

Abstract

The use of digital images by the University of Florida's Harn Museum of Art is an increasingly important component of supporting activities that contribute to its mission to "promote the power of the arts to inspire and educate people and to enrich their lives." The availability of digital images of collection objects allows for increased access to artworks in the Harn's collection, cross-fertilization among departments in the museum, greater educational and research activities both within and outside of the museum, more effective cataloging and research of acquisitions, and subsequent enhanced public access to the collections. Accordingly, the museum's long-term goal is to produce digital reproductions of all works in the collection and to make these images available on-line along with interpretive material for diverse audiences.

The short-term objective, for which the Harn is requesting funding under the Collections Stewardship category, is to add approximately 1,850 digital images to its collection management system, which will greatly improve access to the collections and allow staff and volunteers to 1) better answer questions about the collection, 2) organize exhibitions, 3) organize loans, 4) assist educators, 5) promote events and exhibitions and 6) promote the museum's collections. The end result will move the museum a step closer towards its goal of providing public access to the Harn's collections and publications in digital format, with interpretive materials available online.

While the immediate beneficiaries of this project will be the Harn's staff and volunteers, the mid-term target populations include the faculty and students at the University of Florida (UF) and Santa Fe Community College (SFCC), and K-12 educators and students throughout Alachua County, as well as throughout Florida. School children visit the museum for field trips, and access the museum through the web site, and through curriculum materials provided to teachers.

The time frame for this project is October 1, 2008 to March 31, 2010. This project includes the following steps: 1) Purchase all equipment including hardware and software resources; 2) Hire part-time staff for the project duration; 3) Train new staff to color correct digital images and enter data into the collections management system; 4) Outsource approximately 1,100 slides and transparencies to the University of Florida's Digital Library Center for digitization; 5) Contract with professional photographer to digitize 750 objects; 6) Purchase non-exclusive rights for objects with digital images as needed and possible; 7) Color correct images and add metadata; 8) Transfer master images to the Florida Digital Archives; 9) Enter images into the collections management system; and, 10) Publish images on museum website.

The Harn's *User Needs Assessment* demonstrates that over 95% of K-12 teachers and 86% of UF and SFCC faculty surveyed, use art images for instruction or research. Furthermore, over 91% of K-12 Teachers and 81% of UF and SFCC faculty surveyed said they would increase their use of art images if more were available online from the Harn's collection. Of the college students surveyed, 70% indicated greater use of art images from the Harn for class assignments and research. Online access to the Harn's collections will also extend visits beyond the relatively short amount of time most classes spend in the building and will allow for more focused study after a museum visit. Moreover, access to more information about works can be provided online than in most gallery exhibitions. In the long-term, related essays, articles, and other corollary information on the works on display will allow for more in-depth interpretation of exhibitions and the collection.

PROGRAM INFORMATION SHEET - PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet): _____

b. Organizational Unit (if different from Legal Name): _____

c. Organizational Unit Address

Street1: _____ Street2: _____

City: _____ County: _____

State: _____ Zip+4/Postal Code: _____

d. Web Address: **http://**_____

e. Type of Institution (check one):

- | | | |
|---|---|---|
| <input type="checkbox"/> Academic Library | <input type="checkbox"/> Library Association | <input type="checkbox"/> School Library, or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Library Consortium | <input type="checkbox"/> Science/Technology Museum |
| <input type="checkbox"/> Arboretum/Botanical garden | <input type="checkbox"/> Museum Library | <input type="checkbox"/> Special Library |
| <input type="checkbox"/> Art Museum | <input type="checkbox"/> Museum Services Organization/ Association | <input type="checkbox"/> Specialized Museum** |
| <input type="checkbox"/> Children's/Youth Museum | <input type="checkbox"/> Native American Tribe/Native Hawaiian Organization | <input type="checkbox"/> State Library |
| <input type="checkbox"/> Community College | <input type="checkbox"/> Natural History /Anthropology Museum | <input type="checkbox"/> State Museum Agency |
| <input type="checkbox"/> Four-year College | <input type="checkbox"/> Nature Center | <input type="checkbox"/> State Museum Library |
| <input type="checkbox"/> General Museum* | <input type="checkbox"/> Planetarium | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> Graduate School of Library and Information Science | <input type="checkbox"/> Public Library | <input type="checkbox"/> Institution of higher education other than listed above |
| <input type="checkbox"/> Historic House/Site | <input type="checkbox"/> Research Library/Archives | <input type="checkbox"/> Other, please specify: _____ |
| <input type="checkbox"/> Historically Black College or University | | |
| <input type="checkbox"/> History Museum | | |

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group)

2. Grant Program or Grant Program Category

- | | | |
|--|---|---|
| <input type="checkbox"/> a. 21st Century Museum Professionals | <input type="checkbox"/> d. Museum Grants for African American History and Culture | <input type="checkbox"/> g. Native American Library Services |
| <input type="checkbox"/> b. Conservation Project Support | <input type="checkbox"/> e. Museums for America | <input type="checkbox"/> Basic Grant only |
| <input type="checkbox"/> General Conservation Survey | <input type="checkbox"/> Engaging Communities | <input type="checkbox"/> Basic Grant with Education/ Assessment Option |
| <input type="checkbox"/> Detailed Conservation Survey | <input type="checkbox"/> Building Institutional Capacity | <input type="checkbox"/> Enhancement Grant |
| <input type="checkbox"/> Environmental Survey | <input type="checkbox"/> Collections Stewardship | <input type="checkbox"/> Native Hawaiian Library Services |
| <input type="checkbox"/> Environmental Improvements | | <input type="checkbox"/> h. Native American/Native Hawaiian Museum Services |
| <input type="checkbox"/> Treatment | <input type="checkbox"/> f. National Leadership Grants | <input type="checkbox"/> Programming |
| <input type="checkbox"/> Training | Select Museum or Library: | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> with Education Component | <input type="checkbox"/> Museum | <input type="checkbox"/> Enhancement of Museum Services |
| <input type="checkbox"/> c. Laura Bush 21st Century Librarian Program | <input type="checkbox"/> Library | <input type="checkbox"/> i. Connecting to Collections: Statewide Planning Grants |
| <input type="checkbox"/> Master's-level Programs | Select Grant Category: | |
| <input type="checkbox"/> Doctoral-level Programs | <input type="checkbox"/> Building Digital Resources | |
| <input type="checkbox"/> Pre-professional Programs | <input type="checkbox"/> Library and Museum Community Collaboration Grant | |
| <input type="checkbox"/> Research (early career development) | Research and Demonstration: | |
| <input type="checkbox"/> Research (other than early career development) | <input type="checkbox"/> Research | |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Demonstration | |
| <input type="checkbox"/> Programs to Build Institutional Capacity | <input type="checkbox"/> Collaborative Planning Grant | |

PROGRAM INFORMATION SHEET - PAGE TWO

3. Request Information

a. IMLS funds requested: 101,712.87 b. Cost share amount: 101,712.87

4. Museum Profile (Museum Applicants only)

a. Is the institution either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code and that is organized on a permanent basis for essentially educational or aesthetic purposes? Yes No

b. Does the institution own or use tangible objects, whether animate or inanimate? Yes No

c. Does the institution care for tangible objects, whether animate or inanimate? Yes No

d. Are these objects exhibited by the institution to the general public on a regular basis through facilities the institution owns or operates? Yes No

e. Is the institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities the institution owns or operates? Yes No

Institution's attendance for the 12-month period prior to the application: Onsite: _____ Offsite: _____

Year the institution was first open and exhibiting to the public: _____

Total number of days the institution was open to the public for the 12-month period prior to application: _____

f. Does the institution employ at least one professional staff member, or the full-time equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by the institution? Yes No

Number of full-time paid institution staff: _____ Number of full-time unpaid institution staff: _____

Number of part-time paid institution staff: _____ Number of part-time unpaid institution staff: _____

g.

Fiscal year	Revenue/ Support income	Expenses/ Outlays	Budget deficit (if applicable)*	Budget surplus (if applicable)*
Most recently completed FY _____				
Second most recently completed FY _____				

*If Institution has a budget deficit or surplus for either of the two most recently completed fiscal years, please explain the circumstances of this deficit or surplus in the Text Responses section of the application.

5. Public Broadcasting Licensee Information (Partnership for a Nation of Learners Grants only)

a. Nonfederal financial support (NFFS) for the most recently completed fiscal year: \$ _____ .00

b. CPB CSG ID# _____

6. Native Hawaiian Organization Eligibility (Native American/Native Hawaiian Programs only)

Is the institution an eligible not-for-profit organization that primarily serves and represents Native Hawaiians (as defined in Title 20 U.S.C. Section 7517; if yes, see Proof of Eligibility requirements)? Yes No

PROGRAM INFORMATION SHEET - PAGE THREE

7. Institutional Profile (Native American Library Services Grants only)

- a. Number of hours per week the library collection is accessible to patrons: _____
- b. Number of staff dedicated full-time to library operations: _____
- c. Number of staff with part-time library duties: _____
- d. Number of holdings (books, journals, media): _____
- e. Number of circulation transactions per year: _____
- f. Does library staff have access to the Internet? Yes No
- g. Does the library provide public access to the Internet? Yes No
- h. Amount of operating budget for library services in most recently completed fiscal year: \$ _____
- i. Identify which of the following activities will be supported by grant funds (check all that apply):
- Expand services for learning and access to information and educational resources.
 - Develop library services that provide all users with access to information.
 - Provide electronic and other linkages between and among all types of libraries.
 - Develop public and private partnerships with other agencies and community-based organizations.
 - Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
 - Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.
- j. Maintenance of Effort (check the appropriate response):
- FY 2007 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
 - FY 2007 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
 - Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection

- Nonliving Natural History/Anthropology
- Animals, living Plants, living

b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

- | | | |
|--|--|---|
| ___ aeronautics, space/airplanes | ___ horological (clocks) | ___ photography, negatives |
| ___ animals, live | ___ landscape features, constructed | ___ photography, prints |
| ___ animals, preserved | ___ machinery | ___ physical science projects |
| ___ anthropologic, ethnographic | ___ maritime, historic ships | ___ plants, live |
| ___ archaeological | ___ medals | ___ plants, preserved |
| ___ books | ___ medical, dental, health, pharmacological | ___ sculpture, indoor |
| ___ ceramics, glass, metals, plastics | ___ military, including weapons | ___ sculpture, outdoor |
| ___ documents, manuscripts | ___ motion picture, audiovisual | ___ textiles and costumes |
| ___ furniture/wooden objects | ___ musical instruments | ___ tools |
| ___ geological, mineral, paleontological | ___ numismatics (money) | ___ toys and dolls |
| ___ historic buildings | ___ paintings | ___ transportation, excluding airplanes |
| ___ historic sites | ___ philatelic (stamps) | ___ works of art on paper |

1. Statement of Need

The use of digital images by the University of Florida's Harn Museum of Art is an increasingly important component of supporting activities that contribute to its mission to "promote the power of the arts to inspire and educate people and to enrich their lives." The museum currently achieves this mission primarily through exhibitions and related educational programming. However, there is a need to provide greater access to the museum's collection, and this can be accomplished by digitizing the collection. The availability of digital images of collection objects allows for increased access to artworks in the Harn's collection (especially fragile objects), cross-fertilization among departments in the museum, greater educational and research activities both within and outside of the museum, more effective cataloging and research of acquisitions, and subsequent increased/enhanced public access to the collections. Accordingly, the museum's long-term goal is to produce digital reproductions of all works in the collection and to make these images available on-line along with interpretive material for diverse audiences. The short-term objective, for which the Harn is requesting funding, is to add approximately 1,850 digital images to its collection management system.

This proposal emphasizes improving the museum's internal collection management activities and is being submitted under the Collections Stewardship category. This digitization effort will improve the Harn's internal processes in the following ways: 1) Reduce the time museum departments spend researching and acquiring usable images from various sources internally and externally; 2) Allow the museum to quickly respond to requests for images from academics, students, educators, other museums, the media and the general public; 3) Provide a larger variety of digital images that can be used in a broader range of publications that reach a greater demography; 4) Provide a wider range of images to reduce repetition of works published; 5) Improve efficiency of the Registration and Curatorial departments when planning exhibitions because staff will not need to access multiple works in art storage firsthand; and 6) Reduce the handling of fragile objects in the collection. The results of this digitization project will increase both internal and external access to the Harn's collections; significantly improving internal processes and the services the museum provides to students, educators, researchers and the public.

The Harn has approximately 6,200 objects in its collection, only 6% of which are accessible to the public at any given time in the galleries, severely under-representing the museum's collection. Access to the museum's collection by the public is primarily through exhibitions and educational programming. Recent efforts by the Harn established that there is a growing need to extend this access beyond ongoing exhibitions. Surveys for a user needs assessment (see Attachment 1), which was completed in August 2007, indicated that educators and students would use a database of digital art images for a variety of reasons such as teaching, research and class assignments were that resource available. In the fall of 2002, the museum director hosted an event entitled *Honoring the Past, Shaping the Future: The Harn Museum of Art's Futures Conference*. The purpose of the conference was to solicit feedback from the museum's various constituencies: its members, donors, visitors and representatives from the university and surrounding community. Designed to assist the museum in determining, planning and implementing a course of action as it moved into its next period of growth and development, the conference drew upon the experience, insights and energy of groups of key stakeholders in the life of the institution. In addition, the director and senior staff hosted focus groups to solicit feedback on the museum's accomplishments and desires for additional programs/outreach. These discussions identified the need to provide greater access to the Harn's collection. The strategy of digitizing the collection was identified as one of the most effective methods to meet this need.

The current 5-year strategic plan (2003-2008) was developed in collaboration with the consulting firm Rena Zurofsky Consulting of Stockbridge, Massachusetts. Zurofsky visited the museum and spoke at length with each department head and many staff members, reviewed the previous American Association of Museums accreditation report and numerous other evaluation tools, observed daily operations and met with members, donors, volunteers, community leaders and university administrators. Zurofsky considered all input and created a draft plan which included a recommendation to provide greater access to the Harn's collection. Consequently,

the Registration Goals and Strategies section of the current Strategic Plan includes the goal to “obtain reproduction-quality digital photography of 10% of the permanent collection and making the collections information accessible on-line.” The senior staff reviewed the document, made revisions and submitted a final five-year performance plan to the university administration for its approval through the Office of the Provost. The next strategic plan (2008-2013), which is under development, will build on this initial goal to include a larger percentage of the collection to be digitized.

The Harn serves the approximately 224,000 residents of Alachua County and is the only major art museum to serve North Central Florida, offering the community opportunities to see exemplary works of art from all over the world. The population is 73.5% White, 19.3% African-American, 5.7% Hispanic, 3.5% Asian, and .2% American Indian and Alaska Natives. While the immediate beneficiaries of this project will be the Harn’s staff and volunteers, the mid-term target populations include the faculty and students at the University of Florida (50,000+ students, 4,000+ faculty members and 12,000+ staff members) and Santa Fe Community College (15,000+ students, 640 faculty members, 8,000+ staff members), as well as K-12 educators and students throughout Alachua County (29,000 students), and the state of Florida. School children visit the museum for field trips and access the museum through the web site and curriculum materials provided to teachers. Letters of support from members of these mid-term target populations are provided as Attachment 2.

As reflected in the museum’s mission statement, the Harn Museum of Art “promotes the power of the arts to inspire and educate people and enrich their lives.” It does so through building and maintaining exemplary art collections and producing a wide variety of challenging, innovative exhibitions and stimulating educational programs. Specifically mentioned within the museum’s strategic plan is the objective to maximize the educational potential of the internet for University of Florida faculty and students by developing web-accessible, interactive resources. As a university art museum, the museum uses its collections to provide internships and research opportunities for students from the Museum Studies and Art History Programs, among others. University professors can request objects from the permanent collection be brought to the museum’s object study rooms for focused study. Guest scholars also use the collection for research and study. By digitizing the museum’s collections the museum will advance research and study by facilitating greater access to the museum’s collections for university and college faculty and their students (please see Attachment 1: *User Needs Assessment* for more details on target audiences).

Local K-12 teachers and students are also specifically identified as a target audience within the museum’s Strategic Plan. Each year, the Harn Museum prepares curriculum resources for use in local schools based on the museum’s exhibitions, which culminate in a tour of the museum by the students and an exhibition of student artwork at the museum. Obtaining digital images of the collections will move the Harn a step closer to providing an online resource that will facilitate study in the classroom, thereby enhancing the museum experience of these students and teachers. Teachers will be able to view objects in conjunction with the curricula in their classrooms before or after a museum visit.

Therefore, this project will address the strategic plan objectives to “Expand the museum’s multifaceted engagement with university faculty and students,” and “Forge new and expanded partnerships with K-12 teachers and students in Alachua and surrounding counties,” which are listed under the Strategic Plan goal “Present stimulating educational programs that serve existing and new audiences.”

This project will serve as an investment in institutional capacity in that it will increase the Harn’s ability to better manage the collections and interpret them more effectively through exhibitions and related programming. In August 2007 the Harn was awarded reaccreditation by the American Association of Museums. The site reviewers emphasized the importance of this digitization project for capacity building and identified it as an institutional priority in the award letter (submitted as Attachment 3).

2. Project Design

Professional digital images are taken each year on an ad hoc basis for use primarily in publications and exhibition catalogs and currently represent only 5.5% of the total collection. The Harn seeks IMLS support to: 1) Digitize and color correct 1,100 slides and transparencies; 2) Migrate 1,100 analog images (500 slides and 600 transparencies) to digital media; 3) Obtain professional-quality digital images of an additional 750 objects in the collection; 4) Enter the color-corrected digital images and their metadata into the museum's collection management system; and, 5) Archive all digital images and metadata. The Harn will digitize the transparencies and slides of objects in the collection because it is more cost effective than capturing digital images directly. Moreover, these slides and transparencies were professionally photographed and were created because of the staff's usage needs.

The 750 objects that will be digitized directly were chosen to represent the scope and quality of the collection. Selections were made by curators with input from Education and Marketing/PR staff, along with the priorities identified by the user surveys completed in August 2007 (see Attachment 1; *User Needs Assessment*). The collections of the Harn comprise 6,200 works of art and continue to grow through a well-defined plan in the five collecting areas of African art, Asian art, Modern art (ca. 1850-1945), Contemporary art (after 1945) and Photography.

The 750 objects chosen for digitization include 50 images from each of the Modern, Contemporary and Photography collections, and 300 from both the African and Asian collections. We chose to obtain a larger number of digital images from the African and Asian collections for several reasons: 1) these collections have the highest number of objects in the public domain facilitating use of these images for a variety of purposes; 2) the African and Asian collections were ranked first and second in level of current use by K-12 educators and faculty in the user surveys; 3) The Harn's African collection is widely regarded as one of the best in Florida and in the southeastern United States generally; 4) Like the African collection, the Harn's Asian collection is among the best in Florida and in the southeast more broadly. In addition, the Harn recently received a private donation to build an Asian wing that will showcase artworks in this collection (construction to begin in 2009).

As an integral part of Florida's leading public university, the Harn Museum is committed to building collections that can be used for teaching. The Harn recognizes that it cannot build encyclopedic collections in all areas, so it has developed a strategic plan for expanding its collections in areas that support the University's academic disciplines yet still offer realistic prospects for growth given the museum's existing financial resources. Although aesthetic merit and art historical significance are always important criteria in making acquisitions, the Harn also deliberately seeks objects that are relevant to a broad range of curriculum disciplines, including history, religion, anthropology, sociology, education, English, Asian studies, African studies and gender studies, to name a few.

This project includes the following steps (discussed in more detail below): 1) Purchase all equipment including hardware and software resources; 2) Hire two additional part-time staff for the project duration; 3) Train new staff to color correct digital images and enter data into the collections management system; 4) Outsource approximately 1,100 slides and transparencies to the University of Florida's Digital Library Center for digitization; 5) Contract with professional photographer to digitize 750 objects; 6) Purchase non-exclusive rights for objects with digital images as needed and possible; 7) Color correct images and add metadata; 8) Enter images into the collections management system; 9) Transfer master images to the Florida Digital Archives; and, 10) Publish images on museum website. The project will be sustained by State of Florida funding, fund-raising and an endowment funded by Wachovia for the purposes of technology projects at the Harn. Quarterly reviews are planned to allow for necessary course corrections and improvements to procedures. Because the project goal is to create digital images, there is relatively little difference between outcome and output based assessments. Project progress can be measured by the number of digital images created.

A desktop computer and software will be purchased for capturing, processing, and color correcting digital images. All digital images will be entered into the Harn's collections management database system, The Museum System (TMS). TMS is an SQL compliant relational database system designed specifically for museums. TMS contains many data fields which can be mapped to Dublin Core and VRA metadata standards (see crosswalk in Attachment 4), and metadata fields that are not inherent to TMS can be added. TMS uses an additional software module (eMuseum) from the same company to publish images from TMS to a website. The Harn is currently working to install, configure, test and integrate eMuseum with TMS and the museum's website layout and design. Technical aspects of the project are summarized in the *Specification for Projects that Develop Digital Products Form* and in Attachment 4.

Image masters will be stored locally on a Storage Area Network (SAN) at the Harn and additional hard drives will need to be purchased for storage. All data is replicated real-time to an offsite location and backups are done once daily. Master copies will be sent to the Florida Digital Archives (FDA) which is managed by the Florida Center for Library Automation (FCLA, an IMLS grant recipient). The FDA is funded by the state of Florida for the purpose of storing, archiving, upgrading and refreshing digital media. Harn data will be replicated offsite in real-time, backups conducted daily and redundant copies of digital files will be stored at the FDA. FDA will permanently store, refresh, and migrate data files to newer formats as necessary and provide the Harn with updated versions. FDA also has a system of tertiary redundancy for protecting data. The University of Florida's Digital Library Center (DLC, also an IMLS grant recipient) will facilitate the transfer of files to and from the Harn. The DLC represents FCLA on the campus of the University of Florida.

The Harn will also work with the DLC to digitize approximately 500 slides and 600 transparencies. The decision to use the DLC was based on their extensive digitization experience with the media type, the availability and quality of their equipment for scanning slides and transparencies, and their reputation as a leading digitization entity in the southeast. Furthermore, this provides an opportunity to collaborate with another University department to meet shared goals for accessibility of university resources. Digital images of objects in the public domain will be distributed through the University of Florida Digital Collections (UFDC), which is also managed by the DLC. The DLC will digitize the slides and transparencies at no charge.

The DLC will not be used to digitize the 750 objects because many objects require minimal movement and high security so transporting them to an off-site location is not ideal. Also, the DLC does not have adequate space, and has limited experience with digitizing three-dimensional objects. The Registration Department recently reorganized its object storage facilities for safer and easier access to the collection and created a larger area for professional photography. The Harn will outsource the digitization of the 750 objects to a professional photographer who has the necessary equipment and will capture images on-site at the Harn (see the *Digital Products Form* for more details about equipment). Digital images provided by the DLC and the professional photographer will be saved with technical metadata in TIFF version 6 format uncompressed. We will color correct all images at the Harn because the slides and transparencies do not include color targets and the digitized images will need to be color corrected based on the original object.

The approximately 1850 digital images that result from this project will represent fewer objects in the collection because the slides and transparencies include duplicates and multiple shots (from different angles) of the same object. The Harn's staff will confirm the number of objects that are represented prior to the grant period. Current work continues to identify objects in the public domain, the number of objects that require copyright permission and the number for which copyright permission exists. The Harn has a long-standing relationship with the Associate Dean at the University of Florida law school. With her assistance, every term one student from her art law class holds an internship at the Harn to conduct copyright research. The Harn's Registration Department is developing a guide to copyright research that will be shared with other institutions on the Harn's website. Until then, a short-term goal is to attach a "flag" to each object in the collection management system to identify its copyright status.

For objects that do not fall under public domain use, the Harn will research and if necessary purchase the non-exclusive rights on an as-needed basis. Currently, approximately 55% of the objects in the collection are in the public domain; of the remaining 45% in the collection that are copyright protected, we have already secured use permissions for 17%; and, we are planning to follow up with the copyright holders for the remaining 28%. Of the approximate 1,850 digital images that will result from this project, we don't currently know how many of the objects represented will require copyright permission. Objects that are not in the public domain will be determined and we will take the necessary steps to obtain the permissions.

The Harn plans to launch eMuseum with a minimum of 300 images. Once this goal is reached, the Harn Museum will send a postcard to K-12 teachers in surrounding counties: Alachua, Gilchrist, Levy, Marion, Putnam, Clay, Union, Bradford and Columbia. University of Florida and Santa Fe Community College faculty would also receive a postcard. The postcard will detail the availability of images on eMuseum and other educational resources that utilize images from the Harn's collection, such as curriculum resource units and the *Art for Life* program for seniors. The Harn will also make significant public relations efforts to make known the availability of the images on its web site for educators.

3. Time, Personnel, Budget

The grant support requested from IMLS will be disbursed over a 18-month period, beginning October 1, 2008. Project activities will be completed as follows:

- Approximately 10 hours to research and purchase equipment
- Approximately 80 hours to recruit and train new part-time staff to color correct images, add metadata and enter images into the collection management system
- Approximately 110 hours to collaborate with Digital Library Center to convert slides and transparencies
- 120 hours for a professional photographer to create high-resolution images of the selected 750 works - does not include handling and arrangement, which will be done by the Registration Department.
- 900 hours to obtain necessary copyright permissions
- 1,200 for color-correction of images and 1,200 hours to enter images and metadata into TMS

Staff commitments to implementing the Harn's exhibition schedule, processing acquisitions and organizing exhibitions tours, among other tasks, make hiring additional staff essential to advance this project. This project will require hiring two part-time technicians. These part-time technicians will be managed by the Registrar and Associate Registrar who will also coordinate schedules, document and evaluate progress and report and resolve problems.

Rebecca M. Nagy, Director (1% time commitment), will serve as the overall project director, working closely with all project staff and supervising the project. She will also serve as a contact for the University of Florida Administration. She has 25 years of museum experience. As the director, she plans and directs all Museum activities and operations and is responsible for the Museum's artistic direction, collections and education programs, outreach, fundraising and physical, human and financial resources. She received her Ph.D. in Art History from the University of North Carolina, Chapel Hill.

Laura Nemmers, Registrar (28% time commitment), will be responsible for coordinating and supervising the professional photography. She will also supervise and train the two temporary registration assistants and the copyright/legal intern. Laura has extensive experience in museum registration, supervises the registration and preparation staff and has worked at the museum since 2003. She received her M.A. in Museum Studies from the University of Florida in 2005.

Reagan Duplisea, Associate Registrar (15% commitment), will be responsible for assisting registration assistants and the intern as necessary. She will also be responsible for assisting the professional photographer and pulling objects to be photographed. Reagan has worked at the museum since 2006, with a number of

previous years experience in working with collections. She has extensive experience in the handling, organization and inventory of artwork. She received her M.A. in Art History and Museum Studies from Case Western Reserve University.

Natasha Alexander, Registration Assistant (50 hours commitment), will be responsible for pulling objects from storage to photograph and will assist the needs of the professional photographer. In addition she will be responsible for returning objects to storage and updating object movement in the TMS database. Natasha has a Bachelor of Fine Arts and has served as the registration assistant at the Harn since spring 2006.

Dwight Bailey, Director of Technology (4.5% commitment), is responsible for implementing, upgrading and managing all hardware and software solutions at the Museum. He will administer the database servers that host the collection management system (TMS), assist in coordinating the publishing of digital images through TMS/eMuseum to the Harn's website, manage storage and backups of digital images and coordinate the archiving and migration of digital images with the Florida Center for Library Automation and assist in the sharing of digital assets with the Digital Library Center at the University of Florida and the IMLS Registry. He has worked in the field of technology for 10 years, working at the Harn since 2003. He received his M.S. in Information Science from North Carolina Central University in 2001.

Two Part-Time Registration Assistants – New Positions (100% time commitment each) – One of the registration assistants will color correct each image by matching it to the original object. This assistant will also color correct images in the collection management system and will be responsible for initiating calibration. The second registration assistant will upload images to the server, attach metadata to the image and attach the image record to the collection management system. Candidates for these positions must have at least a Bachelor's degree, with a photography and technology background. The appropriate candidates must have experience working with digital images, color correction of digital images, databases and metadata standards. Experience with Photoshop is preferred. Existing museum staff will provide these assistants with the necessary training to complete the project activities according to Harn standards.

Copyright/Legal Intern (100% time commitment) - Candidate for copyright/legal intern must be a student studying law. This position is responsible for assessing the copyright status of visual works of art for use in and by the museum for various purposes. Candidate must have knowledge of resources for legal research and be familiar with copyright issues. Knowledge of legal issues in museums a plus. This is an unpaid position with strong support from the Dean of the Levin College of Law at the University of Florida.

Efforts will not detract from the other duties of staff involved in the project because of the strategic importance of digitizing our collections. These tasks are central expectations established as part of the annual goals and objectives for the coming year, developed in consultation with senior staff.

The majority of project costs are salaries and wages for two new temporary registration assistants and the cost of a professional photographer. Backdrops and a copystand will be purchased to facilitate in-house photography. The Harn will also purchase a computer, monitor and computer desk; image processing software; color correction software, and hard drives for storage. Other costs include copyright permissions. Please see attached budget sheets for a detailed breakdown of costs and how the cost share requirement will be met.

The museum is financially sound because of strong university support coupled with income from endowments. The Harn actively pursues new endowments. For example, recently the Harn secured a \$1.5 million endowment for the curator of Asian Art. The Harn works strategically with the University of Florida Foundation in establishing its fundraising plan. As a part of the University-wide Capital Campaign, the Harn's goal of \$30 million includes \$12.5 million to endow the positions of the other four curators, the director of education, as well as the museum director. Additionally, \$13.95 million in new endowments are sought to generate a perpetual stream of support for exhibitions, programs, curatorial research and travel, art conservation and art acquisitions. Capitalizing on resources of the University of Florida Foundation to leverage private foundation and corporate support has also increased in recent years.

4. Impact

In the short-term, adding approximately 1,850 digital images to the Harn's collection management system will greatly improve access to the collections and allow staff and volunteers to 1) better answer questions about the collection, 2) organize exhibitions, 3) organize loans, 4) assist educators, 5) promote events and exhibitions and 6) promote the museum's collections.

After the completion of this project, the museum will be able to provide an online resource to facilitate the use of the collections as a teaching resource by the target audiences. All areas of the museum's collection are utilized by the faculty and students of the University of Florida and Santa Fe Community College for teaching and research. The museum's collections serve as the basis for collaborative programming between the museum and the University such as exhibitions, workshops and conferences. This project will better enable Harn staff to address the needs of faculty members, who often conduct research away from the university and museum and need images, along with other information, of objects in the museum's collection for incorporation into their curricula or for research purposes.

This project will also strengthen museum ties with K-12 educators and will enable them to better incorporate the museum's collections into their lesson plans. The Harn Museum of Art offers resources and programs for K-12 teachers to support their efforts to provide students with an in-depth exploration of the visual arts. For example, the Harn Museum hosts Educator Workshops during the academic school year and teachers from throughout Florida participate. Curriculum resources are introduced and tours of the Harn's exhibitions are conducted, with a hands-on art activity completing each workshop.

The *User Needs Assessment* (Attachment 1) demonstrates the high level of use of art images by educators and the majority of respondents to the user-needs survey indicated that greater accessibility of images of objects in the Harn's collections would enable them to increase their use of art images in their curricula and assignments. In addition, the majority of university students surveyed indicated that availability of digital images of Harn artworks would increase their use of art images for class assignments and research. The ability to use the museum's collections online will also extend the Harn visit beyond the relatively short amount of time most classes spend in the building and will allow for more focused study after a museum visit. Moreover, providing this resource online will allow for greater access to more information than can be provided in most gallery exhibitions. In the long-term, related essays, articles, and other corollary information on the works on display will allow for more in-depth interpretation of exhibitions and the collection.

BUDGET FORM - PAGE TWO

4. Travel

From/To	No. of persons	No. of days	\$ Subsistence Costs	\$ Transportation Costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS							

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

BUDGET FORM - PAGE THREE

7. Student Support (Laura Bush 21st Century Librarians Program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 to 8)			

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested.

- Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).
- Applicant chooses a rate not to exceed 15% of direct costs (complete item B).
- Applicant is a State Library Administrative Agency and will charge an administrative fee of 4% of total costs (complete item B).

Item A: Name of federal agency: _____

Expiration Date: _____ Proposal Date: _____

Item B:

Rate		\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS					

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)			
PROJECT COST TOTALS (Excluding Student Support)			

BUDGET FORM - PAGE TWO

4. Travel

From/To	No. of persons	No. of days	\$ Subsistence Costs	\$ Transportation Costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS							

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

BUDGET FORM - PAGE THREE

7. Student Support (Laura Bush 21st Century Librarians Program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS				

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 to 8)			

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested.

- Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).
- Applicant chooses a rate not to exceed 15% of direct costs (complete item B).
- Applicant is a State Library Administrative Agency and will charge an administrative fee of 4% of total costs (complete item B).

Item A: Name of federal agency: _____
 Expiration Date: _____ Proposal Date: _____

Item B:	Rate	% of	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
		% of				
		% of				
		% of				
SUBTOTALS						

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)			
PROJECT COST TOTALS (Excluding Student Support)			

BUDGET FORM - PAGE FOUR

Section B: Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages			
2. Fringe Benefits			
3. Consultant Fees			
4. Travel			
5. Supplies and Materials			
6. Services			
7. Student Support			
8. Other Costs			
TOTAL DIRECT COSTS (1–8)			
9. Indirect Costs			
TOTAL COSTS (Direct and Indirect)			

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS

2. Cost Sharing:

 a. Cash Contribution

 b. In-Kind Contribution

 c. Other Federal Agencies*

 d. TOTAL COST SHARING

3. TOTAL PROJECT FUNDING (1+2d)

% of Total Costs Requested from IMLS

* If funding has been requested from another federal agency, indicate the agency's name:

Budget Justification

Salaries and Wages

The salaries for the two new part-time registration assistants are based on compensation of current, permanent staff with similar qualifications and experience. The time contributed by museum staff will be used as cost-share. The roles and time commitments of each person are as follows:

Rebecca M. Nagy, Director (1% time commitment), will serve as the overall project director, working closely with all project staff and supervising the project. She will also serve as a contact for the University of Florida Administration.

Laura Nemmers, Registrar (28% time commitment), will be responsible for coordinating and supervising the professional photography. She will also supervise and train the two temporary registration assistants and the copyright/legal intern.

Reagan Duplisea, Associate Registrar (15% commitment), will be responsible for assisting registration assistants and the intern as necessary. She will also be responsible for assisting the professional photographer and pulling objects to be photographed.

Natasha Alexander, Registration Assistant (50 hours commitment), will be responsible for pulling objects from storage to photograph and will assist the needs of the professional photographer. In addition she will be responsible for returning objects to storage and updating object movement in the collection management database.

Dwight Bailey, Director of Technology (4.5% commitment), is responsible for implementing, upgrading, and managing all hardware and software solutions at the Museum. He will administer the database servers that host the collection management system (TMS), assist in coordinating the publishing of digital images through TMS/eMuseum to the Harn's website, manage storage and backups of digital images and coordinate the archiving and migration of digital images with the Florida Center for Library Automation and assist in the sharing of digital assets with the Digital Library Center at the University of Florida and the IMLS Registry.

Two Part-Time Registration Assistants – New Positions (100% time commitment each) – One of the registration assistants will calibrate equipment and color-correct scanned images by matching it to the original object under similar lighting conditions used to digitize original works. The second registration assistant will attach metadata template to images and fill in metadata elements, upload images to the server in master and derivative formats, and associate images to the corresponding record in the collection management system.

Copyright/Legal Intern (100% time commitment) - This position is responsible for assessing the copyright status of visual works of art for use in and by the museum for various purposes. This is an unpaid intern position staffed by students from the Levin School of Law at the University of Florida with specialization in copyright law. The Levin School of Law is committed to providing a student each year as needed for museum projects related to copyright issues and compliance.

Fringe Benefits

Fringe benefits at University of Florida vary by individual. For any individual employee, fringe includes the exact benefit rate (depending on type of life insurance and/or retirement plan), and the level of health insurance the individual carries (individual, family, or spouse), prorated by time on budget and percent effort.

Equipment and Supplies

Photography Equipment and Supplies – The budget includes the purchase of backdrops and a copystand to facilitate the in-house professional photography. The purchase of these items will enable the Harn to maintain the photography area for the duration of this project, decreasing the time needed

for the photographer to set-up and dismantle his equipment. The Harn obtained quotes for these items from two sources; Harmon's Photos Are Nice and Adorama: The Photography People.

Hardware and software – The Harn will purchase a computer, monitor and computer desk in Year One, to create a workstation to process digital images. The price for the computer desk (\$700) was obtained from Gaylord.com. The computer will be capable of running color correction and image processing software and the collection management system - TMS. The price included in the budget is for a Dell Precision Workstation 690 (\$4,635.00): Quad Core Intel Xeon Processor E5345 (2.33 GHz, 2 X 4 MB L2, 1333). The price was obtained online from the websites of vendors with contracts with the University of Florida. Software expenses include the cost of purchasing image processing software (Adobe CS3 Design Premium for Windows \$434.29) and color calibration software (quote from X-Rite, Inc: Eye-One Photo SG color management bundle (\$1,695) and CMYK profiling upgrade module (\$595). Additional hard drives will need to be purchased to accommodate the project's storage needs. A quote was obtained from Advanced Computer Concepts for four 500 GB Storage Area Network (SAN) disk drives (\$545 each for a total of \$2,180).

Services

The Digital Library Center (DLC) at the University of Florida will digitize approximately 500 slides and 600 transparencies of objects in the Harn's permanent collection at a cost of \$413. This cost is only for scanning slides and transparencies. Color-correction normally associated with this process will be done in-house due to the need to color correct against the original object.

Professional photography is necessary to create digital images of high quality. A total of 750 images will be created using a professional photographer. A local photography studio, Media Image Photography, will photograph the artworks, at a cost of \$36,000 (120 hours). The museum has worked extensively with the studio, and the principal photographer has a proven track record for producing high quality digital images with the care and techniques that must be used when photographing museum pieces. This photography studio has served as the museum's primary photographer for the collections and provides services to the museum at a discounted rate.

Other Costs

Copyright permission – Based on what the Harn has paid for copyright permissions in the past, we estimate that copyright permissions will cost, on average, about \$100 per object. The Harn aims to eventually obtain copyright permission for all objects with digital images. During the grant period, however, we estimate that we will obtain non-exclusive internet use copyright permissions for approximately 210 objects; focusing first on the estimated 28% that require copyright permission of the 750 objects that will be photographed. The Harn will continue to work towards obtaining copyright permission for the remaining objects, represented by the slides and transparencies after the grant period (therefore, the cost of obtaining these permissions is not included in the budget for this project).

Indirect Costs

Indirect cost rates reflect current federally-negotiated indirect cost agreements with the University of Florida. The most recent such agreement was concluded with the Department of Human and Health Services, dated July 6, 2006, and set the indirect cost rate for the category under which project falls at 33.6%. As required, a copy of the university's federally negotiated rate with the Department of Health and Human Services is attached.

Explanation of Budget Surplus or Deficit

A budget surplus and deficit is indicated on the Program Information Sheet for fiscal years 2005-2006 and 2006-2007, respectively. Depending on the project, funds are not always expended during the year in which contributions are made to the museum for a project, resulting in a budget or surplus.

Harn Museum Strategic Plan Summary

The current Five-Year Performance Plan (strategic plan) covers the period 2003-2008. For its development, the consulting firm of Rena Zurofsky Consulting of Stockbridge, MA was hired to assist the process. Zurofsky visited the museum and spoke at length with each department head and many staff members, reviewed the previous American Association of Museums accreditation report and numerous other evaluation tools, observed daily operations and met with members, donors, volunteers, community leaders and university administrators. Zurofsky also conducted focus groups and met with the Directors of the museum's neighbors, the Museum of Natural History and the Performing Arts Center. In addition to the feedback gained through this process, Zurofsky, Harn Museum Director Nagy, and the museum staff gave careful and substantial consideration to the University of Florida's 2002-2007 Strategic Plan. The museum incorporated components of the university's strategic plan into its own plan, including fostering interdisciplinary research and programs.

Each department head reviews progress on stated goals routinely. Reports of accomplishment are shared at senior staff meetings. Formal review of progress-to-date occurs every August, with accomplishment of specific goals explained and plans for the next year's goals submitted in writing to the Director and then discussed among the senior staff. Department heads are held accountable for progress during their annual performance appraisal with the Director. Approximately two years prior to the expiration of the current strategic plan, development of a new plan is begun (development of the next strategic plan is underway and will be completed by early 2008).

Additionally, the Director is accountable to the University Provost and a formal review is conducted annually to ensure steady progress toward achievement of museum-wide goals. Revisions and updates of the five-year plan can be submitted to the provost at the time of this annual review, if appropriate.

The strategic plan begins by highlighting four institution-wide goals:

1. Continue to build and maintain exemplary art collections;
2. Enhance the museum's varied and challenging exhibition schedule;
3. Present stimulating educational programs that serve existing and new audiences; and
4. Enhance facilities and resources as the museum strives to become among the top ten best university art museums in the nation.

The strategic plan also outlines goals for each of the museum departments. Each of these goals is accompanied by objectives and strategies to realize these goals. A few of the strategies are referred to within the Narrative.

Curatorial Goals and Strategies

- Maximize potential of curatorial staff
- Plan and implement challenging and innovative exhibitions
- Build exemplary collections

Registration Goals and Strategies

- Revise and update Collections Management Policy
- Revise and update exhibition planning procedures

Education Goals and Strategies

- Increase university and community engagement with the Harn
- Expand and enhance array of stimulating education programs for learners of all ages and from diverse backgrounds

Development Goals and Strategies

- Pursue overall fundraising goals to support the museum's mission and vision

- Expand membership programs, increase number of members, and increase revenues from memberships
- Increase effectiveness of special events for donor cultivation
- Increase effectiveness of special events for fundraising
- Increase income from facilities rentals

Marketing and Public Relations Goals and Strategies

- Increase engagement of university students with the museum
- Increase outreach to the community
- Expand advertising to maximize potential
- Promote the museum and the Cultural Plaza more aggressively and effectively
- Maximize web site as a major tool for marketing and promotion of museum
- Revise and update departmental procedures

Finance and Operations Goals and Strategies

- Continually improve administrative procedures
- Grow and professionalize essential staff positions
- Grow and expand volunteer program in partnership with university departments and community organizations
- Upgrade and enhance facilities to improve staff morale and efficiency and enhance the visitor experience
- Update and improve security system to guarantee safety of collections
- Improve emergency preparedness to guarantee safety of collections, staff and visitors
- Improve and upgrade technology to provide new learning opportunities to enrich the visitor experience and expand museum outreach
- Maintain and improve beauty and function of facilities through proactive maintenance

Director's Office Goals and Strategies

- Provide inspirational leadership to senior staff and their departments in implementation of their strategies for realization of museum goals
- Work with university administration to secure essential staff positions and to increase salaries to levels commensurate with a leading university museum
- Work more closely with university colleagues to expand awareness of museum programs and to develop new programs for faculty and students
- Expand contacts and outreach to community organizations and leaders
- Increase donor cultivation to secure financial donations and gifts of art
- Continue active long-range planning to maximize potential of university's capital campaign
- Effectively use advisory committees to further the museum's goals

The Harn has met the majority of the goals outlined the 2003-2008 strategic plan. For instance, the *Museum Nights* program was established in 2004 (the University of Florida's Student Government provides funding to keep the museum open most Thursday evenings during the academic year), which has increased student and community engagement with the Harn. In addition, during fiscal year 2006-2007, museum attendance continued to increase, with overall attendance numbering over 102,000 (up from 90,785 in 2005-2006 and 81,604 in 2004-2005), demonstrating the museum's growing presence in the community. The museum has also initiated studio class for both adults and children, and educational programs for the visually impaired and for senior citizens; addressing the goal of enhancing education programs for learners of all ages. These are just a few examples of how the museum is working to fulfill its strategic plan. The Harn continues to work towards addressing the few goals (e.g. digitization of its collections) that remain unrealized.

**Harn Museum of Art
Schedule of Completion for Digitization Project**

ID	Task Name	Start	Finish	Se	Oct	No	De	Ja	Fe	Ma	Ap	Ma	Ju	Jul	Au	Se	Oct	No	De	Ja	Fe	Ma	Ap
1	Purchase equipment and software	Wed 10/1/08	Mon 12/15/08																				
2	Hire two registration assistants	Mon 10/13/08	Wed 12/31/08																				
3	Quarterly Report	Mon 12/1/08	Wed 12/31/08																				
4	Train New Staff	Thu 1/1/09	Fri 1/30/09																				
5	Outsource 1100 Slides to UF Digital Library Center for digitization	Mon 10/20/08	Tue 3/31/09																				
6	Quarterly report	Mon 3/2/09	Tue 3/31/09																				
7	Commision photographer to create digital images of 750 works	Wed 4/1/09	Wed 9/30/09																				
8	Quarterly report	Mon 6/1/09	Tue 6/30/09																				
9	Purchase copyright permissions	Tue 3/3/09	Mon 11/30/09																				
10	Color correct images and add metadata	Mon 2/2/09	Wed 9/30/09																				
11	Enter images into TMS	Mon 2/2/09	Mon 11/30/09																				
12	Send images to Florida Digital Archive	Thu 10/1/09	Mon 11/30/09																				
13	Load digital images online	Tue 12/1/09	Sun 2/28/10																				
14	Quarterly report	Tue 9/1/09	Wed 9/30/09																				
15	Quarterly report	Tue 12/1/09	Thu 12/31/09																				
16	Evaluation	Fri 1/1/10	Fri 2/26/10																				
17	Final Report	Mon 2/1/10	Wed 3/31/10																				



George A. Smathers Libraries
Office of the Dean of University Libraries

535 Library West
PO Box 117001
Gainesville, FL 32611-7001
352-273-2505
352-392-7251 Fax
www.uflib.ufl.edu

October 4, 2007

Dr. Anne-Imelda M. Radice
Director
Institute of Museum and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036-5802

Dear Dr. Radice:

I am writing to express my strong support of the Harn Museum of Art's proposal to the Institute of Museum and Library Services. This digitization project is an important step towards increasing accessibility of the museum's extensive art collection to its diverse audiences, including faculty and students of the University of Florida.

As a university art museum, the museum uses its collections to provide internships and research opportunities for students from numerous departments and university professors can request objects from the permanent collection be brought to the museum's object study rooms for focused study. Guest scholars also use the collection for research and study. By digitizing the museum's collections the museum will advance research and study by facilitating greater access to the museum's collections for university and college faculty and their students.

Also, making the collections available online would facilitate the use of the collections as a teaching resource. Faculty members routinely incorporate images in lectures and seminars and sometimes use images of works in the Harn's collection. Better access to the Harn collections through digital images would certainly increase their use of images in the classroom and in planning student assignments.

The Harn is already a proven resource to educators both on and off campus, so I look forward to collaborating with the Harn with the goal of increasing access to digital images of artwork in the Harn's collections. The Harn will be working with the University of Florida's Digital Library Center (DLC), which will facilitate the transfer of files to and from the Florida Digital Archives. The DLC represents the Florida Center for Library Automation on the campus of the University of Florida. The Harn will also work with the DLC to digitize approximately 1,100 slides and transparencies. Digital images of objects in the public domain will be distributed through the University of Florida Digital Collections (UFDC), which is also managed by the DLC.

The DLC's participation in the museum's project promises to strengthen the collaboration between the library and the museum by providing expertise in digitization and facilitating greater

access to the museum's collection. In this project the Libraries and its Digital Library Center agree to provide digital services for 1850 slides and transparencies. Services, compliant with commonly accepted standards, will include imaging, quality control, and generation of associated technical and management metadata for the resulting digital images which will be entered into the museum's TMS system. Resulting digital products will also be integrated with the University of Florida Digital Collections website also managed by the DLC.

Additionally, the Center, in collaboration with the Florida Center for Library Automation, will assist the Museum with the deposit of all digital objects (images, metadata, etc.), including those created within Museum, and their subsequent management (refresh, migration, etc.) in the Florida Digital Archive.

I strongly support the Harn Museum's plan to digitize the collections and hope that you will give their proposal careful consideration.

Sincerely,

A handwritten signature in cursive script that reads "Judith C. Russell". The signature is written in dark ink and is positioned above the typed name.

Judith C. Russell
Dean of University Libraries

cc: Rebecca Martin Nagy, Director, Samuel P. Harn Museum of Art



**Humanities
and
Foreign Languages**

3000 NW 83rd Street
Gainesville, FL
32606-6200

**Edward T. Bonahue,
Chair**

Building P, Room 149
Office (352) 395-5075
Suncom 650-5075
Fax (352) 395-7376

e-mail
ed.bonahue@sfcc.edu

Adding value to the lives
of our students and
enriching our community

8 October 2007

Dr. Anne-Imelda M. Radice
Director, Institute of Museum and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036-5802

Dear Dr. Radice:

I write to express my strong support for the Harn Museum of Art's proposal to the Institute of Museum and Library Services. In addition to being an important cultural institution to the University of Florida and the Gainesville area of North Central Florida, the Harn is also crucially important to thousands of students at Santa Fe Community College, also located here in Gainesville.

The Harn's proposed digitization project will increase access to the museum's extensive collection in a way that will directly benefit our students. At Santa Fe Community College, we enroll some 1,500 undergraduate students in humanities, art history, and related classes every semester. In order to help students apply the concepts they learn in the classroom to actual encounters with various works of art, faculty routinely send their students—sometimes several times a semester—to the Harn. For many students, this visit is their first-ever trip to an art museum, and the Harn's commitment to open access and teaching has been reaffirmed over the years by the care and patience with which they serve our students.

At the same, this partnership could be strengthened. Although our faculty routinely assign students to visit the Harn Museum, we do not make extensive use of the Harn's holdings in our classroom presentations. But if the museum's collections were digitized, faculty could certainly increase their use of the Harn's collection in the classroom, and students would doubtless be better prepared for their museum experience. At the same time, such digital access could greatly expand the number of works that can be studied. This is only one example of the ways in which digitizing the collection may benefit our students, and we would look forward to continuing to partner with the Harn Museum staff to find others.

In summary, I strongly support the Harn Museum's efforts to digitize their collection. This project will directly benefit all of the museum's constituent audiences, including Santa Fe Community College. I know you will give their proposal careful consideration.

Sincerely yours,

Edward T. Bonahue, Ph.D.



August 13, 2007

Dr. Anne-Imelda M. Radice
Director
Institute of Museum and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036-5802

402 Office Plaza
Tallahassee, FL 32301-2757
TELEPHONE: (850) 205-0068
FAX: (850) 942-1793
WEBSITE: www.faea.org

Dear Dr. Radice:

As Program Director for the Florida Art Education Association, it is my pleasure to endorse the efforts of the Harn Museum of Art to acquire this grant from the Institute of Museum and Library Services. This digitization project will increase the accessibility of the museum's extensive art collection providing a wonderful resource to educators at all levels.

Each year, the Harn Museum prepares an outstanding curriculum for use in school classrooms based on the museum's exhibitions, the study of which culminates in a student tour of the museum and, during each spring, a Harn student artwork exhibition. This project will enable the Harn to increase the availability of digital images of the collections which will facilitate study in the classroom. The museum experience will be enhanced for both the students and teachers.

The Harn conducted a user-needs assessment survey of local art and social studies educators. They had responses from 20 out of 22 local art and social studies educators who indicated that access to digital images of Harn art works would increase their use of art images in instruction (19 said they would use them in student assignments/research). Teachers would be able to view art works related to their classrooms curricula before or after a museum visit. The Harn is already a proven resource to our local and statewide educators this project can only enhance their place as a top notch educational tool.

I look forward to collaborating with the museum through this technological opportunity with the goal of increasing the number of educators that will access and use digital images of artwork in the Harn's collections to enhance curriculum plans and lectures. I have access to over 700 art educators in the state of Florida and I look forward to encouraging them to use the Harn's availability of digital images for student learning.

I wholeheartedly support this digitization project being proposed by the Harn Museum of Art. If I can be of further assistance in any way, please feel free to contact me at (850) 205-0068 or lisa@faea.org.

Sincerely,

Lisa Kammel Raguso
Program Director, Florida Art Education Association

EXECUTIVE COMMITTEE

Sue Castleman
President
Patricia Lamb
President Elect
Pearl Krepps
Past President
Rhonda Bristol
Secretary

DIVISION DIRECTORS

Terri Markle
Elementary
Dana Smalley
Middle School
Jack L. Van Dam
High School
Susannah Brown
Higher Education
Glendia Cooper
Museum Education
Peggy Nolan
Supervision/Administration

APPOINTED POSITIONS

Mary Cavaoli
Districts Assembly
Chan Bliss
Member-at-Large
Jack Matthews
Member-at-Large
Mabel Morales
Member-at-Large
Carol Norman
Member-at-Large
Suzi Preston
Editor-in-Chief, Fresh Paint

LIAISON POSITIONS

June Hinckley
Dr. Sandra Dilger
DOE Liaisons
Linda T. Lovins, Ph.D.
ACE/FAAE Liaison

Fredric G. Levin College of Law
Lawton Chiles Legal Information Center
Spessard L. Holland Law Center

PO Box 117628
Gainesville, FL 32611-7628
(352) 273-0700
Fax (352) 392-5093
<http://www.law.ufl.edu>

August 18, 2007

Dr. Ann-Imelda M. Radice, Director
Institute of Museum and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036-5802

Dear Dr. Radice:

I write to express my strong support of Gainesville, Florida's Harn Museum for a digitization project to be funded by your Institute. As a center for art research programs in North Central Florida, the Harn has been assertive in moving its collections to a diverse citizenry.

As a professor of art and cultural property law, I make extensive use of the Harn's collections. It's foci on Chinese, African, and Latin American Art are extremely important to my cultural property class with its focus on anthropology, indigenous peoples, and natural heritage. Its European and contemporary collections provide my art law students, most of whom come from Florida locales without strong museums, with examples of work by artists engaged in the major litigation we study: the collection is particularly strong in 1st Amendment and intellectual property course-related artists. My students seeking certificates in intellectual property, charitable giving and international law have done directed individual studies with me while working with the Harn registrar and University counsel.

I take my 50+ art law and 20 cultural property students to the Harn each semester—a logistical nightmare given their conflicting schedules in law, museum studies, architecture, archeology and anthropology. It would be so much more convenient if students had access to Harn collections on their own computers as they work on papers and other assignments. I would use the Harn's collections, rather than sites on the Internet (some of which require payment), to enhance lectures and class discussions.

I am very much interested in international online exhibits as a way to overcome the current trend towards repatriation of objects to country of origin as well as to overcome reluctance of museums to lend fragile collections. Digitizing the Harn's collections would enhance the reputation of the Museum as it could participate in such exhibits. Since donors appear to be drawn to successful institutions, the Harn's ability to attract gift collections and publicize its donors should grow.

We attempt to train our law students to become responsible collectors and patrons of the arts after they enter the practice of law. Our relationship with the Harn plays a significant role in raising students' awareness of the importance of art to the quality of their lives. For all of the above reasons, I hope you fund the Harn's proposal to solidify its position as a center of art education in our community and state.

Very truly yours,



Kathleen Price
Associate Dean for Library & Technology and
Clarence J. TeSelle Professor of Law

August 20, 2007

Kelly C. Harvey
612 SW 10th Street Apt. 304
Gainesville, FL 32601

Institute of Museum and Library Services
1800 M Street NW
9th Floor
Washington, DC 20036-5802

Dear Dr. Anne-Imelda M. Radice:

I am writing to support the Harn Museum of Art's proposal to the Institute of Museum and Library Services (IMLS) for the digitization project being developed. As a graduate student in the School of Art and Art History's Museum Studies program, I know that the work done in this regard will greatly enhance opportunities for students.

Presently, I serve as the Graduate Assistant to the Development Department at the Harn and know that the museum's collections provide a unique resource to the students of the University as well as the public at large. Since the fall of 2005 I have been working on my Masters in Museum Studies at the University of Florida. During my course of study I've had the opportunity to take classes in the fields of museology, art history, and art law. Many of the professors for these classes encourage that students use the Harn's collection as a resource for research projects. The use of images for research and presentations is invaluable in the field. Having the ability to more fully access the collection through technological advancements will enhance the utility of the collection as a resource.

I know that by the time this project is complete, I will be graduated and hopefully working in a museum, myself. However, I will be gratified to know that I have made a difference in this proposal for future students by my support of the Harn Museum of Art.

Thank you for your support of museums and libraries everywhere. Please consider favorably the request of the Harn.

Sincerely,

A handwritten signature in black ink that reads "Kelly Connor Harvey". The signature is written in a cursive, flowing style with a long horizontal flourish at the end.

Kelly C. Harvey
Graduate Assistant
Museum Studies Program
University of Florida