

## America's Swamp: The Historical Everglades Project

**Purposes and Goals of the Project:** The University of Florida proposes a 3-year project that will use cost-effective methods to digitize approximately 99,690 pages in six archival collections that document the despoiling of the Everglades and the development of South Florida in the late 19th and early 20th centuries. The collections selected for this project document early plans for draining the Everglades in the 1880s and 1890s, the dredging of canals and subsequent development of the destroyed wetlands at the start of the 20th century, as well as early attempts by conservationists to preserve the natural resources of the Everglades. The six Everglades collections are existing holdings of UF. All six collections will be digitized in their entirety, although a small number of boxes will be excluded because they are not within the chronological scope of the project. The collections date from 1854 to 1963, but the bulk of the materials included in this project will date from 1877 to 1929. The year 1929 was selected as an end date because it marks the end of the South Florida land boom and the onset of the Great Depression. The project will reproduce approximately 99,690 page images.

<b>Collection</b>	<b>Extent</b>	<b>Exclusions</b>	<b>Pages</b>
<a href="#">Napoleon B. Broward Papers</a> , 1879-1818	10.75 ln. ft. (14 boxes; 4 vol.)		11,465
<a href="#">William Sherman Jennings Papers</a> , 1877-1928	13.5 ln. ft. (29 boxes; 16 vol.)		32,575
<a href="#">May Mann Jennings Papers</a> , 1889-1963	8 ln. ft. (23 boxes)	2 boxes dated 1930-1963	22,500
<a href="#">Thomas E. Will Papers</a> , 1893-1938	14 ln. ft. (24 boxes)	2 boxes dated 1930-1937	29,800
<a href="#">Arthur E. Morgan Papers</a> , 1912-1954	0.8 ln. ft. (2 boxes)	2 files dated 1930-1946	1,850
<a href="#">James E. Ingraham Papers</a> , 1854-1920	1 ln. ft. (2 boxes)		1,500
		Total pages:	99,690

All imaging will be completed in the Digital Library Center (DLC), a unit of UF Libraries. For all digitized materials, METS metadata will be created. In addition to technical and structural data, descriptive metadata will be imported and repurposed from existing EAD finding aids. An Everglades homepage will be developed as part of the UFDC's broader digital collection. In practice consistent for all

UF digital projects, redundant digital archives are maintained. Following completion of the project, researchers can enhance discoverability and comprehension of the minimal metadata by contributing descriptions for objects using a tagging and contribution system.

**Significance and Relationship to NHPRC Goals and Objectives:** This project directly addresses the Commission's mission, vision and goals. First, it makes records of historical value and national significance freely accessible to a wide public audience. The creation of digital surrogates ensures broad use of materials that certainly enhance our knowledge of the nation's history and culture. Second, the project promotes the use of the country's documentary heritage. Project staff will work with faculty in academic units at UF and other educational institutions to ensure that students are aware of and can make use of these resources. Additionally, the project will be heavily promoted to historians and scholars in various disciplines. Third, the project guarantees the long term preservation of historical record collections so that they may be used by generations to come. The valuable historical evidence will be preserved in digital format, and the original materials also will benefit from the reduction in physical handling. Finally, UF will explore and evaluate new methods for cost-effective reproduction of archival materials.

**Plan of Work:** Each of the six collections will be processed separately as discrete units so that no comingling of materials can occur. An entire collection will be processed by a specific unit before it moves into another processing area. The following ordered activities will be used to process each collection:

1. John Nemmers, Flo Turcotte, and Jim Cusick of the Special Collections Department will select and conduct a folder level review of each collection.
2. John Freund and Cathy Martyniak of the Preservation Department will do an initial conservation review of the materials making note of any special handling requirements.
3. The collection will be transferred to the Digital Library Center for processing, serving, and archiving. The normal sequence of activities include: registering materials into the DLC tracking database, imaging, image processing and quality control, mark-up, data transfer, and archiving.
4. The collection will be returned to the Special Collections Department

**Products:** This digitization project will produce a new Historical Everglades Project homepage providing access to almost 100,000 new digital objects. In addition, the EAD finding aids for the six archival collections will be revised to include links to these digital objects. As part of the project, UF will create and widely disseminate documentation and descriptive information about the project. All documentation, including workflow and technical specifications, will be included on the project homepage. Project staff will disseminate information about methodology and outcomes in journal and newsletter articles and via conference presentations. The homepage also will include an education module that includes lesson plans and other information for use by teachers and students in the classroom. UF will market the Everglades project and the education model aggressively using traditional methods such as web site links, press releases, public presentations, brochures and other promotional giveaways.

**Key Personnel:**

- **John Nemmers**, Principal Investigator. Descriptive and Technical Services Archivist, Department of Special and Area Studies Collections, University of Florida Libraries. 352-273-2766. [johnemm@uflib.ufl.edu](mailto:johnemm@uflib.ufl.edu)
- **Dr. Laurie Taylor**, Co-Principal Investigator. Digital Projects Librarian, Digital Library Center, University of Florida Libraries. 352-273-2900. [lautayl@uflib.ufl.edu](mailto:lautayl@uflib.ufl.edu)

**Performance Objectives:**

1. Digitize approximately 90,400 pages; 9,040 letterbook pages; and 250 photo prints/negatives.
2. Keep total project costs below \$152,750.92.
3. Revise the EAD finding aids for six archival collections to include links to approximately 99,690 digital objects.
4. Create an educational module with at least 3 lesson plans and a guide to related archival collections and secondary sources

## **America's Swamp: The Historical Everglades Project**

“There are no other Everglades in the world. They are, they have always been, one of the unique regions of the earth, remote, never wholly known... They are unique also in the simplicity, the diversity, the related harmony of the forms of life they enclose. The miracle of the light pours over the green and brown expanse of saw grass and of water, shining and slow-moving below, the grass and water that is the meaning and the central fact of the Everglades of Florida. It is a river of grass.”

- *Marjory Stoneman Douglas*

“Drain that abominable, pestilence-ridden swamp.”

- *Napoleon Bonaparte Broward*

### **Purposes and Goals of the Project**

The University of Florida proposes to digitize its most important historical record collections documenting the despoiling of the Everglades and the development of South Florida in the late 19th and early 20th centuries. The 3-year project will use cost-effective methods to digitize approximately 99,690 pages in six archival collections, and to make the digital reproductions freely available on the Internet. The collections selected for this project document early plans for draining the Everglades in the 1880s and 1890s, the dredging of canals and subsequent development of the destroyed wetlands at the start of the 20th century, as well as early attempts by conservationists to preserve the natural resources of the Everglades.

The six collections featured in this project are part of the P.K. Yonge Library of Florida History and the Archives & Manuscripts Unit of the Department of Special & Area Studies Collections at the University of Florida Libraries (<http://www.uflib.ufl/spec>). The P.K. Yonge Library is one of the state's preeminent Floridiana collections, and is a major repository for correspondence, reports, diaries, maps, explorer's notes and other archival material pertaining to Florida's environment, the Everglades, conservation, agriculture, geology, wildlife, waterways, and forestry. The Archives & Manuscripts Unit in Special Collections houses more than 5000 linear

feet of historical records dealing with early settlement and development of the state, Florida's literary heritage, and agricultural and environmental history. It is also the most important repository for political papers related to Florida, aside from the State Archives.

The natural and political history of the Everglades and development in South Florida is more than just a state or regional history. The drainage and overdevelopment of the Everglades, the destruction of the region's fragile and unique ecosystems, and the loss of source water and other natural resources, are seen by many environmentalists as one of the worst ecological disasters in the nation's history. The six Everglades collections document the people and culture of the United States in the late 19th and early 20th centuries, as defined by the country's societal values, politics, regionalism, development and growth activities, gender- and race-based discrimination, and the changing attitudes regarding nature. These sources reveal the modern story of "America's Swamp" from the time when dredgers and canal-builders assaulted it through calls for establishing a national park.

Interest in draining and "reclaiming" land in the Everglades began as early as the 1880s, but major drainage activities were not undertaken until the first two decades of the 20th century. Two Florida Governors, William Sherman Jennings and Napoleon Bonaparte Broward, would serve as the primary designers and spokespersons for the draining of the Everglades. In 1904 Governor Broward famously promised to create an "Empire of the Everglades." Of course, in fulfilling this promise the state would have to destroy the ecological systems by dredging, creating canals, and altering the flow of water in the world's most famed wetlands. Alarmed at the potential loss of the Everglades several early conservationists, including Florida's May Mann

Jennings, began pushing for the preservation of portions of the Everglades.

The drainage work started by Governors Jennings and Broward was of great interest internationally, and soon real estate dealers and settlers from around the world rushed in to profit from the project. The land sales boom in South Florida at the start of the 1920s was almost unprecedented in the history of the world. So was the rapidity with which it had collapsed by the end of the decade. Two catastrophic hurricanes in 1926 and 1928 effectively ended the boom, but many people had already declared the drainage program a bust. By the time the Depression began in 1929, sales had ceased and the state was forced to halt drainage and dredging activities.

Each of the six collections provides unique and valuable historical evidence regarding the Everglades in the late 19th and early 20th centuries, and it is difficult to research early drainage and conservation efforts without consulting these collections. The papers of Governor Broward (<http://web.uflib.ufl.edu/spec/pkyonge/Broward.htm>) and Governor Jennings (<http://web.uflib.ufl.edu/spec/pkyonge/JenningsWilliamS.htm>) form the nucleus of the project as they were the primary architects for the drainage and reclamation project. Jennings started the project rolling during his term, drumming up widespread support and resolving a myriad of legal issues, primarily pertaining to land claims made by the Flagler and Plant railroads. However, it was Broward who became the driving force for the project. His popularity, his larger-than-life persona, his attention to the smallest details, and his passion for the project, all combined to make him the perfect man to spearhead the effort. The two Progressive Era southern democrats were friends and political allies, and their common goals and accomplishments are documented extensively in their papers.

The May Mann Jennings Papers (<http://web.uflib.ufl.edu/spec/pkyonge/JenningsMayMann.htm>) complement those of the two Governors because of her advocacy of the drainage project, and also because of her marriage to Gov. Jennings. However, the real strength of the collection is that it documents the conservation movement that developed at the start of the 20th century and the role of disenfranchised women in developing and lobbying for legislation to protect the environment. Jennings was a leading member of the women's club movement and an influential social reformer in Florida and nationwide. As president of the Florida Federation of Women's Clubs in 1915, she spearheaded the effort to establish the Royal Palm State Park, the precursor to the Everglades National Park. Her tireless campaigns to preserve portions of the Everglades may seem at odds with her support of the drainage project, but she was representative of many conservationists of this era who were able to reconcile seemingly conflicting positions. Thus, Jennings was able to support the drainage program promoted by Broward and her husband at the same time that she was arguing for the creation of the Royal Palm State Park.

The Papers of Thomas E. Will (<http://web.uflib.ufl.edu/spec/pkyonge/Will.htm>) provide two interesting perspectives regarding the Everglades. The first perspective is at the national level as Will passionately advocated drainage and land development while living in Washington, D.C. His enthusiasm for the project developed by Governors Broward and Jennings is well documented in his correspondence, speeches and writings. The second perspective is at a local level. Between 1912 and 1914, Will purchased land near Lake Okeechobee and began to develop the region's first planned town, Okeelanta. He exemplifies those thousands of people who bought into the dream of reclaimed land in South Florida, and who moved to the region only to find that

the drainage program was insufficient. The collection is the perfect complement to the papers of the two Governors because it documents the early failures of the reclamation project, both in terms of unrealized development and destruction of ecological systems.

The final two collections, although much smaller in size and narrower in scope, certainly round out and fill in some gaps in the historical evidence presented by the other collections. The Arthur E. Morgan Papers (<http://web.uflib.ufl.edu/spec/pkyonge/morganae.htm>) primarily relate to a controversy that occurred in 1912 when the U.S. House of Representatives held hearings to investigate the USDA's involvement in promoting land sales in the Everglades, and Morgan supplied expert analysis of the drainage project as a civil engineer specializing in flood control. His collection provides a revealing view of the often questionable practices of real estate sellers and members of both the state and federal governments as enthusiasm for the drainage of the Everglades swept the country.

The James E. Ingraham Papers (<http://web.uflib.ufl.edu/spec/pkyonge/Ingraham.htm>) provide the viewpoint of a businessman who spent most of his career working in Florida for the railroad tycoons, Henry Flagler and Henry Plant. The effect that Flagler and Plant had on the development of Florida cannot be underestimated, as they sought to acquire as much land as possible for expansion of their rail lines and resort cities being developed along the two Florida coasts. As part of Ingraham's work for the Plant railroad, he conducted a survey through the Everglades from Ft. Myers to Miami in 1892. The collection includes correspondence and photographs pertaining to the Everglades, as well as Ingraham's manuscripts regarding the Flagler and Plant railroads and their role in developing South Florida.

The six Everglades collections are existing holdings of UF, and all have been arranged and described at the folder level with complete finding aids available online (See Appendix A for finding aids). All six collections will be digitized in their entirety, although a small number of boxes will be excluded because they are not within the chronological scope of the project. The collections date from 1854 to 1963, but the bulk of the materials included in this project will date from 1877 to 1929. The year 1929 was selected as an end date because it marks the end of the South Florida land boom and the onset of the Great Depression. The project will reproduce approximately 99,690 page images. Of that number, approximately 9,040 pages are letterbook pages and 250 are photographic prints.

<b>Collection</b>	<b>Extent</b>	<b>Exclusions</b>	<b>Pages</b>
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The significance of the six Everglades collections is demonstrated best by the high number of researchers who have used the materials. Over the past three years, 58 researchers have requested these collections: Broward (11 requests); WS Jennings (9); MM Jennings (22); Will (5); Ingraham (9); Morgan (2). [Note: The Morgan and Will Papers were not fully described online until 2007-2008.] The collections support research in many disciplines including environmental history, political science, business history, women's studies, social studies, the history of transportation, and ethnic studies and race relations. As awareness of and access to these collections increases, the potential for multi-discipline use increases. Demand for these collections has grown in recent years, reflecting the national trend of increased scholarly interest in the Everglades and environmental history. Several books, articles, and Doctoral dissertations have been completed over the past ten years using these collections. Most recently, Michael Grunwald authored *The Swamp: The Everglades, Florida, and the Politics of Paradise* (New York: Simon & Schuster, 2006), Jack E. Davis and Raymond Arsenault edited *Paradise Lost? The Environmental History of Florida* (Gainesville: University Press of Florida, 2005), and David McCally published *The Everglades: An Environmental History* (Gainesville: University Press of Florida, 1999). See Appendix B for scholarship based on research in these collections.

UF holds all of the necessary rights to digitally reproduce those materials created by Broward, Jennings, Jennings, Ingraham, Morgan, and Will. Each collection was gifted to UF by the creators or their heirs, and rights were conveyed to the University as part of the gift agreements. The collections do include materials not created by these individuals, but investigating the terms of copyright for many of these items would be an impossible task considering the number of creators involved. Given the date span of this project (1854-1929; bulk: 1890-1915), it is safe to

assume that a significant number of the creators have been deceased for over seventy years. The primary purpose of this digital project is to enhance scholarship. As these papers primarily are letters, particularly political and business correspondence, UF believes that this project will not affect the potential market for these documents. The project will include a disclaimer stating as much, and will include means for copyright holders to request that offending digital objects be removed.

UF will increase access to these valuable collections by using cost-effective methods to digitize and disseminate the digital reproductions freely via the Internet. Currently, the six Everglades collections are available for use by all researchers, but the materials may only be used in the Reading Room of Special Collections during normal hours of operation. Digital access will benefit scholars and researchers who are unable to travel to UF to conduct their research. The collections will be freely available on the Internet as part of the University of Florida Digital Collections (UFDC) (<http://www.uflib.ufl.edu/UFDC/>).

All imaging will be completed in the Digital Library Center (DLC), a unit of UF Smathers Libraries. For all digitized materials, [Metadata Encoding and Transmission Standard](#) (METS) metadata will be created. Information about metadata used in the UFDC is available at <http://www.uflib.ufl.edu/ufdc/technical/Metadata/metadata.htm>. The METS files will include technical and structural data about each image, as well as descriptive and administrative information. No new descriptive metadata will be created for the digital objects. All descriptive metadata will be imported and repurposed from existing collection-, series-, and folder-level descriptions in the [Encoded Archival Description](#) (EAD) finding aids for the collections. In a few

instances, such as when documents have been described at the item level in the finding aids, item-level descriptions will be available for use with the digital objects.

Discovery of digitized objects in the Everglades collections can occur in several ways: 1) An Everglades project homepage made available as part of UF Digital Collections; 2) EAD finding aids on the P.K. Yonge Library's homepage; 3) EAD finding aids contributed to *Archives Florida* (<http://palmm.fcla.edu/afl/>), a statewide union database of EAD finding aids; 4) MARC records with linked 856 fields in online catalogs of UF, WorldCat, etc.; 5) OAI compliant metadata harvested by digital repositories; and 6) complete electronic packages that are contributed to other online collections.

The Everglades homepage will be developed as part of the UFDC's broader digital collection architecture and is based on the open-source Greenstone Digital Library System produced and maintained by the New Zealand Library Project at the University of Waikato. UFDC utilizes Greenstone's strength in metadata and indexing and adds an enhanced display, providing an easier to use interface while retaining the architectural strength of Greenstone. The enhanced display includes the ability to separate items by collection, subcollection, and holding institution, and to then present any of these or any combination of these within a customized display [See: <http://www.uflib.ufl.edu/ufdc/technical/Architecture/architecture.htm>]. The Everglades homepage will include information about the project, an overview of the six Everglades collections, and links to the EAD finding aids. Discoverability of the digital objects will be enhanced by a variety of search options. Researchers can search all of the collections simultaneously from the main project page, or they can search each collection individually, or

they can combine two or more collections in their search scope. In addition, all digital objects in the Everglades collections will be discoverable via the UFDC home page, so researchers will be able to search them in combination with all of the other digitized materials held by UF and its partner institutions.

The structure and context of each collection will be apparent to the researcher using the collections via the Internet. Researchers will have two major means of accessing the digital objects on the UF web site: 1) by browsing the EAD finding aids online, or 2) by searching the collections using the UFDC interface. When browsing the EAD finding aid, researchers will be able to understand the structure and context of the collections as they browse down from the collection level to the series, folder, and item levels. Each folder or item level description in the finding aid will include a link that will open all of the digital objects associated with that component. For those researchers accessing the digital objects via the UFDC web site, each digital object will be accompanied by the descriptive metadata from the EAD finding aid, as well as a link to the EAD finding aid. In this way, the user should understand easily where a particular object is located within the hierarchy of its parent collection, and they also will have the ability to browse the finding aid.

To increase discovery of and access to the six Everglades collections, UF will contribute digital objects and metadata to the Everglades Digital Library (<http://everglades.fiu.edu/>). The EDL is a project of the Everglades Information Network, a collaborative effort of the Florida International University Libraries, the Florida Center for Library Automation, the Everglades National Park, and numerous other agencies and research organizations. The EDL was established in 1996 to

support research, education, decision making, and information resource management within the greater Everglades community. Since that time, the project has grown to serve patrons from around the world with digital collections, the online reference service 'Ask an Everglades Librarian', and other online information services.

In practice consistent for all UF digital projects, redundant digital archives are maintained. An in-house DLC archive is created by burning TIFF masters, derivatives, and METS files to gold-based DVDs, which are retained in environmentally controlled storage (cf. *Guidelines* at <http://palmm.fcla.edu/strucmeta/tiff.html>). Disks and their contents are logged in the DLC Tracking Database, which queues disks and files for inspection every 3 years and migration every 10 years or upon format obsolescence. The primary archive is maintained by the Florida Center for Library Automation (FCLA). Completed by the FCLA in 2005, the Florida Digital Archive (FDA) (<http://www.fcla.edu/digitalArchive/index.htm>) is available at no cost to Florida's public university libraries. The software programmed to support the FDA is modeled on the widely accepted Open Archival Information System. It is a dark archive and no public access functions are provided. It supports the preservation functions of format normalization, mass format migration and migration on request. As the Everglades objects are loaded into the UFDC for public access, a command in the METS header directs a copy of the files to the Florida Digital Archive (FDA). The process of forwarding original uncompressed TIFF images to the FDA is the key component in UF's plan to store, maintain and protect electronic data for the long term.

Although the primary goal of the project is to increase use of this important documentary

heritage, this project also will ensure the continued preservation of these collections. The original documents will remain open to researchers, but requests for reproductions received from off-site researchers will be reduced, and there may be a reduction in requests from researchers on campus as well. A reduction in requests for physical access will result in less handling and a reduced possibility of risk to the documents.

This project creates exciting new areas of exploration for the UF Libraries. In particular, UF is interested in investigating new methods of displaying descriptive information online and making archival descriptions more user-friendly through the use of social networking technology. Because this project does not include the creation of item-level description metadata, it is ideal for experimentation involving researcher-contributed metadata. Following completion of the project, researchers can enhance discoverability and comprehension of the minimal metadata by contributing descriptions for objects. UF has already begun planning and development for a tagging and contribution system with an editing or validation structure that would allow for contributions from authenticated and anonymous users. An editorial system will accept contributions automatically from approved users, and place all other contributions within an editorial system where contributions will be vetted and, once approved, will then be added to the existing metadata. This process allows established researchers to easily contribute their expertise; new researchers to grow their experience through their contributions; and all others to contribute in meaningful ways with or without attribution based on their own preferences. In particular, it is anticipated that these materials will be used in the classroom and an obvious experiment would involve students contributing item-level descriptions as part of their coursework.

Link paths and social tagging can be used to improve navigation of the project pages. UF also plans to make use of anonymous usage statistics in server log data to identify high-demand materials in the collections. Once identified, these materials potentially can be "pushed" to users. Additionally, user search patterns can point to areas of the collection where the high demand justifies the creation of authoritative item-level descriptive metadata. Likewise, staff can identify materials with high research value that are under-utilized and develop methods to highlight those items or otherwise improve their visibility.

### **Significance and Relationship to NHPRC Goals and Objectives**

This project directly addresses the Commission's mission, vision and goals. First, it makes records of historical value and national significance freely accessible to a wide public audience. Although these records have been accessible to researchers in previous years, access has been limited by geographical and operational factors. The creation of digital surrogates ensures broad use of materials that certainly enhance our knowledge of the nation's history and culture. Second, the project promotes the use of the country's documentary heritage. Project staff will work with faculty in academic units at UF and other educational institutions to ensure that students are aware of and can make use of these resources. Additionally, the project will be heavily promoted to historians and scholars in various disciplines. Third, the project guarantees the long term preservation of historical record collections so that they may be used by generations to come. The valuable historical evidence will be preserved in digital format, and the original materials also will benefit from the reduction in physical handling. Finally, UF will explore and evaluate new methods for cost-effective reproduction of archival materials.

## Plan of Work

The activities needed to successfully complete this project draw on the expertise of staff in multiple units of the George A. Smathers Libraries; the involvement of each is indicated below. Each of the six collections will be processed separately as discrete units so that no co-mingling of materials can occur. An entire collection will be processed by a specific unit before it moves into another processing area. The following ordered activities will be used to process each collection:

1. John Nemmers, Flo Turcotte, and Jim Cusick of the Special Collections Department will select and conduct a folder level review of each collection.
2. John Freund and Cathy Martyniak of the Preservation Department will do an initial conservation review of the materials making note of any special handling requirements.
3. The collection will be transferred to the Digital Library Center (DLC) for processing, serving, and archiving. The normal sequence of digital project activities include: registering materials into the DLC tracking database, imaging, image processing and quality control, mark-up, data transfer, and archiving. A more thorough delineation of these activities may be found in the supplementary attachments: *Work Plan* and *Digital Materials Preservation Plan*.
4. The collection will be returned to the Special Collections Department.

Staff in the Digital Library Center have ten years of experience handling all types of formats, and all imaging is done in accordance with established professional standards. Specifications for imaging (i.e., scanning, text, and metadata) are based on digitization specifications for PALMM Collections (<http://palmm.fcla.edu/strucmeta/standres.html#guidedig>) that, in turn, are based on the principles and recommendations of *Moving Theory into Practice: Digital Imaging for*

*Libraries and Archives* (Anne R. Kenney and Oya Y. Rieger [Mountain View, CA : Research Libraries Group, 2000] <http://www.rlg.org/preserv/mtip2000.html>) and Cornell University's Digital Imaging Tutorial (<http://www.library.cornell.edu/preservation/tutorial/contents.htm>). These specifications are optimized for digital archiving practices as outlined by the Florida Digital Archive (<http://www.fcla.edu/digitalArchive/>) and also optimized for data exchange with or harvesting by other digital libraries such as the U.S. National Science Foundation's National Science Digital Library (<http://www.nsdlib.org/>), the U.S. Institute for Museum and Library Services' National Leadership Grant collection (<http://imlsdccc.grainger.uiuc.edu/>), and OAster (<http://www.oaister.org/>) at the University of Michigan.

### **Products**

This digitization project will produce a new Historical Everglades Project homepage providing access to almost 100,000 new digital objects. In addition, the EAD finding aids for the six archival collections will be revised to include links to these digital objects. As part of the project, UF will create and widely disseminate documentation and descriptive information about the project. All documentation, including workflow and technical specifications, will be included on the project homepage. Project staff will disseminate information about methodology and outcomes in journal and newsletter articles and via conference presentations. All slideshow presentations will be included in the documentation on the project homepage.

The homepage also will include an education module that includes lesson plans and other information for use by teachers and students in the classroom. For an example of a similar education module, see *Spanish Colonial St. Augustine: A Resource for Teachers*

<http://www.uflib.ufl.edu/UFDC/?s=teachers>). The Everglades module will include an historical timeline, lesson plans, graphic materials, and a guide to primary sources and other secondary reading materials. UF will market the Everglades project and the education model aggressively using traditional methods such as web site links, press releases, public presentations, brochures and other promotional giveaways.

### **Personnel Qualifications**

Project personnel are listed below with brief statements of project responsibilities. Additional information about each project member, including qualifications and competencies, is available in the attached resumes. Responsibilities for each team member are described in the Plan of Work and in supplemental materials.

- **John Nemmers**, Principal Investigator. Descriptive and Technical Services Archivist, Department of Special and Area Studies Collections, University of Florida Libraries. Responsible for coordinating selection, conservation assessments, and compiling and submitting all project reports.
- **Dr. Laurie Taylor**, Co-Principal Investigator. Digital Projects Librarian, Digital Library Center, University of Florida Libraries. Responsible for overseeing all aspects of the digitization process in the DLC. She will coordinate all project activities with John Nemmers and other members of the digitization team. She will collaborate on creating an education module for the project.
- **Dr. James Cusick**. Curator of the P.K. Yonge Library of Florida History, Department of Special and Area Studies Collections. Responsible for establishing pre-imaging procedures, including selection and conservation assessments. He will collaborate on

creating an education module for the project.

- **Flo Turcotte**, Research Services Archivist, Archives and Manuscripts, Department of Special and Area Studies Collections. Responsible for establishing pre-imaging procedures, including selection and conservation assessments.
- **Lourdes Santamaria-Wheeler**, Digital Production Supervisor, Digital Library Center. Responsible for supervising scanning technicians and overseeing imaging processes utilizing flatbed and high-speed scanners.
- **Jane Pen**, Quality Control Unit Head, Digital Library Center. Ensures the quality of the digital objects and their corresponding structural metadata files. She will supervise quality control technicians to assure highest quality and rapid throughput of digitizing products.
- **Matthew Mariner**, Text Processing Unit Head, Digital Library Center. Supervises all text processing, archiving and data transfer processes. He will coordinate data transfer for archival, preservation, and redundancy.
- **Cathy Martyniak**, Department Chair, Preservation Department. Responsible for coordinating digital archiving with the Florida Digital Archive (FDA). She also will inspect materials for preservation concerns prior to imaging.
- **John Freund**, Conservation Unit Head, Preservation Department. Responsible for conservation activities. He will evaluate all materials to ensure optimal material quality for digitization and for long-term preservation.
- **Marilyn Ochoa**, Assistant Head, Education Library, University of Florida Libraries. Collaborates on the creation of education modules.

## **Performance Objectives**

The project will be evaluated on UF's ability to meet the following performance objectives:

1. Digitize approximately 90,400 pages; 9,040 letterbook pages; and 250 photographic items.
2. Keep total project costs below \$152,750.92.
3. Revise the EAD finding aids for six archival collections to include links to approximately 99,690 digital objects.
4. Create an educational module with at least 3 lesson plans and a guide to related archival collections and secondary sources

Following the grant period, the project will be evaluated on several factors that are not linked to specific numerical performance objectives. Long term success of the project will be determined, in part, on evaluations and comments submitted by researchers either online or in Special Collections. Anonymous statistics in server log data will be used to track online researcher demand over time, and research registration forms in Special Collections will be used to track on-site researcher demand. Staff also will evaluate the quantity and quality of any item-level descriptions contributed by researchers using the participatory tagging and contribution system. This evaluative data will inform future cost-effective digitization activities.

## Digital Preservation Plan

In practice consistent for all UF digital projects, redundant digital archives are maintained. An in-house DLC archive is created by burning TIFF masters, derivatives, and METS files to gold-based DVDs, which are retained in environmentally controlled storage (cf. *Guidelines* at <http://palmm.fcla.edu/strucmeta/tiff.html>). Disks and their contents are logged in the DLC Tracking Database, which queues disks and files for inspection every 3 years and migration every 10 years or upon format obsolescence. The primary archive is maintained by the Florida Center for Library Automation (FCLA). Completed by the FCLA in 2005, the Florida Digital Archive (FDA) (<http://www.fcla.edu/digitalArchive/index.htm>) is available at no cost to Florida's public university libraries. The software programmed to support the FDA is modeled on the widely accepted Open Archival Information System. It is a dark archive and no public access functions are provided. It supports the preservation functions of format normalization, mass format migration and migration on request. As the Everglades objects are loaded into the UFDC for public access, a command in the METS header directs a copy of the files to the Florida Digital Archive (FDA). The process of forwarding original uncompressed TIFF images to the FDA is the key component in UF's plan to store, maintain and protect electronic data for the long term.

[1] As reported in: University of Leeds. Representation and Rendering Project. "Survey and assessment of sources of information on file formats and software documentation: final report" (2003) – [http://www.jisc.ac.uk/uploaded\\_documents/FileFormatsreport.pdf](http://www.jisc.ac.uk/uploaded_documents/FileFormatsreport.pdf)

# Plan of Work

## Time Schedule of Activities

Activity	Jan-Mar 2009	Apr-Jun 2009	Jul-Sep 2009	Oct-Dec 2009	Jan-Mar 2010	Apr-Jun 2010	Jul-Sep 2010	Oct-Dec 2010	Jan-Mar 2011	Apr-Jun 2011	Jul-Sep 2011	Oct-Dec 2011
Selection & folder review												
Conservation Assessment												
<b>Digitization Actions</b>												
	<i>Hiring &amp; training of imaging &amp; quality control technicians</i>											
<i>Record ingest to tracking</i>		Broward/Jennings, M.M./Will					Jennings, W.S./Ingraham/Morgan					
<i>Imaging</i>		Broward/Jennings, M.M./Will					Jennings, W.S./Ingraham/Morgan					
<i>Quality Control</i>		Broward/Jennings, M.M./Will					Jennings, W.S./Ingraham/Morgan					
<i>Package Markup/ Deployment/ Archiving</i>		Broward/Jennings, M.M./Will					Jennings, W.S./Ingraham/Morgan					
Conservation assessment												
Reshelving of collections												
Creation of home page, education modules, and project documents												

## Workflow



### Selection, preparation and conservation review

Six collections have been selected for digitization. Special Collections staff (John Nemmers, Flo Turcotte, and Jim Cusick) will complete a pre-imaging checklist. The staff will physically examine each archival container to identify potential special-needs materials such as fragile documents, photographic images, etc. The staff will ensure that the physical arrangement of the folders in each box is identical to the arrangement described in the EAD finding aid. Special Collections staff will include written notes and instructions for the DLC staff when delivering materials for digitization. Special Collections staff will use the checklist to “check out” each archival container prior to imaging. Boxes will be transported to the DLC from Special Collections after they have been checked out. If a patron requests use of a box while it is in the DLC, the box can be temporarily retrieved for the patron to use in the Special Collections Reading Room. Prior to digitization, any items of particular concern will be reviewed by members of the Preservation Department (John Freund and Cathy Martyniak) and handling requirements will be noted. The Digital Library Center (DLC) is located in the same building and floor as the Department of Special and Area Studies Collections.

### Digitization Actions

#### *Tracking*

Once a collection is received by the DLC, the existing EAD finding aid data will be imported into the Digital Library Tracking Database (DLC Tracking) and repurposed from existing collection-, series-, and folder-level descriptions for the collections. In a few instances, where individual items are described in the EAD finding aids, item-level descriptions will be available for use with the digital objects. Descriptive metadata elements in the existing EAD finding aids that will be repurposed include: Collection Title, Collection Dates, Collection Originator, Series Title, Series Date, Folder Title, Folder Date(s). For all digitized materials, national Metadata Encoding and Transmission Standard (METS) metadata will be created. The basic METS files are created and enhanced automatically as an individual folder moves through the digitization chain from this point on.

The DLC Tracking database assigns a unique eight digit Bibliographic Identifier (BibID) to each folder processed, and that BibID will be used to track the item throughout the digitization process. For example, the “Business Correspondence 1908-1910” folder from the Thomas E. Will Papers might be assigned UF00096543. Folders will be retained in their original numbered boxes, temporary BibIDs will be attached to each folder, and the box will be moved to the digitizing unit.

#### *Imaging*

The imaging unit is supervised by Lourdes Santamaria-Wheeler, who has extensive experience in hiring, training, and supervising student scanners for image capture and enhancement. Scanning technicians will be hired from grant funds. Technicians will be hired based on their skills and understanding of digital image

capture and color correction. Santamaria-Wheeler will supervise and as necessary provide advanced training to the imaging technicians. All items within folders will be digitized to meet the requirements of the item's physical format. Photographs will be scanned at 600 dpi, 8 bit grayscale. Individual pages will be scanned on Copibook or flatbed scanners at minimum of 300 dpi, 24 bit color. The letterbooks will be scanned on Copibooks at 300 dpi, 24 bit color. Capturing letterbook pages will necessitate that each page is backed with a blank white sheet to minimize bleed through. The production imaging unit performs initial image review of all pages, adjusting the image quality as necessary, including adjustment of levels, skew, and contrast. Advanced image manipulation will be performed as needed and includes level adjustment and color replacement to minimize the appearance of aging and foxing. Images will be captured as uncompressed TIFF files (ITU6.0) at 100% scale; the current de facto standard for electronic image archives. Imaging equipment will be maintained by the production imaging unit. Both flatbed and CopiBook scanners will be calibrated regularly in order to maintain color fidelity and optimum image results.

### ***Quality Control***

After initial scanning and image enhancement discussed above, all aspects of image control and digital package creation are controlled by the UFDC Toolkit, an integrated software package that controls derivative image formation, quality control review at the package level, and deployment to the UFDC server. Jane Pen, head of the Quality Control Unit, hires, trains, and supervises a staff of quality control technicians. Her staff use Toolkit Pre-QC function which creates jpg, jpg2, and jpg thumbnail images. A second program, the Quality Control tool, displays thumbnails of each image in sequential order. These images are reviewed. Errors are noted and returned to the imaging unit for scan/rescan of the pages. If there are no errors, the files go to the Metadata Control Unit. At this point, the initial METS file contains basic structural and administrative metadata, as well as the descriptive metadata repurposed from the EAD files.

### ***Digital Package Markup & Deployment***

Once quality control has been completed, the digital package moves to the Markup Unit. For this project, Matt Mariner, the Unit head will train digital package technicians in procedures that ensure all package level metadata will conform to the national METS, our local extension schemas, and to requirements for serving in UFDC, preservation in the Florida Digital Archive, and integrating of packages into the Everglades Online Library. As appropriate, other project and resource specific extension schemas may be created. Users can view the METS file for any item loaded in UFDC by selecting *METS Metadata* under the *Technical Data* menu on the navigation bar to the left of an item being viewed. With final package approval, the Metadata Control Unit uses the GoUFD module of the DLC toolkit to initiate the FTPing of the package to the UFDC server for public access and metadata harvesting, sends the package to the Florida Digital Archive for preservation archiving, and burns the package to gold-based DVDs for local archival storage. Cathy Martyniak, head of Preservation, supervises this process. A fuller explanation of the archiving and preservation is given in the supplementary document "*Preservation Plan.*"

The above procedures have been used successfully to process more than 1.7 million pages into the UFDC collections, available at <http://www.uflib.ufl.edu/ufdc>

### ***Creation of Home Page, Conservation and Re-shelving***

Laurie Taylor (DLC) and John Nemmers will be responsible for creating the project home page, including all project documentation and resources. Taylor will implement participatory technologies, including the user contribution system. Jim Cusick, Laurie Taylor, and Marilyn Ochoa will create the education module.

Following digitization, John Freund will review all documents flagged by imaging staff for conservation assessment and take appropriate measures. John Nemmers will check materials back into Special Collections, ensuring that boxes and folders are in order, and re-shelving materials.

**Vita of:** John R. Nemmers  
Descriptive and Technical Services Archivist  
Assistant University Librarian

**Work Experience:**

**University of Florida**

George A. Smathers Libraries, Special and Area Studies Collections  
*From:* August 2003 *To:* Present

*Title:* Descriptive and Technical Services Archivist

Arranges and describes archival and manuscripts collections and supervises other department personnel involved in the arrangement and description process. Writes procedures for the arrangement and description of archives and manuscripts. Works with web-based metadata systems, such as EAD and METS, to create online finding-aids for the department's archival and V/M collections. Creates catalog records for archives and manuscripts. Reviews catalog records created by other department personnel. Participates in the public services program by providing general reference services as well as advanced reference services for archives and manuscripts. Works with curators to incorporate and interpret archival materials into exhibits. Recommends and requests preservation assistance when necessary.

**Florida State University**

Claude Pepper Library, 636 W. Call Street, Tallahassee, FL  
*From:* August 1998 *To:* July 2003

*Title:* Project Archivist

Responsible for the creation and maintenance of finding aid database for the Claude Pepper Collection. Supervised multi-year digitization project to provide digital surrogates of materials in the Pepper Collection and full-text search capabilities to patrons. Processed manuscript collections, including additions to existing collections. Assisted in developing outside funding sources for projects of the Pepper Center and FSU Libraries Special Collections Department. Developed and created Encoded Archival Description (EAD) versions of guides to collections. Supervised preservation/access reformatting projects for audiovisual and photographic materials in the collection.

**Education:**

BA in History	Florida State University	Date: 1996
MS in Library Studies	Florida State University	Date: 1998
Specialist in Education	Florida State University	Date: 1998

**Publications:**

*Refereed:*

"Testing the Federated Searching Waters: A Usability Study of MetaLib"  
(with Marilyn Ochoa, Rae Jesano, Carrie Newsom, Maryellen

O'Brien and Paul Victor, Jr.). *Journal of Web Librarianship* v.1 no. 3 (2007): 47-66.

“Opening Archives: Improving Access to Hidden Archival Collections in Florida” (with Elizabeth Konzak and Chuck Thomas). *Florida Libraries* 49 no. 2 (Fall 2006): 16-19.

“The Usability of Online Archival Resources: The Polaris Project Finding Aid” (with Burt Altman). *American Archivist* 64 no. 1 (Spring/Summer 2001): 121-131.

*Non-refereed:*

*Public Services in Special Collections* (with Florence Turcotte). SPEC Kit 296 (Washington, D.C.: Association of Research Libraries), 2006.

*Best Practice Guidelines for the Implementation of EAD Version 2002 in Florida Institutions* (available at: <http://www.fcla.edu/dlini/OpeningArchives/pdf/FloridaEADguidelines.pdf>), March 2006.

*Florida's Political Past: A Guide to Manuscript Collections, Archival Records, and Other Primary Historical Documents of Florida's Politicians*. An annotated bibliography (available at: <http://web.uflib.ufl.edu/spec/pkyonge/political/flpols.htm>), March 2005.

**Papers, Speeches, Presentations:**

“Archival Description and EAD.” Presented at the Society of Florida Archivists Annual Meeting, May 2006.

“Strategies for the Creation and Maintenance of EAD XML Finding Aids.” Presented at the Society of Florida Archivists Annual Meeting, April 2005.

“Uncovering Buried Treasure: Making Primary Sources Available” (with Elizabeth Konzak and Chuck Thomas). Presented at the Florida Library Association Conference, April 2007.

**Grants:**

2006. “Enhancing Access to the Jérémie Papers.” Smathers Libraries Mini Grants Program. Amount funded: \$3,750. Funding dates: November 2006 – October 2007. Role: Principal Investigator.

2005. “Opening Archives: Improving Access to Primary Sources in Florida.” Department of State Division of Library and Information Services – Library Services and Technology Act (LSTA). Amount funded: \$34,000. Funding dates: October 2005 – September 2006. Role: Steering Committee chair and Regional Trainer.

**Laurie N. Taylor**  
**Digital Projects Librarian, Digital Library Center**  
**University of Florida Libraries, Gainesville, FL 32611-7007**

**EDUCATION**

**EMPLOYMENT**

Digital Projects Librarian, Digital Library Center, University of Florida Libraries,  
Gainesville, FL, May 2007-  
Associate Director, Flexible Learning, Division of Continuing Education, University of  
Florida, Gainesville,  
FL, May 2006-May 2007  
Instructor, College of Liberal Arts & Sciences, University of Florida,  
Gainesville, FL, August 2000-May 2006

**SELECTED PROFESSIONAL ACTIVITIES**

Editorial Review Board Member for the *International Journal of Gaming and Computer-Mediated Simulations*.

**SELECTED REFEREED PUBLICATIONS**

- *Playing the Past: Video Games, History, and Memory*, co-edited with Zach Whalen. Nashville, TN: Vanderbilt University Press, forthcoming 2008.
- "Bioactive," in *Gaming in Academic Libraries Casebook*, co-authored with Sara Russel Gonzalez, Valrie Davis, Carrie Newsom, Chelsea Dinsmore, Cynthia Frey, and Kathryn Kennedy. Ed. Amy Harris and Scott Rice. ACRL, forthcoming 2008.
- "Snow White in the City: Teaching Fables, Nursery Rhymes, and Revisions in Graphic Novels." *Approaches to Teaching the Graphic Novel*. Ed. Stephen E Tabachnick. New York: MLA, forthcoming 2008.
- "Gaming Ethics, Rules, Etiquette and Learning." *Handbook of Research on Effective Electronic Gaming in Education*. Ed. Richard E. Ferdig. Information Science Reference, forthcoming 2008.
- "Making Nightmares into New Fairytales: Goth Comics as Children's Literature." *The Gothic in Children's Literature: Haunting the Borders*. Eds. Anna Jackson, Karen Coats, and Roderick McGillis. New York: Routledge, 2008: 195-208.
- "Console Wars: Console and Computer Games." *The Player's Realm: Studies on the Culture of Video Games and Gaming*. Eds. J. Patrick Williams and Jonas Heide Smith. Jefferson, NC: McFarland Press, 2007: 223-237.
- "Cameras, Radios, and Butterflies: the Influence and Importance of Fan Networks for Game Studies." *Fibreculture Journal* 8 (2006).
- "Playing in Neverland: *Peter Pan* Video Game Revisions," collaboratively written with Cathlena Martin, in *J. M. Barrie's Peter Pan In and Out of Time: A Children's Classic at 100*. Eds. Carole Anita Tarr and Donna White. Scarecrow Press, 2006.
- "Positive Features of Video Games," in *Handbook of Children, Culture, and Violence*. Eds. Nancy E. Dowd, Dorothy G. Singer, and Robin Fretwell Wilson. Thousand Oaks, CA: Sage, 2005. 247-265.

- "Gaming's Non-Digital Predecessors," collaboratively written with Cathlena Martin, in *The International Digital Media & Arts Association Journal* 2.1 (Spring 2005): 25-29.
- "Practicing What We Teach: Collaborative Writing and Teaching Teachers to Blog," co-authored with Cathlena Martin, in *Lore: an E-Journal for Teachers of Writing*, Fall 2004.
- "Open Source and Academia," co-authored with Brendan Riley, in *Computers and Composition Online*. Spring 2004.
- "When Seams Fall Apart: Video Game Space and the Player," in *Game Studies: the International Journal of Computer Game Research* 3.2 (Dec. 2003).

## SELECTED PRESENTATIONS

- "Digital Library Navigation Position Paper" at the *Codework Conference*, Center for Literary Computing Workshop. Morgantown, WVU: April 3-6, 2008.
- "Choices for Building Digital Libraries" at the College of the Bahamas' Virtual Library Committee at the College of the Bahamas, Nassau, Bahamas; Mar. 3, 2008.
- "File Formats 101" at the American Library Association Midwinter Meeting, in the PARS Digital Preservation Group Meeting, Philadelphia, PA: Jan. 13, 2007.
- "Why Are Comic Books Not Commonly Used in the Classroom? What Subjects Are Suitable For Comics?" presentation at the "Comics in the Classroom: Understanding the Educational Uses of Comic Books" Jewish Museum of Florida's Professional Development Workshop, Miami Beach, FL; Oct. 21, 2007.
- "Laws, Ethics, Unwritten Rules, & Etiquette" at the "World Building: Space and Community" Game Studies Conference, Gainesville, FL; Mar. 1-2, 2007.
- "Constructions and Reconstructions of the Gothic" at the MLA Conference, Washington, DC; Dec. 27-30, 2005.
- "Gaming Girls Playing with Power: Possibility Spaces in Game Design and Game Play" at the Society for Literature and Science Conference, Duke; Oct. 14-17, 2004.

## Curriculum Vitae of

### James G. Cusick

Curator, P.K. Yonge Library of Florida and  
Acting Chair, Department of Special & Area Studies Collections  
University of Florida George A. Smathers Libraries  
Gainesville, FL 32611  
(352) 273-1774  
[jgcusick@ufl.edu](mailto:jgcusick@ufl.edu)

### Work Experience

University of Florida George A. Smathers Library

July 2007 to July 2008  
Acting (Interim) Chair, Special & Area Studies Collections

1998 to Present  
Curator, P.K. Yonge Library of Florida History

University of North Florida

1997  
Adjunct Professor, classroom lecturer, Introduction to Spanish Colonial History,  
Department of History  
Adjunct Professor, classroom lecturer, Introduction to North American Indian  
Cultures, Department of Anthropology, Sociology and Criminology

Duke University, Perkins Library

1996  
Postdoctoral Fellow, assistant bibliographer for Latin American collections, Perkins  
Library; archivist/librarian in training, Department of Special  
Collections/Government Documents

### Education

B.S. in Journalism	Northwestern	1981
M.A. in Anthropology	UF	1989
Ph.D. in Anthropology	UF	1993
Post-Doctorate	Duke	1996

## Honors

2004 James J. Horgan Book Award, Florida Historical Society

## Publications

2003

The Other War of 1912: The Patriot War and the American Invasion of Spanish East Florida. University Press of Florida, Gainesville, Fla. Reissued 2006 by the University of Georgia Press.

1991-2000 publications available upon request

## Grants

Funded, January 2005. Florida Humanities Council "Landmarks of American History" award from NEH for teacher workshops in Florida history and supporting web resources, \$11,000 subcontract from NEH/Florida Humanities Council to the Digital Library Center, UF.

Funded, January 2004. Florida Humanities Council "Landmarks of American History" award from NEH for teacher workshops in Florida history and supporting web resources, \$12,000 subcontract from NEH/Florida Humanities Council to the Digital Library Center, UF.

Funded, November 2003. East Florida Papers Calendar Project, grant awarded by the St. Augustine Foundation, Flagler College, to digitize the card calendar index to this Spanish colonial collection and to convert it into a searchable online database. Grant writer and project manager, \$5000.

Funded, April-June, 2003. Contract with the National Underground Railroad Freedom Center, Cincinnati, Ohio, to create a bibliographic database on primary sources documenting slave escapes and resistance to slavery in Florida, 1650 to 1860, with John Ingram. Project manager, \$12,000 awarded.

## Teaching

Lead Instructor, Summer Teacher Workshops, "Spanish St. Augustine," NEH/Florida Humanities Council Landmarks of America program (2004-2007), Florida Humanities Council program (2008).

**Vita of:** Florence M. Turcotte  
Research Services Archivist  
Assistant University Librarian

**Work Experience:**

**University of Florida**

Department of Special and Area Studies Collections  
George A. Smathers Libraries  
P. O. Box 117007 Gainesville, FL 32611-7007

*From:* March 2005 *To:* Present

*Title:* Research Services Archivist

*Scope of duties:*

Participates in the department's public services program by providing general reference services as well as advanced reference consultation services for archives and manuscripts, both on-site and in response to remote queries. Participates in the department's bibliographic instruction program. Arranges and describes archival and manuscript collections. Works with web-based metadata systems, such as EAD, to create online finding-aids for the department's archival and manuscripts collections. Creates catalog records for archives and manuscripts. Promotes the use of collections by students, faculty, and scholars through instruction, exhibits, publications, and other means. Recommends and requests preservation assistance when necessary.

**University of Florida**

Department of Special and Area Studies Collections  
George A. Smathers Libraries  
P. O. Box 117007  
Gainesville, FL 32611-7007

*From:* February 1997 *To:* March 2005

*Title:* Senior Library Technical Assistant

*Scope of duties:*

Responsible for the supervision of 1-2 student assistants, the transfer and processing of incoming rare book items, stacks management duties, and maintaining the department's 25 desktop and 2 laptop workstations. Provided comprehensive reference and other public services at the service desk.

**Continuing Education:**

Modern Archives Institute, Winter 2006, National Archives and Records Administration, Washington DC.

A.B.D. Fall 1996-2003. Florida State University, Department of Religion.

Ph.D coursework, 1993-1995. University of Pittsburgh, Department of Religious Studies.

Completed Certificate in Theological and Liturgical Studies, 1986. Georgetown University,

School of Summer and Continuing Education.

**Publications:**

*Refereed:*

*Outreach in Special Collections Librarianship*. Chapter in *Academic Library Outreach: Beyond the Campus Walls*. Edited by Nancy Courtney. (Westport, Conn.: Libraries Unlimited, forthcoming, January 2009).

*Non-refereed:*

The Uncollected Writings of Marjorie Kinnan Rawlings (Book Review). Edited by Rodger L. Tarr and Brent E. Kinser. *Florida Historical Quarterly*: v.85, no. 4 (Spring 2007), p. 274-6.

"Libraries inaugurate Mini Grants Program with Four Awards", *Library News*, January 2007.

*Public Services in Special Collections*. SPEC Kit, with John Nemmers. (Washington, D.C.: Association of Research Libraries, November, 2006).

The Apocalypse in Art *St. Augustine Catholic* Dec 1999/Jan 2000: 12.

# Jane Pen

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## EDUCATION

**1998-present:** *Santa Fe Community College, Gainesville, FL*

Degree Received AS Spring/2002 GPA 3.9

Major Computer Information Systems Analysis

Classes taken Introduction to computing, Introduction to Internet, Introduction to networking, Microcomputer architecture, Data processing math, Visual Basic I & II, Programming in C++, Access 2000, Operating system, Excel 2000, PC management, Professional development for Information Technology Students, Document productions (Microsoft office applications), Adobe Photoshop, Firework, and Web authoring (Dreamweaver/XHTML).

**1979-1983:** *Tamkang University, Taipei, Taiwan*

Degree Bachelor of Arts

Major Educational Media and Library Science

(The highest degree received for library degree in Taiwan at the time was the Bachelor level of studies)

## WORK EXPERIENCE

**2001-present:** Quality Control unit head. *Digital Library Center, University of Florida*

Ensure the quality of the physical units of digitization (TIFF, JPEG and other images) and their corresponding structural metadata files for digital projects excluding newspaper. Supervise student workers working in the Quality Control unit. Help streamline processes to assure highest quality and rapid throughput of digitizing products.

**1997-2001:** Library assistant. *Alachua County Library District, Gainesville, FL*

Assisted patrons with information inquiry, resolved account problems and customer services functions, using SIRSI system. Duties also included office equipment maintenance.

**1996-1997:** Library reference assistant. *Schaumburg High School, Schaumburg, IL*

Assisted students/classes with reference inquiry/instruction, helped media center director with material processing. Also assisted computer lab manager with equipment maintenance.

**1988-1996:** Cataloger. *Follett Library Resources Co., McHenry, IL*

Assisted department head with cataloging k-12 materials and bibliographies consulting with school librarians and other customers. Reduced production cost to over \$5000 per budget year by rearranging workflow and organizing presentation facility.

## CERTIFICATION AND MEMBERSHIP

- UF Supervisory Challenge certificate 2006
- MOUS certificate in Microsoft Excel 2000

Lourdes Santamaría  
2735 SW 35 Place #1806  
Gainesville, FL 32608  
(786) 423 - 4901  
[lousant@uflib.ufl.edu](mailto:lousant@uflib.ufl.edu)

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## EDUCATION

- 2005 - University of Florida, Gainesville, FL  
Pursuing Masters of Arts in Museum Studies
- 1999 – 2003 University of Florida, Gainesville, FL  
Bachelor of Fine Arts in Creative Photography, Minor in Art History Cum Laude

## EMPLOYMENT

- 2005 – Scanning Supervisor (Program Assistant), Digital Library Center, Gainesville, FL
- Supervision of imaging process and staff using flat bed and high-speed scanners
  - Preparation of archival and library materials for digital imaging
- 2003 – 2004 Digital Technician, Flair Pro Color Lab, Gainesville, FL
- Set up digital files for photographic printing, including color correction, image sizing, and digital manipulations
  - Responsible for photographing, researching, describing and listing store inventory on eBay online auctions
- 2001 Re-shelving Personnel, Marston Science Library, Gainesville, FL
- Re-shelve returned library books in corresponding sections and maintain current inventory lists

## EXHIBITIONS

2006 *FACC Juried Student Arts Exhibition*, University Gallery, University of Florida, Gainesville, FL. Juror: Bonnie Clearwater, Director and Chief Curator, Museum of Contemporary Art, North Miami, FL.

2006 *Intolerance*, Center for Visual Arts Gallery, Brookdale Community College, Lincroft, NJ. Juror: Wendell T. Brooks, Professor, The College of New Jersey

2005 *Intolerance*, Printmaking Council of New Jersey, Somerville, NJ. Juror: Wendell T. Brooks, Professor, The College of New Jersey

2004 *Women in the Middle: Borders, Barriers, Intersections*, UWM Union Art Gallery, Milwaukee, WI. Jurors: Helen R. Klebesadel, Marianna Nunn, Clarissa Sligh, Gail Tremblay, Flo Oy Wong

2004 *Cambridge Art Association National Prize Show*, University Place Gallery, Cambridge, MA. Juror: Robert Fitzpatrick, Pritzker Director, Museum of Contemporary Art Chicago, IL

2004 *Photowork '04*, The Barrett Art Center, Poughkeepsie, NY. Juror: Jennifer Blessing, Curator, Solomon R.

Guggenheim Museum New York, NY

2003 *Visual AIDS: Postcards From the Edge*, Galerie Lelong, New York, NY

2003 *Inherited Tourism*, The Art Store, Gainesville, FL

2003 *FACC Juried Student Arts Exhibition*, University Gallery, University of Florida, Gainesville, FL. Juror: Bob Hanning, Curator, Graphicstudio

2002 *Most Food Comes by Boat*, Sergio Vega Studio, Gainesville, FL

2002 *Empathy: An Exercise in Location*, The Art Store, Gainesville, FL

2002 *Everything But the Bathroom Sink*, The Art Store, Gainesville, FL

2002 *Digital Works*, The Art Store, Gainesville, FL

2001 *Sergio's Ocular Migraine*, The Ark, Gainesville, FL

2001 *Postcards to New York*, Macy Gallery, Columbia University, New York, NY

1998 *Early Images '98*, Borders Gallery, Coral Gables, FL  
M-DCPS Juried Photographic Exhibition

## **Matthew C. Mariner**

Unit Head, Text Processing  
Digital Library Center  
George A. Smathers Libraries. University of Florida  
P.O. Box 117007  
Gainesville, FL 32611-7007 USA  
(352) 273-2900  
[marinermc@gmail.com](mailto:marinermc@gmail.com)

### **work experience:**

**2006 – Text Unit Head (2007-Present)**  
Institutional Repository Coordinator (2006-2007)  
Digital Library Center, University of Florida Libraries, Gainesville, FL

#### ***As Institutional Repository Coordinator:***

- Sought content to include in UF Institutional Repository
- Worked with Collection Managers to devise Repository goals and schema
- Processed IR materials using various proprietary DLC software (XML template for processing metadata; quality control application for pagination and document structure processing)

#### ***As Text Unit Head:***

- Maintain and supervise the operation of two Optical Character Recognition machines running 6 engines of PrimeOCR software.
- Edit and prepare document metadata according to University of Florida Digital Collections standards
- Maintain and supervise all loading of materials in UFDC and subsequent error identification and correction.
- Archiving of each “package” on DVD and Florida Digital Archive via FCLA FTP.

#### **2001-2004 Library Aide- St. Petersburg Public Library, Main; St. Petersburg, FL**

- Maintained stacks and shelved books.
- Assisted patrons on information retrieval
- Assisted in Reader’s Advisory
- Checked out books to patrons and assisted in fee transactions
- Assisted in maintenance of patron-use computers

### **Education:**

**2007- Present: Florida State University, Tallahassee, FL**  
·Master of Science in Information Studies (MSIS): In progress

**2004-2006: University of Florida, Gainesville, FL**

·Bachelor of Art in English (B.A.): completed

**2002-2004: St. Petersburg College, St. Petersburg, FL**

·Associate of Art (A.A.) completed

# VITA

Cathleen L. Martyniak  
Work (352) 273 - 2830  
Email cathy@uflib.ufl.edu

## Work Experience

1999 - Present University of Florida Gainesville, FL

### **Head, Preservation Department (Assistant University Librarian)**

Responsible for administration of Preservation Department staff including binding, conservation and digital preservation services. Staff levels vary over time. Duties include:

1998 – 1999 University of Florida Gainesville, FL

### **Head, Binding Unit**

Responsible for overall operation of five FTE decentralized binding unit distributed over eight buildings

1997 – 1998 Tulane University New Orleans, LA

### **Head, Preservation Department**

Responsible for coordination of three FTE Preservation Department including binding and conservation programs

## Education

1995 - 1996 University of Pittsburgh Pittsburgh, PA

### **Certificate of Advanced Study in Preservation Administration**

[Funded by \$15,000 1996 University Microfilm Inc. Preservation Fellowship]

1993 - 1995 University of Pittsburgh Pittsburgh, PA

### **Masters in Library Science**

1986 - 1991 University of Minnesota Minneapolis, MN

### **Bachelor of Arts, Major in History**

## Professional Memberships

### **NATIONAL SERVICE:**

American Library Association (ALA) 1995 - current

Association for Library Collection and Technical Services (ALCTS)

Membership Committee, Member 1998-2001, Chair, 2001 - 2002

Budget and Finance Committee, Member, 2004 - current

Preservation and Reformatting Section (PARS)

Preservation Internships Task Force, Member, 1995 – 1996

Preservation Issues in Small to Mid-sized Libraries Discussion Group,  
Chair, 1997 - 1999

Management Committee, Member, 1998 - 2000

Reformatting Committee, Member, 2000 – 2006: Chair 2003 – 2006

Program Planning Task Force, Chair, 2004 – 2005  
Preservation Administrators Discussion Group, Co-chair, 2004 – 2006  
Education Committee, Member 2006 – current  
Digital Preservation Discussion Group, Co-chair, 2006 – current  
Digital Preservation Definition Task Force, Co-chair, 2007- current (please see <http://blogs.ala.org/digipres.php> for details)  
*DigiPres* list serv creator and administrator (over 1,110 members as of March 2008)  
2007- current

### **LIBRARY SERVICE:**

Grant Management Committee, Member, 2003 – 2005: Chair, 2005 – 2007: Past Chair  
2007-2008  
Institutional Repository Task Force, Member, 2004 – 2005  
Library West Collection Preparations Committee, Guest, 2004 – current  
University of Florida Libraries Faculty Assembly, Member 2005 - current  
Disaster and Emergency Planning Committee, Chair, 2006 – current  
Brittle Book Task Force, Chair, 2007- current  
Technical Services Alliance 2007 – current

### **Publications**

Mook, Cathleen L. Conference Report: Analog and Digital Preservation Policy: Managing Transition. *Microform and Imaging Review* vol. 34, no. 3, 2005. p. 130

Mook, Cathleen L. and Ben Walker. Providing access and preservation services to collections in remote storage facilities. *Journal of Access Services*, vol. 2, no. 3, 2004. 53-58. (Refereed)

Mook, Cathleen L. *Grant Coordination: SPEC KIT #283*. Washington, D.C. Association of Research Libraries, Office of Leadership and Management Services, 2004.

### **Grants**

#### **Participant:**

Rewiring Florida's news: Florida Digital Newspaper Library  
2005 – current

Digital Archiving Manager

Supported by the Library Services and Technology Act, part of the IMLS  
Goal: Conversion of the University of Florida's microfilming operations to fully digital operations

Funding: \$199,321 (grant) + \$65,671 (cost share) = \$264,991

Cataloging and creating digital access to American and British Children's Literature, 1890-1910.

2006 – 2009

Digital Archiving Manager

Supported by the National Endowment for the Humanities

Goal: Catalog Children's Literature Titles and make the color portions accessible globally via digitization

**John Freund**  
**Preservation Department**  
**Smathers Library**  
**P O Box 117007**  
**Gainesville, Fl 32611**

**Home:**  
**20567 NW 257<sup>th</sup> Terrace**  
**High Springs FL 32643**

Telephone: (office) 352-273-2835 (cell) 352-316-1259 (home) 386-454-4988

**Email** [johfreu@uflib.ufl.edu](mailto:johfreu@uflib.ufl.edu)

### **EDUCATION**

University of Minnesota, Minneapolis, Minnesota. June 1975, BA, Journalism.  
San Francisco State, San Francisco, California. College of Design and Engineering.  
September, 1984, Certificate, Book Restoration and Binding.

### **WORK EXPERIENCE**

Head, Conservation Unit.  
University of Florida, Smathers Libraries.  
Gainesville, Florida 32611-7007  
October 1988 to present.

Circulation and Stack Manager/Reference.  
Jonsson Library of Government Documents, Stanford University, Palo Alto California.  
June 1983 to September 1988.

Instructor, Basic Book Binding and Restoration.  
San Francisco State University  
San Francisco, California  
1983-1984

### **INTERNSHIPS**

Sutro Library  
San Francisco State University, San Francisco, CA.  
September - March 1982-83

San Anselmo Theological Seminary, San Anselmo, CA.  
October - December 1983

Presentations to organizations on book and paper preservation including.  
Micanopy Historical Society, Florida State Genealogical Association,  
Holy Land Map Project, Society of Florida Archivists and others.

Workshops/ Meetings Attended:  
Conservation Of Photographs.  
Metropolitan Museum, New York, 1989

Collection Conservation Treatment  
Berkeley, California 1991

Advanced Conservation Workshop.  
University of Iowa and Center for the Book.  
Iowa City, Iowa 1995

Deacidification Reconsidered  
National Archives  
Washington, DC  
March 2000

Climate Notebook Environmental Training  
Atlanta Georgia  
2001

SOLINET Mold Workshop  
Richmond VA  
2004

The Changing Book  
Transitions in Design, Production and Preservation  
University of Iowa  
July 2005

SOLINET Hurricane Preparedness Workshop  
June 2005

Collections consulted and / or worked with.

Florida Orchid Society Archives, Jay Kislak Collection, Mathison Museum,  
Harn Musuem of Art, Florida Museum of Natural History, Majorie Kinnan Rawlings  
Society, Lighthouse Museum, Flagler College, State Department of Records, State of  
Florida, St. Augustine Historical Society, Micanopy Historical Society, Florida Historical  
Society, Zora Neale Hurston Museum, Catholic Diocese of St. Augustine Archives,  
Sisters of St. Joseph, St Augustine, Florida.

**Marilyn N. Ochoa**  
321 SE 3<sup>rd</sup> Street Apt H6  
Gainesville, FL 32601  
(717) 830-8201 || marilyn.ochoa@gmail.com

### **PROFESSIONAL EXPERIENCE**

**University of Florida, George A. Smathers Libraries, Gainesville, FL**

Assistant Head, Education Library, August 2007-Present

- Provide reference desk and reference consultation services at the Education Library
- Develop and update instructional and bibliographic guides via websites for general and specialized audiences concerning library resources. Selected content and developed research guides for five academic units of the College of Education
- Evaluate and select materials for Education Library Reference Collection.
- Actively develops and manages collections by evaluating and selecting relevant research and instructional materials in electronic, print and media formats for the COE, including the examination of approval items
- Coordinates with the Head of the Education Library and the Social Science Bibliographer regarding the reevaluation and cancellation of serial titles
- Assists with the evaluation and selection of numerous gift donations, offered to the Education Library
- Works with other Education Library or technical services staff regarding materials transfer, withdrawal, cataloging, preservation, or relocation issues, including for brittle books
- Continued working with Digital Library Center on University of Florida Digital Collections user interface, result and help pages, and usability studies
- Develop and implement University of Florida Institutional Review Board protocols and survey instruments for Endeca library catalog, National Digital Newspaper Project and Chronicling America and the Digital Library of the Caribbean usability testing
- Participate actively in the Libraries' instruction program to teach information literacy skills to graduate Education, COE ProTeach Program, English Language Institute and other groups, including undergraduate English classes. Lead tours and participated in other instructional activities in Education Library.
- Developed Library West proposals for Computer Assistance Desk and Library West Presentation Areas. Assisted with Library West computer imaging. Developed proposal for Education Library Computer Classroom.
- Maintained H&SSS web directories and H&SSS staff page and assisted with the development of Music Library and Education Library website template
- Taught research and information literacy skills, resource evaluation skills, and Web2.0 tools to interdisciplinary 3-credit honors class (Spring 2008)
- Coordinated the Ask A Librarian instant messaging (IM) reference service and provided Florida-wide IM reference service (Spring 2008)

**University of Florida, George A. Smathers Libraries, Gainesville, FL**

Digital Services Librarian, April 2003-August 2007

Humanities and Social Science Reference Librarian, October 2001-April 2003

- Provide professional, comprehensive reference service to patrons of the Humanities and Social Sciences collection in person and through the UF Libraries' and Florida Ask A Librarian virtual reference services
- Participate in planning, policy formation and departmental decision-making for electronic reference services and specialized media computing areas of Library West
- Assist with implementation and preparation of new technology initiatives, such as installing new operating system and other software programs, and managing computers and connectivity

- Serve as backup Coordinator for the Libraries' virtual reference service
- Coordinate web activities of H&SS Services Department
- Evaluate digital resources including MetaLib and the University of Florida Digital Collections
- Teach research and information literacy skills to students in undergraduate English classes, lead tours, and participate actively in other library instruction activities
- Prepare and update instructional and bibliographic guides in print and online for general and specialized audiences concerning library resources
- Select print and online-reference works and databases in African American and other areas of multicultural studies and general humanities and the social sciences areas
- Managed email reference for Smathers Libraries, including the QuestionPoint Ask a Librarian service
- Maintained and managed Library Instruction Computer Classroom
- Taught research and information literacy skills, resource evaluation skills, and HTML to interdisciplinary 3-credit honors class (Spring 2004 and Spring 2005)
- Served as project co-advisor for Science and Engineering Independent Study "Digital Library System" (grade given counted toward 50% of the final course grade, Fall 2004)

## **EDUCATION**

**University of Pittsburgh**, Pittsburgh, PA

Master of Library and Information Science Degree, Graduated August 2001

**La Salle University**, Philadelphia, PA

Bachelor of Arts Degree, Political Science and English, Graduated cum laude May 1998

## **HONORS AND PROFESSIONAL MEMBERSHIP**

### ***Honors***

Association for Education in Journalism and Mass Communication "Best of the Web" Competition. 2nd Place in the Creative category for Florida Journalism History Project <http://www.uflib.ufl.edu/jour/fljhist/>. Sponsored by the Visual Communication and Communication Technology Divisions, Spring 2006

George A. Smathers Libraries' H&SSS Instruction Team Project Staff Recognition Award, December 11, 2003

ACRL National Conference Scholarship Recipient, Spring 2003

Beta Phi Mu, inducted 2002

## **PUBLICATIONS**

Ochoa, Marilyn, Rae Jesano, John Nemmers, Carrie Newsom, Maryellen O'Brien, and Paul Victor. "Testing the Federated Searching Waters: A Usability Study of MetaLib." *Journal of Web Librarianship*. 1.3 (Fall 2007): 47-66.

Reakes, Patrick and Marilyn Ochoa. "A Grassroots Initiative to Facilitate Historical Research: The Florida Journalism History Project." *Technical Services Quarterly*. 25.2 (Spring 2007): 57-72.

Cataldo, Tara, LeiLani Freund, Marilyn Ochoa and Marina Salcedo. "Assessing the Information Commons." *Public Services Quarterly*. 2.4 (Winter 2007): 23-46.

Ronan, Jana, Patrick Reakes and Marilyn Ochoa. "Application of the Behavioral Guidelines: A Study of Online Reference Skills." Special issue, *College and Undergraduate Libraries*. 13.4 (November 2006): 3-30.

## **Position Descriptions for Scanning and QC Technicians**

**CLASS TITLE:** Scanning Technician

Starting Base Pay: \$11/hour

**TYPE OF WORK:**

This person captures digital images using flatbed scanners according to project specification, and performs basic image manipulation.

**EXAMPLES OF WORK:**

Create digital images using flatbed scanners and appropriate scan software.

Review images against original to assure authentic representation, and correct resolution.

Names, saves, and organizes images according to project specification.

Perform preliminary image correction including skew correction and cropping.

**MINIMUM QUALIFICATIONS:**

Experience with using PC based computer systems

Willingness to learn scanning software

Ability to handle repetitive tasks

Attention to detail in naming files

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**CLASS TITLE:** Quality Control Technician

Starting Base Pay: \$11/hour

**TYPE OF WORK:**

This person does the final quality control on digital images before transmitting to the Mark Up Unit.

Understands and can successfully do all of the tasks of a scan technician and additionally makes image quality decisions independently. Performs image quality control tasks with minimal supervision.

**EXAMPLES OF WORK (not all inclusive):**

Create digital images using flat bed scanners and appropriate scan software.

Review images against original to assure authentic representation.

Perform preliminary image correction including skew correction and cropping.

Name and save file accurately as uncompressed TIFF.

Uses the quality control software program to open, correct images, and name files for XML output.

Creates actions in Photoshop to correct image files.

Scans or rescans selected images as necessary and reintegrates into digital packages.

Burns DVDs to create archival files of images using appropriate software.

**MINIMUM QUALIFICATIONS:**

Experience working with PC-based computer systems.

Extensive familiarity with the procedures used at the DLC.

Working knowledge of Photoshop and Microsoft office applications.

Works well with others.

## Budget Narrative

The estimated page count for the six collections is:

90,400 pages

9,040 letterbook pages

250 photo prints/negatives.

Based on experience with test sets, we're building in a 10% reshoot rate for pages, 15% reshoot for letterbooks, and 15% for photos. Adjusted estimates are:

99,440 pages

10,396 letterbook pages

288 photographic materials.

This estimate assumes use of CopiBook scanner with white sheet backing for letterbooks, and, use of flatbed scanners for all photographic materials and other pages. Some individual sheets may withstand sheet feed scanner, based on experience with similar collections, but we will not count on it. All pages images will be 300 dpi color (24-bit) images. All photographic materials will be 600 dpi grey-scale (8-bit) images.

### Regular Pages:

\* \$0.25/page scanning +

\* \$0.25/page image correction/QC +

\* \$0.03/page mounting/archiving +

\* \$0.01/page media

Total regular pages @ page unit = \$0.54/page

+ @ \$1,805.68 data-logging (tracking)

TOTAL REGULAR PAGES =  $(99,440 \times 0.54) + 1,805.68 = \$55,503.28$

### Letterbooks:

\* \$0.25/page scanning +

\* \$0.25/page image correction/QC +

\* \$0.03/page mounting/archiving +

\* \$0.02/page media

Total Letterbooks @ page unit = \$0.55/page

+ @ \$35 data-logging (tracking)

TOTAL LETTERBOOKS =  $(10,396 \times 0.55) + 35 = \$5,752.80$

### Photographic Materials:

\* \$0.40/page scanning +

\* \$0.25/page image correction/QC +

\* \$0.03/page mounting/archiving +

\* \$0.01/page media

Total Photographic Materials @ page unit = \$0.69/image

+ @ \$71.42 data-logging (tracking)

TOTAL PHOTOGRAPHIC MATERIALS =  $(250 \times 0.69) + 71.42 = \$243.92$

**TOTAL ESTIMATE (DLC) = @ \$61,500**  
**+ 10% BUFFER = \$ 6,150**

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**TOTAL DIGITIZATION COSTS (DLC) = @ \$67,650**

The costs above are represented in the Salaries & Wages section of the Budget. In addition, the budget also includes Supplies and Materials costs. The project will fund the purchase of 5000 Polyester envelopes that will be used to protect fragile documents during and following imaging.

**5000 Polyester envelopes (11x14) x \$1.00 each = \$5,000.00**

## Application for Federal Assistance SF-424

Version 02

## 16. Congressional Districts Of:

\* a. Applicant

FL-006

\* b. Program/Project

FL-006

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

## 17. Proposed Project:

\* a. Start Date:

01/01/2009

\* b. End Date:

12/31/2011

## 18. Estimated Funding (\$):

* a. Federal	74,906.14
* b. Applicant	77,844.78
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	152,750.92

## \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

 a. This application was made available to the State under the Executive Order 12372 Process for review on  b. Program is subject to E.O. 12372 but has not been selected by the State for review. c. Program is not covered by E.O. 12372.

## \* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

 Yes No

Explanation

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

 \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

## Authorized Representative:

Prefix: Mr. \* First Name: Brian

Middle Name:

\* Last Name: Prindle

Suffix:

\* Title: Associate Director of Research

\* Telephone Number: 352-392-3516

Fax Number: 352-846-1839

\* Email: prindle@ufl.edu

\* Signature of Authorized Representative: Completed by Grants.gov upon submission.

\* Date Signed: Completed by Grants.gov upon submission.

NARA

NEH

## Budget

Period: 1

Previous Period

## Project Director

Prefix

\* First Name

Middle Name

\* Last Name

Suffix

\* Applicant Organization

Reset Entries

\* Requested Grant Period From: \* Requested Grant Period Thru: If this is a revised budget, indicate application/grant number: 

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to Federal funds and those that will be cost shared. The method of cost computation should clearly indicate how the total charge for each budget item was determined.

## SECTION A

\* Budget detail for the period from:  \* Thru: 

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately.

## 1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

* Name/Title of Position	No.	* Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
Lourdes Santamarie-Wheeler, Scanning Supervisor		0.10 FTE		3,279.00	3,279.00
Jane Pen, Quality Control Unit Head		0.10 FTE		3,456.00	3,456.00
Matthew Mariner, Text Unit Head		0.05 FTE		1,640.00	1,640.00
Laurie Taylor, Digital Projects Librarian		0.05 FTE		2,350.00	2,350.00
Scanning Technicians	2	0.375 FTE (\$11/hr)	13,530.00		13,530.00
Quality Control Technicians	2	0.25 FTE (\$11/hr)	9,020.00		9,020.00
See Overflow Document				10,607.00	10,607.00
SUBTOTALS			22,550.00	21,332.00	43,882.00

OMB Approval No. 3095-0013

Expiration Date: 01/31/2009

NA Form 17001 (Rev. 1-93)

OMB Number: 3136-0134

Expiration Date: 6/30/09

NARA

NEH

# Budget

Period: 1

Reset Entries

## 2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

* Rate	* Salary Base (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
33.0	% of 21,232.00		7,006.56	7,006.56
	% of			
	% of			
SUBTOTALS			7,006.56	7,006.56

## 3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

* Name or Type of Consultant	No. of Days on Project	Daily Rate of Compensation (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS					

## 4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

* From/To	#	*	Subsistence Costs (\$)	Transportation Costs = (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS							

# = number of persons \* = total travel days

# Budget

Period: 1

Reset Entries

## 5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

* Item	Basis/Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
5000 Polyester envelopes, 11x14	\$1.00 each	5,000.00		5,000.00
SUBTOTALS		5,000.00		5,000.00

## 6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment on the summary page.

* Item	Basis/Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS				

# Budget

Period: 1

Reset Entries

### 7. Other Costs

Include participant stipends and room and board, equipment purchases of \$5,000 or more per unit, training costs and registration fees, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

*Item	Basis/Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS				

### 8. Total Direct Costs

Total Direct Costs (Add Subtotals of Items 1 to 7) Grant Funds

27,550.00	28,338.56	55,888.56
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# Budget

Period: 1

Reset Entries

## 9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanation of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency (Complete items A and B).
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B).
- Indirect cost proposal will be sent to the Agency if application is funded. (Provide an estimate in item B of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs).
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5000 per year. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5000 per year, whichever value is less).
- Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

### Item A.

Name of Federal Agency

Date of Agreement

### Item B.

* Rate (%)	* Base(s) (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
5.0	55,888.56		2,794.43	2,794.43
	* SUBTOTALS		2,794.43	2,794.43

\* Total Project Costs  
Grant Funds (a) (\$)

\* Total Project Costs  
Cost Sharing (b) (\$)

\* Total Project Costs  
Total (c) (\$)

## 10. Total Project Costs

(Direct and Indirect) for budget period.

27,550.00	31,132.99	58,682.99
-----------	-----------	-----------

Next Period

NARA

NEH

## Budget

Period: 2

Previous Period

## Project Director

Prefix

\* First Name

Middle Name

\* Last Name

Suffix

\* Applicant Organization

Reset Entries

\* Requested Grant Period From: \* Requested Grant Period Thru: If this is a revised budget, indicate application/grant number: 

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to Federal funds and those that will be cost shared. The method of cost computation should clearly indicate how the total charge for each budget item was determined.

## SECTION A

\* Budget detail for the period from:  \* Thru: 

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately.

## 1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

* Name/Title of Position	No.	* Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
Lourdes Santamarie-Wheeler, Scanning Supervisor		0.10 FTE		3,377.00	3,377.00
Jane Pen, Quality Control Unit Head		0.10 FTE		3,560.00	3,560.00
Matthew Mariner, Text Unit Head		0.05 FTE		1,689.00	1,689.00
Laurie Taylor, Digital Projects Librarian		0.05 FTE		2,421.00	2,421.00
Scanning Technicians	2	0.375 FTE (\$11/hr)	13,530.00		13,530.00
Quality Control Technicians	2	0.25 FTE (\$11/hr)	9,020.00		9,020.00
See Overflow Document				5,431.00	5,431.00
SUBTOTALS			22,550.00	16,478.00	39,028.00

OMB Approval No. 3095-0013

Expiration Date: 01/31/2009

NA Form 17001 (Rev. 1-93)

OMB Number: 3136-0134

Expiration Date: 6/30/09

NARA

NEH

# Budget

Period: 2

Reset Entries

## 2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

* Rate	* Salary Base (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
33.0	% of 16,478.00		5,437.74	5,437.74
	% of			
	% of			
SUBTOTALS			5,437.74	5,437.74

## 3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

* Name or Type of Consultant	No. of Days on Project	Daily Rate of Compensation (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS					

## 4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

* FromTo	#	*	Subsistence Costs (\$)	Transportation Costs = (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS							

# = number of persons    \* = total travel days

# Budget

Period: 2

Reset Entries

## 5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

* Item	Basis/Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS				

## 6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment on the summary page.

* Item	Basis/Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS				

# Budget

Period: 2

Reset Entries

### 7. Other Costs

Include participant stipends and room and board, equipment purchases of \$5,000 or more per unit, training costs and registration fees, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

*Item	Basis/Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS				

### 8. Total Direct Costs

Total Direct Costs (Add Subtotals of Items 1 to 7) Grant Funds

22,550.00	21,915.74	44,465.74
-----------	-----------	-----------

# Budget

Period: 2

Reset Entries

## 9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanation of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency (Complete items A and B).
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B).
- Indirect cost proposal will be sent to the Agency if application is funded. (Provide an estimate in item B of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs).
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5000 per year. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5000 per year, whichever value is less).
- Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

### Item A.

Name of Federal Agency

Date of Agreement

### Item B.

* Rate (%)	* Base(s) (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
5.0	44,465.74		2,223.29	2,223.29
	* SUBTOTALS		2,223.29	2,223.29

\* Total Project Costs  
Grant Funds (a) (\$)

\* Total Project Costs  
Cost Sharing (b) (\$)

\* Total Project Costs  
Total (c) (\$)

## 10. Total Project Costs

(Direct and Indirect) for budget period.

22,550.00	24,139.03	46,689.03
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Next Period

NARA

NEH

## Budget

Period: 3

Previous Period

## Project Director

Prefix

\* First Name

Middle Name

\* Last Name

Suffix

\* Applicant Organization

Reset Entries

\* Requested Grant Period From: \* Requested Grant Period Thru: If this is a revised budget, indicate application/grant number: 

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to Federal funds and those that will be cost shared. The method of cost computation should clearly indicate how the total charge for each budget item was determined.

## SECTION A

\* Budget detail for the period from:  \* Thru: 

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately.

## 1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

* Name/Title of Position	No.	* Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
Lourdes Santamarie-Wheeler, Scanning Supervisor		0.10 FTE		3,479.00	3,479.00
Jane Pen, Quality Control Unit Head		0.10 FTE		3,667.00	3,667.00
Matthew Mariner, Text Unit Head		0.05 FTE		1,739.00	1,739.00
Laurie Taylor, Digital Projects Librarian		0.05 FTE		2,493.00	2,493.00
Scanning Technicians	2	0.375 FTE (\$11/hr)	13,530.00		13,530.00
Quality Control Technicians	2	0.25 FTE (\$11/hr)	9,020.00		9,020.00
See Overflow Document				5,594.00	5,594.00
SUBTOTALS			22,550.00	16,972.00	39,522.00

OMB Approval No. 3095-0013

Expiration Date: 01/31/2009

NA Form 17001 (Rev. 1-93)

OMB Number: 3136-0134

Expiration Date: 6/30/09

NARA

NEH

# Budget

Period: 3

Reset Entries

## 2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

* Rate	* Salary Base (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
33.0	% of 16,972.00		5,600.76	5,600.76
	% of			
	% of			
SUBTOTALS			5,600.76	5,600.76

## 3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

* Name or Type of Consultant	No. of Days on Project	Daily Rate of Compensation (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS					

## 4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

* From/To	#	*	Subsistence Costs (\$)	Transportation Costs = (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS							

# = number of persons \* = total travel days



# Budget

Period: 3

Reset Entries

### 7. Other Costs

Include participant stipends and room and board, equipment purchases of \$5,000 or more per unit, training costs and registration fees, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

*Item	Basis/Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
SUBTOTALS				

### 8. Total Direct Costs

Total Direct Costs (Add Subtotals of Items 1 to 7) Grant Funds

22,550.00	22,572.76	45,122.76
-----------	-----------	-----------

# Budget

Period: 3

Reset Entries

## 9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanation of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency (Complete items A and B).
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B).
- Indirect cost proposal will be sent to the Agency if application is funded. (Provide an estimate in item B of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs).
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5000 per year. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5000 per year, whichever value is less).
- Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

### Item A.

Name of Federal Agency

Date of Agreement

### Item B.

* Rate (%)	* Base(s) (\$)	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
5.0	45,122.76	2,256.14		2,256.14
	* SUBTOTALS	2,256.14		2,256.14

\* Total Project Costs  
Grant Funds (a) (\$)

\* Total Project Costs  
Cost Sharing (b) (\$)

\* Total Project Costs  
Total (c) (\$)

## 10. Total Project Costs

(Direct and Indirect) for budget period.

24,806.14	22,572.76	47,378.90
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Next Period

NARA

NEH

## Budget

## Section B

## SUMMARY BUDGET

Transfer from Section A the total costs (column C) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately.

	* First Year From 01/01/2009	* Second Year From 01/01/2010	* Third Year From 01/01/2011	
	* First Year Thru 12/31/2009	* Second Year Thru 12/31/2010	* Third Year Thru 12/31/2011	TOTAL COSTS FOR ENTIRE GRANT PERIOD
* 1. Salaries and Wages (\$)	43,882.00	39,028.00	39,522.00	122,432.00
* 2. Fringe Benefits (\$)	7,006.56	5,437.74	5,600.76	18,045.06
* 3. Consultant Fees (\$)				
* 4. Travel (\$)				
* 5. Supplies and Materials (\$)	5,000.00			5,000.00
* 6. Services (\$)				
* 7. Other Costs (\$)				
* 8. Total Direct Costs (Items 1-7) (\$)	55,888.56	44,465.74	45,122.76	145,477.06
* 9. Indirect Costs (\$)	2,794.43	2,223.29	2,256.14	7,273.86
* Total Project Costs (Direct & Indirect) (\$)	58,682.99	46,689.03	47,378.90	152,750.92

## PROJECT FUNDING FOR THE ENTIRE GRANT PERIOD

1. Indicate the amount of outright and/or Federal matching funds that is requested.

2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate the amount of actual or anticipated awards from other Federal agencies for this project and this grant period only.

3. Total Project Funding should equal Total Project Costs.

## \* 1. Grant Funds Requested

Outright (\$)	74,906.14
Federal Matching (\$)	0.00
Total Funding (\$)	74,906.14

## \* 2. Cost Sharing

Applicant's Contributions (\$)	77,844.78
Third-Party Contributions (\$)	0.00
Project Income (\$)	0.00
Other Federal Agencies (\$)	0.00
TOTAL COST SHARING (\$)	77,844.78
	152,750.92

## 3. TOTAL PROJECT FUNDING (Total Federal Funding + Total Cost Sharing)

Additional Budget Information

Section A

Budget detail for the period from: 01/01/2009 Thru: 12/31/2009

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
Cathy Martyniak, Head, Preservation Department		0.05 FTE		\$ 2,775.00	\$ 2,775.00
Jim Cusick, Curator, P.K. Yonge Library of Florida History		0.05 FTE		\$ 3,148.00	\$ 3,148.00
Flo Turcotte, Archivist		0.05 FTE		\$ 2,186.00	\$ 2,186.00
John Freund, Conservator		0.05 FTE		\$ 2,498.00	\$ 2,498.00
		Subtotals	\$ -	\$ 10,607.00	\$ 10,607.00

Section A

Budget detail for the period from: 01/01/2010 Thru: 12/31/2010

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
John Freund, Conservator		0.05 FTE		\$ 2,573.00	\$ 2,573.00
Cathy Martyniak, Head, Preservation Department		0.05 FTE		\$ 2,858.00	\$ 2,858.00
		Subtotals	\$ -	\$ 5,431.00	\$ 5,431.00

Section A

Budget detail for the period from: 01/01/2011 Thru: 12/31/2011

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	Grant Funds (a) (\$)	Cost Sharing (b) (\$)	Total (c) (\$)
John Freund, Conservator		0.05 FTE		\$ 2,650.00	\$ 2,650.00
Cathy Martyniak, Head, Preservation Department		0.05 FTE		\$ 2,944.00	\$ 2,944.00
		Subtotals	\$ -	\$ 5,594.00	\$ 5,594.00

## Appendix A – Finding Aids

### A Guide to the Napoleon Bonaparte Broward Papers

University of Florida Smathers Libraries - [Special and Area Studies Collections](#)  
August 2004

#### Descriptive Summary

<b>Provenance:</b>	Broward, Napoleon Bonaparte
<b>Title:</b>	Napoleon Bonaparte Broward Papers
<b>Dates:</b>	1879-1918
<b>Bulk dates:</b>	1904-1910
<b>Extent:</b>	10.75 linear ft. 14 Boxes
<b>Identification:</b>	MS 9

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#### Biographical/Historical Note

Napoleon Bonaparte Broward was born in Duval County, Florida, in 1857. Throughout his young life he worked in various positions on farms, in logging camps, and on steamboats. As the owner of a steam tug, *The Three Friends*, he earned a reputation smuggling guns to Cuban revolutionaries prior to the Spanish-American War. Broward held various public positions, serving as sheriff of Duval County, on the Jacksonville city council, in the Florida House of Representatives (1901), and on the State Board of Health (1901-1904). He served one term as Governor of Florida, from 1905 to 1909. As Governor, he was instrumental in the drainage of the Everglades and encouraged development in South Florida. Following his gubernatorial term, he was elected U.S. Senator in 1910 but died before taking office.

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#### Scope and Content

The Broward Papers date from 1879 to 1918, but the bulk of the papers coincide with the gubernatorial term from 1905 to 1909. The major subject covered in the collection is the drainage of the Everglades and the development of South Florida lands. Additional topics include real estate, race relations, education, labor unions, liquor, taxes, transportation, waterways, railways, and Broward's campaigns for Governor and the U.S. Senate. The collection is comprised of incoming and outgoing correspondence, speeches, news clippings, campaign material, photographs (including images of dredging operations), legislative material, and legal documents. There are a small number of articles, pamphlets, circulars, and other publications pertaining to the drainage of the Everglades, dredging equipment, forestry, sugar, and waterways. In addition to the incoming and outgoing correspondence, there are four bound letterbooks containing letters written by Broward in 1905-1909. Correspondents include numerous real estate developers, business leaders, representatives of state and federal agencies, and Florida politicians such as William Sherman Jennings.

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#### Full finding aid available at:

<http://web.uflib.ufl.edu/spec/pkyonge/Broward.htm>

# A Guide to the William Sherman Jennings Papers

University of Florida Smathers Libraries - [Special and Area Studies Collections](#)  
March 2008

## Descriptive Summary

<b>Provenance:</b>	Jennings, William Sherman, 1863-1920
<b>Title:</b>	William Sherman Jennings Papers
<b>Dates:</b>	1877-1928
<b>Abstract:</b>	Papers relating to Florida Governor William S. Jennings, his political and business dealings, and to his role in the drainage of the Everglades.
<b>Extent:</b>	13.5 linear feet. (29 boxes and 16 volumes)
<b>Identification:</b>	Ms 58

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## Biographical/Historical Note

William Sherman Jennings was born March 24, 1863, in Illinois. His cousin was William Jennings Bryan. He graduated from Southern Illinois Normal University and Union Law School in Chicago. He moved to Brooksville, Florida, in 1885 in order to open his open law practice. His second wife, May Mann Jennings, was a leading member of the women's club movement and was an influential advocate for social reform and civic causes. Jennings had an extensive career in elected and appointed positions. He served as County Judge of Hernando County in 1888. He was a member of the Florida legislature from 1893-1895, serving as Speaker of the House in 1895. He served one term as Governor from 1901-1905. He was the last Florida Governor nominated at a state party convention; after 1900 Florida implemented primary elections. By the end of his term as Governor, Jennings was credited with leading the effort to drain and reclaim over 3 million acres of Florida land, primarily in the Everglades. In 1905 he was appointed by Governor Napoleon B. Broward as General Counsel for the Internal Improvement Fund, the state agency responsible for administering public lands. In this position, which he held until 1909, he was able to continue leading drainage activities in the Everglades. Jennings continued to practice law in Brooksville and Jacksonville until his death on February 28, 1920.

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## Scope and Content

The Jennings Papers (1877-1928) document his years as Governor and his activities after leaving office, particularly his work with the Internal Improvement Fund, his own legal practice, and his personal business affairs. The collection is comprised of correspondence, speeches, legal documents, legislative material, news clippings, photographs, pamphlets, programs, and other publications. The collection also includes numerous letterbooks dating from 1898 to 1909 that contain both personal and official/business letters. The primary focus of the collection is the drainage and dredging of South Florida, from the earliest discussions at the turn of the century to the subsequent development and land boom of the 1920s. Of particular interest are the surveys, reports, memoranda and correspondence generated as part of the early planning for the drainage of the Everglades. Some of the major subjects covered in the Jennings Papers include drainage laws, public lands, the dredging and opening of canals, new road construction, the use of convict labor, the development of Dade County, relations with the Seminole Indians, and the activities of his wife, May Mann Jennings.

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## Full finding aid available at:

<http://web.uflib.ufl.edu/spec/pkyonge/JenningsWilliamS.htm>

# A Guide to the May Mann Jennings Papers

University of Florida Smathers Libraries - [Special and Area Studies Collections](#)  
March 2005

## Descriptive Summary

<b>Provenance:</b>	Jennings, May Mann, 1872-1963
<b>Title:</b>	May Mann Jennings Papers
<b>Dates:</b>	1889-1963
<b>Abstract:</b>	Correspondence and miscellaneous materials of May Mann Jennings, a political and environmental activist.
<b>Extent:</b>	8 linear feet. (23 Boxes)
<b>Identification:</b>	Ms 57

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## Biographical/Historical Note

May Mann Jennings was a leading member of the women's club movement and an influential advocate for social reform and civic causes in Florida and nationwide. Born in New Jersey in 1872, she moved with her family to Crystal River, Florida, in 1874. She was educated at St. Joseph's Convent in St. Augustine, and lived primarily in Jacksonville throughout her life. No stranger to politics, her father was Florida State Senator Austin Shuey Mann and she married future Governor William Sherman Jennings in 1891. During their years in the Governor's mansion, she became known as the "Mother of Forestry" for her advocacy efforts on behalf of the state Board of Forestry. Her interests varied widely and she championed numerous causes related to the Seminole Indians, women's rights and suffrage, conservation, beautification efforts, child welfare, public health, education, and Democratic politics.

A prominent leader in the women's club movement, she served as president of the Florida Federation of Women's Clubs from 1914-1917, and as both Florida director and vice president of the General Federation of Women's Clubs (1918-1920). She also held several important leadership positions with social club and civic organizations throughout Florida, including numerous beautification committees and the state Audubon Society. During her tenure as president of the Florida Federation of Women's Clubs, she spearheaded the effort to have the Royal Palm State Park established in 1915, thereby preserving a portion of the Everglades for public use. Throughout the 1920s and 1930s she continued to oversee and advocate for the Royal Palm Park on behalf of the Federation. She was appointed to the Everglades National Park Commission in the late 1930s and pushed for the creation of a national Everglades Park. She died April 24, 1963.

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## Scope and Content

The May Mann Jennings Papers (1889-1963) document her activities related to the Federation of Women's Clubs, the Royal Palm State Park, the Everglades, and her relationship with her husband, Governor William Sherman Jennings. Other topics include women's rights and suffrage, the Seminole Indians, beautification efforts, child welfare, public health, education, and Democratic politics. The collection consists of correspondence, photographs, news clippings, speeches, meeting minutes and biographical information. The personal correspondence includes letters to and from her husband and her son, Sherman Bryan Jennings.

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## Full finding aid available at:

<http://web.uflib.ufl.edu/spec/pkyonge/JenningsMayMann.htm>

# A Guide to the Thomas E. Will Papers

University of Florida Smathers Libraries - [Special and Area Studies Collections](#)  
January 2008

## Descriptive Summary

<b>Provenance:</b>	Will, Thomas E. (Thomas Elmer) 1861-1937.
<b>Title:</b>	Thomas E. Will Papers
<b>Dates:</b>	1893-1938
<b>Extent:</b>	14 linear feet. (24 boxes)
<b>Identification:</b>	Ms 112

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## Biographical/Historical Note

Educator, author, and developer of the Florida Everglades. Born in Illinois on November 11, 1861. In 1910 Will visited the Everglades for the first time, and he became so excited about the prospects for development there that he quit his Forestry positions to dedicate himself to the Everglades. Between 1910 and 1914, he spent most of his time working in Washington, D.C., promoting drainage and development of the Everglades, and primarily working as a real estate agent associated with the Everglades Land Sales Company and the Florida Everglades Homebuilders Association. He also spent a great deal of time writing articles and making speeches in order to promote further land purchases. Between 1912 and 1914, Will purchased several tracts of land near Lake Okeechobee. Between 1913 and 1914, Will began the development and settlement of the region's first planned townsite, Okeelanta. As one of the pioneers, he spent considerable effort experimenting with agricultural crops and practices suitable for the land. He sold plots to other settlers, and tried to make a living by selling farm products. Will's efforts suffered a serious setback between 1920 and 1930 when the drainage program proved to be insufficient. He was forced to live in Ft. Lauderdale from 1921-1931, focusing his efforts on coastal land sales. Throughout that decade Okeelanta deteriorated rapidly, but Will continued to promote development of the Everglades through drainage, flood control, and improved navigation and highway transportation. Throughout the 1930s he refocused his energies on developing Okeelanta, continuing to write and speak on the merits of the Everglades. He died on March 5, 1937.

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## Scope and Content

The Will Papers are comprised of business and personal correspondence, scrapbooks, articles, speeches, writings, publications, legal documents, and governmental reports and hearings. The bulk of the collection consists of correspondence relating to Will's land development work in the Everglades, particularly in Okeelanta, as well as his writings about the Everglades. Correspondents and topics covered in the correspondence include the Everglades Land Sales Company, Laura V. McCullough, Lawrence E. Will, the town of Fruitcrest, the Everglades Sugar and Land Company, and various local, state, and federal agencies. The articles, publications, news clippings, writings and notes (many of which are housed in scrapbooks) document Will's efforts to promote development of the Everglades. In addition, there are several legislative reports, hearings, and other official documents regarding the Everglades, Lake Okeechobee, and flood control and drainage programs. The collection is an excellent resource for researchers interested in the drainage and land reclamation in the Everglades, early land sales and development, South Florida agriculture, and in particular, the settlement and early years of Okeelanta.

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Full finding aid available at:

<http://web.uflib.ufl.edu/spec/pkyonge/will.htm>

# A Guide to the Arthur E. Morgan Papers

University of Florida Smathers Libraries - [Special and Area Studies Collections](#)  
December 2007

## Descriptive Summary

<b>Provenance:</b>	Morgan, Arthur Ernest, 1878-1975.
<b>Title:</b>	Arthur E. Morgan Papers
<b>Dates:</b>	1912-1954
<b>Abstract:</b>	Papers relating to Morgan's work as a civil engineer and to the Dayton Morgan Engineering Company's various water control projects throughout Florida, including the Everglades.
<b>Extent:</b>	0.8 linear feet. (2 boxes)
<b>Identification:</b>	MS 237

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## Biographical/Historical Note

Arthur Ernest Morgan (1878–1975) was the first chairman of the Tennessee Valley Authority engineering projects from 1933–1938. Morgan also led the Miami (Ohio) Conservancy District in a mammoth pioneer reconstruction program after the disastrous flood of 1913. He went on to become the President of Antioch College in Yellow Springs, Ohio, serving from 1920–1936 while still working actively on engineering projects around the country. Morgan also was a writer well into his nineties and past the point of physical blindness. In 1912 when Morgan was employed in the office of Drainage Investigations in the U.S. Department of Agriculture, the U.S. House of Representatives opened hearings to investigate the USDA's involvement in promoting land sales in the Everglades. In 1909, a preliminary report on the feasibility of draining and reclaiming land in the Everglades had been prepared by USDA employee, James Wright, who concluded that the Everglades could be drained fairly easily and inexpensively. The facts and conclusions presented in the Wright report were extremely unsound, but the USDA officially approved the report anyhow. The land companies in Florida were able to use the USDA report as propaganda to spur real estate sales in South Florida. As part of the 1912 investigation Morgan analyzed the Wright report and testified before a Congressional committee that the report was seriously flawed and that the USDA had acted inappropriately in approving it. Morgan's expert testimony during the investigation refuted the claims that draining the Everglades would be easy, thereby causing the boom in land sales to slow down.

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## Scope and Content

The Morgan Papers include correspondence, photographs, news clippings, magazine articles, pamphlets, reports, and other documents related to drainage of the Everglades and the 1912 Congressional investigation of the Wright report. The collection spans 1912 to 1954 and covers subjects such as flood control, drainage districts, dredging, and land reclamation. Of particular interest is a portion of an unpublished 1954 autobiography, in which Morgan describes the 1912 investigation and provides his analysis and opinions about proposed drainage operations. In addition, there are engineering materials (including photo negatives) related to the Dayton-Morgan Engineering Company's various water control projects throughout the state of Florida. Also included is a copy of a Florida State Senate bill that was prepared in collaboration with Morgan.

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## Full finding aid available at:

<http://web.uflib.ufl.edu/spec/pkyonge/morganae.htm>

# A Guide to the James Edmundson Ingraham Papers

University of Florida Smathers Libraries - [Special and Area Studies Collections](#)  
March 2005

## Descriptive Summary

<b>Provenance:</b>	Ingraham, James Edmundson, 1850-1924
<b>Title:</b>	James Edmundson Ingraham Papers
<b>Dates:</b>	1854-1920
<b>Abstract:</b>	Correspondence, miscellaneous materials, and photographs of businessman, entrepreneur, and railroad company executive.
<b>Extent:</b>	1 linear feet. (2 Boxes)
<b>Identification:</b>	Ms 56

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## Biographical/Historical Note

Businessman, entrepreneur, and railroad company executive. James Edmundson Ingraham was born and educated in Racine, Wisconsin. He moved to Florida in 1874 and became associated with Henry Sanford in Sanford, Florida. He spent most of his career working in Florida for the railroad tycoons, Henry Flagler and Henry Plant. As part of his work for the Plant railroad along the west coast of Florida, he conducted a survey through the Everglades from Ft. Myers to Miami in 1892. From 1892 until 1897 he was employed by Flagler in various positions, and from 1897 to 1899 he served as land commissioner for the Florida East Coast Railway (1897-1899). After the turn of the century, he served as president of Flagler's Model Land Company and as an officer of several small land companies organized by Flagler. In this capacity, he promoted land sales and spurred the growth of towns in Florida for several years.

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## Scope and Content

The Ingraham Papers (1854-1920) contain his business papers, correspondence, photographs, and miscellaneous materials pertaining to railroads, the Everglades and the sugar industry in Florida. Of particular interest are Ingraham's manuscripts regarding the Flagler and Plant railroads and their role in developing South Florida.

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## Full finding aid available at:

<http://web.uflib.ufl.edu/spec/pkyonge/Ingraham.htm>

## Appendix B

### Selected scholarship based on research in the six Everglades collections

#### *Articles*

Carver, Joan S. "First League of Women Votes on Florida: Its Troubled History," *The Florida Historical Quarterly* 63:4 (April 1985): 383-405.

Flynt, Wayne. "Pensacola Labor Problems and Political Radicalism, 1908," *The Florida Historical Quarterly* 43:4 (April 1965): 315-332.

Johnson, Kenneth R. "Florida Women Get the Vote," *The Florida Historical Quarterly* 48:3 (January 1970): 29-312.

Meindl, Christopher. "Past Perceptions of the Great American Wetland: Florida's Everglades during the Early Twentieth Century," *Environmental History* 5:3 (July 2000): 378-395.

Purcell, Aaron D. "Plumbing Lines, Politics, and Projections: The Florida Everglades and the Wright Report Controversy," *The Florida Historical Quarterly* 80:2 (Fall 2001): 161-197.

Vance, Linda D. "May Mann Jennings and Royal Palm State Park," *The Florida Historical Quarterly* 55:1 (July 1976): 1-17.

#### *Books and Book Chapters*

Davis, Jack E. "The Despoliation of Florida's Living Aesthetic" in *Paradise Lost? The Environmental History of Florida*. Edited by Jack E. Davis and Raymond Arsenault. (Gainesville: University Press of Florida, 2005), 235-259.

Grunwald, Michael. *The Swamp: The Everglades, Florida, and the Politics of Paradise*. New York: Simon & Schuster, 2006.

McCally, David. *The Everglades: An Environmental History*. Gainesville: University Press of Florida, 1999.

McCally, David. "The Everglades and the Florida Dream" in *Paradise Lost? The Environmental History of Florida*. Edited by Jack E. Davis and Raymond Arsenault. (Gainesville: University Press of Florida, 2005), 141-159.

Proctor, Samuel. *Napoleon Bonaparte Broward, Florida's Fighting Democrat*. Gainesville: University Press of Florida, 1950.

Vance, Linda D. *May Mann Jennings: Florida's Genteel Activist*. Gainesville: University Press of Florida, 1985.

*Theses and Dissertations*

Dovell, J.E. *A History of the Everglades of Florida*. Ph.D. Dissertation. University of North Carolina, Chapel Hill, NC, 1947.

McCally, David Philip. *The Everglades: An Environmental Biography*. Ph.D. Dissertation. University of Florida, 1997.

Meindl, Christopher F. *Environmental Perception and the Historical Geography of the Great American Wetland: Florida's Everglades, 1895 to 1930*. Ph.D. Dissertation. University of Florida, 1996.

Strickland, Jeffery Glenn. *The Origins of Everglades Drainage in the Progressive Era: Local, State and Federal Cooperation and Conflict*. M.A. Thesis. Florida Atlantic University, 1999.

Taylor, Leslie. *Stakeholders, Advocacy Coalitions and the Policy Process: Policy Change in Everglades Restoration*. Ph.D. Dissertation. Florida Atlantic University, 2007.

Vance, Linda Darlene Moore. *May Mann Jennings: Florida's Genteel Activist*. Ph.D. Dissertation. University Press of Florida, 1980.

Vickers, Sarah Pauline. *The Life of Ruth Bryan Owen: Florida's First Congresswoman and America's First Woman Diplomat*. Ph.D. Dissertation. The Florida State University, 1994.