

**CONSORTIUM OF ACADEMIC AND RESEARCH
LIBRARIES IN ILLINOIS**

PROPOSAL PROCESS COVER SHEET FY 2008

PROJECT: LOCAL HISTORY ONLINE

AMOUNT OF MONEY REQUESTED: \$16,298

HOST LIBRARY: Western Illinois University

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CONSORTIUM OF ACADEMIC AND RESEARCH LIBRARIES IN ILLINOIS

Local History Online Proposal for FY 2008 Funding

Introduction

The advent of the Internet and, more recently, of broadband access allows libraries, and especially archives, to make materials that were once difficult of access easily and widely available to scholars, students, and the general public. Providing access in this manner has caused libraries' special collections and archives to rethink the nature of their relationship to the public. In the past, in a very real sense, special collections and archives protected their collections *from* the public. Rare and valuable materials could not be too much handled for fear of damage or even loss. Discrete collections (one person's letters from a period, say, and another person's photographs from that same period) could only be brought together with difficulty and, then, for short periods of time. The ability to represent and distribute materials digitally changes all that. Now the question becomes—and a very interesting question it is—not *if* a particular object can be made available to the public, but *how* and *why*.

Benefits

Local history is a relative term. It can refer to something as narrow as a particular institution's history, to a region, or to an entire state. What makes local history interesting is both its specificity (this is how things happened *here*) and its comparability. Local history collections provide examples of how life in one place compares to life in another, whether those places be towns, institutions, or entire states. It is the intention of this grant to engage the idea of local history at the institutional, regional, and state levels, providing local history collections that, though rooted in particular locales, have a potentially broad appeal both inside and outside the academy.

Cost and Funding Plan

Each participating institution will be responsible for technical service costs of processing, cataloging, maintaining, and providing access to materials digitized by the grant. All materials will be available to the I-Share community through the joint CONTENTdm CARLI project.

Each institution agrees to continue its local history digitization efforts after the end of this grant period.

Budget

Institution	Collection	Cost
Eastern Illinois University	Illinois Postcards	\$4000
VanderCook College of Music	Nutt and VanderCook collections	\$10,123
Western Illinois University	Schuyler County Historical Society Newsletter	\$2175
Total		\$16,298

Plan of Operation

Each institution's plan on using the CARLI funds is inherently different. The specific operations plans are included in the individual proposals.

Expandability and Adaptability

All participating organizations have plans to expand their projects beyond the CARLI grant period. The plans are detailed in the individual proposals.

Evaluation and Reporting Plans

Measurement of the effectiveness of the grant will be determined by counting the number of 'hits' each CONTENTdm site gets after it is launched. This seems a rather simplistic way of measuring effectiveness, but it gives clear evidence of collection usage by the statewide patrons.

Proposals by Institution

Topic: Digitizing Local History: The Illinois Library Community

Amount requested: \$4000

Eastern Illinois University, Booth Library
Project Director: Allen Lanham
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Eastern Illinois University intends to digitize a collection of Illinois postcards (about 4000), particularly rich in images of libraries and schools. The collection will greatly enhance the *Art and Architecture in Illinois Libraries* project LSTA funded last year, especially in light of EIU's online art and architecture resource coming live in 2007.

As a result of a 2006 LSTA grant entitled *Art and Architecture in Illinois Libraries*, Booth Library is now the home to several thousand postcards documenting the history of library architecture, primarily in Illinois. The collection has surpassed 5000, with more than 3000 of them related to Illinois libraries and schools. Many of the cards were purchased with grant funds, but the majority have been acquired using funds from Booth Library or from gifts. These cards are in the process of becoming fully cataloged and thus accessible on I-Share. The collection is continually growing.

This grant proposal's sub-discipline will treat libraries as a community. For anyone connected to Illinois libraries, community is more than a metaphor, given our desires and accomplishments in the resource sharing arena. The need to develop one searchable site for the study of Illinois library architecture, rather than address this topic by region, has not been questioned. The use of these postcard images to enhance the *Art and Architecture in Illinois Libraries* research site (now under development) is appropriate given that many libraries have moved from their previous locations and their stories are incomplete without presenting information about all their historic homes.

The CARLI grant funds will support digitizing the postcard collections by hiring student assistants to complete the work under supervision of the project director. All remaining grant funds will be used to develop and enlarge the collection. The equipment needed to complete this project is already in place at Booth Library. This grant will allow us to push this particular project to the top of those digitization projects already planned at the library. Currently, institutional history materials have priority and will have for several years.

To expand this project, we could seek to include in this database library postcards owned by other libraries around the state. We will endeavor to incorporate the latest technology available to I-Share libraries in presenting these materials for public access.

Topic: Digitizing Local History: Historical Society Newsletters
Amount Requested: \$2175

William Thompson and Jeffrey Hancks
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Western Illinois University proposes to digitize *The Schuylerite*, the Schuyler County Historical Society newsletter. This, in addition to the already-digitized McDonough County Society Newsletter, will serve as a pilot project for a larger-scale digitization project of regional historical society newsletters which will be catalogued and placed online.

The Western Illinois University Archives and Special Collections Unit was founded in 1970. It was charged with collecting, preserving, and making available to the public rare and historical materials from a sixteen county region in west central Illinois, bordered in the north by Rock Island County, in the south by Calhoun County, and by the Illinois and Mississippi Rivers in the east and west, respectively. Books, manuscripts, newspapers, governmental records, and oral history tapes make up a significant portion of the Unit's holdings. An additional important holding is a large collection of newsletters and organizational records from the region's historical and genealogical societies. In many cases WIU Archives and Special Collections owns the most complete run of these newsletters as the organizations themselves regularly fail to retain their own publications. These newsletters are virtual treasure troves of information for individuals researching local and family history. Unfortunately, these historically-important materials are currently only available to patrons visiting WIU Libraries in Macomb. By digitizing and making the newsletters available to researchers, WIU Libraries can provide critical remote access to these important materials. WIU Libraries has already digitized the McDonough County Historical Society Newsletter. Plans are underway to catalog and make it available online in CONTENTdm. We seek this grant to digitize a second newsletter, the Schuyler County Historical Society *Schuylerite*, as a companion piece for our initial launching. We feel making two counties available from the beginning will give a better feel for the scope of a potentially larger future digital project and will give us feedback from two different organizations.

Historical society newsletters are rich in information about the people and history of their regions, information not likely to be found in books or journal articles, but which is of great interest to people. When we speak of people we intend not only those presently living in Schuyler County, but those whose families were once from these places or those who are thinking of coming to these places. For strangers, and those estranged by time and distance, these newsletters can provide a rich a sense of place and of personal identity. Additionally, the newsletters could be productively integrated into the Illinois history curricula of local high schools. If this pilot project is successful, WIU intends to pursue funding to cover our entire sixteen county region.

The process by which we intent to proceed is to have a student employee digitize our library's holdings of the *Schuylerite*, through 1999. Professional library staff will then organize, catalog, and make the newsletters searchable through our CARLI CONTENTdm license.

WIU is asking for \$2,175.00 to pay a student worker to scan the *Schuylerite*, Schuyler County Historical Society's. Based on previous scanning experience, we estimate 3 minutes a page for scanning. The Schuyler County Historical Society's newsletter, *The Schuylerite*, consists of 140 issues. The issues vary in page length between twenty-five and fifty pages each, with most issues being closer to fifty at this point. That produces an estimated total of 5,600 pages or 16,800 minutes of scanning time (280 hours)' At \$7.50 an hour, we estimate it will cost \$2,100 for scanning. Additionally, we are asking for \$75.00 for ten hours of training time for the student worker.

This is an inherently expandable project. There are county historical and genealogical societies all across our state and the information contained in their newsletters is often to be found only there. Yet, as we stated in our introduction, it is not necessarily information that will only of interest to people living in a particular county. America is one large, ever growing Diaspora. People from Illinois and their descendents live all across the nation and, indeed, the world and want to know about their roots. If this project is successful, we envision writing another grant to digitize newsletters from sixteen county west central Illinois region, creating a digital repository, and scaling the project up to the next level of complexity. There is another kind of expansion such a collection would allow—links across collections. Take the postcard collection proposed by Eastern Illinois University. A robust collection of newsletters would undoubtedly contain references to many of the buildings contained in that collection. If so, it might be possible to create links between the two collections. These might be hyperlinks between articles in a newsletter and an image in Eastern’s database or metadata of the “see also” variety. Articles in historical society newsletters could be linked to maps. Imagine a map of Illinois. Click on the county. Click on a place in the county—and stories about that place from historical society newsletters could be returned as well as images and even audio or video. This is possible not only because the technology exists to make it possible, but because of the richness of the material.

Topic: Digitizing Local History: The Nutt and VanderCook Papers
Amount Requested: \$10,123

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VanderCook College of Music

VanderCook College of Music proposes to implement a pilot project to digitize and promote the collections of two significant music educators: Hubert Estel Nutt and Hale A. VanderCook, co-founders of VanderCook College of Music.

The H.E. Nutt Archives preserves the institutional history of VanderCook College of Music and its pioneering role in American music education. The archives houses manuscripts, sheet music, photographs, sound recordings, visual materials, scrapbooks, letters, and ephemera related to the history of the College. The archives includes 48 distinct collections measuring approximately 330 cubic feet. These include the collections and papers of the founders of the college.

Hale A. VanderCook co-founded VanderCook College of Music in 1909. This famous pedagogue influenced American music education through his publications and compositions. He was a pioneer in developing courses for teaching music through

correspondence. He was an advocate in the philosophy that musical expression could be taught. He composed over 70 marches as well as numerous series for solo brass instruments, many of which are still widely played. The definitive biography of VanderCook, *H.A. VanderCook the Teacher*, was written in 1971 by Gilbert E. Wilson. VanderCook College of Music owns the copyright to this biography.

Hubert E. Nutt was co-founder of VanderCook College of Music, along with H.A. VanderCook. His role in training music teachers and developing the College's curriculum and purpose influenced several generations of music teachers throughout the country. He authored hundreds of instructional worksheets, such as "How to learn to listen: 20 principles." He also patented several inventions, such as the "Tape Met," a hand-held, pendulous metronome device which works by means of gravity.

The collections of VanderCook and Nutt continue to draw much attention. These collections are important because of the influence their creators had on several generations of noted American music educators and composers. The documents, inventions, and teaching materials present in these collections provide insight into the accomplishments and philosophies of these music educators. Several recent publications have made use of the H.E. Nutt Archives and its collections. These include, *The H.A. VanderCook Solo Collection*, published by Carl Fischer. The Carl Fischer publishing company used original scores in the H.E. Nutt Archives collection to complete this publication. Author and scholar Victor Zajec drew on archival resources for three of his publications: *The First Fifty Years: Midwest International Band and Orchestra Clinic*, *Past Presidents of the American Bandmasters Association*, and *Edwin Franko Goldman Memorial Citation: a History*.

In anticipation of VanderCook College of Music's centennial celebration in 2009, Ruppel Library at VanderCook College of Music proposes to digitize and create brief audio descriptions for one hundred teaching worksheets written by Hubert Estel Nutt. We also plan to create an audio transcription of *H.A. VanderCook: the Teacher*. Don Widmer, Library Director and Archivist at VanderCook College of Music, has selected 100 teaching worksheets written by Nutt, which demonstrate the breadth of his educational scholarship. Various topics include string pedagogy, teaching band, music theory, and baton twirling. The digital images of these worksheets will be entered into the CONTENTdm database hosted by CARLI (VanderCook College of Music has access to CONTENTdm as a governing member of CARLI). We plan to rekey 11 of these documents to provide a searchable text version, since the originals were either handwritten or manually typed. In keeping with CARLI's recommendation to provide access for the visually impaired, we also plan to create audio files describing the collections and individual images. Although most of Nutt's worksheets incorporate text mixed with musical examples, some consist completely of text. We plan to select ten of these worksheets to provide full audio transcriptions of the text. We will also select one worksheet which combines both text and musical examples. For this worksheet, we will enlist the services of a keyboard player (or other instrumentalist) to perform the musical examples together with the narration. This worksheet will serve as a pilot for a possible future expansion of the project, combining audio for both text and music.

We also plan to provide access, via CONTENTdm, to the book, *H.A. VanderCook: the Teacher*.¹ This book consists of 78 pages of double-spaced text, along with figures and footnotes. The complete text, along with notes and figures, has already been rekeyed. It will be loaded into CARLI's CONTENTdm database. We will provide a full audio transcription of the text, along with audio descriptions of the figures.

VanderCook College of Music verifies that it holds the copyright to all of the materials described in this project, which will be scanned and made available on CARLI's CONTENTdm server.

We hope that the audio narration portion of this proposal, providing greater access to the visually impaired, will serve as a model for other Illinois institutions engaged in digital projects. At the completion of the project, Widmer will write and submit an article about the collection to the *Illinois Music Educator*, journal of the Illinois Music Educators Association. We also plan to heavily market this project among our music education community (current faculty and students, alumni, friends) leading up to our centennial celebration in 2009.

Since Nutt's teachings are incorporated into the music education curriculum at VanderCook College of Music, all 38 faculty and 260 students will benefit from this project. Based on a survey distributed to the VanderCook faculty on March 1, 2007, most would consider using the worksheets in a class they teach. Approximately one-third of the faculty are unfamiliar with the worksheets and would like to view them before deciding whether to use them in class.² Digitizing and providing access to the worksheets will help accomplish these goals. In addition, music educators at other CARLI institutions, as well as music teachers, music students, and music education researchers worldwide would benefit from having access to these documents by or about these pioneers in American music education. Through the use of CONTENTdm, these underutilized teaching materials will be easily searched and retrieved, readily available for research and teaching. This project will be linked to another CARLI-funded partnership, the Music Education Cooperative Collection Project, via their website: <http://www.vandercook.edu/library/meccp>.

Scanning:

The archives at VanderCook College of Music has an EPSON Expression 836XL scanner. This is a 36-bit, professional scanner with true optical resolution of 800 x 1600 dpi. This scanner yields high-quality results, enabling us to save documents in uncompressed, high resolution formats. It has a tabloid-size scan bed (12.2 x 17.2 inches) to accommodate larger images (some of Nutt's worksheets are oversize). The scanner is located in a dedicated room with a processing area and a computer workstation for the scanner operator. A student worker will be trained to operate the scanner, scanning and saving documents in accordance with best practices established by the

¹ Wilson, Gilbert Edwin. *H.A. VanderCook, the Teacher*, Chicago: VanderCook College of Music, 1971.

² *Survey of the Faculty at VanderCook College of Music*, 1 Mar. 2007
<<http://www.surveymonkey.com/s.asp?u=892463404011>>

Illinois State Library.³ We will save the master as an uncompressed TIFF image (large image, high resolution), creating derivatives for online and other uses. We plan to store the master images off-line on CDs and keep one copy off-site. We will use CONTENTdm's metadata standard, Dublin Core, to provide for consistent, controlled vocabulary. The Nutt and VanderCook collections currently have collection-level cataloging in our local library catalog. We plan to export these original MARC records into OCLC. Library Director and Archivist Don Widmer will manage the project at VanderCook College of Music. Widmer attended the School for Scanning, sponsored by the Northeast Document Conservation Center, in 2004. He also has additional training in managing and implementing digital projects.

Providing Audio:

Voice talent for the audio narration will be provided by Innovative Artists Chicago. Formerly Voices Unlimited, Innovative Artists is a Chicago-based commercial voice agency. After a review of several cost proposals we selected this company based on their professionalism and experience, high quality audition tapes which they provided, and their history of working with members of our faculty.⁴ Audio narration will be recorded at Audio Recording Unlimited (ARU), a professional recording studio in Chicago.⁵ ARU maintains equipment, facilities, and staff to accomplish the recordings quickly and professionally. Through their association with a member of our faculty, they are able to provide a competitive rate. The recording sessions will be supervised by VanderCook College's Library Director, Don Widmer, and produced by VanderCook faculty member and production artist Mike Pendowski. ARU will provide the master recordings on CD in uncompressed WAV format. We will create derivatives for online and other uses. We plan to store the master recordings off-line on CDs and keep one copy off-site. The audio descriptions and transcripts will be edited by Don Widmer, uploaded onto CONTENTdm and linked to the digital images.

VanderCook College of Music is asking for \$10,123.00 to fund this project. The archives budget is sufficient to maintain and build on the collection in the future, adding content from both the Hubert E. Nutt and Hale A. VanderCook collections to CONTENTdm.

Scanning:

Based on previous experience, we estimate 15 minutes per page for scanning, saving, uploading into CONTENTdm, and creating basic metadata. Each of the one hundred worksheets averages two pages in length, approximately 200 total pages or 3000 minutes of scanning time (50 hours). At \$7.50 an hour, (the minimum wage in Illinois as of July 1 and until June 30, 2008) we estimate it will cost \$375.00.

Audio narration and music:

³ Illinois State Library, *White Paper on Digital Imaging Best Practices*, 1999, http://www.cyberdriveillinois.com/departments/library/who_we_are/bestpractices.html#white.

⁴ See <http://www.voicesunlimited.com/>. Sample audio files can be heard at <http://www.vandercook.edu/archives/carli/>.

⁵ See <http://www.aruchicago.com/>.

The cost for voice narration provided by Innovative Artists Chicago is \$2,016.00. This is based on eight hours of recording time, and includes union H&R, paymaster fee and taxes.

The cost for recording studio time provided by Audio Recording Unlimited is \$6,732.00. This is based on 12 hours of studio time and associated fees.

The cost for production provided by Mike Pendowski is \$2,000.00. This is based on ten hours of in-studio production time. VanderCook College of Music proposes to share this cost, contributing \$1,000.00 towards the cost of production.

We will enlist the services of a student keyboard player (or other instrumentalist) to perform the musical examples from a selected teaching worksheet by H.E. Nutt. This portion will be recorded during one of the studio sessions at Audio Recording Unlimited. There will be no additional fee associated with this activity.

Costs Covered by CARLI

<i>Activity</i>	<i>Vendor or Individual Responsible for the Activity</i>	<i>Hourly Rate</i>	<i>Total No. Hours</i>	<i>Total Cost</i>
Scanning	VanderCook Student	\$7.50	50	\$375.00
Voice Narration	Innovative Artists Chicago	\$252.00	8	\$2,016.00
Recording Studio Session	Audio Recording Unlimited	\$490.00	12	\$5,880.00
Recording Studio Associated Costs	Audio Recording Unlimited	-	-	\$852.00
Production	Mike Pendowski	\$200.00	5	\$1,000.00
TOTAL				\$10,123.00

Costs covered by VanderCook College of Music

<i>Activity</i>	<i>Vendor or Individual Responsible for the Activity</i>	<i>Hourly Rate</i>	<i>Total No. Hours</i>	<i>Total Cost</i>
Production	Mike Pendowski	\$200.00	5	\$1,000.00
TOTAL				\$1,000.00

We plan to assess the success of the project in the following ways. We will record usage statistics for these digital collections on CONTENTdm. This will help us determine how often the collections are being accessed, and if usage increases over the course of one year.⁶

⁶ Based on correspondence with Amy Maroso (3/1/07), Library Systems Coordinator at CARLI, the staff at CARLI is currently working on a system to track usage on their CONTENTdm database. She will notify Widmer when this process is activated.

We also plan to survey the VanderCook College faculty to assess their use of the teaching worksheets in their classes. Based on a survey distributed to the faculty in March 2007, nearly 80% would consider having their students use the worksheets as part of their coursework. We plan to market and encourage the use of these digital teaching worksheets through faculty meetings and other library correspondence. This will occur during the 2007/08 school year. We plan to assess usage of the worksheets during the 2008/09 school year through a survey distributed to the faculty. Survey data will be compiled and included in the CARLI Final Report.

Appendix:

Cost proposal from ARU

Printed: 2/28/2007

Quote #: 2968



Title: Voice over recording
Client: Vandercook College of Music
Date: 2/28/2007

Contact: Don Widmer
Phone #: 312/225-6888
Fax #:

Quote Detail

	Price	Quantity	Total
Industrial Session with Bob:	\$490.00 / Hour	12.00	5,880.00
DAT Voice Track Safety	\$55.00 / Unit	2.00	110.00
DVD Rom	\$150.00 / Unit	4.00	600.00
CD/DVD Digital Archive	\$100.00 / Unit	1.00	100.00
Messenger Service out of loop	\$42.00 / Unit	1.00	42.00
			\$6,732.00
		Total	\$6,732.00

Email from Innovative Studios (Voices Unlimited) detailing project costs

-----Original Message-----

From: Sharon Wottrich [mailto:sharon@voicesunlimited.com]

Sent: Thursday, March 01, 2007 12:49 PM

To: dwidmer@vandercook.edu

Subject: Prodject recording rates

Hi Don,

We will be recording your audition tomorrow afternoon so We will e-mail you the mp3 files at the end of the day. They will come in a folder marked Voicebank so don't toss it out with your junk mail it's from us.

The rate for the actors including union H&R, paymaster fee and taxes is \$252.00 per hour. That is recording time in the studio not finished time. The actor is guaranteed 4 hours of work if he finishes in less time he is still paid the 4 hr minimum. We are figuring 17 to 20 pages being read per hour. so on the 75 page book should come in at 4 hours. The actor also needs a 10 min break every once in awhile for a glass of water, continuous reading is hard ton the throat.

I don't know how many pages you have on the different worksheets so when you choose them just total them up and divide by 20 and multiply by \$252.00 you should be close. I would suggest that you pad your cost by an extra hour on each example just in case. It's always best coming in under budget. The paymaster I spoke to you about is Creative Assoc. ask for Daryle Albert 1-800-353-1018 daryle@createassoc.com

Call if you have questions at all,

Sharon
Innovative Artists Chicago
312-832-1113.