**Express Digitization and Conservation Award Application**

**1. Name of Network Member Institution:**

Health Science Center Libraries, University of Florida

**2. Network Member LIBID:**

FLUFLO

**3. Project Manager:**

Nina Stoyan-Rosenzweig

**4. Position/Title of Project Manager:**

Coordinator of Educational Training Programs

**5. Department:**

**6. Mailing Address:**

University of Florida

Division of Sponsored Research

219 Grinter Hall

Gainesville, FL 32611

7. Email Address (e.g., maryc@project.org):

[nstoyan@ufl.edu](mailto:nstoyan@ufl.edu)

8. Telephone Number [e.g., (222) 222-2222 or 555-555-5555]:

352- 273-8406

9. Fax Number [e.g., (222) 222-2222 or 555-555-5555]:

352-392-6803

10. Award funding is a maximum of $9,000.00 please supply a brief budget.

No indirect costs are allowed.

|  |  |
| --- | --- |
| **Expenditure Category** | **Total Charges** |
| Personnel: Matthew Mariner, $896 |  |
| Software |  |
| Equipment |  |
| Supplies |  |
| Other: (Outside Professional Services) $8,078  Total Amount Requested ($9,000 maximum): |  |

**$8,974**

11. How will you spend the award? (Provide a cost break down and justification for each budget line.)

All media items will be sent to Scene Savers for outside professional digitization services, as follows:

* 14-16mm reels, 2.5 hours run time, total estimate: $1,263
* 44 U-matic tapes, 44 hours run time, total estimate: $2,860
* 10 VHS tapes, total estimate: $800
* 10 video reels, 10 hours run time, total estimate: $650
* 23 audio cassette tapes, 20 hours run time, total estimate: $1,380
* 15 reel-to-reel tapes, 15 hours run time, total estimate: $1,125

To ingest these materials will be managed by UF DLC by Matthew Mariner, library associate 2 at 2% of his time totals: $896

**12. Award should be made payable to what institution (i.e., Southeastern Regional Medical Center)?**

University of Florida

**13. Federal Tax Id Number (FEIN):** 59-6002052

14. [Congressional District](http://www.house.gov/): 6th

15. [DUNS Number](http://fedgov.dnb.com/webform): 969663814

**16. Proposed start date for project ending April 30, 2012 (format: "mm/dd/yyyy" e.g. 07/01/2006):**

10/01/2011

17. List your project objectives including the historical or unique collection to be digitized and why it was selected for this project.

The collection to be digitized is a selection of mixed media materials from colleges in the Health Science Center, including the colleges of Pharmacy, Medicine, and Nursing.  Many of these materials relate to the history of the College of Pharmacy (founded in 1928), the founding of the other colleges in the 1950s and 1960s, construction of the original facilities, the establishment of faculty hiring plans and procedures, and early curriculum planning, as well as material relating to the growth of individual college education programs, student activities and admissions. Thus appropriate conservation and maintenance of this collection is absolutely essential to developing and maintaining a complete historical record for the Health Science Center.  These records are, however, currently inaccessible because they are in obsolete and endangered formats- the collection contains reel to reel tapes, magnetic computer tapes, microfilm, and VHS, in addition to other formats.  There is no equipment in house to access the material.  In some cases, the material also is in danger, and in a format that can seriously deteriorate.

The HSC’s distinctive and innovative history provides interesting evidence for the development of interdisciplinary healthcare and shows a unique planning process and is of general interest to historians and particularly to historians of medicine. Objectives: This project will 1) transfer mixed media materials to accessible formats; 2) it will rescue and makes this collection accessible; and 3) protect the historical record - helping to preserve and make available the unique history of the University of Florida Health Science Center, which is of interest to historians and especially historians of medicine and healthcare generally.

18. Describe how you will complete the project objectives (your project plan).

The project will involve vending out the selected materials that have been completely inaccessible due to their capture in obsolete formats, and will, after careful review, become available for a wider audience in the UF Digital Collections.

19. List any institutional support that will be provided.

The University of Florida Libraries’ Digital Library Center is one of the largest digitization facilities in the Southeast US, and has developed a robust infrastructure for digitization projects. This project will utilize the UF Libraries’ existing equipment, software, procedures, and staff expertise.  The Digital Library Center also will provide initial training and ongoing supervision and assistance for those working on this project. The UF Libraries also provides server space for online access to digitized materials in the UF Digital Collections (<http://ufdc.ufl.edu/>) and redundant archival storage to ensure digital preservation.

20. How will you promote the availability of the digitized resources and to what audience?

The UF Libraries actively promote the UF Digital Collections through a variety of venues including Wikipedia, YouTube, Facebook, email lists, search engine optimization, printed news stories, blog postings, and printed promotional materials distributed throughout the UF Libraries.

21. How will you evaluate use of the digitized resources?

Monthly usage statistics are tracked and available online for all materials in the UF Digital Collections (<http://ufdc.ufl.edu/stats/usage>). These are analyzed to ensure usage and promotion of materials. An annual usability study is conducted on the UF Digital Collections to ensure optimal usability of all materials. Further analysis on impact is conducted on different collections on a rotating basis to ensure maximum usage and impact for all materials.  Materials already digitized from the Health Science Center are currently available on the Internet. For example, a collection of photographs have been accessed 49,371 since they were placed online.

22. What are the plans to sustain the project?

The UF Libraries are committed to providing online access and ensuring long-term digital preservation for all materials in the UF Digital Collection; and these mixed media materials will be given the same support. The UF Digital Collections are active and ongoing collections and the UF Libraries also provide ongoing training and support for collections. This includes tools like the online metadata editor and the online self-submittal tool as well as training in using these tools so that those in the Health Science Center and Manuscripts and Archives can continue to enhance metadata and add materials even after this project is completed.

23. Comments