

1. PROJECT MANAGEMENT INFORMATION:

Name of Institution: Douglas County Libraries
 Douglas County History Research Center
 Address: 100 South Wilcox Street
 Castle Rock, Colorado 80104-1911
 Phone: 303-688-7730
 Fax: 303-688-7715

Contract Contact: Greg Mickells, Manager Philip S. Miller Library
 Phone: 303-688-6704
 Fax: 303-688-7715
 Email address: gmickells@dclibraries.org

Project Manager: Johanna Harden, Archivist
 Phone: 303-688-7731
 Fax: 303-688-7715
 Email address: jharden@dclibraries.org

Website URL: DouglasCountyHistory.org

2. PROJECT NAME:

Speaking to the Future: Voices of the Past

3. PROJECT PROPOSAL SUMMARY:

Douglas County History Research Center (DCHRC) will participate in the CDP Sound Model Grant with fifteen (15) audiotapes from the Library of Congress Veterans History Project (VHP), the Sedalia Firehouse Museum oral histories, and from the general oral history collection. Word-for-word transcripts for all the VHP tapes, together with associated material, will make up one third of the grant tapes. Edited transcripts are available for the Firehouse Museum tapes. Material related to the audiotapes will be digitized to CDP standards.

All five DCHRC staff will participate in the Sound Model Grant performing different specialized tasks according to need. DCHRC volunteer transcribe the audiotapes. These tasks include processing donations, duplicating tapes, supervising the transcription process by the volunteers, digitizing related materials, creating a web page for the project, and cataloguing the audiotapes and related material.

4. COPYRIGHT: By signing below, the project participant assume all responsibility for liability relating to copyright and intellectual property infringement and absolve the Collaborative Digitization Program, the Colorado State Library, and the Institute of

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Museum and Library Services of any liability related to the creation and distribution of these digital objects.

SIGNED BY:

DATE:

Greg Mickells, Manager Philip S. Miller Library
Supervisor Douglas County History Research Center

Narrative Outline

1. **Project Name:** *Speaking to the Future: Voices of the Past*

2. **Narrative description of the project:**

- a. Please describe your digitization project including the collection/s that you will be digitizing. Describe why these resources are being selected for digitization. What is the significance of the collection(s)?*

Speaking to the Future: Voices of the Past will include selections from our Library of Congress Veterans History Project (VHP), the Sedalia Firehouse Museum oral histories, and other interviews taken from the general collection of oral histories.

We have watched our local veterans participation grow over the last two years as the national program has received more publicity. They are truly surprised to be asked to share their experiences with future generations of researchers. They encourage other veterans to participate. This helps the VHP grow.

Visiting friend-to-friend, or neighbor-to-neighbor has been the method of gathering the history of the Sedalia area of Douglas County. Family histories dating to Colorado Territory time, stories of the 1965 flood, life in a *very* small town fill the audiotapes gathered by dedicated volunteers. Associated material accompanies many tapes, further illustrating the recorded conversation. Their addition to the collective memory of Douglas County is invaluable. Many of these tapes have transcripts.

A visiting with descendents of the first Forest Ranger, first-person narrative of being trapped in a car in the 1965 Flood, conversations with people born in the 1890s. Each adds to a piece to the unfinished puzzle of the history of Douglas County, Colorado. Each voice takes the listener into the story being told, making the history come alive.

- b. Audience: Who is the audience for this project? Who are the current users of the collection? How will the audience change when the sound recordings are available on the web?*

Access to the audio collection now relies upon the memory of the staff as to what material we now hold. Douglas County Television Channel 8, newspaper reporters, historians, authors, and family members of the interviewees have used DCHRC audiotapes. The CDP Sound Model Project comes just at the time we are beginning to catalogue our holdings. We anticipate the use to increase with OCLO online catalogue records, publicity generated by the CDP project, notice on and link from our website, and our own DCL Community Relations announcements. Let us not forget the best publicity of all: Word of mouth communication from our patrons using the CDP digital resources.

- c. Non-Audio Collections (OPTIONAL) For projects interested in digitizing related photographs, manuscripts, museum artifacts, please describe how these materials enhance/complement the sound recordings.*

In this visually orientated world the spoken word is often ignored or undervalued. To have images of the speaker before the listener will focus the mind on the words being heard. Photographs, personal papers, manuscripts, and ephemera related to the audiotapes will enhance the listener's understanding of the interviewee, and provide context of time and place. The Veterans History Project material is visually rich.

3. Physical Description of Collection(s)

a: Format(s)

Audio Cassettes

b: Number of items:

15 Audio Cassettes

c: Estimated number of hours of sound recordings

22.5 hours

d: Transcripts: Indicate the number of transcripts available for sound recording and whether they are in paper or digital formats.

Transcripts for 8 tapes are complete. Five are in both paper and electronic/digital formats. Transcripts for several tapes are an edited version of the original tape. At present, the balance of the audiotapes does not have transcripts.

4. Ownership: Do you have release forms from oral history interview participants? How did you obtain the collection? Does your purchase or donor agreement include the rights to digital distribution? Are there any limitations on use of these resources in digital format? If so what will you do to gain the rights? Are you able to assign CDP permission to host digital audio files on shared infrastructure?

All of the audiotapes and material related to the recordings are donations fully complying with DCHRC *Accession Policy* and *Deed of Donation*. There are no restrictions on the use of the donated material involved in this digital sound project. The DCHRC *Deed of Donation* does not specifically list *digital distribution or digital format* in its wording. The Douglas County History Research Center is able to assign permission to CDP to host the digital audio files on the shared infrastructure.

A copy of the DCHRC *Accession Policy*, and *Deed of Donation* are included in this application.

5. **Metadata:** Describe how you will be creating Metadata or Cataloging information for your digital objects, including what standards (see [Western States Dublin Core Metadata Best Practices](#)) you will be using, i.e. Dublin Core, EAD, MARC. Indicate if you will be creating records on your institutions local system or local database or if you will be using the CDP DC Builder software. (OPTIONAL: Describe metadata for non-audio collections)

Metadata for the sound recording objects, and any other associated resources such as photographs, will be created utilizing well-known and accepted library standards. These include the Anglo-American cataloguing rules, 2nd edition (AACR2), 2002 Revision¹, and **M**Achine-**R**eadable Cataloging (MARC), in the form of the international MARC21 standard². In addition the Library of Congress (LC) Authorities database will be the basis of the controlled vocabulary for uniform subject, and name headings³. As the content of the sound recordings is locally oriented, many name or geographic subjects may not be in the LC authorities database. In this case, unique subject authority headings will be created following the standards defined by MARC21 for authority data⁴.

The bibliographic records will be created locally in the Dynix Horizon system at Douglas County Libraries. Once complete, the bibliographic records will be uploaded to the OCLC Online Union Catalog. From these MARC records, metadata will be generated for the CDP Heritage database via the MARC to Dublin Core Crosswalk facility⁵.

¹ *Anglo-American cataloguing rules, 2nd ed., 2002 revision*. Chicago: American Library Association, 2002.

² *MARC 21 format for bibliographic data*. 2003 ed. Washington, D.C.: Library of Congress. Accessed 9 February 2005. Available: <http://www.loc.gov/marc/bibliographic/ecbdhome.html>.

³³ *Library of Congress authorities, 2004 ed*. Washington, D.C.: Library of Congress. Accessed 9 February 2005. Available: <http://authorities.loc.gov>.

⁴⁴ *MARC 21 format for authority data, 2003 ed*. Washington, D.C.: Library of Congress. Accessed 9 February 2005. Available: <http://www.loc.gov/marc/authority/ecadhme.html>.

⁵⁵ *Western States Dublin Core Metadata Best Practices, version 2.0. : section 2.4.6, crosswalks*. Western States Digital Standards Group. Metadata Working Group. Accessed 9 February 2005. Available : <http://www.cdpheritage.org/resource/metadata/wsdcmbp>.

- 6. Digitization (Optional)** *Describe what standards/benchmarks (see Western States Digital Imaging Best Practices) you will use for digitization of **non-audio** material. Include description of scanning hardware/software, quality control benchmarks (such as resolution, etc.), file formats.*

Digitization Standards

The Douglas County History Research Center scans its photos and other materials according to the Western States Digital Imaging Best Practices. In general, master images of photographs are scanned to 5000 pixels across the long dimension for a photograph. The master images are saved in Tiff format. Access images of photos will be jpegs at 800 pixels across the long dimension with 72 dpi.

Hardware and Software

The DCHRC has an Epson Expression 1640 XL scanner. This scanner has a hardware resolution of 1600 x 3200 dpi (maximum resolution of 12800x12800 dpi) and a read area of 12.2 x 17.2 inches. The scanner has a transparency unit for scanning negatives and slides.

Software for the project will include Photoshop 7 or later. Images for the project will be stored on one library server and backed up on another. Backup copies of the images will also be stored on CD in our media safe. The DCHRC is currently in the process of migrating from a Macintosh environment to a Windows environment. Our new computers will be Dell OptiPlex SX 280 Series Desktops with 512 MB RAM and 60 GB Hard Drive Space running Windows XP Professional.

- 7. Web sites** *Describe how you might provide access to digital audio available on the CDP audio server from your web site (OPTIONAL: Describe how non-audio materials will be made available).*

The Douglas County History Research Center's website will host the transcripts and accompanying images and link to the digitized oral histories, as well as links to the metadata in the Douglas County Libraries' catalog. Thumbnail and access images of the non-audio materials will be made available. We are in the process of converting our website to a database driven model, which will allow for a more unified look to the History Research Center's web presence. Logos for the CDP will, of course, be included in the creation of the pages.

- 8. Project Promotion:** *Describe how you will promote your project to your community, including newspaper articles, community programs, brochures, etc.*

The main promotion of the project will be through the History Research Center and the Douglas County Libraries' websites. The History Research Center staff will present a program for the Douglas County Libraries' Lunch and Learn Series in 2006. The library's Community Relations Department will issue press releases about the grant to local media, and History Research Center staff will write articles for local newspapers about the project.

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9. Educational Outreach (Optional): *As part of the Sound Model grant CDP will be conducting training for K-12 teachers which will result in classroom lesson plans. Projects are not required, but are encouraged to contribute, additional K-20 curriculum materials. Describe opportunities for your project to work with K-12 teachers or faculty.*

We currently work with teachers and on various projects as requested. We provide photocopies of material, assist with research projects, and conduct tours of the History Research Center. DCHRC sees the digital audio project as another opportunity to bring local history information and material into the classrooms of the Douglas County School District RE-1. This project expands the access to the audiotapes in a very user-friendly way that does not require a special trip to DCHRC.

10. Staffing: *Describe your project staffing; including what qualifies the person for these responsibilities.*

Archivists Shaun Boyd and Johanna Harden are familiar with Douglas County history, able to assess the historical value of material in the audiotape collection, familiar with research inquires of patrons.

Assistant Archivist Annette Gray serves as registrar for DCHRC completing donor papers, coordinator of the Douglas County Veterans History Project, able to assess the historical value of the VHP audiotapes and associated material.

Archives Processor Cecily North processes donated material.

Cataloguer Nancy Kall provides full OCLC and MARC records for the DCHRC material.

11. Budget narrative: *Complete the budget form attached. Please describe the various components of the budget below. (OPTIONAL: Include narrative description of separate budgets for digital imaging of non-audio materials.)*

The following figures are *averages* for salary and time allotted for each tasks. Since the DCHRC material involved in the Sound Model Grant comes from donations already processed to some degree, or they are part of a larger collection that has been processed it is difficult to give an exact cost per audiotape and digitized related material.

Cataloguer	\$21.75 x 30 hours =	\$652.50
2 Archivists	\$21.75 x 30 hours =	\$652.50
Asst. Archivist	\$17.00 x 15 hours =	\$255.00
Processor	\$14.00 x 60 hours =	\$840.00
Volunteer Transcribers	\$12.00 x 180 hours =	\$2160.00

total	315 hours =	\$4560.00