



FACT SHEET

Conserving & Digitizing Historical Resources

PROGRAM DESCRIPTION

This program will provide \$5,000 to \$30,000 to support the conservation of library and/or archival research materials with significant research value of long-term significance. Proof of ownership will be required for any project that involves the direct treatment of materials. The institution must commit to maintaining the digital files and making them available to researchers for the foreseeable future both in-house and through the Digital Commonwealth.

The conservation and digitization component of this program is focused on those collections/volumes that need hands-on conservation work before they can be digitized. The digitization component of the project is expected to follow all appropriate and applicable standards and "best practices."

Eligible project activities include, but are not limited to:

- conservation, digitization, and creation of preservation microfilm from the scans;
- conservation work and digitization of the materials for access;
- preservation/conservation of photographic formats and the creation of prints and negatives as part of this process prior to digitization;
- major conservation treatment by a qualified conservator or conservation treatment facility of eligible research materials with significant artifactual value; and,
- special shelving or storage furnishing for special format materials or for materials that will receive conservation treatment as part of the funded project and subsequently require special storage.

The library will be responsible for providing a current finding aid for the manuscript and/or archival collection(s) based on current practices as recommended by the Society of American Archivists. The original document(s) must be processed and cataloged prior to conservation and digitization and be stored under appropriate conditions (both environmental and physical: constant temperature, relative humidity, light, Ultra-Violet radiation and air quality levels based on the recommended standards for the materials involved.) Digitized items and/or collections must be listed in the MBLC's online Special Collections Directory and either be available to be harvested by or uploaded to the Digital Commonwealth. Hyperlinks will be provided directly to the image and/or text files and URL must be included in catalog record.

This program is not intended to disqualify potential applicants who have dedicated conservation staff and have created their own fully-functional scanning lab to digitize their own collections, create the appropriate metadata, and mount these images on the Internet.

Eligible costs

- conservation and proper care and handling of original documents to prepare them for scanning;
- the costs of scanning and image and metadata creation;
- the cost of Optical Character Recognition (OCR) work to create searchable text; and
- the costs associated with mounting these files on a web site, including EAD markup.

PROGRAM ELIGIBILITY

Any library that meets standard eligibility requirements for Direct Grant programs may apply. Libraries may apply up to three times for different projects under this grant category. To apply for funds, a library must:

- Have completed a Preservation Assessment within the past five years and developed a Preservation Long Range Plan based on this assessment.

PRIORITIES

Under this program priority will be given to materials of local, state, regional, or national importance that contribute to an understanding of our historic and cultural heritage. Preference will be given to collections in the following order and subject areas: 1) collections documenting significant Massachusetts historical, geographical, cultural, economic, and natural developments and/or collections with direct application and relevance to Massachusetts; 2) unique collections representing resources unavailable in any other repository; and 3) collections located in Massachusetts repositories that provide a unique and/or cohesive resource, independent of subject area.

INTERESTED?

Applicants must submit a Letter of Intent form with the "Conserving & Digitizing Historical Resources" option checked off. If you need more information about this program, contact Gregor Trinkaus-Randall at the MBLC, 1-800-952-7403 ext. 236, or by e-mail at gregor.trinkaus-randall@state.ma.us.

BACKGROUND

The documentary heritage of Massachusetts is essentially intact from its founding. Throughout the Commonwealth, repositories house irreplaceable collections of books, as well as private and public documents that serve as a rich resource for researchers and others involved in local, state, regional, national, and international studies. Library staffs in public libraries, academic libraries and other repositories have long collected materials that document their immediate and adjoining locales, as well as focusing on specific collecting areas. Although much of this material is monographs and pamphlets, a significant portion is manuscript material (personal and organizational papers), photographs, posters, ticket stubs, broadsides, etc. Many of these collections are in need of conservation work to prolong their lives.

2013-2017 MASSACHUSETTS LONG RANGE PLAN GOAL & OBJECTIVE

Goal 2: Improve access to library services and resources for all residents of the Commonwealth.

Objective 3: Ensure access to the literary treasures of Massachusetts by preserving source materials in their original format, reformatting or copying materials at risk of loss. Support the digitization of historical and other significant resource materials. Offer training for disaster preparedness and provide assistance to libraries needing help after a disaster.