

APPLICATION COVER PAGE Florida Department of State, Division of Library and Information Services

LSTA APPLICATION

Application Due: March 15, 2008

LIBRARY / ORGANIZATION NAME University of Central Florida Libraries

MAILING ADDRESS P.O. Box 162666, Orlando, FL 32816-2666

PHONE # 407 823-2564 **SUNCOM #** 345-2564 **FAX #** 407 823-2529

CONTACT PERSON Selma K. Jaskowski **E-MAIL ADDRESS** selmaj@mail.ucf.edu

FEID OR SAMAS AND EO # 59-292-4021

CONTRACTING AGENCY NAME University of Central Florida, 12202 Research Pkwy, Ste 501,
Orlando, FL 32826-3246

TYPE (*check one*):

Public **K-12** **Academic** **Multitype Library Consortium** **Special** **State Library**

CATEGORY (*check one*)

Access for Persons Having Difficulty Using Libraries

Library Technology Connectivity and Services

PROJECT NAME Picturing the Past: Photographs and Postcards of Central Florida

PROJECT **New** **Continuing** **If continuing, specify year:** _____

LSTA FUNDS REQUESTED \$52,002

PRIORITY# 1 **OF** 1 **APPLICATIONS SUBMITTED**

LIBRARY SERVICE AREA POPULATION 3.5 million citizens of Central Florida

NUMBER OF PERSONS TO BE SERVED BY PROJECT 3.5 million citizens of Central Florida

TARGETED USER GROUP (*Check all that apply*)

Children **Youth** **Adults** **Older Adults** **Mixed** **Other, specify** _____

Barry B. Baker **Director of Libraries**

Date

B. INTRODUCTION

1. The University of Central Florida is a metropolitan research university located in Orlando, Orange County.
2. A full-time staff of 130 includes 53 faculty, 4 professional, and 73 support staff. Additionally, the Libraries employs 96 student assistants.
3. The main UCF library, 5 regional sites and 2 branches have a collection of 1.6 million volumes, a subscription base of 16,000 serials, 60,000 e-books, 2.9 million microforms, 304,000 government documents, 40,000 media titles, 9,200 full text electronic journal subscriptions, and special collections and university archives materials. Access to collections is provided through services at the main campus library, the Curriculum Materials Center located in the UCF College of Education, and the Universal Orlando Foundation Library at UCF's Rosen College of Hospitality Management, as well as at regional joint-use campuses at the Brevard Community College Cocoa and Palm Bay campuses, Daytona Beach Community College, the MetroWest campus of Valencia Community College, and South Lake campus of Lake Sumter Community College. Collections, services and library information are available to all students and faculty online.
4. Registered borrowers of the University of Central Florida Libraries include 48,699 students, 1,734 faculty, and 2,959 staff.
5. The University of Central Florida is a public higher education institution, with a Board of Trustees appointed by the Governor of Florida. UCF Libraries is a partner with Florida's state universities in collaborative development of university collections, giving UCF students access to a growing, robust, statewide electronic collection.
6. The operating budget for 2006-2007 was \$13.7 million, with \$6.1 million accounting for the materials budget.
7. The Central Florida area has experienced rapid growth, turnover, and immigration, leaving the population without a sense of community identity. This phenomenon is not unique to the area, but makes developing a sense of shared history integral to building community. Because no single repository took the lead in the collection of historic materials in the region, collections are scattered, access to materials is fragmented, and public service is difficult.

Introduction to the project

Central Florida Memory: Picturing the Past

In many geographic areas, information about a region's history is easily accessible in one or several large, well-known repositories. For Central Florida, an area that includes Orange, Osceola, Seminole, Lake, Levy, Citrus, Brevard, Volusia, Polk, Flagler, and Sumter counties and is the focus of worldwide attention as a recognized destination for visitors, this is not the case. This proposal expands a partnership that offers libraries, museums, and historical societies a chance to continue in the development of a digital repository for the region. That partnership will continue to expand, enhance, and disseminate a collaborative model to make primary source materials related to Central Florida's history digitally accessible. Central Florida Memory (CFM) was originally a partnership of the University of Central Florida Libraries, who serves as lead applicant, and formal partners Orange County Library System and Orange County Regional History Center. An IMLS grant in 2004 added two partners, Olin Library at Rollins College and the Museum of Seminole County History. This project adds two new participants, Stetson University and Bethune-Cookman University, and will expand geographic coverage to include Volusia County and collective memories to include the African American community.

During previous phases, the partners digitized approximately 60,000 images covering the period 1880-1930. The Central Florida Memory website (www.cfmemory.org and Appendix 1) contains stories to engage learners, sample lesson plans, and metadata descriptions for researcher accessibility. Project expansion will add up to 30,000 images and offer participants the opportunity to have materials described and digitized by project staff. While CFM will continue to provide a comprehensive collection of manuscripts, public records, ephemera, artifacts, books, photographs, and maps documenting social, business, political, educational, cultural and civic life, "Picturing the Past" will add images in the form of photographs, postcards, and visual ephemera to broaden our collective memory of what Central Florida looked like before theme parks and roller coasters.

By providing access to local material, CFM creates a bridge between learning communities and "authentic artifacts." It draws on the strengths of libraries and museums – authenticity and authority – to deliver learning support to residents and visitors, students, genealogists, researchers, journalists, etc. Our mission is to create, through collaboration among libraries, museums, historical societies, and archives in Central Florida, a comprehensive digital collection, serving the needs of scholars, students, teachers, and residents. Here they will access graphical images and objects that document the region's historical and cultural heritage. See <http://www.youtube.com/watch?v=nTDczAsMfRs> for a promotional video on CFM.

Deliverables from this grant will include:

The addition of 30,000 images, which will expand the Central Florida Memory digital collection to include Volusia County history and the African American community of early Central Florida.

The digital images will be preserved in the Florida Center for Library Automation Digital Archives (<http://www.fcla.edu/digitalArchive/>).

A pilot test uploading images to Flickr will incorporate a community tagging effort to assist in the collection of metadata for materials lacking descriptions.

Accessibility to new materials will be expanded by having CFM’s metadata re-harvested by the Florida Electronic Library, WorldCat and OAIster.

C. LSTA OUTCOME PLAN

Project Name: Picturing the Past: Photographs and Postcards of Central Florida

Project Summary / Program Purpose: The Central Florida Memory digital collection is a cooperative project begun in 2002 that has grown to include five partners: University of Central Florida Libraries, Orange County Regional History Center, Orange County Library System, Olin Library at Rollins College, and Museum of Seminole County History. The intent of the project is to provide an online platform and focal point for gathering, preserving, and disseminating the documents, artifacts, and stories of the history of Central Florida. The purpose of this project is to add two new participants, Stetson University and Bethune-Cookman University in order to expand coverage to include Volusia County as well as the African American community of early Central Florida. This grant will make possible the addition up to 30,000 images of photographs and visual ephemera that enhance the visual story of Central Florida by giving institutions the opportunity to have materials described and digitized by project staff and providing a digital home to those archives unable to establish their own digital infrastructure.

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Staff	Project Management	Number of images created	Public uses technology to get information
Partnerships: Bethune-Cookman University and Stetson University	Curatorial	Number of metadata records created	Open access is given to archival materials not usually available to the public
Software	Digitization/Content Management	Number of images available for search and retrieval on CFM website	Public becomes aware of regional repositories through their presence on CFM
Equipment	Metadata	Number of images archived in Florida Digital Archive	
CFM Website	Web Development	Number of tags added to images	
Grant and matching funds		Number of images	

		available from Florida Electronic Library	
		Make metadata available via OAlster and WorldCat	
EVALUATION			
INDICATORS		SOURCES / METHODS	
Number of hits increases on CFM website		Google Analytics/reports	
Number of hits on publicly-restricted material occurs		Google Analytics/reports	
Public use of repositories increases		Repository gate counts/surveys	

D. NEED

1. Target population:

The project audience is multiple local learning communities such as current and future residents, K-12 students, college students, historians, genealogists, and many others who desire access to historic materials to enhance their understanding of Central Florida’s history and contributions as citizens.

While the ultimate audience for Central Florida Memory could potentially be any user worldwide with an internet connection and an interest in Central Florida’s history, our primary target audience focuses on Florida residents with a special interest in Central Florida. While population figures vary, the U.S. Census Bureau estimates Florida’s 2007 population at 18,251,243. Orange County accounts for 1,043,500; Seminole County, 406,875; and Volusia County, 496,575 of Florida’s total population as of 2006. To indicate the number of students in our potential audience, the most recent data available from the Florida School Indicators Report on the Florida Department of Education website (<http://data.fldoe.org/fsir/default.cfm>) lists the following student populations for the 2005-2006 school year:

	Elementary	Middle	High	Totals
Orange	83,131	38,220	49,864	171,215
Seminole	30,272	15,577	20,662	66,511
Volusia	29,820	14,995	19,600	64,415

Statewide	1,254,460	589,705	762,945	2,607,110
-----------	-----------	---------	---------	-----------

In addition to the traditional public school student population, Central Florida Memory contributes to the variety of online resources available to students participating in alternate schooling choices. This includes students who choose to attend public schools from home via the Florida Virtual School (grades 6-12), Florida Connections Academy (K-12), and the Florida Virtual Academy. For the school year 2006-2007, the Florida Virtual School served over 52,000 public, private, and homeschooled students and the Florida Virtual Academy was open to 1,000 students with attendance represented in 155 cities and towns across the state of Florida. Another growing segment of Florida’s student population is homeschooling. According to the Office of Independent Education and Parental Choice at the Florida Department of Education, homeschooling accounted for 55,822 of Florida’s students in the 2006-2007 school year. These 36,939 families were not alone in their choice. The decision to home school has steadily been on the rise in recent years. Between the 2005-2006 and 2006-2007 school years, the state of Florida experienced an increase of 6.1% in the overall number of homeschooled students. Our target counties are among those contributing to the increased numbers. For the same years, the number of homeschooled students in Volusia County increased by 11.4% and the number of families making the switch to homeschooling increased by 6.7% in Orange County and 3.9% in Seminole County.

In an effort to reach local students, representatives of Central Florida Memory have visited local elementary schools during Teach-In and presented at a luncheon for principals and media specialists. In addition, the Orange County Library System promotes the site’s resources to teachers via its librarian liaison program where librarians are paired up with Orange County schools to educate students and parents about the benefits of their local library. By providing access to local material, CFM links these learning communities with archival historical resources to enrich the educational experience for all of Florida’s students.

While the students and citizens of Central Florida are the primary local target audience, the materials will also serve a larger audience that is interested in learning more about the area. The focus of the project is to add materials and activities that enhance the visual story of Central Florida, concentrating on materials contributed by partners who may not have the means to digitize, describe, and serve up their historically significant materials to a larger audience via the Web or wish to contribute to the larger collection served by CFM.

2. Unmet needs of target population:

Central Florida Memory strives to fulfill a specific need for the K-12 school community and Central Florida history researchers by providing location and time independent access to primary source materials. Students and teachers looking for primary resources, especially for meeting expectations outlined in Florida’s Sunshine State Standards for history as it pertains to Florida in 4th and 8th grades, can readily find images and documents in CFM to aid their research without having to navigate multiple repositories with limited hours of operation and material

access restrictions. A digital repository to share images of Central Florida's history is increasingly important for today's overburdened and underfunded education system. Bringing resources into media centers, classrooms, and offices enables users to access information that would remain undiscovered due to transportation, time, and budget constraints. While Central Florida Memory already draws from a variety of resources to share the history of the people and places of Central Florida, the unmet needs to be addressed by this grant will expand the geographic and demographic representation of resources in Central Florida Memory.

Demographically speaking, Bethune-Cookman University's unique collection will contribute 13,000 historically significant images which will increase the representation of early Central Florida's African American community in CFM. The historic African American documentary and photographic materials represented in the archives of the Carl S. Swisher Library at Bethune-Cookman University will be a welcome addition to the collection. In addition to university papers and publications, the archive is home to the photographs and works of Dr. Mary McLeod Bethune. Dr. Bethune was an African American leader who not only founded and ran Bethune-Cookman University from its beginnings in 1904 as the Daytona Educational and Industrial School for Negro Girls, but also served as president of various state, regional and national organizations in an effort to better the plight of all African Americans. She is well known for her advancement of African American civil rights and her close friendship with Eleanor Roosevelt. These culturally significant materials reflect the education, lifestyles, realities and dreams that Mary Bethune spent her life working to improve.

Geographically speaking, 17,000 images from materials located at the Stetson University Archives will expand coverage beyond Orange and Seminole counties. While some materials in CFM speak to Florida in general, the majority of items contributed by partner institutions pertain specifically to the people and places of Orange and Seminole counties. Volusia County's history will be brought to life through the inclusion of letters, biographies, photographs, postcards, scrapbooks, yearbooks, and newspapers housed in the Stetson University archives.

A stronger commitment to providing visual materials will position CFM as an indispensable tool for teachers, students, and researchers. The integration of more visually appealing images will allow us to increase both interest and exposure by adding select images to Flickr. Use of this social networking image site will not only help drive traffic to CFM, but will also function as a means of collecting user-generated metadata that can be used to enhance records through the addition of keyword terms. This approach will make the site more easily searchable for the average user as well as engage the user in becoming an integral part of the development of the site.

3. Failing to meet the needs of the target population:

Special Collections and Archives with unprocessed, underprocessed, or restricted use materials are concerned about the lack of access afforded to potential users.

"The problem of hidden collections is one of the oldest and most vexing in modern archives and libraries. Unprocessed and underprocessed backlogs of special collections are, for all intents and

purposes, unavailable and often unknown to scholars. They are demoralizing and frustrating to librarians and archivists. They prevent us from realizing to the fullest possible extent our professional commitments to public service, to teaching, and to outreach.” Barbara M. Jones and Judith M. Panitch¹

In addition to remaining inaccessible to the scholarly and local communities and users at large, uncataloged and underprocessed collections are at a greater risk of being lost altogether. The repositories in Central Florida must begin to develop the tools to make a digital future a reality and bring access to primary source materials on par with access to books. They face several challenges in providing access to collections such as large unprocessed backlogs, no cataloging or metadata staff expertise, limited direct funding for description, and an absence of a union catalog. Access to unprocessed collections is in most cases totally staff-dependent, to the detriment of the institution and the patron. Experience during the last grant phase proves that digital projects can drive collection description. However, it is important to remember that collection description is a continuum. Many of our contributors have minimal control gathering ephemera, photographs, clippings and manuscript materials into large vertical files. On the other hand, some will have the knowledge and experience to be able to select for digitization and provide their own metadata. The diversity of institutions’ knowledge and resources requires a collaborative project staff with digitization, cataloging and metadata experience. Working as a team, digitization efforts bring attention and attract resources to long neglected special collections. Project-supplied resources will infuse repositories with professional energy, kick-starting programs through the care and description of these hidden treasures.

The impact that historically relevant resources could have on students, researchers, and citizens is hindered by the physical access limitations that are inherent to many archival collections. Bethune-Cookman University’s archival materials are stored on the second floor of the library and require the assistance of a staff member for retrieval and viewing. In addition, a large portion of the photographic materials lack organization or description of any kind, relegating them to a life of obscurity packed away in boxes. While Stetson University’s materials are organized and described, accessibility remains a factor due to the nature of the materials, limited office hours, and staffing constraints. Even if the patron knows that the item exists, the Archives and Special Collections Department of Stetson University’s Library is accessible by appointment only. The proposed grant will allow access to materials from these two repositories that are not otherwise easily accessible or viewable to the general public.

Leveraging digitization means using the conversion of primary materials as an opportunity for networking and education to increase the effectiveness of regional repositories. When special collections materials are inaccessible for any reason, the rich information they provide is locked away. Digitizing these resources and making them available online is akin to giving every citizen a key to the archive’s vault. Rare materials can be equally accessed and appreciated. Fragile ephemera can be viewed as if held up close by zooming into a jpeg2000 image. Resources,

¹ Barbara M. Jones and Judith M. Panitch, “Exposing Hidden Collections: Introduction, Rare Books and Manuscripts, *Association of College and Research Librarians*, Vol. 5, No. 2, Fall 2004.

information, and materials documenting our region's rich history that have been secured behind closed doors become as easy to retrieve as the local movie listings.

Central Florida Memory's success lies in its vision to provide equal access to information through the "preservation of knowledge and documentary heritage" of Central Florida's repositories. The needs that CFM strives to fill are clearly aligned with the goals and outcomes outlined in "Lead... Develop... Innovate..., Florida's Library Services and Technology Act Plan, 2008-2012," and with five out of six of the LSTA program's primary goals:

- (1) Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages:

CFM draws from public and academic libraries as well as museum repositories to digitize primary source images that can be accessed in electronic format regardless of the users' age, location or home library type.

- (2) Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks:

As a local partnership of institutions, Central Florida Memory's worldwide web presence relies on electronic networks at various levels to reach multiple audiences. While images are created and stored locally for CFM, metadata is harvested and made searchable at the state level by the Florida Electronic Library, at the national level by OAIster as part of the Digital Library Production Service's project at the University of Michigan Library, and at the international level by providing metadata to WorldCat.

- (3) Providing electronic and other linkages between and among all types of libraries; and

- (4) Developing public and private partnerships with other agencies and community-based organizations:

CFM was created with a strong commitment to partnership among academic and public libraries, museums, and archives. We continue to develop and nurture collaborative partnerships with public and private institutions, develop outreach programs for community-based organizations such as local schools, and create virtual linkages between libraries, users, and primary source materials.

- (5) Targeting library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills:

Building on a collection of over 60,000 digital images, this project will include materials from two new participants and allow us to better meet this goal by digitizing resources pertaining to Central Florida's history for African Americans and Volusia County which will enable us to provide coverage to a broader segment of our region's population.

UCF Libraries support for Central Florida Memory and this project reflects the Libraries' values which include a commitment to:

The best possible services and collections for patrons and employees;

- Respect, fairness, and integrity in all interactions;
- Intellectual freedom, fair and equitable access to information, American Library Association's Bill of Rights, ethical business practices, copyright principles, confidentiality;
- Diversity and inclusiveness of people, information resources and services;
- Innovation, creativity, risk-taking, initiative, problem-solving.²

E: INPUTS

Staff:

The University of Central Florida Libraries will provide the administrative and production teams consisting of a project administrator, project coordinator, digital imaging technician, metadata cataloger, IT coordinator, programmer/analyst, archivist, and fiscal manager. The Assistant Director for Systems & Technology will act as the overall project manager. (Resumes of project staff may be found in Appendix 2.)

Project Administrator, Selma Jaskowski, will oversee administrative and budgetary matters including supervising the hiring of staff, purchasing necessary equipment and software, advising on web site changes, reporting to the funding agency, tracking and revising the Action Plan as necessary.

Project Coordinator, Lee Dotson, provides coordination between project components; schedules materials submissions from contributors; consults with Special Collections staff on organizing submissions; facilitates delivery to digital imaging staff; collaborates with metadata cataloger on image description and classification; manages uploading images to CONTENTdm; provides weekly updates to Project Administrator.

Digital Imaging Technician, Page Curry, will supervise the scanning of 30,000 images, creating derivatives for the collection and digital archives.

Metadata Cataloger, Doug Dunlop, will review images and descriptive information prepared by each participant, perform original and complex copy cataloging, and apply metadata standards. He will also be responsible for coordinating metadata harvesting by WorldCat and OAIster.

IT Coordinator, Joel Lavoie, will organize and maintain the digital collection in CONTENTdm, update and configure the CONTENTdm software, test access to the digital collection, and assist

² UCF Libraries Webpage. Retrieved 12 March 2008.

<http://library.ucf.edu/Administration/FactsFigures/MissionStatement.asp>

in changes to the Web site design as well as answer technical support questions. He will coordinate transfer of contributions to the Florida Digital Archive and facilitate metadata harvesting by the Florida Electronic Library.

Programmer Analyst, Blake Stephens, will maintain the CFM Web site including the update of the graphical interface to CONTENTdm, and custom programming for access to specific subsets of the CFM collection.

Archivist, Judith Beale, will organize contributions from participants and assist with classification and description of material.

Fiscal Manager, Janet Girard, will monitor financial transactions for the grant, and provide monthly reports to the Project Administrator.

Other Project Staff:

Funds to support 8 (4.0 FTE) student assistant positions for the organization, preparation and scanning of materials, and data entry are requested. These positions are hourly wage positions and will be filled by University of Central Florida undergraduate student assistants.

Partnerships:

New partners will include Bethune-Cookman University, a 100-year-old historically black college; and Stetson University, one of Florida's first private universities.

Software

Adobe Photoshop Creative Suite 3 (CS3) for Windows will be purchased for 3 PC processing stations. CS3 is used to process the images scanned.

Equipment

Three (3) Fujitsu fi-5750C Color Duplex Document Scanners (or a comparable model) for image capture. These scanners are needed to provide the necessary equipment for student staff to scan materials. UCF Libraries will provide the PC processing stations.

Three (3) SATA hard drive docking stations to attach to 3 PC processing stations and six (6) SATA hard drives to store images. The docking stations provide the means to save images to the 6 removable hard drives. A removable hard drive will be assigned to each student to store their work. At the end of the project, the drives will be used as local archival storage for Stetson and Bethune-Cookman.

CFM Website

The current CFM website will be updated and enhanced to feature these new collections. Access enhancements will include the ability to isolate subsets of the collection.

Grant and matching funds

Grant funds will be used to purchase equipment, software, and supplies, and employ student assistants. The contributions of UCF Libraries staff will be provided as matching funds.

F. ACTION PLAN

1. Project Activities

Project activities will be divided into 5 functions: Project Management, Curatorial, Digitization and Content Management, Metadata, and Web Development.

Project Management:

The Project Coordinator, Digital Imaging Technician, Metadata Cataloger, and Archivist will hire 8 student assistants (4 FTE). The student assistants will receive training for the digitization of materials, basic archival processing of necessary materials for organization and preservation, and conducting basic metadata tasks. Digitization and Content Management training will be based on the UCF Digitization Spec Kit (Appendix 3) and will be carried out by the Project Coordinator and Digital Imaging Technician. Archival training is based on current archival standards and local practice and will be conducted by the Archivist. Archival training will be conducted for both student assistants and appropriate staff at participant institutions. Training of staff at participant institutions will provide basic archival training where it is lacking as a means to better aid the institution in further archival activities and aid in the sustainability of the project. Metadata training will be conducted by the Metadata Cataloger and will be based on metadata and cataloging standards (Dublin Core, AACR2r, Library Congress Subject Headings) and local practices as outlined in the CFM Metadata Handbook (Appendix 4). The Project Administrator will provide project oversight including budget tracking, purchasing necessary equipment and software, the design of the web site, the supervision of hiring student assistants, reporting to the funding agency, project evaluation, and tracking and revising the Action Plan as needed.

Curatorial:

Using the UCF Libraries van, the two new partners, Bethune-Cookman University and Stetson University, will be visited to determine the best materials for digitization. New materials will be selected by the Archivist, Project Coordinator, Metadata Cataloger, and a member of the partner institution. Criteria for selecting new materials are based on the current coverage areas for CFM with a focus on themes currently underrepresented in CFM. Material selection is based on local historical significance, current coverage in CFM, material stability, and usefulness to the various user groups supported by CFM. Curatorial activities will include organizing, processing, researching, and describing materials and will be carried out by the Archivist, student assistants, and Metadata Cataloger. Select Curatorial functions including research and description of materials will overlap with Metadata functions. The archival processing of materials will involve gathering the collection, surveying the collection, planning an arrangement, arranging the collection, and labeling folders and boxes.

Digitization/Content Management:

Digitization/Content Management functions will be carried out by the Project Coordinator, IT Coordinator, Digital Imaging Technician, Programmer Analyst, and the Metadata Cataloger. Following selection and processing, selected materials will be transported and stored at UCF in a secure room. Information about the materials will be entered into a database for ease of tracking throughout the digitization and metadata processes which will take place at UCF Libraries. Digitization will follow best practices for scanning with the size, reflectivity, and condition of the original material determining appropriate treatment. Strict organization of the images and attention to image quality will be maintained from the beginning of the process when folders are created and the materials are dispersed to image technicians for digitization until the images are uploaded to CONTENTdm and the master copies are archived. Prioritization of image upload and creation of the compound object into the content management system will be coordinated between the Project Coordinator, Digital Imaging Technician, and the Metadata Cataloger. Digitization practices will adhere to recommendations set forth by PALMM and Cornell University (See the UCF Digitization Spec Kit – Appendix 3). Copyright consideration and the application of copyright standards are directed by the Project Coordinator.

The master TIFF images and derivatives (JPEG) created for Stetson and Bethune-Cookman for inclusion in CFM will be deposited with the Florida Center for Library Automation (FCLA) Digital Archive (<http://www.fcla.edu/digitalArchive/index.htm>) with whom UCF Libraries archive all their digital collections. FCLA provides automation services that assist the libraries of Florida's publicly-funded universities in meeting their teaching and research objectives for students and faculty. The university system of Florida consists of ten universities, one college, twelve off-campus centers, seven agricultural research and education centers, and sixty-nine county cooperative extension programs located throughout the state.³

The mission of the FCLA Digital Archive is to provide a cost-effective, long-term preservation repository for digital materials in support of teaching and learning, scholarship, and research in the state of Florida. In support of this mission, the FCLA Digital Archive guarantees that all files deposited by agreement with its affiliates remain available, unaltered, and readable from media. For those materials designated to receive full preservation treatment, the FCLA Digital Archive will maintain a usable version using the best format migration tools available.⁴

Metadata:

Metadata functions are overseen by the Metadata Cataloger who works in conjunction with the Project Coordinator, Archivist, and student assistants. Metadata activities include original and

³ About FCLA Webpage. Retrieved 12 March 2008. <http://www.fcla.edu/FCLAinfo/aboutinfo.html>

⁴ FCLA Digital Archive Home Page. Retrieved 12 March 2008. <http://www.fcla.edu/digitalArchive/index.htm>

copy cataloging of all materials ingested into the content management system, creating workflows in conjunction with the Project Coordinator and the Archivist, and creating and maintaining Metadata policies and procedures (including the Metadata Handbook – Appendix 4). In addition to adding metadata within the content management system, the Metadata Cataloger will be responsible for the harvesting of bibliographic records into WorldCat and OAlster through the CONTENTdm harvesting functionality and will work with the Project Coordinator and Archivist to **select materials to be added to Flickr for promotion of CFM** and to aid in the creation of keywords. The Metadata Cataloger will determine which of the terms generated in Flickr will be added into the content management system as keywords.

Web Development:

The Programmer Analyst and IT Coordinator will collaborate on the creation of a new web interface to CONTENTdm. With input from project staff and partners of Central Florida Memory, the design of the interface will reflect ideas that have been discussed at CFM quarterly meetings. These changes are seen as integral to providing users with ease of access by giving them the ability to search specific subsets of the collection. These subsets may include, but not be limited to, direct links to photographs, funeral records, maps, postcards, and diaries.

2. Timeline

Time Table	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
Hire and train staff												
Collect and organize material												
Digitize material												
Create metadata, harvest, add to Flickr												
Create web interface and subset access												

3. Sustainability

Project benefits will continue well beyond the grant period, due in part to permanent accessibility to the CFM digital collection on UCF Libraries’ servers and the expansion of partners and contributing institutions participating in CFM. The second phase of CFM funded by an IMLS grant in 2004/2005 demonstrated the need for a successful cooperative project such as CFM in the region. The five partners – UCF Libraries, Orange County Library System, Orange County Regional History Center, Museum of Seminole County History, and Rollins College have made significant contributions of time, resources, and expertise to CFM. All are as committed to investing in its future as an important educational and cultural resource as they were in its past.

The UCF Libraries recognizes the CFM collection as an important digital resource for the UCF community of scholars – one that would not exist without the collaborative relationship among the partners that is Central Florida Memory. This grant will ensure the continued enrichment and enhancement of this important resource for the people of Central Florida through the addition of two new participants: Bethune-Cookman University, and Stetson University. The UCF Libraries has made a monetary investment in equipment and software to support CFM and will continue to contribute ongoing CONTENTdm software annual maintenance fees. The UCF Libraries will also contribute the resources necessary to maintain servers from which CFM is accessed to insure continued availability. This project will support the ongoing work that brings the cultural heritage community together to illustrate the value of its resources by maintaining a cooperative structure to identify, catalog, preserve, and make accessible the historical documentation of the Central Florida community.