

Project Significance

The University of Florida (UF) will partner with the Florida Center for Library Automation (FCLA), Florida State University (FSU), the University of Central Florida (UCF), the University of Miami (UM), and the University of South Florida (USF) to provide training to archivists and others who care for historical records through a workshop series covering preservation and access standards and practices including: 1) preservation and management of photographs, 2) minimal level processing of multi-format archival collections, 3) descriptive standards, and 4) archival information systems used to document and access historical materials. NEH funding is requested to support a regional education program, *Advancing Access and Preservation Best Practices in Florida*, which will provide training at no cost to participants. A secondary goal is to establish a level of expertise among key Florida archivists and professionals so that they can implement and sustain an in-state education program. A third goal is to determine educational needs through surveys and evaluative tools. An analysis of these needs will be used to expand and prioritize educational offerings in years to come.

It is estimated that there are over 450 archives, museums, historical societies, and other cultural heritage repositories in Florida that maintain important collections of archival records, manuscripts, photographs, audiovisual recordings, artifacts, electronic records, and digital objects. Florida's documentary heritage is older than most other regions in the United States, with historical records dating from the earliest Spanish explorations in the 1500s. Without adequately trained staff, whether professionals or volunteers, the challenge of both preserving and making accessible these essential historical records is significant. There is a critical need for knowledgeable professionals. Florida is the fourth most populous state in the U.S, and is projected to remain as one of the top five fastest-growing states through 2030. The high demand for education and training in the state will continue to increase proportionally with the increase in population. The critical time to properly train the stewards of Florida's humanities collections is now.¹

The one-year *Advancing Access and Preservation Best Practices* program will train 130 archivists, librarians, curators and other professionals in accepted preservation and archival documentation practices and standards. Specifically, the program will provide tuition waivers for participants attending four workshops:

- **Understanding Photographs: Introduction to Archival Principles and Practices** - a two-day workshop with an enrollment of 35 participants.
- **Implementing DACS in Integrated CMS : Using Archon** - a two-day workshop for 35 participants.
- **Describing Archives: A Content Standard (DACS)** - a one-day workshop for 25 participants.
- **Implementing More Product, Less Process:** - a one-day workshop for 35 participants.

The project is supported by the Society of Florida Archivists (SFA), and the workshops will be conducted by the Society of American Archivists (SAA). Participants will be an appropriate mix of archivists and personnel from large research universities, smaller colleges, historical societies, state and local governments, parks and historic sites, and other repositories of historical records. In addition, the intended audience also will include graduate students attending Florida colleges and universities offering degrees and certificates in library studies, public history, museum studies, and information science. Although designed for a Florida audience, each workshop will reserve a limited number of seats for out-of-state participants. The series will be held in major population centers including Miami, Orlando and Tampa, ensuring easy and inexpensive travel for most participants.

¹ *Guide to Florida Archives and Manuscripts Repositories*, <http://library.ucf.edu/SpecialCollections/GuidetoRepositories/>; Florida Association of Museums, <http://www.flamuseums.org/>; U.S. Census Bureau, <http://www.census.gov/Press-Release/www/releases/archives/population/004704.html>

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Advancing Access and Preservation Best Practices in Florida

Narrative

Project Significance and Impact

The *Guide to Florida Archives and Manuscript Repositories* lists over 240 public and private cultural heritage organizations in Florida that collect archives and manuscript materials. These include special libraries, public libraries, college and university libraries, community colleges, city and county governments, state government and government agencies, historical associations, genealogical societies, museums, historic sites, state parks, corporations, newspapers and church libraries. The holdings of the state's public universities alone are estimated to exceed 30,000 linear feet of archives and manuscripts and 366,000 photographs.¹

These unique humanities collections include letters, diaries, manuscripts, legal and financial records, photographs, maps, architectural and engineering records, artwork, scientific logbooks, sound recordings and artifacts like clothing and campaign buttons. In many cases, they are the earliest and only surviving records of human activities in Florida. They are the rich primary sources that reveal Florida's rich cultural and natural heritage. Most of these holdings are related to Florida, but there are also extensive holdings covering the United States, the Caribbean and Latin America. Florida's collections provide evidence of the lives of significant politicians and great writers, as well as documenting Florida's social history, the state's exceptional ecology, its explosive growth in recent decades, and countless other topics.

Florida's geographic location and its geopolitical history place increased pressure on archivists in terms of preservation and access. Given Florida's presence within the Caribbean Basin, it is inevitable that the scope of collections held in Florida's repositories are as diverse as the cultures and people that share the Caribbean. Archivists and librarians provide access to cultural materials pertaining to a variety of islands including Puerto Rico, Cuba, the U.S. Virgin Islands, and Haiti, as well as past colonizing countries including Spain and France. Likewise, Florida's location in the Caribbean also imperils the preservation of its humanities holdings. Florida's documentary heritage is constantly at risk because of the hurricanes and Caribbean storms that threaten the state annually. Archivists in Florida require a significant amount of education so that they have the knowledge and skills to anticipate and respond to these unique circumstances.

Historically, preservation and access education for archivists and other custodians of rare or unique humanities collections in Florida has been woefully underfunded. The number of education grants submitted by Florida institutions to federal, state and private funders is extremely low considering the size of the state's population and geography. The number of preservation and access education projects receiving direct federal funds from NEH and other agencies is even lower. Since 2000, no Florida institutions, organizations or agencies have received NEH Education and Training grant funds. During this same period, states with smaller population sizes such as Delaware, Georgia, Minnesota, and Pennsylvania have received multiple grants. For example, Minnesota has received four grants totaling over \$1.6 million, and Delaware was awarded four grants totaling over \$904,000. States with comparable populations including California, Texas and New York, have received grants annually in the millions of

¹ *Guide to Florida Archives and Manuscripts Repositories*, Compiled by the Special Collections Dept., University of Central Florida Libraries, 1999-present: <http://library.ucf.edu/SpecialCollections/GuidetoRepositories/>; The Florida Association of Museums lists over 340 museums in Florida: <http://www.flamuseums.org/>

dollars. Of course, these were worthy regional projects with commendable goals, and these examples are provided simply to demonstrate the history of successful grant seeking in other regions.²

Frankly, Florida has done an extremely poor job of raising funds for preservation and access education. Although Florida has been very successful in recent years raising funds for outreach activities, marketing, and attracting donors, the same is not true for funding preservation and access. Institutional funding for education and training is often the lowest priority, and as a result many archivists simply lack the basic knowledge necessary to successfully 1) plan preservation and access projects and 2) to compete for funding. For many years, Florida archivists and librarians have relied on local and regional consortia such as the Southeastern Library Network (SOLINET) to provide training opportunities in the state. Since 2000, SOLINET has received four NEH Education and Training grants, and has offered workshops in various Florida locations on hurricane preparedness, disaster recovery, and similar preservation topics. However, access to SOLINET workshops has depended greatly on the availability of funds to cover the travel and registration fees, which were prohibitive for many archivists in small repositories.

In recent years, a handful of Florida institutions have led statewide efforts to improve education and training related to access. In 2001-2002, the University of Florida (UF), the Florida Center for Library Automation (FCLA), and three other state universities participated in *Enhanced Access to Special Collections*, a project funded by the Library Services and Technology Act (LSTA). As part of this project, staff members from UF, Florida International University (FIU), Florida State University (FSU) and the University of South Florida (USF), participated in a training workshop conducted by the Society of American Archivists (SAA). The training provided valuable knowledge and experience key personnel in the Florida archival community regarding Encoded Archival Description (EAD), an international standard for encoding descriptive information about archival materials. These descriptions are generally known as finding aids. This pilot project established key regional EAD experts who in turn could train colleagues in their own repositories and other archivists around the state.

The *Enhanced Access to Special Collections* project also improved access to Florida humanities collections by creating a statewide database of archival finding aids. *Archives Florida* (<http://palmm2.fcla.edu/afl/>), hosted and maintained by FCLA, allows researchers to search and browse finding aids collectively or by individual repositories. Any archives, library, museum or similar repository in Florida with archival collections is eligible to contribute EAD finding aids to the database. During the project, participants created and contributed a small number of EAD finding aids to *Archives Florida*. Based on this pilot test, the partners concluded that *Archives Florida* would only be successful if Floridians received training, such as the EAD workshop that the project participants attended.

Evidence indicates that lack of appropriate training is a significant, ever-increasing obstacle for archivists and other custodians who seek to preserve and provide access to historical records. The final report of the *Enhanced Access to Special Collections* project concluded that one of the major barriers to access was lack of training, and that future training should be similar to that offered by the SAA. The *A*Census*, a comprehensive nationwide survey of the archival profession funded by the Institute of Museum and Library Services, was conducted in May 2004. There were 103 responses from Florida, of which 36% were from academic institutions, 35% from some government sector, and 24% from other non-profit organizations. When asked about barriers to participating in the training they desired, the most highly ranked factors were travel and cost. On a scale from “no barrier” to “very much a barrier,” 60.7% of Florida respondents ranked distance above the midpoint and 57.5% ranked cost above the midpoint. Few employers cover the full cost

² National Endowment for the Humanities, “Recent Grant Awards,” <http://www.neh.gov/news/recentawards.html>

of training; more than a quarter reported their employers pay no part of travel or registration fees for continuing education.³

This data is particularly meaningful in the context of available continuing education opportunities intended primarily for archivists. The SAA regularly offers training workshops in various cities throughout North America, but the cost of registration and travel expenses are often prohibitive for all but the largest institutions. There are no programmatic training opportunities available to archivists in Florida, and the Society of Florida Archivists (SFA) does not offer a continuing education program. In January 2005, archivists, librarians and curators from the state's eleven public universities completed an informal survey identifying training needs related to the implementation of the EAD standard in the state. All of the participating institutions had personnel who required some level of training.

Because training opportunities have been limited primarily to out-of-state venues requiring expensive travel and registration, the archivists and librarians who had participated in the *Enhanced Access to Special Collections* project sought to create an in-state solution. In 2005-2006 and again in 2007-2008, FCLA, UF and the partner institutions received additional LSTA funds to develop an educational curriculum and offer training to archivists, librarians, curators and other cultural heritage professionals in Florida. The goals of the project, entitled *Opening Archives: Improving Access to Primary Sources in Florida*, were to raise the general level of technical expertise among archivists, to promote the use of the EAD standard in Florida, and to increase archival information sharing using the statewide *Archives Florida* database. In addition to FCLA and UF, members of the project steering group included personnel from FIU, FSU, the State Library & Archives of Florida, the University of Central Florida (UCF), and the Tampa Bay Library Consortium.

During the 2005-06 *Opening Archives* project period, a project team consisting of four regional trainers from FCLA, UF, UCF and FIU began by conducting an education needs assessment survey for the state. Based on 75 responses, the team developed an EAD training curriculum, workbooks, a suite of free EAD tools and templates, and an EAD guidelines document: *Best Practice Guidelines for the Implementation of EAD Version 2002 in Florida Institutions*. In the four workshops conducted, the regional expert trainers provided free training for 80 participants from 41 Florida repositories. The team collected evaluative information following each workshop and at the end of the project. In addition, the trainers conducted follow-up site visits to five sites and provided free consulting services to repositories in their regions.⁴

During the 2007-08 *Opening Archives* project period, a project team consisting of five regional trainers from FCLA, UF, FIU and FSU repeated the successful training conducted in the previous project and provided training to 110 participants from 32 repositories. In this project period, however, the steering group decided to diversify the workshop topics based on feedback from previous training participants and survey respondents. In addition to the three regional EAD workshops, the partners agreed that the best way to raise the level of technical expertise among Florida archivists would be to host additional workshops offered by the SAA. A total of 54 trainees participated in three EAD workshops created and conducted by the *Opening Archives* expert trainers, and 56 trainees participated in four SAA workshops covering: 1) style sheets for EAD, 2) the Archon archival information system, and 3) *Describing Archives: A Content Standard* (DACS).⁵

³ A *CENSUS: Archival Census and Education Needs Survey in the United States: <http://www.archivists.org/a-census/>

⁴ Training materials and final project reports (with outcomes, evaluative data, and lists of repositories receiving training) are available on the Opening Archives web site: <http://www.fcla.edu/dlini/OpeningArchives/>

⁵ Information about Archon: The Simple Archival Information System is available at <http://www.archon.org/>. Information about DACS is available at <http://www.archivists.org/catalog/pubDetail.asp?objectID=1279>.

Despite the successful implementation of the *Opening Archives* curriculum over the past four years, it is increasingly obvious that archivists and other custodians of humanities collections in Florida require additional training opportunities to sustain preservation and access activities. Multiple surveys including the national *A*Census* revealed that Floridians, like their colleagues around the nation, require training in areas such as conservation, preservation, descriptive standards, and access. One comment from the 2005-06 *Opening Archives* project is typical of the feedback received from participants:

“This is a really fabulous project... with so many in the museum and archives field in Florida lacking basic training and knowledge to preserve and process the precious collections in their care there is a huge need for training that emphasizes the basics as well as best practices for archival arrangement and description”.

And, following the introduction of SAA workshops during the 2007-08 project period, some participants called for an expansion of education offerings:

“We need more of these SAA workshops in Florida! Appraisal, processing, etc. Bring ‘em on!”

Appendix B contains selected comments from training participants and survey respondents.

The proposed *Advancing Access and Preservation Best Practices in Florida* project seeks to replicate the successful *Opening Archives* model used to implement EAD in Florida by utilizing SAA expertise to build a strong network of trained regional experts who in turn will train others in the state. The project also is an expansion of the previous training projects, with a greater diversity of educational offerings. Four workshops will be conducted in 2010 by the SAA, relying on trainers from around the nation with expertise in a variety of preservation and access standards and practices. Two of the workshops will focus on *Describing Archives: A Content Standard* (DACS), the “output-neutral set of rules for describing archives, personal papers, and manuscript collections [which] can be applied to all material types.”⁶ With NEH funding UF will provide tuition support for 130 participants attending the four workshops:

- Understanding Photographs: Introduction to Archival Principles & Practices (2 days)
- Describing Archives: A Content Standard (DACS) (1 day)
- Implementing DACS in Integrated CMS: Using Archon (2 days)⁷
- Implementing More Product, Less Process (1day)

All of the workshops have a limited enrollment of 35 participants each, with the exception of the “Implementing DACS...Using Archon” workshop, which has an enrollment of 25 participants. The participants will be an appropriate mix of staff from a range of cultural institutions, large and small, public and private. The primary audience will be archivists, as well as librarians, curators and graduate students. Each workshop will include a limited number of seats for out-of-state participants. The workshop series will be presented in Orlando, Tampa and the Miami area to attract the largest number of participants and to ensure inexpensive travel costs for most participants. No workshops have been

⁶ DACS is the U.S. implementation of international standards including ISAD(G) and ISAAR(CPF) for the description of archival materials and their creators. Society of American Archivists web site. Accessed June 11, 2009 at <http://www.archivists.org/catalog/pubDetail.asp?objectID=1279>

⁷ UF and its partners selected the Archon workshop based on feedback from archivists and librarians at a variety of repositories. This selection is not an endorsement of the Archon system over other archival information systems, including The Archivists’ Toolkit.

scheduled in North Florida, but personnel in that region have traveled to Tampa and Orlando for training in previous Opening Archives workshops.

In addition to satisfying the critical need for training, another goal of *Advancing Access and Preservation Best Practices* is to establish expertise among key archivists and professionals in order to sustain and expand educational offerings in years to come. These SAA workshops will produce a higher level of knowledge and skills among Floridians, who in turn can provide training to other personnel in their regions. For example, three members of the project Steering Group from Tallahassee and Gainesville will be able to serve as regional experts in North Florida to educate staff who were unable to attend the workshops. In addition to establishing a network of regional experts who can serve as trainers in the future, the project Steering Group also will conduct an education needs analysis in Florida. During the project period, the Steering Group will create and disseminate a survey in order to identify current education needs. The results of this survey, as well as feedback collected during the training workshop series, will guide the development of future education and training programs in the state.

Project History and Institutional Profiles for UF and Partners

University of Florida (UF) (Gainesville). The Department of Special and Area Studies Collections in the UF George A. Smathers Libraries supports the information needs of the University community, as well as communities worldwide, by providing access to all relevant forms of recorded knowledge. Utilizing professional standards and best practices to preserve, develop and maintain special and area studies collections, the Department supports a wide diversity of research endeavors. In addition to manuscripts and archives collections, the Department includes the state's preeminent Floridiana collection, the P.K. Yonge Library of Florida History, which includes holdings dating back to the earliest Spanish explorations in the 1500s. The Department also preserves and provides access to rare books; an internationally recognized historical children's literature collection; and significant African, Asian, Judaic and Latin American collections. Department personnel have led statewide education efforts for the past eight years by collaborating on the *Enhanced Access to Special Collections* project and the two *Opening Archives* projects. John R. Nemmers, Descriptive and Technical Services Archivist, has served as the UF representative in the previous *Opening Archives* projects. He has served as lead instructor or co-trainer for seven Encoded Archival Descriptions workshops in Florida during that time. In 2007, the Florida Division of Library and Information Services recognized the *Opening Archives* project with an Exemplary Project Award. That same year, the Society of Florida Archivists recognized the project with its annual Award of Excellence.

The Florida Center for Library Automation (FCLA) (Gainesville) provides state-of-the-art, cost-effective information technology to assist the libraries of the public universities of Florida in their support of teaching, learning, research and public service. More specifically, FCLA implements and centrally supports high quality computer systems that help the libraries acquire, manage and provide access to information resources. FCLA provides software to enhance access to information for students and faculty, increases the productivity of library staff, improves inter-library sharing, and preserves digital materials for future use. Through planning with the university libraries, FCLA services are integral to the University libraries' ability to carry out their own missions in support of teaching, research and service. Priscilla Caplan, Assistant Director for Digital Library Services, will serve as a regional expert in upcoming years.

Florida State University (FSU) (Tallahassee). The FSU Special Collections Department, University Libraries, houses rare, unique, and valuable published and unpublished materials. Among the collections are historical records and publications pertaining to Florida, literary manuscripts, a large poetry collection, the Napoleon and the French Revolution collection, and additional rare printed and manuscript

materials. Eddie Woodward, FSU Heritage Protocol Archivist, serves on the project Steering Group and will serve as a regional expert in upcoming years. The mission of the FSU Heritage Protocol is to identify, record, assist in the preservation of, and promote knowledge about the heritage of FSU and its predecessor institutions. Students, faculty, staff, administrators, alumni, and friends have expressed this heritage through published, unpublished, audio, and visual materials, memorabilia and ceremonial objects.

University of Central Florida (UCF) (Orlando). The UCF Special Collections and University Archives Department serves as an instructional resource for university faculty and the public by providing access to unique personal and organizational papers on University and Orlando local history. The Department has five distinct collecting areas: Floridiana, travel and tourism, the Caribbean and West Indies, book arts, and the University Archives. Archivist Judith Beale serves on the Steering Group and will serve as a regional expert in upcoming years.

University of Miami (UM). The UM Libraries are central to the University's mission to educate and nurture students, to create knowledge, and to provide service to our community and beyond. The Special Collections Division preserves, provides access to, and promotes the use of an outstanding array of historical documentation in many forms and subject areas, including collections of rare books, manuscripts, photographs, maps, and other research materials. Core holdings document the history, development and culture of Florida, the Caribbean, and Latin America. The Cuban Heritage Collection houses materials dating from colonial times to the present that document Cuba's history and culture as well as the experience of Cuban exiles and Cuban-Americans outside of the island. Kyle Rimkus, Digital Projects Librarian, serves on the Steering Group and will serve as a regional expert in upcoming years.

University of South Florida (USF) (Tampa). The USF Tampa Library Special and Digital Collections Department collects, preserves, and provides access to significant collections of Floridiana, archival and manuscript materials, 19th-century American imprints, children's literature, rare books, science fiction, sheet music, and Holocaust & genocide studies, in physical and digital formats for use by students, faculty, and the general public. Assistant Librarian Tomaro Taylor serves on the Steering Group and will serve as a regional expert in upcoming years.

Project Steering Group. One representative from each project partner is a member of the project Steering Group, to guide project outputs and outcomes based on the needs and experiences of their local constituency. Members have significant archival description and/or training knowledge. The Steering Group will meet via phone or Internet as needed, in order to design the needs assessment survey and coordinate the scheduling of the workshops. John Nemmers (UF), will chair the Steering Group and will serve as primary liaison with the Society of American Archivists. All Steering Group members will share the responsibility of promoting the workshops and disseminating information about the project goals, methodology and outcomes at a variety of forums, including state and local meetings of archivists, librarians, and curators.

Curriculum and Work Plan

The plan of work for this one-year project consists of scheduling four SAA workshops to be held in the 2010 calendar year. UF and its partner institutions will host the workshops in three locations: Orlando, Tampa, and the Miami area. Prospective host sites include the University of South Florida (USF), the University of Central Florida (UCF), and the University of Miami (UM). The project Steering Group will provide appropriate classroom space at the host sites, including required computer and AV equipment. The Steering Group also will be responsible for promoting the workshops, registering Florida participants, and submitting registration fees for the series to SAA. Grant funds will cover registration fees for workshop participants, ensuring increased participation by staff from a variety of smaller, non-

profit repositories and institutions. The Steering Group also will develop and disseminate an education needs survey, which is described below.

SAA will process all registrations for the workshop, and send confirmation letters and packets to participants. SAA will provide all course handouts, booklets, and other materials, and will be responsible for all instructor arrangements, including contracts, travel and lodging. SAA also will promote the workshops widely, to encourage registration of non-Florida participants. Evaluation of the training curriculum will be integral to the success of the workshops. Following each workshop, participants will complete evaluative questionnaires and SAA will provide UF with a summary of the participant evaluations.

Access and Preservation Workshops

The SAA workshops, which are described in detail below, were selected to address significant training needs that were identified during previous projects. The “Understanding Photographs” workshop presents the fundamental principles of managing and preserving photograph collections. Participants will gain invaluable information about applying appropriate preservation methods based on the formats of the images. The “More Product, Less Process” workshop focuses on increasing access to historical materials by using minimal level processing to reduce processing backlogs. Both the DACS and the “Implementing DACS... Using Archon” workshops will train participants to improve the creation and the online delivery of descriptions for their holdings, thereby improving discoverability and access. All workshops are at the basic or intermediate levels, which is appropriate for the education level of Florida participants. Those attendees participating in multiple workshops will be especially prepared to preserve and to provide access to humanities collections.

*Understanding Photographs: Introduction to Archival Principles and Practices*⁸ (2 days - Attendance limited to 35)

Photographs are heavily-used resources in an archive, yet many professionals lack any specialized training to deal with them effectively. This introductory workshop will teach the basics of managing and caring for photographs. Participants will discover how to apply standard archival techniques to photographs in eight modules: reading and researching; identification and handling; preservation, storage, and housing; appraising and acquiring; accessioning and arrangement; description and cataloging; copying and digitization; and public service and outreach. Workshop objectives:

- Apply basic archival concepts to specific work with photographs;
- Identify resources and techniques for understanding photographs, such as researching unidentified photographs or identifying common photo processes;
- Learn about photograph preservation risks and concerns, such as environmental requirements and the inherent vice of nitrate- and acetate-based films;
- Build awareness of archival housing and storage options for photographic materials;
- Learn about photograph copy services and digitization planning;
- Discover tools, practices, and standards for processing and describing photographs;
- Set priorities and make informed choices in appraisal and strategic planning, including consideration of legal and ethical concerns; and
- Understand special considerations for using photographs in reference and opportunities to incorporate them in outreach.

Workshop participants will receive copies of the SAA publication, *Photographs: Archival Care and Management*, by Mary Lynn Ritzenthaler and Diane Vogt-O’Connor, with contributions by Helena

⁸ All workshop descriptions are from the SAA “Continuing Professional Education Program Catalog”: http://www.archivists.org/prof-education/course_cataloglist.asp

Zinkham, Kit Peterson, and Brett Carnell. Of the 35 seats available in this workshop, 25 will be reserved for Floridians and 10 will be reserved for out-of-state registrants.

Describing Archives: A Content Standard (DACS)

(1 day - Attendance limited to 35)

Participants will learn practical DACS implementations through an in-depth consideration of key concepts and descriptive elements in *Describing Archives: A Content Standard*, the new U.S. standard. Participants will explore strategies for incorporating this standard into workflows for accessioning, arrangement, and description through discussions and hands-on work with a variety of exercises, culminating in a DACS-based analysis of existing finding aids. This workshop, a basic introduction to the standard, will focus on application of DACS rules and concepts, which participants will be able to apply to repository processes and descriptive outputs. Workshop objectives:

- Apply the rules to formulate the content of descriptive elements for a minimal standardized description;
- Understand the different application of DACS in single- and multi-level descriptive outputs;
- Integrate DACS into basic repository processes, such as accessioning, arrangement, and description; and
- Articulate how integration of a content standard into basic repository processes facilitates reuse of information in a variety of outputs.

Workshop participants will receive copies of the SAA publication, *Describing Archives: A Content Standard*. Of the 35 seats available in this workshop, 25 will be reserved for Floridians and 10 will be reserved for out-of-state registrants.

Implementing DACS in Integrated Content Management Systems: Using Archon

(2 days - Attendance limited to 25)

This two-day, hands-on workshop will focus on how to describe collections according to the rules of DACS, the national content standard for preparing such descriptions within the context of one integrated content management system. Archon is an open source application available for managing descriptive information about archival records and manuscript collections. The archival data elements and rules supplied by DACS are an integral component of Archon and provide an easy way to integrate standards-based description into a repository's processing workflow. Practical exercises, lecture, class discussions, and demonstrations will assist in learning Archon's basic functions and relationships to DACS. Workshop objectives:

- Understand technical and administrative issues relevant to implementing Archon;
- Install and configure Archon for a specific repository and its staff members;
- Manage physical locations within a repository;
- Describe accessions, collections, and digital objects using Archon's Web forms;
- Manage name and subject authorities, and link them to collection and digital object descriptions;
- Produce and output descriptive records in standardized formats such as EAD and MARC;
- Import accession, collection, and legacy finding aid records into Archon; and
- Customize data input screens and output files for local implementations of Archon to meet an individual repositories' needs.

All of the 25 seats available in this workshop will be reserved for Floridians.

Implementing "More Product, Less Process"

(1 day - Attendance limited to 35)

Backlogs don't have to weigh as heavily as they do! This workshop will focus on implementing concrete strategies for increasing processing rates and reducing backlogs, as outlined in the Greene-Meissner article, "More Product, Less Process: Revamping Traditional Archival Processing." Participants will learn as they share information and experiences. Topics will include appraisal, arrangement, description,

digitization, and preservation, as well as development of processing plans, policies, and benchmarks. This array of topics will be addressed through lecture, case studies, and group discussion. Workshop objectives:

- Understand the concepts and arguments outlined in "More Product, Less Process;"
- Implement strategies for increasing processing rates in a variety of institutions;
- Apply techniques for managing efficient processing programs, including developing processing plans, policies, and benchmarks;
- Understand how descriptive standards such as DACS can assist in the creation of descriptive records that adhere to "minimum" requirements, and assist in the reuse of data in a variety of outputs; and
- Develop strategies for integrating processing with other archival functions, particularly accessioning.

Of the 35 seats available in this workshop, 25 will be reserved for Floridians and 10 will be reserved for out-of-state registrants.

Education Needs Survey

An important part of this project will be a survey of archivists and custodians of cultural heritage to determine education needs and priorities. During the project period, UF will develop and disseminate an education needs survey modeled upon previous surveys created by the *Opening Archives* Steering Group and the 2004 national *A*Census* survey. Although these earlier surveys provided invaluable data regarding Florida's education and training needs, the *Advancing Access and Preservation Best Practices'* Steering Group hopes to improve in a number of areas. The response rate for previous surveys was fairly low considering the number of archivists, librarians, records managers, and other staff who work with historical records in Florida. The national *A*Census* survey elicited 103 responses from Floridians, and the statewide survey conducted during the 2005-06 *Opening Archives* project received only 75 responses. UF and its partners intend to improve these response rates by actively promoting the new survey using a variety of methods including electronic listservs, direct email to members of SFA and other associations, and advertisements in newsletters. Members of the Steering Group also will encourage participation by personally appealing to colleagues in their regions.

The survey design will allow us to collect comparable data on a number of factors, which will permit longitudinal analysis of changes in skills and needs. Data requested will include:

- Type of position (archivist, librarian, curator, educator, consultant, etc.)
- Type of institution/business (historical society, research library, religious archives, etc.)
- Employment status (full-time, part-time, volunteer, student, unemployed, etc.)
- Location in Florida (geographic region, rural vs. urban, etc.)
- Recent education activities (workshops, courses, seminars, internships, etc.)
- Issues limiting education activities (registration fees, travel, time, etc.)

Although it will be important to compare these responses with previous responses, the crucial questions of the survey will address future education needs. Respondents will be asked to prioritize specific education and training topics at basic, intermediate and advanced levels. In previous surveys, for example, the majority of the respondents ranked preservation and/or conservation in the top five topics requiring further education. Those categories were broad, however, and the new survey will attempt to narrow a topic such as preservation by asking about preservation of specific record types and formats. Appendix C contains a sample of survey questions.

Project Implementation

Schedule Workshops (Months 1-3)

- Schedule dates for workshops (Steering Group; SAA)
- Arrange host sites in Miami, Orlando, Tampa (Steering Group)
- Publicize workshops 1 and 2 (Steering Group; SAA)
- Register Floridians (Steering Group) and non-Floridians (SAA)
- Submit payment to SAA for workshops (Steering Group)

Conduct DACS and Understanding Photographs workshops (Months 3-4)

- Publicize workshops until capacity attendance (Steering Group; SAA)
- Process all registrations for each workshop (SAA)
- Make instructor arrangements, including contracts, travel and lodging (SAA)
- Send confirmation letters and packets to participants (SAA)
- Make final arrangements for host sites (Steering Group)
- Provide UF with a summary of participant evaluations (SAA)

Create and disseminate Education Needs Survey (Months 5-7)

- Use previous survey data and feedback from workshops 1 and 2 to design survey (Steering Group)
- Publicize and disseminate survey using listservs, direct email, etc. (Steering Group)
- Publicize workshops 3 and 4 (Steering Group; SAA)

Conduct MPLP and DACS-Archon workshops (Months 8-9)

- Publicize workshops 3 and 4 until capacity attendance (Steering Group; SAA)
- Process all registrations for each workshop (SAA)
- Make instructor arrangements, including contracts, travel and lodging (SAA)
- Send confirmation letters and packets to participants (SAA)
- Make final arrangements for host sites (Steering Group)

Complete Education Needs Survey and Create Final Report (Months 10-12)

- Provide UF with a summary of participant evaluations (SAA)
- Analyze the comments of all workshop participants (Steering Group)
- Analyze responses for Education Needs Survey
- Develop recommendations for future education and training needs
- Prepare and submit final report to NEH

Evaluation

Evaluation is an essential part of this training project. At the end of each workshop participants will complete a formal evaluation questionnaire created by SAA. These evaluations will be used by UF and its partners to assess the success of the project. The Steering Group will review all responses, as well as other feedback collected informally from participants, in evaluating the project. The results of the *Advancing Access and Preservation Best Practices*' evaluation will be included in the final report to NEH.

The primary goal of the project is to provide training to archivists and others who care for historical records through a series of workshops covering preservation and access standards and practices. As such, one indicator for evaluating the project will be the number of workshop participants who affirm that they learned new knowledge or skills regarding preservation and access. This goal also will be evaluated based

on the number of participants indicating that the workshops satisfied their education needs. The goal will be achieved if 90% of the participants learn new knowledge or skills and state that the workshops satisfied their needs. This information will be collected directly from the participants when they complete the workshop evaluations. Appendix D includes a sample workshop evaluation questionnaire.

A secondary goal is to establish a level of expertise among key archivists and professionals in order to sustain and expand educational offerings in years to come. It is expected that the SAA workshops will function as “train the trainers” workshops. Another evaluative indicator, therefore, will be the number of Steering Group members or other key participants who state that they learned to teach others these topics and can serve as regional experts. This goal will be achieved if 10 or more participants agree to serve as trainers in future in-state workshops. This data will be collected by members of the Steering Group following each workshop.

A third goal of the project is to identify current education needs and future training priorities. This goal will be met when UF and its partners create a prioritized list of future education and training topics in Florida. The Steering Group will prepare this list using data collected by the Education Needs Survey.

Staff, Faculty and Consultants

Project Steering Group

One representative from each of the project partners will be a member of the project Steering Group, to guide project outputs and outcomes based on the needs and experiences of their local constituencies. Members have significant archival description and/or training knowledge. The Steering Group will meet via phone or Internet as needed, in order to design the needs assessment survey and coordinate the scheduling of the workshops. All Steering Group members will share the responsibilities of promoting the workshops and disseminating information about the project goals, methodology and outcomes at a variety of forums, including state and local meetings of archivists, librarians, and curators.

John R. Nemmers, Descriptive and Technical Services Archivist, has served as the UF representative in the previous *Opening Archives* projects for the past four years. He has served as lead instructor or co-trainer for seven Encoded Archival Descriptions (EAD) workshops in Florida during that time. He holds an MLS from Florida State University and a Specialist degree in Archives & Special Collections Librarianship from FSU. He participated as an EAD implementer in the *Enhanced Access to Special Collections* project while employed as an archivist at FSU. He is the principal author of *Best Practice Guidelines for the Implementation of EAD Version 2002 in Florida Institutions*. As project director and chair of the Steering Group, he will oversee the budget, ensure scheduling and delivery of the workshops, and serve as the principal liaison with SAA. Nemmers will lead the effort to create and disseminate the Education Needs Survey, and he will be responsible for submitting the final project report to NEH.

Priscilla Caplan, Assistant Director for Digital Library Services at FCLA, has led efforts over the past eight years to expand education opportunities related to access and EAD through the statewide *Enhanced Access to Special Collections* and the *Opening Archives* projects. She will represent FCLA on the Steering Group and will serve as a regional expert in upcoming years. Caplan manages the Florida Digital Archive, a cost-effective, long-term preservation repository for digital materials in support of teaching and learning, scholarship, and research in the state of Florida. Previously, she was the Assistant Director for Library Systems at the University of Chicago and Head of the Systems Development Division for the Office for Information Systems at Harvard University Library. She has served as a chair and member of several national and international working groups and committees relating to digital libraries, metadata

and standards. She is the author of *Metadata Fundamentals for All Librarians* and numerous articles on metadata, reference linking, digital libraries and digital preservation.

Eddie Woodward, FSU Heritage Protocol Archivist, will represent Florida State University on the Steering Group and will serve as a regional expert in upcoming years. Since February 2007 he has served as director/archivist for the FSU Heritage Protocol program, the mission of which is to identify, acquire, catalog, and preserve items related to the institutional history and cultural heritage of FSU and its predecessor institutions. Key components of the program include the creation of an item level inventory utilizing the Archon archival management software, and a digitization element utilizing DigiTool as the digital asset management program. For the eight years prior to taking this position, he served as a Local Records Archivist at the Library of Virginia in Richmond. In 2008 he represented FSU on the *Opening Archives* advisory committee. During that time he served as a regional co-trainer for EAD and Archon workshops. He holds a MA in history from FSU (1998) and an MLIS from Rutgers University (2008), and also has received certificates of completion from the Modern Archives Institute (2000) and the Preservation Management Institute (2007).

Judith Beale will represent the University of Central Florida on the Steering Group and will serve as a regional expert in upcoming years. She is Senior Archivist at UCF where she has worked since 2004. She received her MA in History from UCF in 2000 and certified as an archivist in 2006. Her work focuses on the arrangement, description and digitization of the University Archives. She assisted in the initial implementation of UCF's EAD program, which she currently maintains and manages.

Kyle Rimkus, Digital Projects Librarian, will represent the University of Miami on the Steering Group and will serve as a regional expert in upcoming years. He manages digital projects and oversees collection development in French and German Literature at the University of Miami Richter Library. He joined the faculty of the UM Libraries in 2007. He has an M.S. in Library and Information Science and an M.A. in French Studies from the University of Illinois at Urbana-Champaign. He has served, since 2008, on the advisory board of *Opening Archives*, for which he also provides consultation and training to South Florida archives interested in adopting EAD. At the University of Miami, he has led the campus-wide implementation of the Archon open source collection management tool, and oversees a Digital Production Lab whose services support the digital needs of his university's archives and special collections.

Tomaro I. Taylor will represent the University of South Florida on the Steering Group and will serve as a regional expert in upcoming years. She is an Assistant University Librarian for Special and Digital Collections at the USF Tampa Library. A Certified Archivist with a Master of Arts in Library and Information Science, Taylor serves as the curator of the Special and Digital Collections' archival, manuscript and personal papers collections as well as the Latin American, Caribbean, and Spanish language monographs and sheet music collections maintained by the department. Since 2004, Taylor has supervised graduate assistants, staff, faculty and volunteers engaged in processing archival and related collections and the subsequent development of EAD finding aids for the USF Libraries, and as a site supervisor for USF School of Library and Information Science fieldwork/internship projects (off-site). She developed the USF Libraries' processing manual, currently in use by the main and system libraries, and led the departmental implementation of EAD.

Workshop Instructors

Instructors for the four workshops are provided by SAA. Each has years of experience as educators and leaders in the archival profession. Instructors have been assigned based on scheduling and availability. Below are brief descriptions of proposed instructors, listed according to workshops they will conduct.

Describing Archives: A Content Standard (DACs) instructor: Bill Landis.

Bill Landis currently works as Head of Arrangement and Description & Metadata Coordinator in Manuscripts and Archives, Yale University Library. Landis has been involved in the development and implementation of archival description standards since 1995. He served from 1997 to 2003 as a member of SAA's Encoded Archival Description Working Group, contributing to the production of both versions of the EAD Tag Library and the EAD Application Guidelines, Version 1.0. More recently, he served for three years as a member of the U.S. contingent of the Canadian-U.S. Taskforce on Archival Description (CUSTARD) and contributed to the new U.S. standard emerging from the work of that group, *Describing Archives: A Content Standard (DACS)*. He has published articles, given presentations, and taught classes and workshops on the subjects of archival description and associated standards, user and usability issues, and archival information access systems. Landis has served SAA in a variety of capacities as chair of the Technical Subcommittee on Descriptive Standards (TSDS), 1998-1999; chair of the Description Section, 2000-2001; member of two Continuing Education Task Forces, 1999-2000 and 2002-2003; co-chair of the Committee on Education, 2003-2005; and currently as chair of the DACS Working Group.

Describing Archives: A Content Standard (DACS) instructor: Kelcy Shepherd.

Kelcy Shepherd is the Digital Interfaces Librarian at the University of Massachusetts Amherst. Prior to her current position, Shepherd worked as an analyst and Five College liaison for the Archivists' Toolkit project, an effort to develop an open source software application for managing archival information. Before this she led a collaborative MARC and EAD retrospective conversion project for the Five Colleges, improving access to over 1,000 archival collections by making their finding aids and catalog records available online. Shepherd has published and made presentations relating to shareable metadata for archivists, the Archivists' Toolkit, EAD and MARC, usability of archival finding aids, and metadata standards for architectural records. Holdzkom co-authored *Standard Series of Architecture and Landscape Design Records: A Tool for Arrangement and Descriptions of Archival Collections*, winner of the 2001 C.F.W. Coker Award of the Society of American Archivists. An active member of the Society of American Archivists, Shepherd has served as chair of SAA's Description Section and member of the Technical Subcommittee on Descriptive Standards. She has been an SAA workshop instructor since 2006, and also teaches XML and metadata courses for Simmons College Graduate School of Library and Information Science.

Describing Archives: A Content Standard (DACS) instructor: Lynn Holdzkom.

Lynn (Roslyn) Holdzkom began working in the Technical Services Section of the Manuscripts Department, University of North Carolina at Chapel Hill, in January 1987 and has been there since, except for a brief time spent as university archivist at the University of Washington in 1997. At UNC-Chapel Hill, she started as assistant technical services archivist, chiefly processing manuscript collections and supervising student workers. She was instrumental in implementing MARC cataloging and Encoded Archival Description markup of finding aids in the Department and in establishing the Department's web presence. She is now assistant curator, head of technical services, and departmental cataloger. She co-presented "Archival Cataloging as a Component of Description," a two-day workshop offered through the SAA, to archival and library groups across the country, 1999-2003, and served on the SAA committee that produced *Describing Archives: A Content Standard* (2004). She also teaches archival description at the School of Information and Library Science at UNC-Chapel Hill.

Implementing DACS... Using Archon instructor: Christopher J. Prom

Chris Prom is Assistant University Archivist and Associate Professor of Library Administration at the University of Illinois at Urbana-Champaign, where he is responsible for managing digital projects, supervising archival processing, and overseeing records scheduling. His research interests address the ways in which archival users seek information relevant to their needs and how they use electronic tools. Prom was the recipient of a 2003-04 National Historic Publications and Records Commission fellowship and a 1997-98 Fulbright fellow. He holds a PhD in History from the University of Illinois, where he wrote a dissertation regarding mutual aid societies in late-Victorian Britain, and he also studied at the

University of York (United Kingdom). He most recently authored (with Ellen Swain) "From College Democrats to the Falling Illini: Identifying, Appraising, and Capturing Student Organization Web Sites," which appeared in the Fall/Winter 2007 edition of *American Archivist*, and he is co-editor of *College and University Archives: Readings in Theory and Practice*. Along with Scott Schwartz, he is one of the principle developers of the University's open-source collections management tool, Archon, created to meet the descriptive and access needs of small academic and institutional archives and special collections libraries. In 2008, Prom and Schwartz were awarded a \$100,000 Mellon Award for Technology Collaboration for leadership and development work on Archon.

Implementing DACS... Using Archon instructor: Scott Schwartz.

Scott Schwartz has been the University of Illinois' Archivist for Music and Fine Arts and the Director of the Sousa Archives and Center for American Music since September 2003. In addition he serves as Associate Professor of Library Administration and teaches archival administration and arrangement and description courses through the University's Graduate School for Library and Information Science. Prior to his tenure at the University of Illinois, he served over ten years as an archivist for the National Museum of American History's Archives Center where he was responsible for the arrangement, description, and long-term preservation of the Center's music collections, related photograph collections, as well as the creation of new on-line information access tools. Along with Christopher Prom, he is one of the principle developers of the University's open-source collections management tool, Archon, created to meet the descriptive and access needs of small academic and institutional archives and special collections libraries.

Implementing "More Product, Less Process" instructor: Daniel A. Santamaria.

Daniel A. Santamaria is Assistant University Archivist for Technical Services at the Seeley G. Mudd Manuscript Library at Princeton University. In his current position, he oversees accessioning, processing, and descriptive practices. He also led the implementation of EAD for the Department of Rare Books and Special Collections at Princeton and coordinates EAD encoding for the department's collections. He is a member of SAA and MARAC, and has made numerous presentations at meetings and conferences. He co-authored an article examining case studies of the implementation of DACS that appeared in a 2008 issue of the *American Archivist*. Santamaria previously worked at the New York Public Library and both the Special Collections Library and the Bentley Historical Library at the University of Michigan.

Understanding Photographs: Introduction to Archival Principles and Practices: Marcy Silver Flynn

Marcy Silver Flynn is a consultant specializing in collections management services for visual materials and other special collections. She formed Silver Image Management in 1994 to support responsible stewardship in archives, libraries, and other collections. Most consulting projects involve collection assessment, establishing best practices, selecting standards, planning for processing and providing training to improve access and preservation. Prior to consulting, Flynn worked in prints and photographs departments at the Library of Congress (1991-1994), the Historical Society of Pennsylvania (1988-1991), and the Maryland Historical Society (1984-1988). She just completed a term on the SAA Standards Committee (2005-2008). Some other examples of SAA participation includes serving as the liaison to the Association for Information and Image Management (1998-2005) and chairing the Visual Materials Cataloging and Access Roundtable (1996-1997). Flynn authored SAA's *Understanding Photographs: Introduction to Archival Principles and Practices* workshop in collaboration with MaryLynn Ritzenthaler and Diane Vogt-O'Connor.

Understanding Photographs: Introduction to Archival Principles and Practices: Dana C. Hemmenway

Dana Hemmenway is a senior photograph conservator at the Library of Congress. Her duties include serving as a conservation division liaison to several custodial divisions coordinating the conservation and preservation needs for their photographic collections. Hemmenway also works closely with the Interpretative Programs Office coordinating, reviewing, and preparing collection material for exhibition. For the past year and half Hemmenway works one day per month, at The Phillips Collection as their

conservator of photographs surveying and treating the collection, as well as, reviewing items for loan. Hemmenway received a Master of Science degree from the University of Delaware/Winterthur Program in Art Conservation where she specialized in photographic materials and minored in paper conservation. Upon graduation Dana served as an Andrew W. Mellon Fellow at The Metropolitan Museum of Art. She received further training as one of the first group of conservators to participate in the Advanced Residency Program in Photograph Conservation sponsored by George Eastman House and the Image Permanence Institute (IPI). In the following two years Hemmenway stayed on to work for the Program developing a conservation library and performing duties as Program faculty such as advising and mentoring fellows with conservation research, and lecturing on selected conservation and preservation topics. Hemmenway has taught and lectured on various aspects of photograph conservation/preservation on the undergraduate, graduate and professional levels, most recently for School of Library and Information Science students at Catholic University. She was invited to speak at Preserving Photographs in a Digital World, an annual seminar sponsored by IPI in 2001 and 2003, and Identification and Care of Photographic Collections delivered at the Texas Association of Museums Annual Meeting in 1999. Her professional presentations include: preparing collections for moving to offsite storage facilities, cleaning of daguerreotypes, and identification of diazotypes.

Budget Narrative

UF will use NEH grant funds to contract with SAA to provide four workshops in Florida. The service fees for presenting four workshops total \$24,575 and include:

- Instructors honoraria, per diem, and lodging
- Travel (airfare, portal to portal, parking)
- Printing & shipping of course handouts, booklets, certificates and other materials.
- Administrative fees covering the costs to process registrations for workshops, to make instructor arrangements, to promote the workshops, and to analyze the workshop evaluations.

Workshop participants in the Understanding Photographs workshop also will receive copies of the SAA publication, *Photographs: Archival Care and Management*, by Mary Lynn Ritzenthaler and Diane Vogt-O'Connor, valued at \$84.95.

The budget includes \$1,000 for administrative fees to host sites for providing training facilities for the four workshops. This amount includes an estimated \$250 per workshop based on facility rates at the regional facilities used for workshops during the previous Opening Archives projects.

UF and its partners will contribute over 30% cost share for the project, consisting of salaries and benefits for members of the project Steering Group. UF uses a contracted indirect cost rate of 26% for off-campus instruction projects. The total indirect cost is 26% of the direct NEH funds (\$25,575) and the salary and benefits for UF employee John Nemmers (\$3,336). The total cost share, \$10,141, includes \$867 in indirect costs.

List of Participants

- Beale, Judith. University of Central Florida. Project participant; steering group member.
- Caplan, Priscilla. Florida Center for Library Automation. Project participant; steering group member.
- Estorino, Maria. Cuban Heritage Collection, University of Miami. Author of letter of support.
- Nemmers, John. University of Florida. Project director; steering group member.
- Rimkus, Kyle. University of Miami (FL). Project participant; steering group member.
- Summers, Carla. Matheson Museum, Inc. Author of letter of support.
- Taylor, Tomaro. University of South Florida. Project participant; steering group member.
- Woodward, Eddie. Florida State University. Project participant; steering group member.
- Zaidman, Michael. Jim Moran Foundation; Society of Florida Archivists. Author of letter of support.

Workshop Instructors

[Note: Instructors for the four workshops are provided by the Society of American Archivists and will be selected based on availability. Listed below are the possible instructors for the workshops.]

- Flynn, Marcy Silver. Consultant, Silver Image Management. Possible instructor for *Understanding Photographs*.
- Hemmenway, Dana C. Library of Congress. Possible instructor for *Understanding Photographs*.
- Holdzkom, Lynn. University of North Carolina at Chapel Hill. Possible instructor for *Describing Archives: A Content Standard (DACS)*.
- Landis, Bill. Yale University. Possible instructor for *Describing Archives: A Content Standard (DACS)*.
- Prom, Christopher J. University of Illinois at Urbana-Champaign. Possible instructor for *Implementing DACS... Using Archon*.
- Santamaria, Daniel A. Princeton University. Possible instructor for *Implementing "More Product, Less Process."*
- Schwartz, Scott. University of Illinois at Urbana-Champaign. Possible instructor for *Implementing DACS... Using Archon*.
- Shepherd, Kelcy. University of Massachusetts Amherst. Possible instructor for *Describing Archives: A Content Standard (DACS)*.

National Endowment for the Humanities

Budget Form

Project Title: Advancing Access and Preservation Best Practices in Florida

Project Director: John Nemmers

Applicant Organization: University of Florida

Requested Grant Period: February/2010 Thru January/2011

Section A - Year #1

Budget detail for the period from: February/2010 Thru January/2011

1. Salaries & Wages

Name/Title of Position	Computation Method	NEH Funds (a)	Cost Share (b)	Total (c)
Nemmers, J./UF Descriptive Archivist (Project Director)	5% of \$52,163	\$ -	\$ 2,608	\$ 2,608
Beale, J./UCF Senior Archivist	2% of \$36,407	\$ -	\$ 728	\$ 728
Caplan, P./FCLA Digital Library Services Asst. Director	2% of \$93,129	\$ -	\$ 1,863	\$ 1,863
Rimkus, K./UM Digital Projects Librarian	2% of \$55,640	\$ -	\$ 1,113	\$ 1,113
Taylor, T./USF Assistant University Librarian	2% of \$46,275	\$ -	\$ 926	\$ 926
Subtotal Salaries & Wages		\$ -	\$ 7,237	\$ 7,237

2. Fringe Benefits

Rate	Salary Base	NEH Funds (a)	Cost Share (b)	Total (c)
27.90%	\$ 4,471	\$ -	\$ 1,246	\$ 1,246
33.95%	\$ 728	\$ -	\$ 247	\$ 247
25.50%	\$ 1,113	\$ -	\$ 284	\$ 284
28.00%	\$ 926	\$ -	\$ 259	\$ 259
Subtotal Fringe Benefits		\$ -	\$ 2,037	\$ 2,037

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name of consultant	No. of days	Daily rate of compensation	NEH Funds (a)	Cost Share (b)	Total (c)
			\$ -	\$ -	\$ -
SUB-TOTAL					

4. Travel

From/To	#----*	Subsistence Costs +	NEH Funds (a)	Cost Share (b)	Total (c)
			\$ -	\$ -	\$ -
SUB-TOTAL					

5. Supplies and Materials

Item	Computation Method	NEH Funds (a)	Cost Share (b)	Total (c)
		\$ -	\$ -	\$ -
	SUB-TOTAL	\$ -	\$ -	\$ -

	Basis/Method of Cost Computation	NEH Funds (a)	Cost Share (b)	Total (c)
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6. Services

Four SAA Workshops	Itemized budget attached	\$ 24,575	\$ -	\$ 24,575
Facility Rental for Four Workshops (Sites to be determined)		\$ 1,000	\$ -	\$ 1,000
		\$ -	\$ -	\$ -
	SUB-TOTAL	\$ 25,575	\$ -	\$ 25,575

7. Other Direct Costs

Item	Basis/Method of Cost Computation	NEH Funds (a)	Cost Share (b)	Total (c)
		\$ -	\$ -	\$ -
	SUB-TOTAL	\$ -	\$ -	\$ -

8. Total Direct Costs (TDC)		\$ 25,575	\$ 9,274	\$ 34,849
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Four SSA Workshops Budget Detail

SAA Fees for Understanding Photographs 2-day workshop (2 instructors)

Honorarium, per diem, and lodging	\$ 3,260
Travel (airfare, portal to portal, parking)	\$ 1,500
Printing & shipping of materials	\$ 400
Supplies & Certificates	\$ 100
"Photographs: Archival Care and Management" publication for participants	\$ 775
SAA Administrative fee	\$ 1,840
Total	\$ 7,875

SAA Fees for Implementing DACS-Archon 2-day workshop (2 instructors)

Instructors honoraria, per diem, and lodging	\$ 3,260
Travel (airfare, portal to portal, parking)	\$ 1,500
Printing & shipping of materials	\$ 400
Supplies & Certificates	\$ 100
SAA Administrative fee	\$ 1,840
Total	\$ 7,100

SAA Fees for Implementing MPLP 1-day workshop

Instructor honorarium, per diem, and lodging	\$ 1,000
Travel (airfare, portal to portal, parking)	\$ 750
Printing & shipping of materials	\$ 400
Supplies & Certificates	\$ 100
SAA Administrative fee	\$ 2,550
Total	\$ 4,800

SAA Fees for DACS 1-day workshop

Instructor honorarium, per diem, and lodging	\$ 1,000
Travel (airfare, portal to portal, parking)	\$ 750
Printing & shipping of materials	\$ 400
Supplies & Certificates	\$ 100
SAA Administrative fee	\$ 2,550
Total	\$ 4,800

9. Indirect Cost Computation

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 explanations 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 NEH if application is funded. (Provide in Item B an estimate 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 \$5,000 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 \$5,000 per year, whichever value is less.)

For Public Program projects only: 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: DHHS
Date of agreement: 1-Jul-06

Item B.

			NEH Funds (a)	Cost Share (b)	Total (c)
Year 1	Rate(s)	Base(s)			
	26.00%	\$ 28,911	\$ 6,650	\$ 867	\$ 7,517
	TOTAL INDIRECT PROJECT COSTS		\$ 6,650	\$ 867	\$ 7,517
10. Total Project Costs			\$ 32,225	\$ 10,141	\$ 42,366

National Endowment for the Humanities

Summary Budget

Project Title: Advancing Access and Preservation Best Practices in Florida

	First Year	TOTAL COSTS FOR ENTIRE GRANT PERIOD
<i>Budget categories</i>		
1. Salaries & wages	\$ 7,237	\$ 7,237
2. Fringe benefits	\$ 2,037	\$ 2,037
3. Consultant fees	\$ -	\$ -
4. Travel	\$ -	\$ -
5. Supplies & materials	\$ -	\$ -
6. Services	\$ 25,575	\$ 25,575
7. Other costs	\$ -	\$ -
8. Total direct costs	\$ 34,849	\$ 34,849
9. Indirect costs	\$ 7,517	\$ 7,517
10. Total project costs	\$ 42,366	\$ 42,366

1. REQUESTED FROM NEH

Outright
Federal Matching
TOTAL NEH FUNDING

\$ 32,225
\$ -
\$ 32,225

2. COST SHARING

Applicant's contributions \$ 4,203
Third-party contributions \$ 5,938
Project income \$ -
Other federal agencies \$ -
TOTAL COST SHARING \$ 10,141

3. TOTAL PROJECT FUNDING (Total NEH Funding + Total Cost Sharing):

\$ 42,366

Advancing Access and Preservation Best Practices in Florida

APPENDICES

Appendix A: Letters of Support

Appendix B: Selected Comments from *Opening Archives* Training Participants and Survey Respondents in Florida

Appendix C: Tentative Questions for Florida Education Needs Survey

Appendix D: Sample SAA Workshop Evaluation Form

Appendix E: Project Director Resume

Appendix F: Letters of Commitment

Appendix A
Letters of Support



FLORIDA DEPARTMENT of STATE

CHARLIE CRIST
Governor

STATE LIBRARY AND ARCHIVES OF FLORIDA

KURT S. BROWNING
Secretary of State

June 25, 2009

Mr. John R. Nemmers
Special and Area Studies Collections
University of Florida Smathers Libraries
Gainesville, FL 32611-7005

Dear Mr. Nemmers:

On behalf of the Florida State Historical Records Advisory Board and the State Archives of Florida, I want to express our strong support for the grant project *Advancing Access and Preservation Best Practices in Florida*, proposed by the University of Florida and its partners. One of the goals of the State Board, identified in its strategic plan, is to increase the public's access to historical records held in Florida's repositories. This project would help considerably in achieving this goal through the development of additional finding aids and other access tools. There is an extremely high demand for education in Florida. Although a statewide Encoded Archival Description training program, *Opening Archives*, has existed for the last few years, Florida archivists need additional educational opportunities in basic practices and standards pertaining to preservation and access.

This one-year project will provide free training in four workshops to approximately 130 archivists, librarians, curators and other professionals in accepted preservation and archival documentation practices and standards. The workshops will be conducted by expert instructors provided by the Society of American Archivists (SAA). Participants will include a good mix of archivists from research universities, colleges, historical societies, state and local governments, businesses and other repositories of historical records. By holding the workshops in Orlando, Tampa and the Miami area, most participants will enjoy easy and inexpensive travel. This is especially important when most organizations now have limited travel funds.

Sincerely,

Gerard Clark
State Archivist and Deputy Coordinator
State Historical Records Advisory Board

DIRECTOR'S OFFICE

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THE
JIM MORAN FOUNDATION

"THE FUTURE BELONGS TO THOSE WHO PREPARE FOR IT."

June 22, 2009

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John R. Nemmers
 Special and Area Studies Collections
 University of Florida Smathers Libraries
 Gainesville, FL 32611-7005

Dear Mr. Nemmers,

The Society of Florida Archivists (SFA) offers its full support and complete endorsement of the grant project *Advancing Access and Preservation Best Practices in Florida* as proposed by the University of Florida and its partners. The opportunities that would be presented to improve the care and management of archival collections throughout the state would be invaluable to all those working in the field from graduate students to experienced professionals.

Over the past year, members of SFA and the Florida Association of Museums Foundation conducted collaborative statewide forums intended to document risk assessment for Florida's diverse archival collections. These evaluations definitively indicted a significant need for advanced training in the preservation, digitization and on-line access of Florida's diverse collections.

To achieve this objective, the one-year project will provide four free training workshops for approximately 130 archivists, librarians, curators and other professionals throughout the state with easy and inexpensive travel costs. The workshops will be conducted in Orlando, Tampa and the Miami area by expert instructors from the Society of American Archivists. Participants will represent archivists from research universities, colleges, historical societies, state and local governments, businesses and other repositories of historical records.

I personally offer my best wishes for the success of the grant, so that I may enhance my archival education. The members of SFA would greatly benefit from, and certainly look forward to participating in the proposed workshops as well.

Sincerely,

Michael Zaidman
 Senior Archival Administrator, The Jim Moran Foundation
 Vice-President, Society of Florida Archivists

In Memory of
 Jim Moran
 Founder
 1918 - 2007



513 East University Avenue
Gainesville, Florida 32601

* * * * *

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* * * * *

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June 24, 2009

John R. Nemmers
Special and Area Studies Collections
University of Florida Smathers Libraries
Gainesville, FL 32611-7005

Dear Mr. ^{John}Nemmers,

This letter is to express my enthusiastic support for *Advancing Access and Preservation Best Practices in Florida*, proposed by the University of Florida and its partners. I have been an archivist in Florida for over 32 years and can assure you that there is a great need to advance best practices through education. I was involved in the design phase of the statewide Encoded Archival Description training program, *Opening Archives*, which has existed for the last few years and done so much. I feel this new project will continue to enhance educational opportunities in basic practices and standards pertaining to preservation and access through providing free training in four workshops to approximately 130 archivists, librarians, curators and other professionals in accepted preservation and archival documentation practices and standards. The workshops will be conducted by expert instructors provided by the Society of American Archivists (SAA) exposing Florida archivists to the professionalism that SAA represents as well as to excellent educational content. Participants will include a good mix of archivists from research universities, colleges, historical societies, state and local governments, businesses and other repositories of historical records.

Sincerely,

Carla M. Summers, CA, CRM
Executive Director
excutedirector@mathesonmuseum.org

Appendix B
Selected Comments from *Opening Archives* Training Participants and Survey Respondents in Florida

Throughout the *Opening Archives* training projects in 2005-06 and 2007-08, project staff collected useful feedback through questionnaires, email and comments made by participants. The following are representative comments received:

“Thank you for organizing this important educational program for Florida archivists.”

“[The workshop] was an excellent workshop. I am now aware of... enough knowledge to be able to apply for funding for hiring a [full time] person to create EAD finding aids.”

“Everyone I've talked to has found [the workshop] valuable and there's a need for more people to be trained.”

“This is a really fabulous project. With so many in the museum and archives field in Florida lacking basic training and knowledge to preserve and process the precious collections in their care there is a huge need for training that emphasizes the basics as well as best practices for archival arrangement and description. My staff came back from the workshop feeling they learned just as much about best practices and arrangement and description as they did about EAD, and I feel much more confident in my skills. Thank you!”

“I learned a lot more than I expected.”

“I totally admire [the trainers]. They were amazing. They had great knowledge and were wonderful trainers. They were among a few great instructors I've ever had. They were well paced, patient, and extremely knowledgeable. Thanks to [the trainers] and kudos to [FCLA and the partners] who made this workshop possible.”

“The instructors were great and the training was excellent. I'm a cataloger so I understand metadata, but this was eye opening and educational.”

“I need more workshops like this! I attended an EAD workshop many years ago, but I forgot a lot. This really helped!”

“I never have enough time or money to learn new technology, so this was perfect!”

“I was so tired of seeing great workshops in other regions of the country that I couldn't sign up for. Now, I've attended one in FL - Finally!!”

“We need more of these SAA workshops in Florida! Appraisal, processing, etc. Bring 'em on!”

Appendix C
Tentative Questions for Florida Education Needs Survey

1. What obstacles prevent or hamper your efforts to obtain continuing education? Please rank each of the following obstacles (Circle one for each: 3 = major obstacle; 2 = moderate obstacle; 1 = minor obstacle; 0 = not an obstacle):

	Major Obstacle	Moderate	Minor	Not an Obstacle
Registration costs	3	2	1	0
Travel/lodging costs	3	2	1	0
Distance - No local education opportunities, too far to travel	3	2	1	0
No institutional/administrative support	3	2	1	0
No education opportunities relevant to my needs	3	2	1	0
Other (please elaborate):	3	2	1	0

2. How much financial support did you receive from your employer last year for continuing education and professional development (e.g., registration fees and/or travel/lodging to attend workshops, seminars, etc.)?

3. Which of the following would you most like to learn more about in the next few years? (Select up to 10 responses)

- | | |
|---|---|
| Acquisition and appraisal | EAD (Encoded Archival Description) |
| Architectural records | Electronic records – appraisal and accessioning |
| Archival Management Systems – Archivists' Toolkit | Electronic records – description and access |
| Archival Management Systems – Archon | Electronic records – preservation and storage |
| Arrangement | Ethics |
| Business archives | Exhibitions |
| Cataloging | Fundraising |
| Conservation – general | Grants |
| Conservation of paper | Legal Issues |
| Conservation of photographs | Literary manuscripts |
| Conservation | Management of cultural institutions |
| Copyright | Maps/cartographic materials |
| Describing Archives: A Content Standard (DACS) | Metadata |
| Description | Micrographics/reformatting |
| Digital content management | Minimal level processing (“More Product, Less Process”) |
| Digitization | Moving images (film, video) |
| Disaster preparedness | Oral histories |
| Disaster recovery | Outreach/public relations |
| Donor relations | |

Performing arts collections
Photographs
Political collections
Preservation – general
Preservation of photographs
Preservation of sound recordings
Preservation of moving images

Privacy
Records management
Reference and access
Security
Sound recordings
Web site creation/management
Other (Please specify)

4. From the list above, pick the one topic you would like most to learn more about in the next few years:

5. How interested are you in obtaining continuing education and training from the following sources?

Workshops or seminars provided by national/international associations
Workshops or seminars provided by regional, state or local archival organizations
Workshops or seminars provided by your employer
Workshops or seminars provided by another provider
Self-directed (professional publications, training manuals, Web-based, tapes, or videos)
Non-degree college or university coursework
On-the-job training
Mentoring
Internships
Fellowships
Other (Please specify)
None of the above

6. Which of the following best describes your employer?

Academic Institution
Archives
Library/Special Collections
Museum
Historical Society
State/Federal Historic Park/Property
Government agency
Non-profit organization
For-profit organization
Self employed
Other (Please specify):

7. Please indicate the region of Florida in which you work.

Northeast Region
Northwest Region
North Central Region
East Central Region
Tampa Bay Region
South Central Region
Southeast Region
Southwest Region

**Appendix D
Sample SAA Workshop Evaluation Form**

PROGRAM EVALUATION FORM

Workshop Title:

Date: _____ Location: _____

I. Assess the workshop from the standpoint of what you gained from the experience:

How well did the workshop meet the following stated objectives?

	Not at all				On target
a.	1	2	3	4	5
b.	1	2	3	4	5
c.	1	2	3	4	5
d.	1	2	3	4	5
e.	1	2	3	4	5

	Very little				Substantial
New knowledge/skills acquired	1	2	3	4	5

	Not likely				Very likely
Likelihood of applying concepts to your work	1	2	3	4	5

	Not at all				On target
Expectations met per advertising/brochure	1	2	3	4	5

II. Rate the methods and materials relative to their value in accomplishing the workshop:

	NA	Poor				Outstanding
Clarity of participant handouts	0	1	2	3	4	5
Content of participant handouts	0	1	2	3	4	5
Pre course readings	0	1	2	3	4	5
Exercises/group discussions	0	1	2	3	4	5
Clarity of audio-visual aids	0	1	2	3	4	5
Content of audio-visual aids	0	1	2	3	4	5

III. What aspect of the workshop methods/materials was most valuable to you? Why?

IV. What aspect of the workshop methods/materials would you change? Why?

V. How would you rate the individual instructors?

Instructor: _____

	Poor				Outstanding
	1	2	3	4	5
Knowledge of topic	1	2	3	4	5
Preparation	1	2	3	4	5
Ability to handle questions	1	2	3	4	5
Presentation skills	1	2	3	4	5

Additional Comments:

Instructor: _____

	Poor				Outstanding
	1	2	3	4	5
Knowledge of topic	1	2	3	4	5
Preparation	1	2	3	4	5
Ability to handle questions	1	2	3	4	5
Presentation skills	1	2	3	4	5

Additional Comments:

VI. How did you hear about this workshop?

VII. Please list other program topics you are interested in attending:

Appendix E - Project Director Resume

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

Selected Work Experience:

University of Florida

George A. Smathers Libraries, Special and Area Studies Collections, PO
Box 117007, Gainesville, FL 32611-7007

From: August 2003 *To:* Present

Title: Descriptive and Technical Services Archivist

Florida State University

Claude Pepper Library, 636 W. Call Street, Tallahassee, FL 32306-1123

From: August 1998 *To:* July 2003

Title: Project Archivist

Education:

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

Selected Publications:

- "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.
- "Metasearching: An Annotated Bibliography" (with LeiLani Freund & Marilyn Ochoa). *Internet Reference Services Quarterly* 12 no. 3/4 (2007): 411-430. Also published in Christopher N. Cox's *Federated Search: Solution or Setback for Online Library Services* (Binghamton, NY : Haworth Information Press), 2007.
- "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.
- *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/>), 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.
- "The Usability of Online Archival Resources: The Polaris Project Finding Aid" (with Burt Altman). *American Archivist* 64 no. 1 (Spring/Summer 2001): 121-131.

Selected Papers and Presentations:

- “Opening Archives in Florida: An Overview of Florida's Statewide EAD Training and Support Program.” Presented at the Society of American Archivists Annual Meeting, August 2007.
- “EAD Workflow Considerations” (with Salwa Ismail Patel and Chuck Thomas). Presented at the Society of Florida Archivists Annual Meeting, May 2007.
- “Introduction to EAD and Archival Description.” Presented at the Tampa Bay Library Consortium, May 2007.
- "Uncovering Buried Treasure: Making Primary Sources Available" (with Elizabeth Konzak and Chuck Thomas). Presented at the Florida Library Association Conference, April 2007.
- “A Usability Study of MetaLib: Process, Issues and Possible Solutions.” Poster session (with Marilyn Ochoa, Rae Jesano, Carrie Newsom, Maryellen O'Brien and Paul Victor, Jr.). Presented at the American Library Association Annual Conference, New Orleans, June 25, 2006.
- “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.
- “PALMM: Florida Heritage, Ephemeral Cities, and Florida Archival Collections.” Presented at the Society of Florida Archivists Annual Meeting, April 2004.
- “The Claude Pepper Library: Digitization Initiatives.” Presented at the Southern American Studies Association Biennial Conference, February 2003.

Selected Grants:

2009. “America's Swamp: The Historical Everglades Project.” National Archives and Records Administration. Amount funded: \$160,024.77. Funding dates: January 2009 – December 2011. Role: Principal Investigator.

2005-2008. “Opening Archives: Improving Access to Primary Sources in Florida.” Department of State Division of Library and Information Services – Library Services and Technology Act (LSTA). Funding dates: 2005- 2006; 2007-2008. Role: Steering Committee chair and Regional Trainer.

Selected Professional Activities:

- Society of Florida Archivists, 1999- (Vice President, 2007-2009; Director, 2006-2007)
- Digital Development and Access Committee, Council of State University Libraries, 2003-2006

Appendix F
Letters of Commitment



University Libraries

June 23, 2009

John R. Nemmers
Special and Area Studies Collections
University of Florida Smathers Libraries
Gainesville, FL 32611-7005

Dear Mr. Nemmers:

The University of Central Florida is pleased to partner with the University of Florida in the grant project *Advancing Access and Preservation Best Practices in Florida*, funded by the National Endowment for the Humanities Preservation and Access Education and Training program. Over the past four years, UCF personnel have enthusiastically participated in the archival training program, *Opening Archives*, both as instructors and trainees in workshops. The current project is a logical continuation of this education endeavor. The one-year project will provide free training in four workshops to 130 archivists, librarians, curators and other professionals in accepted preservation and archival documentation practices and standards.

UCF will commit to *Advancing Access and Preservation Best Practices in Florida* by approving Judith Beale to serve as a member of the project steering group. She will serve no more than .02 FTE the entire year of funded activity, and this in-kind contribution will be offered as cost sharing for the grant.

As a member of the project Steering Group, Judith will meet via phone or Internet as needed, in order to coordinate the scheduling of the workshops. She will assist in promoting the workshops and disseminating information about the project goals, methodology and outcomes at a variety of forums, including state and local meetings of archivists, librarians, and curators. She will be able to attend any or all of the four free archival workshops in Florida.

Sincerely,

A handwritten signature in cursive script, reading 'Laila Miletic-Vejzovic', written in black ink on a light-colored background.

Laila Miletic-Vejzovic

Laila Miletic-Vejzovic, Department Head
Special Collections and University Archives
P.O. Box 162666 · Orlando, FL 32816-2666 - (407) 823-2788 - FAX (407) 823-2529
lmiletic@mail.ucf.edu
<http://library.ucf.edu/SpecialCollections>



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5830 N.W. 39TH AVENUE

GAINESVILLE, FLORIDA 32606

Phone: (352) 392-9020 • Suncom: 622-9020 • Fax: (352) 392-9185

June 22, 2009

John R. Nemmers
Special and Area Studies Collections
University of Florida Smathers Libraries
Gainesville, FL 32611-7005

Dear Mr. Nemmers:

The Florida Center for Library Automation is pleased to partner with the University of Florida in the grant project *Advancing Access and Preservation Best Practices in Florida*, funded by the National Endowment for the Humanities Preservation and Access Education and Training program. Over the past eight years, has taken the lead in developing and promoting the statewide archival training program, *Opening Archives*. The current project is a logical continuation of this education endeavor. The one-year project will provide free training in four workshops to 130 archivists, librarians, curators and other professionals in accepted preservation and archival documentation practices and standards.

FCLA will commit to *Advancing Access and Preservation Best Practices in Florida* by approving Priscilla Caplan to serve as a member of the project steering group. She will serve no more than .02 FTE the entire year of funded activity, and this in-kind contribution will be offered as cost sharing for the grant.

As a member of the project Steering Group, Priscilla will meet via phone or Internet as needed, in order to coordinate the scheduling of the workshops. She will assist in promoting the workshops and disseminating information about the project goals, methodology and outcomes at a variety of forums, including state and local meetings of archivists, librarians, and curators. Priscilla will be able to attend any or all of the four free archival workshops in Florida.

Sincerely,



James F. Corey

June 22, 2009

John R. Nemmers
Special and Area Studies Collections
University of Florida Smathers Libraries
Gainesville, FL 32611-7005

Dear Mr. Nemmers:

The University of Miami is pleased to partner with the University of Florida in the grant project *Advancing Access and Preservation Best Practices in Florida*, funded by the National Endowment for the Humanities Preservation and Access Education and Training program. Over the past few years, our personnel have enthusiastically participated in the archival training program, *Opening Archives*. The current project is a logical continuation of this education endeavor. The one-year project will provide free training in four workshops to 130 archivists, librarians, curators and other professionals in accepted preservation and archival documentation practices and standards.

The University of Miami will commit to *Advancing Access and Preservation Best Practices in Florida* by approving Kyle Rimkus to serve as a member of the project steering group. He will serve no more than .02 FTE the entire year of funded activity, and this in-kind contribution will be offered as cost sharing for the grant.

As a member of the project Steering Group, Kyle will meet via phone or Internet as needed, in order to coordinate the scheduling of the workshops. He will assist in promoting the workshops and disseminating information about the project goals, methodology and outcomes at a variety of forums, including state and local meetings of archivists, librarians, and curators. He will be able to attend any or all of the four free archival workshops in Florida.

Sincerely,



Anthony D. Smith
24 June 2009





June 22, 2009

John R. Nemmers
Special and Area Studies Collections
University of Florida Smathers Libraries
Gainesville, FL 32611-7005

Dear Mr. Nemmers:

The University of South Florida is pleased to partner with the University of Florida in the grant project *Advancing Access and Preservation Best Practices in Florida*, funded by the National Endowment for the Humanities Preservation and Access Education and Training program. Over the past few years, our personnel have enthusiastically participated in the archival training program, *Opening Archives*. The current project is a logical continuation of this education endeavor. The one-year project will provide free training in four workshops to 130 archivists, librarians, curators and other professionals in accepted preservation and archival documentation practices and standards.

USF will commit to *Advancing Access and Preservation Best Practices in Florida* by approving Tomaro Taylor to serve as a member of the project steering group. She will serve no more than .02 FTE the entire year of funded activity, and this in-kind contribution will be offered as cost sharing for the grant.

As a member of the project Steering Group, Tomaro will meet via phone or Internet as needed, in order to coordinate the scheduling of the workshops. She will assist in promoting the workshops and disseminating information about the project goals, methodology and outcomes at a variety of forums, including state and local meetings of archivists, librarians, and curators. She will be able to attend any or all of the four free archival workshops in Florida.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark I. Greenberg", is written in a cursive style.

Mark I. Greenberg, MLS, Ph.D.
Director, Special & Digital Collections Department