

Abstract: Wiregrass Common Heritage Project

Troy University's Wiregrass Archives (WA) and local partners will host two community scanning days in Dothan, Alabama. Digitization teams will scan and capture Dublin Core metadata for photographs and documents. WA will own the scanned copies (unless refused by the donor) and will provide donors with digital copies on thumbdrives. WA will post metadata-tagged images to its institutional website, social media sites, and "Alabama Mosaic," a statewide database. Scanning and metadata consultants will train and supervise digitization teams and volunteer local senior citizens will provide historical information about scanned items. The project will provide two scanning and metadata training sessions, two pre-event community workshops (one on preserving family archives, the other on African American genealogical research), a traveling exhibit of scanned images, and a post-event presentation recapping the Common Heritage Project results.

Contents of “budget.pdf”

- Wiregrass Common Heritage Project Budget Request
- Supporting Documentation for Equipment Category
 - Laptop Computers
 - Photo Flatbed Scanner
 - External hard drive, 1 terabyte
 - Thumb drive, 8 gigabyte
 - Preservation Enclosures
 - 4” x 5”
 - 5” x 7”
 - 8” x 10”
 - 8 ⁵/₈” x 11 ³/₄”

Category	Request
Equipment	
ACER P246-M-31B7 laptop computers from Howard Technology (howardcomputers.com) + shipping, \$500 x 10	5000
Epson Perfection V600 Photo Scanners from Howard Technology (howardcomputers.com) + shipping, \$270 x 5	1350
8gb Flashdrives + shipping, \$7.00 x 100	700
Preservation enclosures: 4x5 @ \$12.35/100 x 3 5x7 @ \$17.50/100 x 3 8x10 @ \$31.05/100 x 3 8.5x11 @ \$104.55/100 x 1	300
BUSlink external hard drives, 1tb each x 2	250
subtotal:	7600
Honoraria	
Frazine Taylor, African American Genealogy workshop presenter	500
Dana Chandler, Preserving Family Treasures workshop presenter	500
Olga Casey, Metadata Consultant	500
Mike Heer, Scanning Supervisor	150
Anna Holman, Scanning Supervisor	150
2 data entry clerks @ \$100	200
subtotal:	2000
Travel & Per Diem	
Frazine Taylor, \$75 per diem x 2	150
Frazine Taylor, RT mileage Montgomery - Dothan, AL	160
Dana Chandler, \$75 per diem x 2	150
Dana Chandler, RT mileage Roanoke, AL - Dothan, AL	190
Olga Casey, RT Enterprise - Dothan, AL x 4	150
subtotal:	800
Supplies	
Office supplies	100
Printing, photo mounting supplies (for traveling exhibition & final program)	500
Final program equipment and room rental	100
subtotal:	700
Promotion	
Promotion, advertising, web/social media services	900
subtotal:	900
TOTAL COSTS	12000

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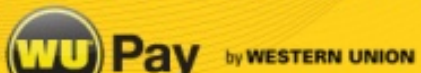
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Sale Price |

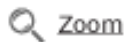
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- One-touch Easy Photo Fix restores color to faded photos
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GIFT AGREEMENT

I _____
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of _____
(Address) (City, State, ZIP)

for myself, my heirs, and assigns, do hereby give to the Wiregrass Archives at Troy University Dothan Campus legal ownership of the materials described below, subject to the mutually-agreed upon condition described elsewhere in this document.

Description of Materials:

[Description and identification numbers of items scanned]

This agreement transfers ownership and rights to the digital copies to the Wiregrass Archives as described:

_____ Full ownership, with all literary and copyrights, including rights to publish materials in print and on the internet.

_____ Ownership and right to publish or use for educational purposes only. Commercial use requires expressed permission from the donor or donor's heirs and assigns if locatable after a good faith search.

_____ Ownership, but access limited to the Wiregrass Archives facilities. All uses require expressed permission from the donor or donor's heirs and assigns if locatable after a good faith search.

The material described above, and all further additions or accretions I make to the collections of the Wiregrass Archives, are governed by this agreement unless a new agreement is executed. Access to my gift is OPEN to every qualified researcher (as determined by the Wiregrass Archives), except as noted below:

As consideration for the above gift, the Wiregrass Archives agrees to maintain the intellectual integrity of the information contained therein, and will protect the physical condition of the gift through professional best practices. All materials rejected or deaccessioned by the Wiregrass Archives will be returned to the donor except as noted below:

Donor Signature: _____ Date: _____

WA Signature: _____ Date: _____

Narrative: Wiregrass Common Heritage Project

A. What is the significance of this event to the community's members and its cultural institutions?

Dothan, Alabama, a city of 67,000, is called "The Hub of the Wiregrass." The Wiregrass Region, named for a tough grass that arose early in the year and fed the cattle herds that area drovers depended upon, spans southeast Alabama, southwest Georgia, and northwest Florida. Incorporated in 1889, Dothan is a transportation, mercantile, industrial, medical, and cultural center for almost 500,000 people living within a fifty-mile radius. The city itself contains notable divisions between new arrivals and long-time residents, economic elites and non-elites, and ethnic groups, though a patina of politeness and boosterism glosses over many social cracks. This project provides an opportunity to expose commonalities and to reduce such disconnectedness.

Dothan and the entire Wiregrass is underdocumented in the popular and academic literature. Nevertheless, the Wiregrass Archives at Troy University Dothan Campus, Dothan Landmarks Foundation, Inc. (Landmark Park), and the Houston-Love Memorial Library have collected institutional records and personal manuscripts/photographs over the past decades, and local heritage and historical compilers have uncovered privately held historical materials. Such success indicates that Dothan residents are willing to share family heritage materials when asked, and digital technology makes it possible to provide exceptional access to local and long-distance researchers.

B. What arrangements need to be made to digitize the public's cultural heritage materials, to get information for the metadata describing each item, and to provide access to the digital copies?

The Project Director and chief organizer is Dr. Martin Olliff, director of the Wiregrass Archives and associate professor of history at Troy University Dothan Campus. He will lead two community scanning days, one each at Landmark Park in Dothan and Houston-Love Memorial Library in downtown Dothan. Teams of two workers—a scanner and a metadata collector—will serve community members as they arrive. Mr. William Holman, executive director of Landmark Park and Ms. Lexie Aldridge, interim director and technical services manager at Houston-Love Memorial Library, will provide administrative support. Ms. Olga Casey, technical services librarian for Troy University Dothan Campus will train the metadata collectors in the Dublin Core metadata standard and supervise their work at both events. In addition, Ms. Anna Holman and Mr. Mike Heer will serve the project as scanning supervisors. Ms. Holman has extensive experience in scanning and museums as a graduate of the University of Southern Mississippi, an intern at the Wiregrass Archives, and an employee of Landmark Park. Mr. Heer has two master's degrees, one in European history from the University of South Alabama, the other pending in Education and History from Troy University. Mr. Heer has exceptional experience in large scanning projects as a student worker at the University of South Alabama's Doy Leale McCall Special Collections and Rare Book Library. After the community scanning days, the project will employ two data entry clerks under the supervision of Dr. Olliff and Ms. Casey to fix any problems in the metadata records, embed the metadata into the scans, and key the metadata into the ContentDM database used by the statewide *Alabama Mosaic* online display of historical resources (<http://alabamamosaic.org>).

The project will scan negative and print photographs up to 8"x10," as well as handwritten and printed documents, at 400-600 dpi (depending on the size of the original), 24-bit color or 8-bit grayscale, all saved as TIFs. Scanning supervisors will identify objects that are too fragile, large, or otherwise inappropriate for digitization during scanning days. The Wiregrass Archives will arrange later digitization with owners of such materials. The Wiregrass Archives also will identify community members who hold audiocassette tapes and VHS videotapes that it can digitize as well as 8mm and 16mm films that local professional photographer Art Solomon can digitize. Because of the expense of digitizing films, the Wiregrass Archives will only identify candidates for digitization and arrange for external funding in the future. At the scanning days, supervisors will provide community members with preservation advice and materials within the budget of the grant.

The Wiregrass Archives staff has extensive experience handling, digitizing, and returning scanned originals to their owners. Founded in 2002 around the congressional papers of AL-2 representative Terry Everett, the Wiregrass Archives is the only fully-funded, professionally staffed secure repository in a seventy-five mile radius of Dothan, Alabama. In 2003 and 2005, it led two community digitization projects to supplement existing photograph collections that appeared in *Houston County: The First Hundred Years* and *Railroading In and Around Dothan and the Wiregrass* published by Arcadia Press. The Archives's mission is to serve as a community repository for individuals and institutions in its area. Its director, Dr. Martin Olliff, is an ACA Certified Archivist, serves on the Society of American Archivists Committee on Education, and is a past president of the Society of Alabama Archivists. The Wiregrass Archives posts its finding aids to the internet along with digital surrogates of items as appropriate. It also creates MARC records at the collection, series, and item level to enhance access. The Wiregrass Archives will become the owner of those scans that providers are willing to give to it. It will preserve the digital copies on a live server as well as the external hard drives requested in the grant. In compliance with donor agreements, the Wiregrass Archives will post digital images to its website per collection, Alabama Mosaic, and social media sites like Flickr and Facebook.

The grant will provide five scanning stations consisting of two laptops and a scanner. These stations will remain as property of the Wiregrass Archives but will be available to community institutions in scanning projects of their own. The Archives plans to conduct more community scanning days throughout the thirty counties of its service area of Southeast Alabama, Southwest Georgia, and Northwest Florida.

C. In digitizing and providing access to the public's historical materials, what plans will be in place to deal with intellectual property rights and the permissions process?

The Wiregrass Archives is ethically bound to protect the right of its donors and, even more so, enhance donor benefits. We will present donors with a gift agreement that specifies that the Archives will publish low-resolution scans to the internet for access and public relations. The gift agreement will allow donors to transfer full ownership or only the right to provide access in the Wiregrass Archives's facility. See attachment "donoragreement.pdf." Scanning staff will neither pressure community members to sign gift agreements nor provide differential levels of service to anyone.

D. What kind or kinds of public programming are proposed?

With partnering institutions Dothan Landmarks Foundation and the Houston-Love Memorial Library, the Wiregrass Archives will lead two community scanning days in separate locations a few weeks apart. At each, the hosts will assemble at least five teams of scanners/metadata collectors, supervised by experienced scanners as well as the project metadata consultant (Ms. Olga Casey) and the project director, who will work with community patrons to scan, index, and both provide digital copies and preservation supplies to those patrons. The hosts also will recruit volunteer senior citizens who can add historical comments to the photographs and documents being scanned.

To encourage community participation and raise the consciousness of family historians concerning the importance of records preservation and accessibility, the project will host two pre-event workshops. One will be an introductory workshop on African American genealogical sources in Alabama and gathering information through home-based research and oral interviews. Participants will begin an ancestor chart, family-group sheets, and family-history questionnaires. The workshop will also include introduction to genealogy software and to the Federal Census Records. This introductory workshop is also helpful to at-risk youth and adults by helping the participants understand their families' role in the history of this country. Ms. Frazine Taylor, author of *Researching African American Genealogy in Alabama, A Resource Guide* (Montgomery: New South Books, 2008), recently retired public services archivist for the Alabama Department of Archives and History, and long-time independent consultant, will lead this workshop and emphasize the importance of preserving and providing access to family historical resources to promote community history.

The second pre-scanning days workshop will introduce participants to inexpensive methods of preserving their family historical materials, a natural prelude to providing access copies through scanning. Mr. Dana Chandler, Tuskegee University Archivist, will discuss preservation environments and techniques, including the influence of temperature and humidity on documents, photographs, and textiles, vermin prevention, and techniques family historians can use to combat the effects of acidity and physical deterioration of materials. Both full-day workshops will include hands-on exercises.

After the second scanning day, the project will create a traveling exhibition composed of scanned images and documents as well as a powerpoint slideshow. The project sponsors will hold a public display and celebration of the project organized around the theme of common heritage and history. We envision a program that features large-format images and a lecture by project director Dr. Martin Olliff of the Wiregrass Archives discussing the project and what conclusions we can draw from the scanned materials provided by community residents. The large-format images will become the traveling exhibition suitable for mounting at community gathering places, schools, businesses, churches, and city offices.

E. What is the plan of work for the project?

January 2016	Purchase scanners, computers, thumbdrives, preservation sleeves Create and open project website and social media accounts Begin public relations campaign Build Dublin Core metadata capture form
February/March	Recruit volunteer scanners and metadata capturers Hold training sessions in scanning and metadata capture Hold first of two community workshops Refine and beta test metadata capture form Continue and refine PR campaign
March—May	Recruit and train volunteer senior citizen historical consultants Hold second community workshop Continue and refine PR campaign
June—August	Hold refresher training for scanner and metadata volunteers Hold first of two community scanning days Continue PR campaign
July—September	Hold second of two community scanning days Continue PR campaign
September—October	Hold community presentation
October—December	Complete grant