP digital objects will be validated prior to delivery to LC. Using the Digital Viewer and Validator (DVV) software distributed by LC, vendors will validate all files (in logical batches) prior to delivery to UIUC Library. This validation provides the quantitative quality assurance (e.g. verification of file types, file naming, proper XML schema usage, etc.) of digital assets. Vendors will send the following deliverables (in logical batches) to UIUC Library:

- Validated master digital page image format = TIFF 6.0 uncompressed
- Validated OCR text file with bounding-box coordinates = 1 text file per page
- Validated PDF image with hidden text = 1 PDF per page
- Validated derivative digital page image in JPEG2000 format
- Validated metadata using METS in accordance with project guidelines



Upon receipt of validated files, project staff at UIUC Library will perform the following qualitative quality assurance:

- Enter receipt of all data into local tracking database
- Re-validate all files using the DVV
- Perform comprehensive qualitative quality assurance on all image files (bibliographic inspection, acceptable imaging focus, tone, legibility, etc.)
- Accept or reject vendor-created deliverables

### ***Data Delivery***

Using USB 2.0 or firewire-enabled external hard drives, UIUC Library will delivery data to LC in monthly batches as outlined in the technical requirements. Project staff will ensure that each hard drive encompasses a single batch and is organized in accordance to the “BagIt” specification, as directed by LC, and explained at <http://www.cdlib.org/inside/diglib/bagit/bagitspec.html>.

UIUC Library will store all digital assets that are in transit to LC on the UIUC Library storage area network (SAN). Server space modules in the amount of two terabytes will be purchased by UIUC Library specifically for this project. There are many benefits to using a SAN architecture, including decreased reliance on dedicated physical hardware, simplified storage administration, and more effective disaster recovery processes. ([http://en.wikipedia.org/wiki/Storage\\_area\\_network](http://en.wikipedia.org/wiki/Storage_area_network)) The SAN at UIUC Library is routinely updated and backed-up on physically separate media by UIUC Library’s IT office.

### ***Project Schedule***

#### First Quarter (July 2009-September 2009)

- *Principal Investigators*
  - Confirm composition of IDNP Advisory Board
  - Issue RFP for duplication, digitization, and metadata creation vendor(s)
  - Recruit, hire, and train IDNP Project Coordinator and IDNP Quality Control and Metadata Specialist
  - Attend NDNP meeting at Library of Congress
  - Provide oversight and technical guidance to IDNP staff
- *Project Coordinator*
  - Review project goals, guidelines, deliverables
  - Lead the creation of IDNP project wiki and web site for Advisory Board
  - Research and compile pertinent information for Advisory Board
  - Order supplies, portable hard drives and accessories
  - Travel to and/or communicate with major microfilm repositories in Illinois to assess microfilm collections’ suitability and availability for digitization
  - Attend NDNP meeting at Library of Congress



- *Quality Control and Metadata Specialist*
  - Review project goals, guidelines, deliverables
  - Assist with creation of IDNP project wiki and web site for Advisory Board
  - Assist Project Coordinator with assessment of microfilm collections' suitability and availability for digitization
  
- *IT Consultant(s)*
  - Set up network infrastructure and assist in ordering of computing hardware and software

Second Quarter (October 2009-December 2009)

- *Advisory Board*
  - Review title selection materials and produce recommendation for title selection
  
- *Principal Investigators*
  - Discuss and finalize title selection recommendation with consortium members
  - Award vendor(s) for duplication, digitization, and metadata creation
  - Write vendor contract (work plan and timeline)
  - Assign roles for and assist with title essay writing
  - Provide oversight and technical guidance to IDNP staff
  
- *Vendor*
  - Agree and sign contract for work plan and timeline
  - Complete microfilm duplication for selected titles
  
- *Project Coordinator*
  - Monitor the work of the advisory board
  - Oversee the development of quality control and tracking procedures for IDNP film and digital assets
  - Oversee the set up of IDNP tracking database
  - Conduct inspection of duplicated microfilm and send to vendor for digitization and metadata creation
  - Draft 500 word essays for selected titles
  - Submit semi-annual report to NEH
  
- *Quality Control and Metadata Specialist*
  - Liaise with UIUC History, Philosophy and Newspaper Library personnel and UIUC Digital Content Creation team to develop quality control and tracking procedures for IDNP film and digital assets
  - Set up IDNP tracking database
  - Conduct inspection of duplicated microfilm and send to vendor for digitization and metadata creation
  - Assist with drafting of 500 word essays for selected titles



- *IT Consultant(s)*
  - Load, install, and test LC validation tool
- *Metadata Consultant*
  - Assist project staff in meeting metadata requirements for project as needed

Third Quarter (January 2010-March 2010)

- *Principal Investigators*
  - Provide oversight and technical guidance to IDNP staff
- *Vendor*
  - Perform digitization and creation of deliverables for pilot batch
  - Validate digital assets for pilot batch and send to UIUC
- *Project Coordinator and Quality Control & Metadata Specialist*
  - Receive and perform tracking and quality control review of digital assets from pilot batch of microfilm
  - Validate digital assets (using LC validation tool) from pilot batch of microfilm.
  - Accept or reject pilot batch
  - Deliver validated digital assets from pilot batch to LC
  - Assess workflow of pilot batch and make changes where needed
  - Update CONSER records for selected titles
  - Finalize work on title essays
- *Metadata Consultant*
  - Assist project staff in meeting metadata requirements for project as needed

Fourth Quarter (April 2010-June 2010)

- *Principal Investigators*
  - Provide oversight and technical guidance to IDNP staff
- *Vendor*
  - Send monthly batches of validated digital assets to UIUC
- *Project Coordinator and Quality Control & Metadata Specialist*
  - Receive and perform tracking and quality control review of monthly batches of digital assets
  - Validate (using LC validation tool) monthly batches of digital assets.
  - Accept or reject monthly batches
  - Deliver validated monthly batches of digital assets to LC
  - Submit 500 word titles essays to LC
  - Submit semi-annual report to NEH



- *Metadata Consultant*
  - Assist project staff in meeting metadata requirements for project as needed

### Second Year (July 2010-June 2011)

- *Principal Investigators*
  - Attend NDNP meeting at Library of Congress
  - Provide oversight and technical guidance to IDNP staff
- *Vendor*
  - Send monthly batches of validated digital assets to UIUC
- *Project Coordinator and Quality Control & Metadata Specialist*
  - Receive and perform tracking and quality control review of monthly batches of digital assets
  - Validate (using LC validation tool) monthly batches of digital assets
  - Accept or reject monthly batches
  - Deliver validated monthly batches of digital assets to LC
  - Barcode and submit duplicated microfilm to LC
  - Submit balance of validated digital assets to LC
  - Update CONSER MARC records for all titles
  - Submit semi-annual and final reports as necessary to NEH
- *Metadata Consultant*
  - Assist project staff in meeting metadata requirements for project as needed

## **PROJECT STAFF**

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### **Primary Project Staff**

- **Principal Investigator**  
Mary Stuart, University of Illinois at Urbana-Champaign Library

Mary Stuart will provide oversight for the project, including monitoring the project budget and working with the project's Advisory Board. Consulting with co-principal investigator, Nathan Yarasavage, Mary will lead the hiring of the Project Coordinator and the Quality Control & Metadata Specialist. She will work with the Library's Business Office and Campus Purchasing Division to establish contracts for outside services through an RFP process. She will compile data and secondary literature for use by the advisory board in making title selections, and she will assist the Project Coordinator with creation of the 500-word essays for each title selected by the Advisory Board. She will attend annual NDNP meetings, and spend 10% of her time on this project.





As head of the History, Philosophy and Newspaper Library at UIUC and P.I. for the Illinois Newspaper Project since 2005, Mary has extensive experience with both project management and newspaper digitization, as well as with campus and State of Illinois requirements for contractual services. In addition, she manages the collections and services of the History, Philosophy and Newspaper Library, including a collection of more than 210,000 microfilm reels. She provides library instruction for courses in history, philosophy and religion at UIUC and performs collection development for print and digital resources in history, philosophy, religion, and newspapers.

- **Co-Principal Investigator**

Nathan Yarasavage, University of Illinois at Urbana-Champaign Library

In addition to assisting with the hiring of the project staff and the creation of the RFP, Nathan Yarasavage will provide technical guidance for the project. Nathan will work closely with the Project Coordinator and Quality Control & Metadata Specialist in establishing work flows for technical evaluation of microfilm, as well as validation and delivery of digital assets. Nathan will attend annual NDNP meetings and spend 5% of his time on this project.

As Research Information Specialist within the History, Philosophy and Newspaper Library (HPNL) at UIUC, Nathan has experience with the entire life-cycle of UIUC Library's newspaper digitization activities. He is the primary contact with newspaper digitization vendors and oversees the tracking, quality control, delivery, and long term preservation of UIUC's digital newspaper assets. Nathan supervises a team of four graduate assistant employees and collaborates with HPNL staff to provide bibliographic access to newspapers as well as provide expertise in using newspapers as a source base for historical research. Nathan also serves a percentage of his time on the Illinois Newspaper Project (USNP) team, for which he maintains the relational databases and project web site.

- **IDNP Project Coordinator**

Proposed Position, University of Illinois at Urbana-Champaign Library

The IDNP Project Coordinator (100% grant funded) will oversee the day-to-day activities of the project, ensuring that program objectives, requirements, and milestones are met. Specific duties of the project coordinator include: facilitating the collaboration of the IDNP advisory board, communicating with digitization and duplication vendors; communicating with project staff, NEH, and the Library of Congress; leading the evaluation of microfilm for digitization suitability; overseeing the qualitative and quantitative quality control of NDNP digital assets; delivering data to LC; gathering project statistics; and preparing and submitting progress reports to NEH. Consulting with other project staff and advisory board members, the Project Coordinator will also be responsible for writing the 500-word essays for each title selected by the Advisory Board. The incumbent will attend annual NDNP meetings.

Preferred qualifications for this position include a graduate degree in Library or Information Science, strong organizational and communication skills, a working understanding of



preservation microfilming practices, knowledge of digital conversion, digital preservation, and/or digital curation activities. This position will report to the Principal Investigator. Full job description is in Appendix 4.

- **IDNP Quality Control and Metadata Specialist**

Proposed Position, University of Illinois at Urbana-Champaign Library

The IDNP Quality Control and Metadata Specialist (100% grant-funded) will work 20 hours/week during the first year of the project and 40 hours/week during the second year of the project. The incumbent will assist the Project Coordinator with the evaluation of microfilm for digitization suitability and will lead the tracking, quality control, and validation of digital assets. Consulting with the Metadata Consultant, the individual in this position will also be responsible for the in-house metadata creation as outlined in the *NDNP Technical Guidelines for Applicants*. The IDNP Quality Control and Metadata Specialist will also assist the Project Coordinator with the compilation of statistics used for report writing as well as the gathering of data used to create the 500-word essays for each title selected by the Advisory Board.

Preferred qualifications for this position include strong organizational and communication skills, a working understanding of XML, preservation microfilming practices, knowledge of digital conversion, digital preservation, digital curation and/or knowledge of serials and/or newspaper cataloging. This position will report to the Principal Investigator. Full job description is in Appendix 4.

### Consultants

- **Metadata Consultant**

Myung-Ja Han, University of Illinois at Urbana-Champaign Library

Myung-Ja Han is a full-time Metadata Cataloger at UIUC Library, and she will provide expertise on in-house metadata creation for the project. Myung-Ja will work closely with the project staff to create or enhance CONSER records for every newspaper title selected. She will also assist the project staff in reviewing the metadata requirements for the project, and supplement vendor-created metadata with additional data to support the functions of a trusted repository. Myung-Ja will spend 5% of her time on this project.

- **IT Consultant(s)**

University of Illinois at Urbana-Champaign Library

Technical support from UIUC Library's Office of Library IT will be assigned based on workloads. Assigned Research Programmers will provide expertise on issues relating to networked server space as well as installation and updating of grant-required software applications such as the Digital Viewer and Validator (DVV). Support will also entail regular maintenance and back-up of project server space. Assigned Research Programmers will spend an approximate equivalent of 5% FTE on this project.



**Advisory Board Members**

- James R. Barrett, Professor of History  
University of Illinois at Urbana Champaign
- Dave Bennett , Executive Director  
Illinois Press Association
- Bill Furry, Executive Director  
Illinois State Historical Society
- James R. Grossman, Vice President for Research and Education  
The Newberry Library
- Dana Heupel, Executive Editor, *Illinois Issues*, Director of Publications  
Center for State Policy and Leadership  
University of Illinois at Springfield
- David A. Joens, Director  
Illinois State Archives
- Mike Lawrence, Director  
Paul Simon Public Policy Institute  
Southern Illinois University
- John C. Nerone, Research Professor of Communications  
Institute of Communications Research  
University of Illinois at Urbana-Champaign
- Dominic Pacyga, Liberal Education  
Columbia College
- Taylor Pensoneau  
former Illinois political writer for *St. Louis Post-Dispatch*  
Former president of Sangamon County Historical society
- Thomas F. Schwartz, Illinois State Historian  
Abraham Lincoln Presidential Library
- Richard Taylor, Chief of Historical Research and Interpretation,  
Historic Sites Division, Illinois Historic Preservation Agency