PROJECT SUMMARY

“Pioneer Days in Florida: Diaries and Letters from Settling the Sunshine State, 1800-1900”

The George A. Smathers Libraries, University of Florida, propose a two-year project titled “Pioneer Days in Florida” that will digitize 36,530 pages of diaries and letters describing frontier life in Florida from the end of the colonial period to the beginnings of the modern state. These first-hand accounts, comprising some of the rarest and most fragile materials in the UF Special Collections, document the experiences and conflicts of native peoples, settlers, soldiers, and travelers during the turbulent 1800s. The project will digitize all 19th century materials from the Florida Miscellaneous Manuscripts Collection (14 collections of family papers, 134 volumes of diaries and memoirs representing 40 different writers, and 240 folders of additional letters, reports, and sketches). Materials date between 1784 and 1912 (bulk 1800-1900) and were selected to encompass the earliest set of family papers (1784-1909), the earliest woman’s diary (1811-1812) and the latest run of diaries from the end of the 19th century (1877-1912).

| Florida Miscellaneous Manuscripts Collection (19th Century Manuscripts) |
|---|---|---|---|
| **Type of Papers** | **Extent** | **Exclusions** | **Pages** |
| Diaries & Journals | 134 bound volumes, 1811-1912 (25,284 pages) | 3,189 blank pages with no text or marks | 22,095 |
| Family Papers | 14 collections, 19 boxes, 1784-1909 | Excludes receipts/accounts | 10,370 |
| Miscellaneous Collection | 240 folders comprising letters and other papers, 1804 to 1901 | | 4,065 |

Imaging will be completed in the Digital Library Center (DLC), a unit of the Smathers Libraries. Associated METS/MODS metadata will incorporate existing descriptive data, imported and repurposed from current MARC records, EAD finding aids, and online databases. The collection will have its own home page as part of a website for the P.K. Yonge Library of Florida History, a UF Special Collection known to scholars of Florida and Southern history.
A. Significance and Relationship to NHPRC Goals and Objectives

“Pioneer Days in Florida” addresses the mission of NHPRC by creating an online digital version of rare materials documenting frontier life in Florida. Collectively, these materials trace the tensions between native peoples and newcomers that led to the Seminole wars, tell the story of the push into central and south Florida, and record settlers’ changing perceptions of Florida as it developed. Writings by Florida’s pioneers offer many viewpoints for comparison with those from the better-documented Far West. Content also demonstrates the role of Florida and its people in broader national history, including the era of Indian Removal and the Civil War.

B. Methods & Plan of Work

(1) Project directors and conservator review materials, stabilize items and make note of special handling requirements. (2) Project technician is hired, familiarized with materials, and trained on imaging equipment. (3) Directors and project technician prep material for imaging. (4) Project technician and the Digital Library Center proceed with imaging, processing, quality control, mark-up, linkage to metadata, etc. (5) A website and education module are completed. (6) Processed materials receive conservation treatment as needed. (7) Finding aids/catalog entries are updated with hyperlinks to digital products. (8) Project is promoted to user audiences.

C. Products

- Project website with online version of 19th century manuscripts from the P.K. Yonge Library of Florida History comprising 134 diaries and journals, 14 collections of family papers, and 240 folders of letters and papers, totaling 36,530 page images.
- Updated cataloging records and finding aids with hyperlinks to new digital objects.
- Education module with lesson plans and other information for classroom use at the project homepage; project documentation and technical data at the homepage.
D. Contact Information for Project Directors

- **Project Director:** James G. Cusick, Ph.D., Curator, P.K. Yonge Library of Florida History, Department of Special and Area Studies Collections, George A. Smathers Libraries, University of Florida, Gainesville FL 32611, 352-273-2778, [jgcusick@ufl.edu](mailto:jgcusick@ufl.edu)

- **Co-Director:** John R. Nemmers, Descriptive and Technical Archivist, Department of Special and Area Studies Collections, George A. Smathers Libraries, University of Florida, Gainesville FL 32611, 352-273-2766, [johnemm@uflib.ufl.edu](mailto:johnemm@uflib.ufl.edu)

- **Co-Director:** Lois Widmer, Chair, Digital Services and Shared Collections, George A. Smathers Libraries, University of Florida, Gainesville FL 32611, 352-273-2916, [lwidmer@ufl.edu](mailto:lwidmer@ufl.edu)

E. Performance Objectives

1. Digitize 22,095 diary/journal pages; 10,370 pages of documents from family papers; and 4,065 pages of letters, reports, and other papers.1
2. Create the “Pioneer Days in Florida” website, populate it with digital images, include broad search and viewing options, and necessary metadata from existing descriptive data.
3. Update finding aids and library catalog entries to include hyperlinks to the material.
4. Create an educational module with three lesson plans and a guide to related archival collections and secondary sources.
5. Use the University of Florida’s network of connections with schools, colleges, the Florida Historical Society, and the Florida Humanities Council to promote use of these materials through conferences, teacher workshops, and other outreach.
6. Maintain total project costs under $159,900 ($79,950 NHPRC and $79,950 UF cost share) over two years.

---

1 Page counts for family papers were calculated by sampling boxes. All other counts are exact counts by curator.
PROJECT NARRATIVE

“Pioneer Days in Florida: Diaries and Letters from Settling the Sunshine State, 1800-1900”

“I have the pleasure to send you a copy of a project of a treaty which was proposed by the American envoys at Madrid in 1805 to the Minister of Spain, which makes the cession of East Florida an object of negotiation . . . The Spanish government was willing to make the cession, but asked more for the territory than our commissioners were willing to give.”
--James Monroe, Secretary of State, Washington, June 22, 1812

“We know as little of Florida as we do of the interior of Africa. Every foot we advance in the country we make new discoveries and meet with more obstacles to surmount . . .”
--Joseph Van Swearingen to his sister, Kissimmee River, 15 December 1837

“As we leave Jacksonville in the distance quite a city looms up before us. With all its hum and busy life, what a change has come on the spirit of its dreams. Twenty five years ago it was but a small village.”
--Catherine Hart, from a diary written aboard the steamer Hattie, St. Johns River, 1869

Overview of the Project and its Materials

The George A. Smathers Libraries, University of Florida, seek to digitize and promote an array of 19th century personal narratives from the Florida Miscellaneous Manuscripts Collection in the P.K. Yonge Library of Florida History. These narratives, a miscellany of diaries, journals, family papers, letters, and sketches were acquired and organized at the library by three successive curators for Florida history over a period of sixty years. They provide detailed first-hand impressions of American efforts to settle Florida in the 1800s. Three themes in particular—Manifest Destiny and expansion, conflict with Native Americans, and Florida’s transition to settled and developed state—run consistently through the thousands of pages of writing. Beyond this, writings also reflect Florida’s connection to major events in national history. Two collections of family papers, one memoir, and dozens of letters deal with the aftermath of the American Revolution and the acquisition of Florida from Spain. Five
collections of family papers, three sets of diaries, several memoirs, and many individual letters give accounts of the Civil War. Other writings are rich in descriptions of travel and homesteading. Although white males comprise the majority of the writers, project materials are more representative than this, and include the writings and perspectives of women, native leaders, slaves, maroons, and free persons of color living on the southern frontier. The Libraries request $79,950 to fund the salary and benefits of a Project Technician for 24 months to create and process digital versions of the 36,530 pages of material. The collection will be freely accessible online through the “Pioneer Days in Florida” website.

**Institutional Mission and This Project**

In pursuing this project, the collection curator and the UF Digital Library Center are addressing a central mission of the P.K. Yonge Library of Florida History. Since its inception as a private library in Pensacola in 1896, and its foundation as a Special Collection at the University of Florida in 1945, the Yonge Library has been closely affiliated with research about Florida’s development during the colonial period and 19th century. One of the state’s oldest collections of Floridiana, it houses some 40,000 books, 2,200 maps, 10,000+ brochures and pamphlets, more than 18,000 reels of early records and newspapers on microfilm, and thousands of linear feet of original manuscripts (http://www.uflib.ufl.edu/spec/pkyonge/index.html). All of its materials are accessible through the UF Library Catalog, online databases, and EAD finding aids. As part of UF Special Collections, the Yonge Library is open to the public and makes its extensive microfilm collection available through InterLibrary Loan. It supports the teaching mission of the university by providing research assistance to scholars, offering for-credit internships for history undergraduates, and contributing to workshops for K-12 teachers. Notably, for the past eight
years, the Yonge Library has provided materials and expertise to the Florida Humanities Council’s annual summer workshop for teachers and its associated website “Spanish Colonial St. Augustine, a Resource for Teachers” (http://ufdc.ufl.edu/?s=teachers). It was an affiliate for “America’s Swamp: The Historical Everglades” (http://ufdc.ufl.edu/swamp), funded by NHPRC, and is part of the NEH project “Unearthing St. Augustine’s Colonial Heritage: An Interactive Digital Collection for the Nation’s Oldest City” (http://ufdc.ufl.edu/AA00004298/00001).

“Pioneer Days in Florida,” proposed here, is part of the Yonge Library’s ongoing interest in opening research access to its 19th century materials.

**Historical Significance of the Materials**

This project focuses on digitizing manuscripts that document the frontier experience in Florida and the impact of American expansion in the 1800s. The 19th century can rightly be thought of as the age of the American frontier. Once a term associated with the Far West, “frontier” is increasingly employed as a more embracing framework for early national history.\(^1\) As Robert Hine and John Faragher observed in their influential text book *The American West: A New Interpretive History*, “The history of the frontier is a unifying American theme, for every part of the country was once a frontier, every region was once a West.”\(^2\)

Florida’s 19th century documentary record provides ample evidence of this. The settlers, soldiers, and travelers who wrote accounts of Florida in the 1800s met with conditions


remarkably parallel to other frontier situations. Florida, with its semi-tropical environment and its frequent descent into wars and violence, posed daunting challenges to any newcomer. As characterized by Paul Hoffman in *Florida’s Frontiers* (2002) the area stubbornly resisted efforts at permanent settlement. A succession of conflicts in the 1800s—the War of 1812, the Seminole wars, and the Civil War—kept Florida’s population sparse. Only after the Civil War, with the coming of railroads, canal dredges, lumber interests, and a whole-scale assault on its resources, did Florida finally capitulate to the forces of modernity.

The materials in “Pioneer Days in Florida” are especially suited to documenting this long frontier era, and are appealing as primary sources. Most are eyewitness accounts that describe what it was like to encounter the state a century before it became part of the modern Sun Belt. While letters by national figures such as James Monroe and Andrew Jackson are represented, the greater value in the content is in the hundreds of letters and manuscripts written by otherwise historically invisible residents and travelers in Florida. These materials offer a wealth of information about the push into the Florida wilds. They provide descriptions of the early centers of settlement—Jacksonville, St. Augustine, Pensacola, Tallahassee, Fernandina, Tampa, and Key West. By mid-century they contain letters from small towns throughout the state, until by the 1870s they provide information on the beginnings of Miami. Writers offer varying opinions on the taking of Indian lands, the charms or hazards of Florida, and the value of its resources. In overall scope, “Pioneer Days in Florida” encompasses all major periods in Florida’s 19th century history while at the same time demonstrating Florida’s connection to broader national

---

3 At the time of the Civil War, the total population of the state was only 140,000. The two largest cities, Jacksonville and Key West, had populations of less than 2,900. Canter Brown, “The Civil War, 1861-1865,” in *The New History of Florida* edited by Michael V. Gannon (Gainesville: University Press of Florida, 1998):231.
phenomena such as the American Revolution, Indian Removal, and the Civil War. There are 14 arranged collections in the project (13 sets of family papers or letters and one set of original materials assembled for research by UF history professor James David Glunt). Of these, half cover arrivals in the state in the early 1800s, efforts to establish livelihoods, and/or confrontations with the Seminoles: (James David Glunt Papers [1784-1845], Sanchez Family Papers [1829-1870], Duncan Lamont Clinch Family Papers [1804-1904], William Davenport Papers [1835-1802], Ormond Family Papers (1784-1909], Joseph Van Swearingen Papers [1824-1839], Charles Bannerman Papers [1837-1890], and James T. O’Neill Family Papers [1840-1880]). Others chronicle efforts at settlement in the 1850s, contain a wealth of material on the Civil War, and describe the growth of cities and rail service in northern Florida during Reconstruction: (Bellamy Family Papers [1825-1894], Boyd Family Papers [1830-1916], McLean-Gillis Family Papers [1812-1898], Samuel D. McConnell Papers [1858-1876], Francis P. Fleming Family Papers [1863-1901], and Charles Seton Family Papers [1806-1873]). (The URLs for finding aids are provided in Appendix A).

Other materials complement and supplement these papers. They include:


- Writings from the Civil War featuring both Union and Confederate viewpoints and the impact of the war inside and outside the state.
• Works by women writers such as Mary Port Macklin’s memoir (1828) of her experiences as a refugee British Loyalist in St. Augustine during the American Revolution, Carolyn Eliza Williams’s diary (1811-1812) about life on the frontier during the War of 1812 and Martha D. Allen’s (1874) journal of steamboat travel on the Ocklawaha River.

• Explorations, such as the journals of twenty-three-year-old New Yorker George Whitwell Parsons on traversing the islands and swamps of South Florida in the 1870s.

Writings also include important perspectives on conditions for people of color living on the southern frontier, notably observations about the role of black maroons fighting alongside the Seminoles in the 1830s, statements of white officers who commanded black soldiers in Florida during the Civil War, letters by freed slaves to their former masters, and contracts of indenture during Reconstruction. Altogether the materials in “Pioneer Days in Florida” contain writings relevant to many subjects in American history and support studies in literary analysis, gender studies, Native American studies, biography, ethnography, and environmental history.

(“Materials for Pioneer Days in Florida” at http://www.uflib.ufl.edu/spec/pkyonge/List.pdf and Appendix B provide a full inventory of items and descriptive data plus sample materials).

**Project Goals and Benefits of Digitization**

The main goals of this project are to create online “reading room” access to the project materials and to promote greater use of materials as teaching tools and resources for the study of Florida and the United States in the 1800s. A secondary goal is to decrease wear and tear on fragile items by providing digital surrogates (see below).
To ensure that “Pioneer Days in Florida” meets research needs, the project will make materials accessible through a wide range of search and viewing options. Context and structure of materials will be maintained. Researchers will have access to the finding aids for family papers and will be able to locate materials by searches or by browsing at the folder level. All digital items will be accessible through the UF library catalog. The project website will identify items arranged into groups by theme and will allow advanced searching, including searches by LC subject headings, keywords, date, and date range. To facilitate use of materials by K-12 audiences, where deciphering handwritten texts may pose difficulty, the website will incorporate existing electronic transcripts for those diaries and letters that have them. This will make approximately 10% of content accessible to full-text searching and available in easy to read print form. Specific items with transcriptions will be highlighted in K-12 educational modules keyed to “large themes” in American history, in particular to Manifest Destiny and Native Americans.

To view materials, users will have the option of using page views, printable views, zoomable views, and “page turner” flip book views that simulate turning the pages of a book (for an example, please see http://ufdc.ufl.edu/AA00008942). Current physical arrangement and description of materials are compatible with project goals. All items are fully processed and arranged and have descriptive data. Transcriptions are available for those items processed by student interns during the three-credit internship HIS 4944: The Practice of History, which has run regularly in UF Special Collections during Fall and Spring semesters since 2004.

The P.K. Yonge Library of Florida History is also well-positioned to promote use of materials in “Pioneer Days in Florida,” with close and long-standing affiliations with the Florida Humanities Council and the Florida Historical Society. These ties provide access to teacher workshops and
opportunities to feature the project in the radio program *Florida Frontiers* and publications like *The Florida Historical Quarterly* and the Florida Humanity Council’s *Forum Magazine*, as well as at annual conferences and other venues.

While the primary goal of this project is to enhance and increase use of materials, digitization also will ensure their continued preservation by reducing wear and tear on the originals. The collection curator has long been concerned with the fragility of many items. *Appendix B* shows some of the issues of concern, including items suffering from brittle, water-damaged, or insect-damaged pages and multi-page items that are unbound. Most of these items would be more easily used in digital form. The project plan includes substantial cost share time by the collection curator and the UF library conservator to review condition and stabilize items for imaging and do repair or conservation work as needed. The Project Technician, hired for this project, also will be trained in the handling of fragile materials for imaging.

**Data on Current and Previous Usage and Research Value of Materials**

Materials stored in the Florida Miscellaneous Manuscripts Collection are already popular with researchers. Records of requests show steady usage. During the past three years (2009-2011) patrons in Special Collections made 45 requests for project items, with an additional 32 requests made in 2008 alone. The significance of project materials is also demonstrated in published research. Seminole wars source materials at UF have drawn attention ever since the publication of John K. Mahon’s classic 1967 work *The History of the Second Seminole War, 1835-1842*. More recently, two Second Seminole War diaries from the Florida Miscellaneous Manuscripts Collection have appeared in print, in whole or in part, as *Amidst a Storm of Bullets, 1836-1842*,...

Another indicator of potential future use comes from usage statistics for materials that are already available online. In 2008, funds became available to digitize 11 collections of Civil War materials from the Florida Miscellaneous Manuscripts Collection, totaling 3,907 page images, now online as “Florida and the Civil War” ([http://ufdc.ufl.edu/wbts](http://ufdc.ufl.edu/wbts)). Since August 2008, this relatively small amount of material has received 4,228 visitors representing 62,127 viewings. The digital version of one of the collections, the James Patton Anderson Papers, was featured in...
a 2011 episode of PBS *History Detectives* on smuggling during the Civil War. Similarly, the letters of Achille Murat, nephew of Napoleon Bonaparte and Florida plantation owner, were digitized with funds in memoriam to a UF professor. This French-language letter collection has received 1,962 visits (8,911 views) since going online in 2008. “Pioneer Days in Florida,” the project proposed here, comprises equally significant manuscripts, including additional Civil War collections, and will easily draw similar attention. Should the project be funded, the new project website also will incorporate materials at these existing sites, drawing their audiences.

**Access and Rights to Project Materials**

*Access:* Currently, manuscripts from the Florida Miscellaneous Manuscripts Collection are available in the Reading Room of Special Collections during normal hours of operation. Following digitization, materials in this project will be freely available on the Internet as part of the University of Florida Digital Collections (UFDC) ([http://ufdc.ufl.edu/](http://ufdc.ufl.edu/)). A “Pioneer Days in Florida” homepage will be developed as part of the UFDC’s broader digital collection architecture. Based on the open source SobekCM Digital Library and Repository System ([http://ufdc.ufl.edu/sobekcm/](http://ufdc.ufl.edu/sobekcm/)) this site will allow multiple ways to search, view, and manipulate materials online. UFDC utilizes SobekCM’s strength in searching and indexing as powered by the industry and enterprise standard Solr/Lucene, and adds enhanced display and user tools, providing an easy to use interface while retaining architectural strength. The enhanced display includes the ability to browse, define sub-collections, conduct advanced searches, and to view materials in zoom, page view, and flip book formats ([http://ufdc.ufl.edu/sobekcm/architecture](http://ufdc.ufl.edu/sobekcm/architecture)).

---

Users will be able to gain access to materials through use of: 1) the project homepage available via UF Digital Collections (http://ufdc.ufl.edu/pioneerdays) optimized for search engine access and indexing; 2) hyperlinks from existing EAD finding aids maintained online by the Manuscripts Division and from the Florida Miscellaneous Manuscripts Collection online database of the P.K. Yonge Library of Florida History; 3) links from EAD finding aids contributed to Archives Florida (http://palmm.fcla.edu/afl/), a statewide union database of EAD finding aids; 4) linkage via 856 fields to MARC records in the online catalogs of UF, WorldCat, etc.; 5) OAI compliant metadata harvested by digital repositories; and 6) complete electronic packages that are contributed to other online collections.

**Rights:** All materials specified for inclusion in this project were acquired by the Smathers Libraries, University of Florida, through gift or purchase. Given the date span of this project (1800-1912; bulk: 1800-1900), most or all creators have been deceased for over seventy years. Family papers in the project came by gift and the deeds transferred rights to the university. Other materials came by gift or purchase and the library has documentation of the transactions. The university believes itself to be the legal possessor of all rights to these materials. In cases where rights are unclear (which is not anticipated for materials in this project) UF also employs a statement modeled on UNC (http://www.lib.unc.edu/dc/watson/help.php#copyright):

“Digital reproduction of this item from the University of Florida's Special Collections and Area Studies is made available under an assertion of fair use (17 U.S.C. 107) for noncommercial educational and research purposes only. The University of Florida Libraries respects the intellectual property rights of others and does not claim any copyright interest in these materials.
Standards and Methods for Imaging of Materials

All imaging will be performed by the UF Digital Library Center (DLC) in accordance with established professional standards. The staff of the DLC has over ten years of experience handling all types of formats and works in a team-based format with supervisors and trainers for imaging and quality control, implementation of metadata, and creation and testing of website functionality. Besides ongoing projects for digital newspapers and the Digital Library of the Caribbean, the staff’s experience with grant projects includes the current “Unearthing St. Augustine’s Colonial Heritage” (NEH), and “America’s Swamp” (NHPRC), “Digitization of the Harn Museum Collection” (IMLS), and creation of the virtual collection for the Baldwin Library of Historical Children’s Literature (NEH). DLC projects are regularly recognized in print and media (http://digital.uflib.ufl.edu/history/recognition.htm).

Specifications for imaging (i.e., scanning, text, and metadata) are based on digitization specifications for the University of Florida Digital Collections (UFDC)\(^5\) that, in turn, are based on the principles and recommendations of Moving Theory into Practice: Digital Imaging for Libraries and Archives by Anne R. Kenney and Oya Y. Rieger (Research Libraries Group, http://digital.uflib.ufl.edu/technologies/documentation/imaging.htm).
These specifications are optimized for digital archiving practices as outlined by the Florida Digital Archive (http://www.fcla.edu/digitalArchive/) and also optimized for data exchange with or harvesting by other digital libraries such as the U.S. National Science Foundation’s National Science Digital Library (http://www.nsdl.org/), the U.S. Institute for Museum and Library Services’ National Leadership Grant collection (http://imlsdcc.grainger.uiuc.edu/), and OAIster (http://www.oaister.org/) formerly at the University of Michigan and now with OCLC.

**Imaging:** The DLC’s Production and Imaging Supervisors will provide training to the Project Technician on the standard techniques and best practices for scanning the selected materials. All materials will be digitized to meet the requirements of the item’s physical format. Individual pages and bound materials will be scanned on either Copibook, or Microtek flatbed scanners, as appropriate at a minimum of 300 ppi, 24 bit color. When necessary, thin materials will be backed with black or white paper to minimize bleed through or enhance the contrast of the medium. Images will be captured as uncompressed TIFF files (ITU6.0) at 100% scale.

**Metadata:** The Digital Library Center creates Metadata Encoding and Transmission Standard (METS) metadata using SobekCM software as outlined at http://ufdc.ufl.edu/help/metadata. The METS files include technical and structural data about each image, as well as descriptive and administrative information. All descriptive metadata will be imported and re-purposed from the UF Library Catalog, the Encoded Archival Description (EAD) finding aids for the collections, and the Florida Miscellaneous Manuscripts Collection’s electronic database. Diaries and

---

6 See (http://www.rlg.org/preserv/mtip2000.html) and (http://www.library.cornell.edu/preservation/tutorial/contents.htm)
journals will be described using the text of UF Library Catalog entries; family papers will be described using existing EAD finding aids, with the folder as the basic unit of organization; individual letters or small letter collections will be described at their current level of description. (For descriptive information see Appendix A and “Materials for Pioneer Days in Florida” at http://www.uflib.ufl.edu/spec/pkyonge/List.pdf)

Plan of Work

Upon receipt of the grant award, the Libraries will circulate information about the project through press releases, list-servs, and other media. The project team, consisting of archivists and digital experts, will meet to discuss scheduling and the hiring of the Project Technician. The time schedule of the project is two years. Project Director James Cusick and Co-Director John Nemmers will review all materials and update existing spreadsheets to create the master list of project materials. Pre-imaging review of items will be carried out in consultation with the Conservator. At the start of the grant period in January 2013, the project will hire and train a Project Technician at an annual cost in salary and benefits of $39,975. The target goal is for the Project Technician to conduct imaging and attachment of metadata on 18,265 pages of material per year, at an average cost per image of $2.19, with other project tasks covered by UF cost share. Total average cost for digitization per page is estimated at $4.38. This cost runs higher than UF’s previous NHPRC project, “America’s Swamp,” which focused primarily on 20th century papers and was able to use a rotating pool of undergraduate students as scanning technicians. The increased cost for “Pioneer Days” reflects concerns over the fragile condition of many project materials, which will require careful handling, and the need to train and retain a professional imaging technician to work on these materials through the run of the project.
Initial training for the Project Technician will include familiarization with equipment and procedures by the Digital Production Supervisor and Imaging Supervisor, along with an orientation to the project, the handling of materials, and associated descriptive data with the Project Director. In February 2013, diary material will be transferred to the DLC for imaging and the production schedule will be coordinated between the Project Director and Co-Director Lois Widmer, Chair of Digital Services. The Project Technician will work from a master spreadsheet giving the physical description of each item, its date range, and descriptive data. In cases where an electronic transcription of the item exists, the content or location of content will be provided, to be imported. The normal sequence of digital project activities at the DLC include: registering materials into the DLC tracking database, imaging, image processing and quality control, mark-up, data transfer, and archiving (see the supplementary attachment Plan of Work and Digital Materials Preservation Plan). From February through December 2013, the project will focus on digitization of bound diaries, which are the easiest materials to handle and organize. From January 2014 to July 2014, the focus will be on the family papers. The Project Director and Co-Director Nemmers will orient the Project Technician to the arrangement of the family collections, emphasizing the importance of original order, and will consult regularly to ensure that digital versions maintain the structure of the originals. From August 2014 to November 2014, work will focus on the letters. This material will be moved in stages to the DLC from with each item in its own folder along with identifying MS number and metadata. Materials will be reviewed for conservation issues and returned to Special Collections at the completion of each stage (Diaries, Family Papers, Letters).
Website development will begin in June 2013 and will be ongoing, with testing of functionality in late 2013/early 2014. Development of the educational module will take place in the Summer and Fall of 2013. Initial presentations of both the website and module to teacher audiences will take place in Fall 2013, with further input and testing from presentations in the Spring and Summer of 2014. Imaging will be completed by November 2014. The website will go public at the end of the project, and Co-Director Nemmers, the descriptive and technical archivist, will complete updates to EAD finding aids and UF Library Catalog records. The Project Director and Co-Director Widmer, Digital Services, will monitor all DLC activity during the project, generate quarterly output and cost share calculations, and prepare reports on production. Close out and final project reports will be completed within three months of the end of the grant period.

**Promotion of Project**

UF will widely disseminate information about this project. All documentation will be included on the project homepage. Project staff will communicate methodology and outcomes in journal and newsletter articles and via conference presentations. UF will promote the educational module through its connections with the Florida Historical Society and the Florida Humanities Council, its ongoing involvement with teacher workshops, and via traditional methods such as web site links, press releases, public presentations, and brochures. Schedule of presentations/feedback: (Fall 2013 and 2014) UF classes, Gulf South History and Humanities Conference, Ft. Clarke Middle School and P.K. Yonge Developmental School, Alachua County. (Spring/Summer 2014) Florida Historical Society conference, summer teacher workshops. (Summer 2014) *Florida Frontiers* radio spot (Florida Historical Society), *Forum Magazine* feature article (Florida Humanities Council). (TBD) *Florida Historical Quarterly* review article.
Project Team Personnel

Project Directors: James Cusick, Ph.D., Project Director, Curator of Florida History, will dedicate 17% of his time to the project. He will help train the Project Technician in archival procedures (2%); supervise the pre-imaging preparation of materials and descriptive data, work with the Conservator to stabilize items, and oversee creation of the education module (10%); and provide overall project oversight (5%). John Nemmers, Project Co-Director, Descriptive and Technical Archivist, will dedicate 10% of his time to archival training, development of the website, and updating of catalog, EAD, and other records with links to new digital products. Lois Widmer, Project Co-Director, Chair, Digital Services, will contribute 5% of her time to the project to coordinate activities between Special Collections, conservation, and digitization teams, track output, and generate data on Digital Library Center productivity for future use.

Digital Team: Randall Renner, Production Supervisor, and Traveler Wendell, Imaging Supervisor, will each dedicate 5% of their time to the project, and will be responsible for training and supervising the Project Technician and overseeing imaging. The Project Technician, with responsibilities as described in the Position Announcement in the Supplementary Material, will assist with preparation of materials at the onset of the project and carry out all imaging and attachment of metadata. Jane Pen, Quality Control Unit Head, and Matthew Mariner, Text Processing Unit Head, will contribute approximately 2% of their time to the project to handle quality control of digital objects and corresponding structural metadata files as well as all text processing, archiving and data transfer processes, and preservation of digital objects.

Descriptions of digital personnel can also be found at http://digital.uflib.ufl.edu/organization/contacts.htm
Other project personnel: Laurie Taylor, Ph.D., Digital Humanities Librarian, and Marilyn Ochoa, Assistant Head, Education Library will each contribute approximately 2% of their time to the project and will work with the Director and Co-Director Nemmers to design and create the educational module, develop and test the functionality of the website, and gather user input and feedback. John Freund, Conservation Unit Head, will dedicate 5% of his time to the project to conduct reviews of all materials prior to imaging, stabilize or carry out needed conservation work, and ensure long-term preservation of materials.

Reiteration of Project Outcomes

- Digitization of 36,530 pages of manuscript material and incorporation of another 4,000 pages of manuscript material previously digitized.
- Access to materials via a “Pioneer Days in Florida” website, other online sites, finding aids, and cataloging records. Searches by keyword, subject headings, and date range. Full text search for items with existing electronic transcriptions (10% of project materials). “Page turner” views for bound materials.
- Educational module to showcase particular items as examples of primary source material.
- Promotion of contents to college Florida history classes, K-12 teacher workshops, and audiences reached by the Florida Historical Society and the Florida Humanities Council.

Performance Objectives

The project will be evaluated on UF’s ability to meet the following performance objectives: (1) Digitize 22,095 diary/journal pages; 10,370 pages of documents from family papers; and 4,065 pages from letters and other papers. (2) Maintain total project costs under $159,900 ($79,950 NHPRC and $79,950 UF cost share) over two years. (3) Create and monitor the “Pioneer Days
in Florida” website for usage statistics, with feedback from professors and teachers on applications of the site. (4) Evaluate and collect feedback on educational modules in regularly-scheduled teacher workshops in 2014. (5) Feature the project on the public-radio broadcast *Florida Frontiers* and in the journals *Florida Historical Quarterly* and *Forum Magazine* directed at public and teaching audiences.

**Financial Management Standards**

UF meets federal requirements (OMB circular A-110 and OMB circular A-110) through a uniform accounting system that provides basic controls as well as accounting reports that assist in managing contracts and grants. The accounting system is under the jurisdiction of the Division of Finance and Accounting and the Vice President for Administrative Affairs. Administration of the award is a team effort consisting of the Principal Investigator (PI) and his/her departmental grant/contract administrator, Office of Research, and UF’s appropriate fiscal office. When UF accepts an award through the Division of Sponsored Research (DSR) with mandatory or voluntary committed cost sharing, DSR captures the mandatory or voluntary committed cost sharing amount on the Notification of Award (NOA) document. Contracts & Grants Accounting enters UF’s cost share commitments in the cost sharing system and provides PIs with assistance in tracking and also submits official reporting for such cost sharing to the sponsor.  

---

SUPPLEMENTARY MATERIAL

CURRICULUM VITAE FOR PROJECT PERSONNEL

James G. Cusick, Ph.D. (Project Director)
Department of Special & Area Studies Collections, George A. Smathers Libraries
University of Florida, Gainesville, Fla.  32611-7005 352-273-2778  jgcusick@ufl.edu

Work Experience

Adjunct Professor, Anthropology and History, University of North Florida (1997)

Postdoctoral Fellow, Assistant bibliographer for Latin American collections, Duke University, Perkins Library (1996)

Education
B.S. in Journalism, Northwestern, 1981
M.A. in Anthropology, UF, 1989
Ph.D. in Anthropology, UF, 1993

Recent Peer-Reviewed Publications
2012 “Some Thoughts on Spanish East and West Florida as Borderlands,” The Florida Historical Quarterly, 90:2 (Fall 2011):133-156.


Recent Grant Activity

Recent Professional Organizations and Service
Work Experience:

**University of Florida**  August 2003-Present  
Descriptive and Technical Services Archivist, George A. Smathers Libraries, Special & Area Studies Collections, Gainesville, FL 32611

**Florida State University**  August 1998-July 2003  
Project Archivist, Claude Pepper Library, 636 W. Call St., Tallahassee, FL 32306-1123

Education:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA in History</td>
<td>Florida State University</td>
<td>1996</td>
</tr>
<tr>
<td>MS in Library Studies</td>
<td>Florida State University</td>
<td>1998</td>
</tr>
<tr>
<td>Specialist in Education</td>
<td>Florida State University</td>
<td>1998</td>
</tr>
</tbody>
</table>

Selected Grants:


Lois J. Widmer (Project Co-Director)

Digital Library Center, PO Box 117003, Gainesville, FL 32611  352-273-2916  Lwidmer@ufl.edu

Professional Experience

Chair, Digital Services (Digital Library Center) & Shared Collections, University of Florida, Gainesville, FL, 2011 – present

Associate Director, Library & Technology Services, Brandeis University, Waltham, MA, 2005 – 2011

Manager, Gerstenzang Science Library, Brandeis University, Waltham, MA, 2003-2005

User Services Librarian, National Institute of Environmental Health Sciences, National Institutes of Health, Research Triangle Park, NC, 2001-2003

Director, Information Services, Center for Transportation and the Environment, North Carolina State University, Raleigh, NC, 1995 – 2001

Education

Graduate Certificate, Digital Information Management, University of Arizona, 2011
Graduate Certificate, Management of Projects and Programs, Rabb Graduate School of Continuing Education, Brandeis University, 2007
Harvard – ACRL Leadership Institute, 2004
M.S., Library Science, with honors, University of North Carolina at Chapel Hill
B.A., Spanish, summa cum laude, Elizabethtown College, PA and Universidad Central de Barcelona, Spain

Professional Affiliations

American Library Association, American Society for Information Science & Technology (ASIS&T), Society of American Archivists

Selected Publications

Randall Renner (Digital Production Supervisor)

Digital Library Center, PO Box 117003, Gainesville, FL 32611 352-273-2903 renner@ufl.edu

Education

University of Florida, Gainesville, Florida.
Master of Fine Arts Degree in Creative Photography, 1997.

Florida State University, Tallahassee, Florida.
Bachelor of Fine Arts Degree in Photography; cum laude

Employment

University of Florida Libraries, Digital Library Center.
Production Manager, Library Associate 3 - Supervision of daily operations of the Digital Library Center including bibliographic control, imaging, quality control, optical character recognition, and archiving.

University of Florida, Office of Academic Technology.
Photographer - Responsible for implementation and daily operation of digital imaging services for the campus wide photographic service bureau; including equipment specification, integration, production, and quality control. Responsibilities also included photographing museum and library collections in a studio environment and on location. Other duties included traditional black and white photographic printing and processing, E-6 processing and maintenance, and other technical photographic processes.

University of Florida, Office of Academic Technology.
Center for Instructional Technology and Training.
Training Specialist – Responsible for conducting training seminars of software programs to faculty and staff. This included development of graphic software training programs, and development of the Instructional Computing Activities Training Program. Various seminar content included: Digital Media, Web Site Development, Photoshop, Web Graphics, Digital Video, Acrobat, and The Effective Use of Laptops.

University of Florida, Department of Art and Art History.
Adjunct Assistant Professor - Responsible for curriculum development, instruction, and evaluation of the undergraduate digital arts class, Computer Art: Montage.
Traveler Wendell (Digital Imaging Supervisor)

Digital Library Center, George A Smathers, Libraries

University of Florida, Gainesville, FL 32611-7007 (352) 273-2909 trawend@uflib.ufl.edu

2012 to Present

**UNIVERSITY OF FLORIDA DIGITAL LIBRARY CENTER: IMAGING SUPERVISOR ASSOCIATE II**


2005 to 2012

**UNIVERSITY OF FLORIDA DIGITAL LIBRARY CENTER: IMAGING ASSISTANT AND LIBRARY TECH, ASSISTANT.**

Microfilming of newspapers both historic and current. Processing of microfilm. Digitization of newspapers, books, maps and museum pieces in 3-D. Processing and color correction of digitized materials. Student supervision.

2003 to 2010

**AGORAPHOTO. BIZ: OWNER, PHOTOGRAPHER, PUBLIC RELATIONS AND GRAPHIC ARTIST.**

Freelance photographer for newspapers, weddings, sporting events, portraiture, etc. Graphic ads for newspaper, newsletters, business cards, greeting cards, signage. Photoshop Work for all phases of photography and graphic arts.

1994-2005

**WILLISTON PIONEER: FREELANCE REPORTER, COLUMNIST AND PHOTOGRAPHER.**

Wrote weekly column. Reported on local law enforcement and city government. Photographed news events and sporting events.
Jane Pen (Quality Control Unit Head)

Digital Library Center, PO Box 117003, Gainesville, FL 32611  352-273-2912  jpen@uflib.ufl.edu

EDUCATION

1998-present:  Santa Fe College, Gainesville, FL
Degree  Received AS Spring/2002  GPA 3.9
Major  Computer Information Systems Analysis

1979-1983:  Tamkang University, Taipei, Taiwan
Degree  Bachelor of Arts
Major  Educational Media and Library Science

WORK EXPERIENCE

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

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

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

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


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

CERTIFICATION AND MEMBERSHIP

- UF Supervisory Challenge certificate 2006
- MOUS certificate in Microsoft Excel 2000
Matthew C. Mariner (Text Processing Unit Head)
1206 NE 9th Street, Gainesville, FL 32601
352-273-2911 (work) matmari@uflib.ufl.edu (work)

EDUCATION

2011 Master of Historic Preservation, University of Florida
Thesis: “HyperJax: Investigating the Use of Hypermedia as an Interpretive Tool for the Preservation of Jacksonville, Florida’s Silent Film Heritage”

2006 Bachelor of Arts in English, University of Florida

RECENT POSITIONS HELD

2007 - Digital Validation, Archiving, and Preservation Coordinator
Digital Library Center/Digital Services
University of Florida Libraries

2006 – 2007 Institutional Repository Coordinator
Digital Library Center
University of Florida Libraries

SKILLS

- Software: Adobe Acrobat Pro and Photoshop, all versions; MS Office Suite; Google Earth and Picasa; various A/V software (Sony Vegas, FFmpeg); various Optical Character Recognition software (Prime, ABBYY, ReadIris); ArcGIS
- Web applications: YouTube, Historypin, Wordpress
- Hardware: field recording equipment (solid-state recorders, mics, mixers); digital SLR cameras and lenses; high-speed scanners, flatbeds, 35mm slide scanners, book scanners, and large-format cameras; legacy a/v equipment
- XML; HTML; MODS; MARC21;
- Experienced in supervising student and volunteer labor; communicating with academic faculty and donors; and self-direction.

PROFESSIONAL AFFILIATIONS

Member, Board of Advisors, Norman Studios Silent Film Museum, Jacksonville, FL
Member, National Trust for Historic Preservation
Member, Association of Moving Image Archivists
Laurie N. Taylor, Ph.D. (Digital Humanities Librarian)
Digital Library Center/Digital Services and Shared Collections
George A. Smathers Libraries, University of Florida, Gainesville, FL 32611
352-273-2902  laurien@ufl.edu

WORK EXPERIENCE
Digital Humanities Librarian, Digital Library Center, Smathers Libraries, UF  2011-present
Interim Director, Digital Library Center, Smathers Libraries, UF  2008-2011
Digital Projects Librarian, Digital Library Center, Smathers Libraries, UF  2007-2008

EDUCATION
Ph.D.  University of Florida, English/Digital Humanities  2006

PROFESSIONAL AFFILIATIONS
Technical Director, Digital Library of the Caribbean (dLOC), Caribbean Newspaper Digital Library, and Florida Digital Newspaper Library
Editorial Board Member, International Journal of Gaming and Computer-Mediated Simulations
Editorial Board Member, Archive Journal
Elected Representative, Delegate Assembly of the Modern Language Association

RECENT GRANTS
- Strengthening Caribbean Research through Technology Using the Digital Library of the Caribbean (dLOC) (FIU Technology Fee Grant; 2011-2013)
- Caribbean Newspaper Digital Library (TICFIA, Department of Education; 2009-2014)
- America’s Swamp: the Historical Everglades (National Historical Publications and Records Commission, 2009-2011)

PUBLICATIONS
Selected Refereed Publications
Marilyn N. Ochoa (Assistant Head, Education Library)
Associate University Librarian, Education Library, University of Florida
Gainesville FL  32611  352-273-2627  mochoa@uflib.ufl.edu

WORK EXPERIENCE
Assistant Head, Education Library, University of Florida, 2007- present
Reference/Digital Services Librarian, Humanities and Social Sciences Department, 2001-2007
• Shares responsibility with the Head Librarian on staffing issues, program development, innovative service initiatives, facility management, budgetary oversight, and outreach initiatives. Supervises interns.
• Provides research consultations, implements an active library instruction program, and builds specialized collections for the College of Education (COE) and affiliated programs. Maintains library presence/content on the Education Library website and COE’s course management system.
• Evaluates digital services and resources with library-wide implications. Serves as the public services liaison to the University of Florida Library’s Digital Library Center. Consults on and administers usability testing and assessment processes. Hires and supervises grant staff as necessary.
• Teaches undergraduate interdisciplinary honors research class (1-credit course Spring 2010 and 2011; 3-credit course Spring 2008, 2005 and 2004).

EDUCATION
BA in Political Science and English, La Salle University, May 1998
MLIS in Library and Information Sciences, University of Pittsburgh, August 2001

SELECTED HONORS
Association for Education in Journalism and Mass Communication, “Best of the Web” Competition. 2nd Place in the Creative category for Florida Journalism History Project, Spring 2006. URL: http://www.uflib.ufl.edu/jour/fljhist/

SELECTED PUBLICATIONS, PRESENTATIONS AND DIGITIZATION INITIATIVES
Publications

Digitization Initiatives, Grant and Usability Activities
Catalog of Digital Historical Newspapers, 2010, Team Member Cost Share: 5% for 4 months. Hired and supervised grant assistant for marketing. URL: http://newspapercat.org
From the Air: Florida Photography, 2010, Usability Manager Cost Share: 5%. Conducted usability testing, hired/supervised two assistants (for testing and educational tools) and consulted on user interface for usability and ease of use. URL: http://ufdc.ufl.edu/aerials

SELECTED MEMBERSHIP AND SERVICE
Association of College and Research Libraries (ACRL), Board of Directors, 2012-present (elected)
ACRL Liaison to Society for Information Technology & Teacher Education, 2011-present
Society for Information Technology & Teacher Education, Information Literacy Education SIG, Chair, 2011-present.
John Freund (Conservation Unit Head)

Conservation Unit, George A. Smathers Libraries, University of Florida,
Gainesville Florida 32611 352-273-2835 johfreu@ufl.edu

EDUCATION

University of Minnesota, Minneapolis, Minnesota. June 1975, BA, Journalism.

WORK EXPERIENCE

- Head, Conservation, October 1988 to present, University of Florida, Smathers Libraries, Gainesville, Florida 32611-7007
- Instructor, Basic Book Binding and Restoration, 1983-1984, San Francisco State University

INTERNSHIPS

Sutro Library, San Francisco State University, San Francisco, CA, September - March 1982-1983
San Anselmo Theological Seminary, San Anselmo, CA, October - December 1983

WORKSHOPS

Collection Conservation Treatment, Berkeley, California, 1991
Advanced Conservation Workshop, University of Iowa and Center for the Book, Iowa City, Iowa, 1995
Deacidification Reconsidered, National Archives, Washington, DC, March 2000
Climate Notebook Environmental Training, Atlanta, Georgia, 2001
The Changing Book, Transitions in Design, Production and Preservation University of Iowa, July 2005

COLLECTIONS CONSULTED OR WORKED WITH

Budget Narrative

Funds are requested to hire one full-time Project Technician at the UF Digital Library Center, dedicated to this project, for the project timeline of two years. Costs were calculated following guidelines from the UF DLC and George A. Smathers Libraries (UF).

Library Assistant 2

Midpoint hourly rate = $13.54 x 2088 = $28,271/annual

Fringe for non-exempt TEAMS/USPS = 41.4%

Total = $39,975 annually

Total request: $79,950 over two years

The Library Assistant 2 hire will be responsible for the handling and imaging of all materials as outlined in the Position Description. He or she will be trained and supervised on the job by the Digital Production and Imaging Supervisors.

Given the fragile nature of many of the project materials, the UF DLC believes the project goals of approximately 18,265 images per year are best met by hiring and training a professional staff person who will work with the project from beginning to end. This is particularly important to ensure that materials are handled without sustaining damage (for examples of conditions of materials, see Appendix B). For this reason, the UF DLC advised the project directors to request funds for a Project Technician rather than for a pool of student labor. At the beginning of the grant period in January 2013, the project will hire and train the Project Technician. This staff level position will carry an annual cost in salary and benefits of $39,975 ($79,950 over two years). The target goal is for the Project Technician to conduct imaging and attachment of metadata on 18,265 pages of material per year, at an average cost per image of $2.19, with other project tasks (prep work and conservation, training, quality control, optimization of images, uploading, creation of website and educational modules) covered by UF cost share. Total average cost for digitization per page is estimated at $4.38. This cost runs higher than UF’s previous NHRPC project, “America’s Swamp,” which focused primarily on 20th century papers and employed a rotating pool of undergraduate students as scanning technicians. The increased cost for “Pioneer Days” reflects the need for a trained professional to work with fragile materials and a slightly longer handling and scan time for materials that are delicate.
POSITION ANNOUNCEMENT
PROJECT TECHNICIAN FOR PIONEER DAYS IN FLORIDA, LIBRARY ASSISTANT 2

Position summary:
This position is a two year grant funded position responsible for coordination, preparation, and digital imaging of archival materials for the “Pioneer Days in Florida” NHPRC grant. The responsibilities of the position include preparation of archival materials for digitization, digitizing materials, performing online metadata enrichment and verifying that digitized materials have loaded to UFDC correctly.

Required qualifications:

- Knowledge of digital reprographic practices, techniques, and software employed with archival and library materials.
- Experience and ability to operate a variety of computerized digital imaging devices, including planetary overhead cameras, flatbed scanners, and high speed rotary scanners, and associated software.
- Experience working with archival materials in an academic library.
- Ability to plan, organize and maintain high production levels.
- Ability to think creatively, learn quickly, and work independently.

Prepares Archival and Library Materials for Digitization. 20%
1. Collaborates with the Conservator and the Special Collections curator to assess the physical condition of project materials for any special handling or preservation needs;
2. Benchmarks source documents for appropriate digitization specifications of resolution, file format, and color mode according to digital library best practices.

Digitization of Materials. 70%
1. Creates and maintains a project workflow in accordance with established DLC storage area network structure, and name directories and files in accordance with DLC practice; and
2. Images source documents using a variety of Copibooks, scanners and cameras;
3. Performs image optimization individually and in batches to correct skew, cropping, preserve image fidelity, and optimization for targeted use;
4. Coordinates with the Quality Control unit to correct imaging errors;
5. Calibrates equipment to ensure image quality and fidelity using standardized Kodak grey-scale and color image targets, and other color management and resolution targets as necessary;
6. Coordinates tasks with the Digital Production and Imaging Supervisors to maintain an efficient and productive workflow and ensure maximum equipment availability for all projects;
7. Performs quality and accuracy assessments of materials on pagination, image order, and image quality and specifications, and makes corrections as necessary,
8. Troubleshoots hardware and software and submits trouble tickets as necessary;
9. Perform derivative processing for quality control unit.

Performs Metadata Enrichment and Load Verification 10%
10. Imports metadata via the DLC spreadsheet importer, the Mets Editor, and UFDC;
11. Verifies that bibliographic packages load to UFDC correctly and makes corrections as necessary to include serial hierarchy.
### PLAN OF WORK

#### Time Schedule of Activities, Two Years (2013-2014)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection &amp; Folder Review</td>
<td>Ongoing but primarily at start of imaging for diaries and then of imaging for family papers and letters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digitization Actions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hiring and Training of Project Technician</td>
<td></td>
<td>(And ongoing as needed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record Ingest to Tracking</td>
<td></td>
<td>Diaries</td>
<td>Family Papers &amp; Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Imaging &amp; Metadata</td>
<td></td>
<td>Diaries</td>
<td>Family Papers &amp; Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Control</td>
<td></td>
<td>Diaries</td>
<td>Family Papers &amp; Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package Markup/Deployment/Archiving</td>
<td></td>
<td>Diaries</td>
<td>Family Papers &amp; Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation Assessment</td>
<td></td>
<td></td>
<td>Ongoing as need arises and as materials are processed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-shelving of Materials</td>
<td></td>
<td></td>
<td>Ongoing as materials are processed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creation of webpage and educational module and project documentation</td>
<td></td>
<td></td>
<td>Begins in June and runs throughout project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testing of website / promotion of resources</td>
<td></td>
<td></td>
<td>Target college classes in Florida history (2013-2014), Gulf South History Conferences (Oct. 2013, 2014) and Florida Historical Society Annual Meetings (May 2014), summer teacher workshops (2014)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAD finding aids and UF Catalog records updated</td>
<td></td>
<td></td>
<td></td>
<td>To be done after final testing of website for functionality</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Pre-Imaging: Selection, Preparation, and Conservation Review

- **Award Announcement thru January 2013**: James Cusick (Curator of Florida History) and John Nemmers (Archivist), co-directors, will examine each archival container, identify potential special needs materials, daguerreotypes, photographic images, sketches, etc., and complete a pre-imaging spreadsheet. The spreadsheet will record collection, i.d. number, number of volumes/folders/items, page counts, location of existing descriptive
data, with notes for the DLC. The Conservator will undertake review of items as necessary and in consultation with the Project Director.

- **January-February 2013.** Initial meeting of project team followed by hiring and training of the Project Technician. Project Technician will assist in pre-imaging preparation to become familiar with condition issues and handling of materials while receiving training in the DLC. Minor preparation work (flattening, unfolding of folded page) will be carried out. The Conservator will handle issues requiring expertise, such as dis-binding, stabilization of extremely fragile pages, or relaxation of creases. Materials that are fragmentary or torn will be protected in clear mylar envelopes for imaging. Notes on handling will be recorded in the project spreadsheet and forwarded with material. All conservation supplies will be supplied by Special Collections.

**Digitization Actions**

- **Feb.-March 2013:** Project Director and Co-Director Lois Widmer (Digital Services) establish the imaging schedule and tools for monitoring output. Diaries move forward to the DLC. All items will be tracked. If a patron requests use of material while it is in the DLC, it will be temporarily retrieved for use in the Special Collections reading room. The DLC will have a copy of the master spreadsheet for all items, including the hyperlinks, catalog records, or other locational information for existing descriptions. Once a collection is received by the DLC, the descriptive data will be imported into the UF Digital Collections Tracking Database to be converted to metadata. Descriptive metadata elements in the existing forms include: Collection Name/Name of Creator, Collection Dates, Physical Description, Synopsis of Contents, and Keyword or Library of
Congress Subject Heading tags from which national Metadata Encoding and Transmission Standard (METS) metadata will be created. The basic METS files are created and enhanced automatically as materials move through the digitization chain from this point on. The UFDC Tracking database assigns a unique eight digit Bibliographic Identifier (BibID) to each digital object, and that BibID will be used to track the item throughout the digitization process.

- **March-May 2013 and continuing**: The Project Technician will commence imaging of the diaries under supervision of Traveler Wendell, Imaging Supervisor, and Randall Renner, Digital Production Supervisor. All imaging will meet the requirements of the item’s physical format. Individual archival pages will be scanned on CopiBook or flatbed scanners at minimum of 300 dpi, 24 bit color. Diaries and journals will be scanned on CopiBooks at 300 dpi, 24 bit color. Processing includes initial image review of all pages, adjusting the image quality as necessary, including adjustment of levels, skew, and contrast. Images will be captured as uncompressed TIFF files (ITU6.0) at 100% scale. Both flatbed and CopiBook scanners will be calibrated regularly in order to maintain color fidelity and optimum image results.

- **April-May and continuing**: Meeting of project directors and digital team to review progress. Initial meeting of team for educational module to discuss design and content. Scanned images move to Quality Control and Text Processing. After initial scanning and image enhancement, all aspects of image control and digital package creation are controlled by the UFDC Toolkit, also known as the SobekCM Toolkit or SobekCM production tools, an integrated software package that controls derivative image formation, quality control review at the package level, and deployment to the UFDC
This stage of processing is handled through Jane Pen, head of the Quality Control Unit, using a derivative creation tool to create JPG, JP2 (or JPEG2000), and JPG thumbnail images. A second program, the Quality Control tool, displays thumbnails of each image in sequential order. These images are reviewed. Errors are noted and returned to the imaging unit for scan/rescan of the pages. Quality Control also reviews the structural and bibliographic metadata for correctness and completeness. At this point, the initial METS file contains basic structural and administrative metadata, as well as the descriptive metadata re-purposed from the EAD files, catalog records, and MS Access database. Once quality control has been completed, the digital package moves to the Text Processing, Digital Validation, Archive, & Preservation Unit. For this project, Matt Mariner, the Text Processing unit head, will ensure all package level metadata conforms to the national METS, our local extension schemas, and to requirements for serving in UFDC, preservation in the Florida Digital Archive, and optimization for interoperability with other systems. Users can view the METS file and MARCXML for any item loaded in UFDC by selecting the “Citation” tab and then the “Metadata” subtab for every item (e.g.; http://ufdc.ufl.edu/UF00094622/00001/metadata). With final package approval, this unit verifies the online files and sends the package to the local archive and the Florida Digital Archive for preservation archiving. The above procedures have been used successfully to process more than 7.7 million pages into the UFDC collections, available at http://ufdc.ufl.edu/.

- **June-August 2013:** Continuation of above work on diaries, with monthly meetings of project directors and digital team to review progress. Continuing development of educational module and initial development of webpage with trial population of items.
• **Sept.-Nov. 2013:** Continuation of above work on diaries, with monthly meetings of project directors and digital team to review progress. Wrap up of imaging for diaries (22,095 images). Preparation of family collections for imaging. A test webpage and draft lesson plans for educational module will be ready for review by faculty and student feedback of Fall Semester classes, with a presentation (*October*) at the Gulf South conference and input from two Alachua county schools. Laurie Taylor (DLC), James Cusick, Project Director, and John Nemmers, Co-Director will be responsible for creating the project home page. James Cusick, Laurie Taylor, and Marilyn Ochoa (Education Library) will create the educational module.

• **Dec. 2013-Jan. 2014:** Family collections move forward, steps above repeated. Curator and conservator assess diaries for condition, stabilize them, and re-shelve.

• **Jan.-May 2014:** Continuation with family collections.

• **May 2014:** Presentation at Florida Historical Society Annual Meeting

• **June-July 2014:** Wrap up of family papers imaging (10,370 images). Conservation review of processed materials. Preparation of letters for imaging. Presentation and request for feedback on project’s products from summer teacher workshops.

• **Aug.-Oct. 2014:** Imaging of the letters (4,065 images). Final testing and presentations of website and educational module. Launch of radio spot (*Florida Frontiers*) and article to educators (*Forum Magazine*). Presentations to Fall classes and Gulf South conference.

• **Nov.-Dec. 2014:** Conclusion of project. Final conservation review. John Nemmers, Co-Director, completes updates of EAD finding aids and UF catalog entries to include appropriate hyperlinks. Team/project assessment and preparation of project reports.
**Promotion of “Pioneer Days in Florida:** In Summer 2013, the project team will notify various audiences of the status of the project, seeking input from teacher workshops and local K-12 classes, with presentations to the Gulf South History and Humanities Conference (October 2013 and 2014), the annual conference of the Florida Historical Society (May 2014), the Florida Humanities Council, the educational unit of the Museum of Florida History, and other avenues of outreach. Classroom outreach will continue in Fall and Spring semester classes at UF (2013-2014) and in 2014 summer workshops for K-12 teachers. The project will be featured on *Florida Frontiers*, a PBS-radio program produced by the Florida Historical Society, in the *Florida Historical Quarterly* and the Florida Humanities Council’s *Forum Magazine*, and other venues. Usage of the website will be monitored as a measure of outreach.

**LONG-TERM DIGITAL MATERIALS PRESERVATION PLAN**

The George A. Smathers Libraries (UF) are committed to long-term digital preservation of all materials in the UF Digital Collections, which contains over 200,000 digital objects with over 20 million files (as of September 2011). The Libraries create METS/MODS metadata for all materials. Citation information for each digital object is also automatically transformed into MARCXML and Dublin Core. These records are widely distributed through library networks and through search engine optimization to ensure broad public access to all online materials. In practice consistent for all digital projects and materials supported by the Libraries, redundant copies are maintained for all online and offline files. The digital archive is maintained by the Florida Center for Library Automation (FCLA). Completed by the FCLA in 2005, the Florida Digital Archive (FDA) ([http://fclaweb.fcla.edu/fda](http://fclaweb.fcla.edu/fda)) is available at no cost to Florida’s public university libraries. The software programmed to support the FDA is modeled on the widely
accepted Open Archival Information System. It is a dark archive and no public access functions are provided. It supports the preservation functions of format normalization, mass format migration and migration on request. As items are processed into the UF Digital Collections (UFDC) for public access, a command in the METS header directs a copy of the files to the Florida Digital Archive (FDA). The process of forwarding original files to the FDA is the key component in UF’s plan to store, maintain and protect electronic data for the long term. If items are not directed to load for public access, they do not load online and are instead loaded directly to the FDA. For more information see the SobekCM documentation pages (http://ufdc.ufl.edu/sobekcm/preservation).

APPENDIX A: Finding Aids for the Family Papers in the Project

Note: Some finding aids will include links to digital material, reflecting current library policy to digitize one or two items from each collection as a visual indicator of content. With the exception of sample items, the collections below have not been digitized.

See a full inventory of project materials at: http://www.uflib.ufl.edu/spec/pkyonge/List.pdf

A Guide to the Charles Bannerman Papers
http://web.uflib.ufl.edu/spec/pkyonge/bannerman.htm

A Guide to the Bellamy Family Papers
http://web.uflib.ufl.edu/spec/pkyonge/bellamy.htm

A Guide to the Boyd Family Papers
http://web.uflib.ufl.edu/spec/pkyonge/boyd.htm

A Guide to the Duncan Lamont Clinch Family Papers
http://web.uflib.ufl.edu/spec/pkyonge/clinch.htm

A Guide to the William Davenport Papers
http://web.uflib.ufl.edu/spec/pkyonge/Davenport.htm

A Guide to the Francis P. Fleming Papers
http://web.uflib.ufl.edu/spec/pkyonge/fleming.htm

A Guide to the James David Glunt Papers
http://web.uflib.ufl.edu/spec/pkyonge/Glunt.htm

A Guide to the Samuel D. McConnell Papers
http://web.uflib.ufl.edu/spec/pkyonge/McConnell.htm

A Guide to the McLean-Gillis Family Papers
http://web.uflib.ufl.edu/spec/pkyonge/mclean.htm

A Guide to the James T. O’Neill Papers
http://web.uflib.ufl.edu/spec/pkyonge/O%27Neill.htm

A Guide to the Ormond Family Papers
http://web.uflib.ufl.edu/spec/pkyonge/ormond.htm

A Guide to the Sanchez Family Papers
http://web.uflib.ufl.edu/spec/pkyonge/sanchez.htm

A Guide to the Charles Seton Papers
http://web.uflib.ufl.edu/spec/pkyonge/seton.htm

A Guide to the Joseph Van Swearingen Papers
http://web.uflib.ufl.edu/spec/pkyonge/JVS.html
APPENDIX B: Examples and Condition of Representative Project Items

“Pioneer Days in Florida” will both increase access and lower risk for many fragile manuscripts. (Above) Two leaves of the memoir of British Loyalist Mary Port Macklin (1828) recounting her experiences in South Carolina and Florida during the American Revolution. The manuscript is severely worn and damaged and cannot sustain much handling. (Below) Examples of good and poor condition of the letters of Capt. John MacKay, military engineer, who created one of the first American topographical maps of Florida.
Diaries comprise a major component of project materials and will be presented online as bound materials. (Above) Title page of a journal by Pennsylvanian Martha [House] Allen about a steamboat trip on the Ocklawaha River (1874). (Below) Pages from the diary of Lieut. Henry Prince written during the Second Seminole War (1835-1842), with a dollar bill for scale. The manuscript consists of bundles of small loose leaves covered in Prince’s minute handwriting with pen-and-ink sketches. This is an example of a manuscript that will benefit both from the “page turner” and the zoom function of digital viewing.