

October 31, 2007

Preservation & Access, Rm 411
National Endowment for the Humanities
Washington, DC 20506
202/606-8475
FAX 202/606-8639

ATTN: Nadina Gardner

**Final Performance Report
NEH Grant: Cataloging and Creating Digital Access to American and British
Children's Literature, 1870-1889
(PA-50680-04)**

**The Baldwin Library of Historical Children's Literature
Department of Special and Area Studies
George A. Smathers Libraries
University of Florida**

Due: October 31, 2007

Covering: October 1, 2004 to September 30, 2007

General Report

The work on this grant began October 1, 2004. Many of the staff working on the grant were involved in a similar grant (PA-23536-00, covering the years 1850-1869), so the transition, with regard to personnel, was quite smooth and efficient. The Project Cataloger served on the earlier grant as the Project Archivist. Her experience with the material and her cataloging skills were a great help in getting the new Project Archivist trained to carry out the task of copy cataloging. The half-time cataloging Library Technical Assistant (LTA) assigned to the current grant also worked on the earlier grant.

One grant-related cost-share position, the Digital Library Center's Imaging Technician Supervisor, was vacant at the beginning of the grant in October, 2004. This position was advertised in the fall and filled January, 2005. With that staff addition, all grant staffing was complete and there were no vacancies throughout the grant period (10/04 – 09/07). This continuity allowed steady progress towards, and beyond, the numerical goals proposed in the grant application.

Because many of the children's books from this time period (1870-1889) were thicker than those from the earlier phase of the grant, more of them had to be scanned using digital cameras rather than flatbed scanners. One digital camera was in use from the beginning of the grant, but early in 2006 two additional digital cameras were purchased and became operational in April. This greatly facilitated the digitization of the thicker books, allowing the Digital Library to keep up with the weekly number of books arriving for scanning.

A no-cost one-year grant extension, which ran from October 1, 2006 through September 30, 2007, was approved by NEH in September, 2006. This allowed the cataloging team to finish cataloging all books published from 1870 through 1889 which contained the date on the item, and continue with undated books. Undated books were selected from a card catalog file of undated books assumed to fall within the 1870-1889 date parameters. We found that most, but not all, of them did fall within those date parameters. The catalogers catalogued those items that fell outside the date parameters since the item had been pulled from the stacks and pre-processed. If the item had color, it was digitized as well.

During the extension, the Digital Library finished up digitization of items dated 1870-1889 already catalogued and in the digitization queue, continued to digitize undated items as they came from the catalogers, and digitized volumes of *St. Nicholas Magazine* that fell within the date parameters (<http://web.uflib.ufl.edu/ufdc/UFDC.aspx?s=nick>)

Projected Production Figures

Titles to be Catalogued: 7,500

Titles to be Digitized: 3,125

Actual Production Figures

Titles Catalogued 9,495

Titles Digitized: 4,218

Available on the Web: 2,510

In the Load Queue: 1,708

Cataloging Notes

The ratio between original/copy records for the hard copy was approximately 58% to 42%, indicating that over half of the books had not been catalogued and entered into the national databases before this grant and illustrating the unique nature of many of these items. Nine hundred and seventeen series and personal and corporate name authority records were created. All of these newly created authority records have been contributed to the national authority database (NACO). The actual production figures were somewhat higher than the number proposed in the grant application thanks to an efficient and hard working cataloging staff and the one-year extension.

Digital Library Center Notes:

Under this grant, the University of Florida Libraries' Digital Library Center digitized 4,218 titles. This figure is also above the number projected in the grant application, thanks to the stable and competent staff, the highly organized workflow, and the addition of two digital cameras. Of the 4,218 titled digitized, 2,510 are available on the UFDC Baldwin Library Digital Collection website (<http://www.uflib.ufl.edu/UFDC/?c=juv> – click “All items”). More titles are added each week.

The reason not all digitized titles are currently available on the web is that for the first eight months of the grant, digitized books were sent to the PALMM website, a website managed by the Florida Center for Library Automation (FCLA), which contains material submitted by all eleven Florida state universities. The children's books digitized by the grant were included in the *Literature for Children* section of PALMM (<http://palmm.fcla.edu/juv/>). However, in early 2005, the University of Florida Library began the process of creating its own digital library utilizing Greenstone software. This system has been operational since early April, 2006. Everything digitized during this transition, more than one calendar year, went straight to disk.

After the launch, the UFDC struggled with new functions and new problems associated with learning the new system and sufficient server space, but since April, 2006, digitized items have been added regularly to the UFDC site. With most of the space allocation issues resolved and new production space coming online soon, and, with new high speed networking, all archived titles from the children's literature NEH grant projects should be up within the next calendar year. Priority will be given to up-loading the new digitized titles generated by Phase 3 of the NEH grant (October 1, 2007-December 31, 2008), but the archived titles from Phase II will be regularly added as well. Titles from Phase I initially sent to the PALMM site will also be added to the UFDC site.

Our thanks to NEH for the continued support of this project, which, by the time Phase III is completed in December, 2008, will have added over 12,000 new bibliographic records to the national database; enhanced another 9,000 bibliographic records; contributed thousands of series, personal name and corporate name authority records to NACO; and made over 8,000 fully digitized, text searchable titles available on the web.

A final accounting report of the expenditures of funds from NEH as well as the cost share figures will be coming in the next week to ten days. If you have questions or concerns about the financial report, please contact John Ingram at 352-273-2505 or at jeingr@uflib.ufl.edu

Rita J. Smith
Co-Principle Investigator

John Ingram
Co-Principle Investigator